

[CHURCH NAME]
EMPLOYEE PERFORMANCE EVALUATION

Name: _____

Date: _____

Job Title: _____

Evaluation Period: _____

Evaluated By: _____

PURPOSE:

- To evaluate an employee's performance in the areas of content, environment, volunteerism, and personal attitude.
- To assist the employee in identifying his or her strengths and opportunities for improvement.
- To review and establish the employee's job description from the review year to the next year.

HOW TO:

- Circle a number 1 through 5 that describes the employee's performance in each subtopic corresponding with each specific area of content, environment, volunteerism and personal attitude.
- The rating descriptions are as follows:

1. Performance does not meet minimum requirements.
2. Performance sometimes meets requirements and expectations but is not consistent. Improvement may be needed.
3. Performance meets requirements and expectations.
4. Performance meets and, at times, exceeds expectations and requirements.
5. Performance consistently exceeds expectations and offers unique and exceptional accomplishments.

- Additional notes are not necessary, but you may attach an additional sheet if wanted (both parties must sign each additional sheet). There is room available for comments after each area.
- Be honest and remember the overall team member target when filling out the review. [Church Name] strives to provide unforgettable experiences, and each team member is required to do the same.

Overall Team Member Target: To provide 52 unforgettable experiences by turning on lights and building bridges to seekers. There are 4 overall areas in which we will achieve this target. They are **CONTENT, ENVIRONMENT, VOLUNTEERISM, and PERSONAL ATTITUDE.**

Administration Use Only

Current Salary: _____

New Salary: _____

Additional

Notes: _____

Employee Performance Evaluation

Employee Name: _____

Date: _____

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CONTENT (The material and curriculum for your Ministry)

1. Job Knowledge: The understanding of work duties which an individual should know for satisfactory performance, able to react to specific ministry needs.

1 2 3 4 5

Comments: _____

2. Dependability/Reliability: The ability to do required responsibilities well with a minimum amount of supervision, requires little follow-up, completes in a timely fashion.

1 2 3 4 5

Comments: _____

3. Quality of Work: The value of work performed along with the accuracy, neatness, completeness, and timeliness.

1 2 3 4 5

Comments: _____

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ENVIRONMENT (The appearance that helps the guest feel comfortable yet engaged)

1. Coordination: The ability to coordinate an atmosphere that everyone feels welcome and a part of the experience.

1 2 3 4 5

Comments: _____

2. Creativity: The talent for having innovative ideas, for finding new and better ways of doing things, and for being imaginative.

1 2 3 4 5

Comments: _____

3. Team Player: Demonstrates a team mentality, care and concern for others, cooperative with co-workers, supervisors and guests, communicates to all well.

1 2 3 4 5

Comments: _____

Employee Performance Evaluation

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VOLUNTEERISM (Celebrating with and serving our volunteers in a way that encourages and equips them to be effective in Ministry)

1. Communication: Able to effectively communicate the purpose and plan of a project and the ministry one-on-one and in a group.

1 2 3 4 5

Comments: _____

2. Disposition: A thankful, positive state of mind that will highly influence the outcome of any given task.

1 2 3 4 5

Comments: _____

3. People-Oriented: Demonstrates genuine willingness to minister to everyone, builds personal relationships, and provides a sincere and warm atmosphere for each individual.

1 2 3 4 5

Comments: _____

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PERSONAL ATTITUDE (An individual's attitude exhibited towards ministry, people, and the work environment)

1. Leadership: The ability to influence others in a way to complete a given assignment.

1 2 3 4 5

Comments: _____

2. Loyalty: Shows evidence of character that supports [Church Name], its leadership, and the effort towards changed lives.

1 2 3 4 5

Comments: _____

3. Respect: Displays an approach of valuing, trusting, and listening to peers and supervisors.

1 2 3 4 5

Comments: _____

Overall Performance Rating: _____
Team Member Signature: _____
Supervisor Signature: _____
Date: _____