

Ministry Review of Objectives and Goals of past year

Purpose: To encourage and affirm each staff person and establish more effective communication between staff and church leadership, and to design clear, realistic goals and objectives for the upcoming year.

This form is to be filled out by the one being reviewed: (Name)

Part I. JOB DESCRIPTION

- Include your Job Description as the next page in this document.
- Read through the Job Description and make any comments or suggested changes, as desired.

Part II. GOALS AND OBJECTIVES of the past year

For _____ through _____
(month) (year) (month) (year)

NEW GOALS AND OBJECTIVES:
(New initiatives from the past year)

Progress: _____
(Review Date)

- 1.
- 2.
- 3.

RE-ESTABLISHED GOALS AND OBJECTIVES:
(Renewed initiatives)

- 1.
- 2.
- 3.

PROFESSIONAL DEVELOPMENT or OUTSIDE MINISTRY
(Schooling or additional ministry opportunities)

- 1.
- 2.
- 3.

GOALS AND OBJECTIVES for the coming year

For _____ through _____
(month) (year) (month) (year)

NEW GOALS AND OBJECTIVES:
(New initiatives for the following year)

Progress: _____
(Review Date)

- 1.
- 2.
- 3.

RE-ESTABLISHED GOALS AND OBJECTIVES:
(Renewed initiatives from a previous year)

- 1.
- 2.
- 3.

PROFESSIONAL DEVELOPMENT or OUTSIDE MINISTRY
(Further educational or additional ministry opportunities)

- 1.
- 2.
- 3.

Performance Appraisal for Pastoral Staff

(Keep written answers brief but clear enough to open discussion with your supervisor.)

Ministry Change(s)

1. Did you find yourself involved in: (mark those that apply)

Major change Minor change No change Need for change

2. What change(s) this year have been encouraging? _____

3. What change(s) this year have been difficult? _____

4. What change(s) would you like to see accomplished? _____

5. Additional comments on changes experienced or needed: _____

Communication

1. Do you feel your area of ministry has been well identified and/or communicated to the:

Staff? Yes Somewhat No

Church body? Yes Somewhat No

Within your area? Yes Somewhat No

As a staff:

2. Where or how would you like to see communication improve or increase? _____

As a church:

3. Where or how would you like to see communication improve or increase? _____

In your area of ministry:

4. Where or how would you like to see communication improve or increase? _____

Staff Relationships

1. Have you experienced significant frustration with other (ministry and/or support) staff or church leaders or church members?

- Some One or Two None

2. What attempts have you made to improve these relationships? _____

3. Any thoughts or ideas on how we can improve staff relationships? _____

4. Any thoughts on how to improve relationships with church leadership? _____

General Comments *(Circle those that relate to you in your role at this church)*

Encouraged	Energized	Focused	Affirmed
Innovative	Discouraged	Overlooked	Fulfilled
Confused	Confident	Useful	Alone
Challenged	Frustrated	Overworked	Grateful
Stressed	Optimistic	Initiator	Concerned
Integrated	Struggling	Overwhelmed	Organized
Burned-out	Growing	Appreciated	Unchallenged
Goal oriented	Task Oriented	Equipper	Team Player
Creative	Flexible	Resourceful	Current

Option 4

Comment(s) on any of the above: _____

My spiritual gift(s) are: _____

I believe that my gifts are: Maximized Moderated Minimized Unused

Please comment: _____

Energizers and Stressors

1. In what area of ministry are you most productive, energized, or fulfilled? _____

2. How/where do you spend most of your time? _____

3. Are there areas of work or ministry that you spend too much time? _____

4. In what area of ministry do you experience the greatest amount of stress? _____

5. What area of ministry do you find difficult to resolve? _____

Development

1. In what area of ministry would you like additional development or skill training? _____

2. Do you have any personal, family, or spiritual goals? _____

Accountability

1. Does someone hold you spiritually accountable? Yes No

2. How would you rate that accountability?

- Supportive and active
- Supportive and inactive
- Non-supportive and active
- Passive

Pastoral Performance Evaluation

To be completed by the supervisor after the review meeting and presented to the staff person within two weeks of the review meeting.

Employee name: _____
Position: _____
Supervisor: _____
Evaluation date: _____

Supervisor comments and suggestions in each area of evaluation:

Ministry Change(s)

Communication

Staff Relationships

Energizers and Stressors

Development

Accountability

Overall Objective Rating:

- 5 OUTSTANDING** Performance of superior level; greatly exceeds the expectations for this position and the experience level of the individual.
- 4+**
- 4 EXCELLENT** Performance consistently exceeds the expectation for this position and requires little to no supervision.
- 3+**
- 3 COMMENDABLE** Performance is consistent with the expectations of this position and is satisfactory in competently sustaining all levels of ministry,
- 2+**
- 2 FAIR** Performance meets some but not all expectations for this position.
- 1+**
- 1 POOR** Performance does not meet expectations for this position and immediate improvement is required.