

Date: August 1, 2007

To: District SPRC Chairs

From: Dr. Kim Cape, District Superintendent

Dear Brothers and Sisters in Christ,

Grace to you and peace!

The Bishop and Cabinet and the Board of Ordained Ministry of the Southwest Texas Conference thank you for answering the call to serve your church by working with the Staff-Parish Relations Committee.

Enclosed you will find an Evaluation Conversation Guide that we recommend for use by your committee as you evaluate your pastor(s). This guide is designed to open up conversation that will improve the work of the committee and assist your pastor(s) to grow in effective leadership. I suggest you allow at least 2 hours for the meeting. Remember that this is only a guide; feel free to adapt it to your situation and staff members.

This form is not designed for appointment requests. You will receive the appointment consultation form in early November.

If you want my assistance, please let me know. If you would like an electronic copy of these forms, please contact my administrative assistant, Jill Barre.

The deadline for returning the evaluation is October 31, 2007. I recommend that you meet for this conversation sometime in September or October.

May God bless you and guide you in your work and life.

Blessings,

Kim Cape

Encl: Copy of Letter to Pastor(s), Evaluation Guide, and Instructions