

[CHURCH NAME]
STAFF MEMBER SELF-EVALUATION

Name: _____

Date: _____

Position: _____

Evaluation Period: _____

1. List your major accomplishments during the past year, especially in terms of the goals and objectives you wrote last year. _____

2. What were your weaknesses in performance this past year? _____

3. What aspects of your job did you enjoy most over the past year? _____

4. What aspects of your job did you enjoy least over the past year? _____

5. Was the fellow staff helpful in the past year? If no, explain. _____

6. How do you think the hours you are required to work are compared to the hours actually worked? Does there need to be a change in either hours or pay for you as you see it in the coming year? _____

7. What goals and objectives would you like to set for yourself for the next year? _____

[CHURCH NAME]
BROAD-BASED SURVEY

Sample 1

Pastor Evaluation

Please rate the importance of the following propositions in terms of their importance to you personally:

Importance

(Circle One)

- 4 = Very Important
- 3 = Important
- 2 = Fairly Important
- 1 = Unimportant

Please rate the quality and effectiveness of your Pastor's performance regarding the propositions below:

Quality/Effectiveness

(Circle One)

- 4 = Outstanding
- 3 = Above Average
- 2 = Average
- 1 = Below Average
- N/A = Not Applicable

1. Areas of Ministry

A. Public worship ministry: the way the Pastor...

4	3	2	1	Conducts public worship, in general	4	3	2	1	N/A
4	3	2	1	Prepares sermons	4	3	2	1	N/A
4	3	2	1	Addresses the needs of hearers	4	3	2	1	N/A
4	3	2	1	Bases sermons on scripture & confessions	4	3	2	1	N/A
4	3	2	1	Conducts public prayers	4	3	2	1	N/A
4	3	2	1	Makes visitors feel welcome	4	3	2	1	N/A

B. Pastoral ministry: the way the Pastor...

4	3	2	1	Relates with the members	4	3	2	1	N/A
4	3	2	1	Ministers to those with needs & problems	4	3	2	1	N/A
4	3	2	1	Ministers to the marginalized	4	3	2	1	N/A
4	3	2	1	Ministers to those contemplating marriage	4	3	2	1	N/A
4	3	2	1	Deals with conflict situations	4	3	2	1	N/A

2. Summary Comments

A. In what area(s), according to your judgment, lie the Pastor's greatest strengths and abilities? _____

B. What are some things you would suggest that the Pastor work on? _____

[CHURCH NAME]
ANNUAL PERFORMANCE EVALUATION

Sample 2

Annual Pastor Evaluation

1. Job Knowledge: Consider the person's understanding of duties and procedures necessary for satisfactory job performance.

- _____ Has complete mastery of all phases of the job.
- _____ Knows major phases of the job.
- _____ Lacks knowledge of some important phases of the job.
- _____ Has trouble grasping the job's duties.

Comments and Goals:

2. Quality of Work: Consider thoroughness, accuracy and orderliness of completed work. (Disregard amount of work handled.)

- _____ Quality exceptional in all respects.
- _____ Work is complete, accurate and presentable.
- _____ Quality is occasionally unsatisfactory.
- _____ Work is usually lacking in thoroughness, accuracy or neatness.

Comments and Goals:

3. Quantity of Work: Consider the amount of work completed; volume of output in relation of the nature and condition of work performed. (Disregard quality of work.)

(Develop appropriate questions for each category providing for comments and goals.)

Examples of Other Categories:

- **Judgment:** Consider this person's to recognize problems and make appropriate decisions, and the employee's judgment in situations where discretion is required.
- **Attitude:** Consider attitude as it affects this person's function in the job.
- **Dependability:** Consider follow-through reliability; is work completed on time and deadlines met; how much supervision is necessary to achieve desired performance.
- **Cooperation:** Consider extent to which this person works harmoniously and effectively with fellow workers, supervisors, client and other.
- **Effectiveness Under Pressure:** Consider ability to work under pressure; to cope and deal effectively with pressure/stress situations.
- **Punctuality:** Consider attendance and the observance of starting and quitting times, breaks and lunch breaks.

[CHURCH NAME]
ANNUAL PERFORMANCE EVALUATION

Sample 1

Youth Pastor Evaluation

Indicate which group you are in:

- Youth Group _____
- Parent of Youth _____
- Youth Group Leader _____
- Other _____

Importance

(Circle One)

- 4 = Very Important
- 3 = Important
- 2 = Fairly Important
- 1 = Unimportant

Quality/Effectiveness

(Circle One)

- 4 = Outstanding
- 3 = Above Average
- 2 = Average
- 1 = Below Average
- N/A = Not Applicable

A. Personal and professional development: The way the Youth Pastor...

4	3	2	1	Values personal godliness	4	3	2	1	N/A
4	3	2	1	Evidences a sense of calling the ministry	4	3	2	1	N/A
4	3	2	1	Takes time for reflection & study	4	3	2	1	N/A
4	3	2	1	Avails himself of opportunities for C.E.	4	3	2	1	N/A
4	3	2	1	Values listening skills	4	3	2	1	N/A
4	3	2	1	Cultivates good working relations with youth leaders	4	3	2	1	N/A

Comments on above items: _____

In consultation with the supervising body and the Youth Pastor, add some additional categories – the following are some examples:

- **Relates to young people:** The way the Youth Pastor...
- **Organizational and administrative aspects of ministry:** The way the Youth Pastor...

Summary Comments

1. In what area(s), according to your judgment, lie the Youth Pastor's greatest strengths and abilities. Also, in what area(s) is there room for improvement? _____

2. General Comments: _____
