

Staff Performance Evaluation

Title/name of staff member to be evaluated _____

Name of person completing form _____ Date _____

(Note: The information provided on this form may be shared with the minister you are evaluating.)

Please briefly describe your ministry role (involvement or interactions) as it relates to this staff member during the past year.

Please provide your feedback regarding the minister's performance for each item listed below by circling the descriptor that best characterizes their performance during the past year.

(Note: For any item identified as poor or unacceptable include a description of the factors that have resulted in your assignment of this rating i.e. observed behaviors, comments, actions taken, etc...)

1. Leadership ability					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
2. Ability to recruit qualified lay leaders to ministries under his/her direction					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
3. Ability to provide necessary training to the lay leaders in the ministry					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
4. Organizational skills					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
5. Attention to important details					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
6. Follow up on important or urgent matters relating to ministries					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					

7. Provides appropriate guidance for ministries under his/her direction					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
8. Provides vision to the ministries under his/her direction					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
9. Provides accountability for ministries under his/her direction					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
10. Provides feedback or constructive criticism to lay leaders under his/her direction					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
11. Ability to provide biblically based direction and counseling to lay leaders					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
12. Tactfulness					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
13. Communicates and/or displays love and concern to those he/she works with					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
14. Communicates and/or displays love and concern to those he/she is ministering to					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
15. Integrity					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
16. Work ethic					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					
17. Control of emotions					
Excellent	Good	Average	Poor	Unacceptable	Unable to Assess
Comments:					

17. Has this pastoral staff member ever treated you in an inappropriate or unprofessional manner?
Yes ___ No ___ If yes, please describe...

18. What does this pastoral staff member excel at in ministry? What are his/her greatest strengths?

19. What one or two things could be changed about his/her job description that would bring him/her greater fulfillment and the church greater effectiveness?

20. What are his/her weaknesses? How does he/she compensate for them? How would you suggest improvement in these areas of weakness?

Please feel free to provide any additional comments in the space provided below: