

Preliminary Set Up:

- Make sure you are listed as PPR Chair in Church Leadership (ask your pastor/admin)
- Make sure you know your Unity ID and Password (ask District office if you don't have one or don't remember it)

Go to unity.vaumc.org and Login

Click on (Church Name) **CHARGE**

[Edit Contact Information](#)

Submit a change to your email, phone number, or postal address.

→ [Tappahannock Memorial Charge](#)

Then Click on **Clergy Annual Evaluations**

Tappahannock Memorial

District Mission Rivers

Mailing Address PO Box 326
Tappahannock, VA 22560-0326

Phone

Churches Tappahannock Memorial UMC (Lead Church)

→ [Clergy Annual Evaluations](#)
Enter/View Annual Evaluations for Clergy Appointed to the Charge

Then Click on **Add New Evaluation** in the box at the bottom

Click [here](#) to view the current instructions for the Clergy Evaluation Process

Show 10 entries

Date	Appointment				
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

→ [Add New Evaluation](#)

Then Enter the **Date** and click **Create Evaluation**

Create New Clergy Annual Evaluation

[Saint Paul \(Caroline\)](#)

→ Enter the date of this clergy evaluation
03/27/2026

→ [Create Evaluation](#)

This will bring up the questions. It will time out and you lose your data after a set period of time – so follow the guidelines in red

Please fill out the form below and click the submit button. This is a secure form and will time out after a set period of time. For this reason, it is strongly (very strongly) recommended that the answers be typed out in a separate document and saved first. Then, this form should be opened and the content for each answer copied/pasted into the fields below. This will protect against potential loss of work.

1. After collaborative conversation, write a brief paragraph summarizing the evaluation of the clergy person, including highlights of areas of strength.

HIT SUBMIT BEFORE YOU LEAVE THE PAGE – even if you're not finished. SUBMIT means Save. That takes you back to the Clergy Evaluation Page

Now that you have saved your new evaluation, these actions are available from this page:

- 1. Edit** (can make changes, continue entering, etc.)
- 2. View** a PDF with signature lines
- 3. Upload Signed Copy as an Attachment**

Show 10 entries

Date	Appointment	Pastor
3/27/2026	Rodden, James R.	Pastor

Showing 1 to 1 of 1 entries

[Add New Evaluation](#)

Search:

[Edit](#) [View](#) [Attachments](#)

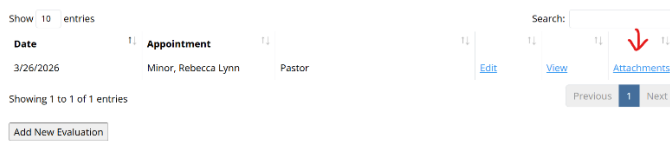
Previous 1 Next

How to Print PDF with signature lines

1. Click **View** and a PDF will open
2. Download to computer *before* printing so signature lines will show up correctly aligned.
3. Print

How to Upload Signed Copy of Evaluation:

1. Click Attachments



2. Click Add New Attachment

[View Evaluation](#)

Attachments

Show 10 entries

File	Note
No data available in table	

Showing 0 to 0 of 0 entries

[Add New Attachment](#)

3. Choose the File

4. Add 2026 (Pastor Name) Evaluation under Notes

5. Click Upload File

Upload File: Choose File No file chosen

Notes/Description

2026 (Pastor Name) Evaluation

Upload File

If you're unsure how to upload an attachment, email it to Lynnmanley@vaumc.org and I'll upload it for you. Please call if you have questions 757.879.9472.