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April 22, 2022

Dear Friends in Christ and fellow members

I am writing to you today as chair of the Mutual Ministry Committee to invite you to participate in a process of evaluation of our ministry together under Pastor Philip Mathai's leadership. As you may know Pastor Philip has entered his ninth year of ministry with us.

In accordance with the Mutual Ministry Committee terms of reference, it is our responsibility to provide an ongoing review of the pastor. The Committee, in consultation with Pastor Philip and Church Council, has prepared an evaluation questionnaire to assist us with this process. This questionnaire is being made available to all voting members of the congregation. We request that all voting family members complete the questionnaire to enable us to obtain feedback that is representative of the perspectives of the congregation as a whole. You may complete the questionnaire anonymously or sign your name. The information you provide will remain confidential to the Committee and will not be shared directly with Pastor Philip or any other members of the congregation.

The information obtained from the completed questionnaires will be reviewed and summarized by the Committee consisting of Pastor Nancy Kelly, Richard Brubacher, and Lynn Swanson. The feedback will form the basis of a conversation with Pastor Philip such that appropriate action can be taken, as needed. An overview of the results of the survey will be shared with the congregation at a later date.

Importantly, the Mutual Ministry Committee considers the evaluation process to be not solely an evaluation of Pastor Philip. More broadly, the objective of the process is to obtain information that will enable us as a congregation to more comprehensively and reflectively plan for the future in our ongoing efforts to strengthen the ministry of the congregation as a whole.

The attached questionnaire is enabled to be filled in on your computer for those who wish to do so. The digitally completed form should be saved to your desktop, and then attached to an email directed to Lynn Swanson (lynn.swanson@icloud.com). The form can also be printed (notify the church office if you require a blank copy). For those who wish to prepare by hand, completed forms should be mailed or returned to the church office in a sealed confidential envelope, or dropped off at church in the box provided in the narthex when attending services. Completed forms should be submitted by **Sunday May 8, 2022**.

Should you have any questions or concerns, please talk to myself or any of the committee.

Blessings

A handwritten signature in black ink, appearing to read "Lynn Swanson".

Lynn Swanson
Chair – Mutual Ministry Committee

***We are a welcoming, caring community, called by Christ, and enabled
by the Spirit, to share God's love by living our faith***