

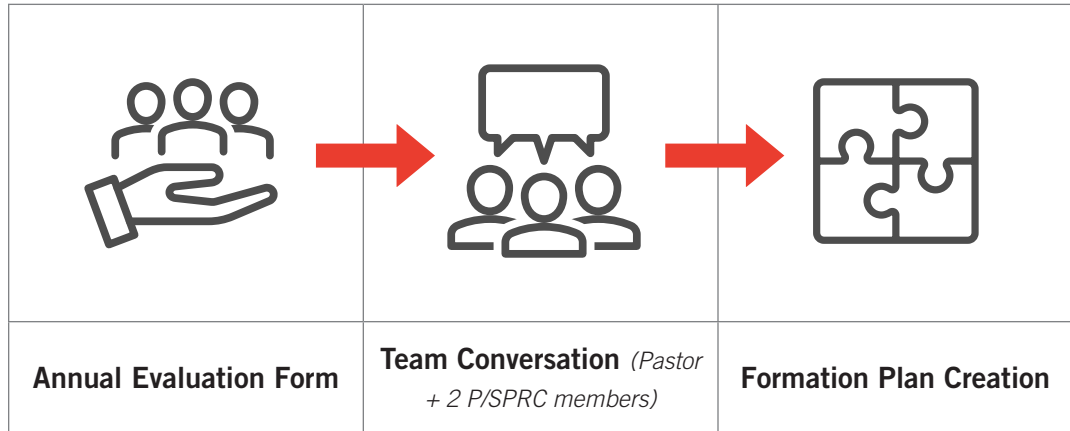


# West Ohio Conference

## ***SMART Goal Formation Plan Guide***

(based on tool created by the UMC General Board of Higher Education and Ministry)

Welcome to the Annual Evaluation Formation Plan. This process supports forward movement in ***your personal vocational formation*** as pastor for ***your congregation's mission and ministry***.



### ***How to Use this Template***

- Explore your Annual Evaluation Form responses and reflect about your ministry
- Meet with your two P/SPRC members and follow the Formation Plan Guide
- Work together to prioritize goals and plans in this Formation Plan Template
- Set a communication & follow-up plan with the full P/SPRC and congregation
- Email (or mail) your Annual Evaluation and Formation Plan to your District Office
- Revisit your Formation Plan at least once per quarter with your P/SPRC to guide vocational growth, and enjoy your journey!

### ***Formation Plan***

Congregation \_\_\_\_\_

Pastor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_



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## **Congregation's Mission, Ministry, Strengths & Current Needs and Challenges**

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The pastoral setting defines purpose and direction, and provides an important context for applying and growing a pastor's vocational strengths while engaging the lay congregation's strengths and collaboration.

## **Pastor's Most Relevant & Unique Strengths in This Congregation, at This Time**

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What are the pastor's top strengths that are also most highly relevant to achieve effective ministry in this setting for the coming year? What fits?



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## **What are the Four Greatest Goals/ Possibilities for the Pastor & the Congregation?**

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Where is the congregation poised to evolve in its Mission? What will energize and enhance vitality?

*(NOTE: one of these goals should focus on the pastor's health and wellness)*

1.

2.

3.

4.



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<b>SMART Goal #1: Specifically, We Will...</b>		<i>S</i> Simply state outcomes & strengths <i>M</i> Measurable indicators of change <i>A</i> Achievable in the near horizon <i>R</i> Relevant, worthy, & meaningful <i>T</i> Timely for congregation & pastor
<b>Pastor</b> <hr/> What will the pastor do to lead the congregation to accomplish this goal?		
<b>Congregation</b> <hr/> How will P/SPRC & congregation support pastor to apply, cultivate, & boost strengths?		
<b>Measureable Indicators Of Change, and the Change We Expect to Co-Create</b> <hr/>		
<b>Achievable Milestones Which Track our Accomplishments</b> <hr/>		
<b>Relevance, Worth, and Meaning of this Goal to our Mission</b> <hr/>		
<b>Timely, Benefiting the Congregation or Promoting the Pastor's Continued Professional Development</b> <hr/>		
<b>First Action: Who will put this goal in motion, how and when?</b> <hr/>		



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<b>SMART Goal #2: Specifically, We Will...</b>		<i>S</i> Simply state outcomes & strengths <i>M</i> Measurable indicators of change <i>A</i> Achievable in the near horizon <i>R</i> Relevant, worthy, & meaningful <i>T</i> Timely for congregation & pastor
<b>Pastor</b> What will the pastor do to lead the congregation to accomplish this goal?		
<b>Congregation</b> How will P/SPRC & congregation support pastor to apply, cultivate, & boost strengths?		
<b>Measureable Indicators Of Change, and the Change We Expect to Co-Create</b>		
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<b>Achievable Milestones Which Track our Accomplishments</b>		
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<b>Relevance, Worth, and Meaning of this Goal to our Mission</b>		
<hr/>		
<b>Timely, Benefiting the Congregation or Promoting the Pastor's Continued Professional Development</b>		
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<b>First Action: Who will put this goal in motion, how and when?</b>		
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**NOTE:** To add additional SMART Goals, duplicate this page.

<b>SMART Goal #3: Specifically, We Will...</b>		<b>S</b> Simply state outcomes & strengths <b>M</b> Measurable indicators of change <b>A</b> Achievable in the near horizon <b>R</b> Relevant, worthy, & meaningful <b>T</b> Timely for congregation & pastor
<b>Pastor</b> What will the pastor do to lead the congregation to accomplish this goal?		
<b>Congregation</b> How will P/SPRC & congregation support pastor to apply, cultivate, & boost strengths?		
<b>Measureable Indicators Of Change, and the Change We Expect to Co-Create</b>		
<b>Achievable Milestones Which Track our Accomplishments</b>		
<b>Relevance, Worth, and Meaning of this Goal to our Mission</b>		
<b>Timely, Benefiting the Congregation or Promoting the Pastor's Continued Professional Development</b>		
<b>First Action: Who will put this goal in motion, how and when?</b>		



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## *Goal Setting Questions & Ideas*

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### **To improve *GOAL SPECIFICITY*, consider:**

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1. **“What” Targets:** What specific job activities will you improve? What is the visible outcome others will see in your congregation when you succeed?
2. **“Who” Targets:** What specific relationships will you improve? Who is the target population or audience?

### **To improve *GOAL MEASURABILITY*, consider:**

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3. **Monitoring Flags:** What milestones, deliverables, or results will confirm your progress? What question can you ask yourselves to inspire accountability?
4. **Future State:** What will success look like? After months of effort, what beliefs will congregation members hold, what will be happening, what moments or interactions will be noticeable?

### **To improve *GOAL ACHIEVABILITY*, consider:**

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5. **Progression:** What is the series of milestone accomplishments that can happen one at a time to create momentum?
6. **Resources:** Whose inputs of time and energy are needed to truly accomplish our vision for this goal? Can we confidently enlist and commit those resources? Think about: Frequency, Persistence, Consistency, Intensity, and Innovativeness – these are all possible options to energize a goal and make outcomes achievable. Is a team effort needed?

### **To improve *GOAL RELEVANCE*, consider:**

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7. **Importance:** Why does it matter to achieve this goal? How will it forward our Mission?
8. **Meaning:** What values does this goal embody and reflect? What will it mean about our identity serving the world if we are able to accomplish this goal?

### **To improve *GOAL TIMELINESS*, consider:**

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9. **Why Now:** How will accomplishing this goal create a positive moment in history?
10. **Under My Watch:** What is the opportune alignment to accomplish this goal in the congregation with this pastor at this time?

### **To improve *GOAL ACCOMPLISHMENT*, consider:**

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11. **First Commitment:** What is the immediate first step that will get the ball rolling? What needs to happen to prepare and take that step? Who can help?



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## Signatures

Date of this Evaluation \_\_\_\_\_

Pastor Signature \_\_\_\_\_

Chairperson S/PPRC Signature \_\_\_\_\_

Members of S/PPRC Signatures \_\_\_\_\_

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Please make copies of the finalized evaluation (electronic copies sent via email preferred). Distribute to:

- 1. PPRC files
- 2. Pastor
- 3. District Superintendent

The pastor will email a copy to [stomas@wocumc.org](mailto:stomas@wocumc.org), or mail it to: Board of Ministry,  
32 Wesley Blvd., Worthington, OH 43085