



## Pastor Process Overview

Welcome to the Effective Ministry 360 (EM360) process! There are quite a few moving parts in this process and we've carefully choreographed the sequence of events to maximize the value of your results. Here we provide a step-by-step overview of the EM360 process from start to finish.

### Set Up Your Effective Ministry 360

#### 1. Login and change your password

Weak passwords are the #1 cause of online data breaches. We recommend using an easy to remember short sentence. Adding spaces, punctuation, capital letters, or numbers increases security. For instance, "My GBHEM EM360 dashboard is great!" is virtually uncrackable. Of course, don't use this one - create your own unique inspiring sentence.

#### 2. Become familiar with your new dashboard and the EM360 process

Under "Guides & Resources," open and review the EM360 resources.

At first, there won't be much more to see, but notice your dashboard sections:

- On the left, you'll see **resources**, plus **actions** you need to take to trigger your Effective Ministry 360 (invite contributors, complete your self-assessment).
- On the right, notice where you'll **see important results** (charts + your feedback report) and **build your *Formation Plan*** from strength-based assessment insights and the context of your congregation's evolving mission and ministry.

#### 3. Check-In with your District Superintendent about process participation

Effective Ministry 360 gives flexibility for you and your DS to **broaden input to your vocational growth** beyond the traditional supervisor-only evaluation. Specifically, the process requires additional perspectives from:

- Your **S/PPRC members** (minimum 3, up to all)

And allows for additional perspectives from:

- Your **Peers** (minimum 3, up to as many perspectives as you value) – a "Peer" reflection can come from anyone who has had an opportunity to observe you in your ministry. Peer responses are confidential and will only be included in the report and charts if 3 or more complete the assessment. Family members and spouses may not be used as peer sources.

Connect with your District Superintendent to discuss expectations and ideas about how many **S/PPRC** and **Peers** to include, and valuable perspectives to invite.

## Put Your Effective Ministry 360 in Motion

### **4. Personally invite your contributors**

You are asking your Effective Ministry 360 contributors to share wisdom to further your vocational growth. We recommend that you **personally invite your individual S/PPRC and Peer contributors**, and share your goals for crafting a meaningful formation plan using insights from their reflections. Each invited contributor will also receive standard communications through the Effective Ministry 360 system.

Each contributor should expect to invest about 50 minutes providing ratings and examples; to keep the process moving, the system provides a default two-week deadline.

### **5. Release system invitations to your contributors**

In your Effective Ministry 360 Dashboard, enter the name and email address for:

- Your 3+ **S/PPRC members** who will contribute
- Your 3+ **Peer** contributors

Then **click the “Invite” button** to release the Effective Ministry 360 email invitations.

*Email filter behavior is difficult to predict. After you release the invitations, please remind your invited contributors to look in their email inbox (or spam quarantine) for the invitation.*

### **6. Create your EM360 Team and schedule your Formation Plan Development Meeting**

Let your S/PPRC know that the EM360 process is underway with your invited contributors. Jointly choose the two S/PPRC members for your EM360 Team.

To encourage momentum, we recommend scheduling your *Formation Plan Development Meeting*. Your target date is about 2.5 weeks from the day you release the system invitations. This provides time for: (a) each contributor to complete the Effective Ministry 360 assessment, and (b) the system to generate reports after all responses are done.



### Self-Reflect on Your Effective Ministry 360

#### 7. Reflect & Prepare

Self-reflection is important for vocational growth. The greatest insights often come from synergy or tension between personal awareness and others' perspectives. We encourage you to pause all activity and to deeply consider where you are on your vocational journey, where your congregation's strengths and needs are, and where you are headed together.

- Complete your **EM360 self-assessment** (45-55 min). Dashboard, left side.
- Preview the **Formation Plan Template** and the **EM360 Team Formation Plan Guide** to prepare for meaningful conversation with your EM360 Team.

#### 8. Wait for your **EM360 Feedback Report** to be ready

Your **Feedback Report** will generate after all contributors have completed assessments (you, your District Superintendent, your 3+ S/PPRC members, and your 3+ Peers, if invited). You will receive an email notification when your **Feedback Report** is ready.

**Forward your EM360 Feedback Report and the EM360 Team Formation Plan Guide to your two EM360 Team members for your Formation Plan Development Meeting.**

### Distill Insights from Your Effective Ministry 360

#### 9. Explore responses and reflections about your ministry

- On your Dashboard, explore your **feedback charts**. Click the buttons to change charts; each chart presents a different view into your vocational development.
- Download and **contemplate your EM360 Feedback Report**. Use the reflection questions in your **EM360 Team Formation Plan Guide** as a starting point.

#### 10. Meet with your EM360 Team and complete your **EM360 Formation Plan**

- Work together on the **Formation Plan Template** (download from Dashboard).
- Determine your communication and follow-up plan with the full S/PPRC and congregation, prompted by questions in the **EM360 Team Formation Plan Guide**.

#### 11. Upload your completed **EM360 Formation Plan (.pdf format)** to your Dashboard

- Alert your DS and schedule discussion if desired.

#### 12. Revisit your **Formation Plan** often to guide vocational growth, & enjoy your journey!