

**SECTION A**  
**PERFORMANCE EVALUATION WORKSHEET**  
**(To be completed by staff member)**

**Self Evaluation:**

**Name of Staff Member:** \_\_\_\_\_

**Review Job Description**

**Comment on the following in light of the job description or present understanding of expectations.**

- 1. Am I actually doing what the job description/expectations indicate? The major components of my present responsibilities are:**
  
  
  
  
  
  
  
  
  
  
- 2. Changes I would like to see in my job description to give a more accurate description of my responsibilities are:**
  
  
  
  
  
  
  
  
  
  
- 3. Do my gifts, training and abilities contribute effectively to what the members of this parish need? If so, how is this demonstrated?**

**(If not, what do I need?)**

- 4. Do I have the ability to plan for the future, be realistic, organize and share plans and vision with others effectively? How is this demonstrated?**

**(If not, what would assist me?)**

5. My major accomplishments this past year were:

(b) Areas I hope to improve next year include:

6. Am I positive in my approach and do I treat other staff members and/or volunteers in an open, respectful manner? Do I work collaboratively toward the mission of the Church? How is this demonstrated?

Further Comments:

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(Signed by the Worker)

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(Date)

This self-evaluation worksheet is in preparation for the formal evaluative interview with the congregation representative. Upon completion of the interview, the congregation representative will compose a summary sheet including any changes in job descriptions and plans for continuing education.

**SECTION B**  
**PERFORMANCE EVALUATION**  
(To be completed by congregation representative)

Name of person being evaluated: \_\_\_\_\_

Position: \_\_\_\_\_

Person Evaluating: \_\_\_\_\_

**Review Job Description**

Comment on the following in light of the job description:

1. Is staff member actually doing what his/her job description or expectations indicate? Explain the major components of his/her responsibilities.
  
2. What changes are needed in the job description in order to provide a more accurate description of the staff member's responsibilities?
  
3. Are his/her gifts, talents, and training what the members of this parish need? How is this demonstrated?

(If not, what do I need to encourage?)

4. Does the staff member have the ability to plan for the future, be realistic, organize and share plans and visions with others effectively? How is this demonstrated?

(If not, what do I feel would be helpful?)

5. a. Staff member's major accomplishments this past year.  
  
b. Areas that need to be improved next year.
6. Discuss opportunities for training, development.
7. Is staff member positive in his/her approach, treat their co-workers and/or volunteers in an open, respectful manner? Does he/she work collaboratively toward the mission of the Church?

Further comments.

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(Signed by the Congregation Representative)

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(Date)

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(Signed by the Worker)

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(Date)

This self-evaluation worksheet is in preparation for the formal evaluative interview with the congregation representative. Upon completion of the interview, the congregation representative will compose a summary sheet including any changes in job descriptions and plans for continuing education. Be sure to review the summary sheet with the worker and have it signed by both parties

**SECTION C  
PERFORMANCE EVALUATION  
SUMMARY SHEET**

**Date of Evaluation:** \_\_\_\_\_

**Key Items Discussed:**

**Changes, if any, in possible job description for the next 12 months.**

**Plans for continuing education in the next 12 months.**

\_\_\_\_\_  
**(Signed by the Worker)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Signed by the Congregation Representative)**

\_\_\_\_\_  
**(Date)**