

[CHURCH NAME]
STAFF MEMBER PERFORMANCE EVALUATION
SELF-EVALUATION

STAFF MEMBER _____ POSITION _____

EVALUATION PERIOD _____

PERFORMANCE FACTOR	5 Excellent	4 Very Good	3 Good	2 Fair	1 Unsatisfactory
Job Knowledge					
Quantity of Work					
Quality of Work					
Creativity					
Time Management					
Planning					
Financial and Budget Control					
Goals and Project Performance					
Managing Job Responsibilities					
Leadership					
Dependability					
Timeliness					
Attitude					
Judgment					
Initiative					
Personal Appearance					
Relationship with Church Members					
Relationship with Supervisor					
Relationship with Church Staff					
Confidentiality					

STRENGTHS:

- 1.
- 2.
- 3.

WEAKNESSES

- 1.
- 2.
- 3.

 Staff Member Signature

[CHURCH NAME]
STAFF MEMBER PERFORMANCE EVALUATION

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STRENGTHS:

- 1.
- 2.
- 3.

WEAKNESSES

- 1.
- 2.
- 3.

 Signature of Staff Member

 Signature of Evaluator

[CHURCH NAME]
STAFF MEMBER EVALUATION INFORMATION
PERFORMANCE FACTOR DEFINITIONS

Job Knowledge – Understands principles, concepts, techniques, requirements, etc. necessary to accomplish job duties. Keeps abreast of trends, developments, and new concepts in the field which may improve the ability to perform the job function.

Quantity of Work – Accomplishes job objectives by following assignments and self-initiated projects through to completion. Completes acceptable volume of work compared with what may reasonably be expected under existing job circumstances. Meets reasonable deadlines for work completion.

Quality of Work – Provides adequate documentation where expected. Goes beyond stated requirements as appropriate to produce a better product or result. Accuracy, thoroughness, clarity, and usefulness evident in completed assignments. Caliber of work produced or accomplished is appropriate or exceeds expectations.

Creativity – Seeks ways to refine methods and/or identify new ways to carry out tasks.

Time Management – Organizes work to maximize efficiency in use of time.

Planning – Plans and organizes work to achieve maximum efficiency of own time and effort during the work day.

Financial and Budget Control – Controls costs and meets budgetary objectives through good planning. Eliminates unnecessary costs, and uses resources prudently

Goals and Projects Performance – Sets realistic work/ministry goals and performs effective assigned projects.

Managing Job Responsibilities – Manages the various responsibilities of the position in such a way that priority items are accomplished and other responsibilities are met.

Leadership – Carries out role of leading others as expected and required by the position.

Dependability – Punctuality, responsibility, apparent dedication to task completion, amount of direct supervision required.

Timelines – Carries out responsibilities and completes tasks or projects according to expected time schedules.

Attitude – Willingness to fit in with and contribute to church, fellow-workers, individual church members, and community.

Judgment – Demonstrates intelligence in arriving at decisions and in ability to think and act logically.

Initiative – Takes action in appropriate areas without being told. Effective in coping with unusual situations and problems. Has new ideas, starts projects, and uses originality to meet and handle work situations. Can work independently

Personal Appearance – Appropriate Christians dress, cleanliness, neatness, consistency.

Relationship with Church Members – Establishes, maintains, and improves relationships with church members. Mixes well with all areas of the church family. Reaches out to meet new people.

Relationship with Supervisor – Keeps supervisor informed of progress on the job and possible problems which may develop. Transmits information in a timely and effective manner. Complies with supervisor's instructions, and works through rather than around him or her. Keeps supervisor informed of work attendance, punctuality, or associated problems.

Relationship with Church Staff – Works well with called and non-called staff. Responds as a team member to help accomplish the entire work effort of the staff. Seeks and offers assistance and advice as needed or requested. Maintains good relationships with others.

Confidentiality – Maintains confidentiality that is required of position.

[CHURCH NAME]
STAFF MEMBER EVALUATION INFORMATION
EVALUATION MARKING DEFINITIONS

Excellent (expert, extremely consistent) – Clearly outstanding. Excels in virtually all aspects of requirements on a sustained basis. Performance of a rare quality. Almost always performs even difficult and complex responsibilities competently and thoroughly. Consistently innovative. Decisions invariably sound.

Very Good (very often above average) – Exceptional. Excels in many aspects of requirements. Frequently performs even difficult and complex responsibilities competently and thoroughly. Often innovative. Decisions most often sound.

Good (acceptable, average) – Satisfactory. Performance fully meets expectations for most aspects of the job requirements. Performance is steady, reliable, and competent. Soundness of decisions meets expectations.

Fair – Some deficiencies. Performance meets expectations for some aspects of the job requirements. Job objectives are sometimes not met or are met with minimum level of acceptability. Performance needs to be improved. Decisions are often not sound.

Unsatisfactory – Performance is below expectations for almost all aspects of the job requirements. Job objectives are not being met. Decisions are not sound.