



EPISCOPAL DIOCESE *of* INDIANAPOLIS

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Mutual Ministry Review: Expectations and Process Overview

Mutual Ministry Reviews offer a congregation's primary clergy and lay leaders an opportunity to reflect together on their shared ministry in leadership of a congregation through a process of prayer, personal reflection, and a facilitated conversation.

Bishop Jennifer's expectation is that the Rector, Wardens, and Vestry of a parish will go through a Mutual Ministry Review (MMR) one year after the Rector and Warden sign a Letter of Agreement, and again every other year after that.

At the end of the MMR, the Consultant emails the Bishop to confirm the date and time that the MMR took place. The Rector and/or Wardens send an overview of the MMR that includes: 3-4 areas of strength in shared ministry, 2-3 recommendations for change in order to promote greater effectiveness, and 2-3 goals for the mutual ministry of the parish in the next year or two years; this copy will be maintained in diocesan files. One copy of this report should be kept in congregational files, and one copy should be kept by the Rector.

Important to note: A Mutual Ministry Review is not a traditional performance evaluation of the Rector. It is a chance for the Rector and the primary lay leaders of a congregation to evaluate their own ministry over the course of the past year or two years, to reflect on the other primary leaders' ministries, to consider how the that leadership has been shared, to offer positive and constructive feedback to one another, and to discern together about goals for leaders to attend to in the next two years. In order to maintain this reflection on partnership in ministry, MMRs are to be facilitated by a third party recommended by the Canon to the Ordinary for Congregational Development and Leadership.

Process:

1. Financial provision in anticipation of an MMR should be provided in the parish annual budget.
2. The Rector or Warden of a parish seeking to do an MMR contacts Canon Giulianna Cappelletti Gray
3. Canon Giulliana discusses the parish location and any particular needs for that MMR and offers contact information for a recommended Consultant to facilitate the process.
4. The Rector or Warden contacts the Consultant to confirm availability, clarify compensation, and secure a date for the facilitated MMR conversation. The

Consultant may send a contract or letter of formal engagement with the congregation that includes these terms.

5. The Rector or Wardens invites members of the Vestry, the Wardens, and the Rector to pray, reflect, and take notes on each of the following, bringing those notes to spark discussion at the facilitated MMR (give 3-4 weeks for people to reflect and prepare):
 - Name two or three specific things that the Vestry has done over the past year that have been especially helpful to the life of the congregation.
 - What one or two specific things could members of the Vestry change to be even more effective in their ministry?
 - Name two or three specific things that the Wardens have done over the past year that have been especially helpful to the life of the congregation.
 - What one or two specific things could the Wardens change to be even more effective in their ministry?
 - Name two or three specific things that the Rector has done over the past year that have been especially helpful to the life of the congregation.
 - What one or two specific things could the Rector change to be even more effective in her/his ministry?
 - What are the two or three things that you believe are most important for the leaders of our congregation to attend to in the next two years?
6. The Rector or Warden may have a preparatory call to discuss logistics with the Consultant in advance of the MMR. If anything of substance related to the congregation is discussed as part of this call, it will be included in the consulting fee hours of the engagement.
7. The Consultant facilitates the MMR conversation with the Rector, Wardens, and Vestry, ensuring that each member is invited to contribute, and reflecting what s/he hears as the areas of strength, possibilities for helpful change, and goals in leadership.
8. The Consultant notifies the Bishop's office by email that the MMR discussion has taken place, including the date, time, and those in attendance. The Rector/Wardens/Vestry send the Bishop's office a copy of the ministry review: areas of strength, areas for change, and 2-3 goals for the next two years. The Bishop's office will maintain a copy on file of the report from the congregation.
9. The Consultant invoices the congregation for the time s/he has spent in preparation, facilitation, and drafting the report, as well as for mileage at the IRS-approved rate and any associated per diem or supplies. (Between \$350-\$500, plus mileage)
10. The Rector or Warden ensures that the Consultant is compensated with parish funds as anticipated in the annual budget.
11. Financial hardship should not prevent a Mutual Ministry Review from occurring. If a congregation believes financial aid will be required to accomplish the review, leaders should let Canon Giulianna know that when scheduling the MMR so that she can provide options.

Questions: Please contact Canon Giulianna Cappelletti Gray at gcgray@indydio.org

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