

PERFORMANCE APPRAISAL FOR MINISTRY STAFF

Professional Reflection

1. What do you enjoy most about your ministry?

2. What do you find in your work that is frustrating?

3. In what ways do you have a sense of inclusion on the staff team? In what ways do you feel excluded?

4. What would you do differently if you were your supervisor?

5. In what ways could your supervisor better assist you?

6. How do you feel about your compensation level?

Energizers and Stressors

7. In what area of ministry are you most productive, energized, or fulfilled?

8. In what area of ministry do you experience the greatest amount of stress?

Development

9. In what areas, if any, would you most like to increase your skill level, knowledge, or experience base?

10. Which of these would have the greatest payback for our ministry? To you personally?

Circle *the top five* that relate to you in your role

- | | | | |
|---------------|---------------|-------------|--------------|
| Encouraged | Energized | Focused | Affirmed |
| Innovative | Discouraged | Overlooked | Fulfilled |
| Confused | Confident | Useful | Alone |
| Challenged | Frustrated | Overworked | Grateful |
| Stressed | Optimistic | Initiator | Concerned |
| Integrated | Struggling | Overwhelmed | Organized |
| Burned-out | Growing | Appreciated | Unchallenged |
| Creative | Flexible | Resourceful | Current |
| Goal-Oriented | Task-Oriented | Equipper | Gaseous |

Ministry Performance Evaluation

11. Leadership: Influencing others for the church's best interest, sets an example for others to follow, exhibits spiritual maturity.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

12. Attitude: Cultivates a positive outlook on life, a sense of humor, and maintains a spirit of gratitude.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

13. Team Player: Overall attitude, cooperation and a servant's heart in areas outside your own responsibility.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

14. Finance: Planning ministry budget and the ability to stay within budget.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

15. Essentials: Able to plan ahead, focus on important areas, and meet or exceed goals.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

16. Leadership Development & Multiplication: Continually developing leaders at every level while helping volunteers serve in accordance with their gifts and passions.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

17. Creativity: Takes initiative, thinks out of the box, is pro-active, anticipates problems and designs solutions, innovative.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

18. Professionalism: Excellence in areas such as returning phone calls, personal appearance, punctuality, follow-through and ability to handle sensitive/confidential information.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

19. Externally-focused: Demonstrates a lifestyle of intentionally taking Christ into the world by becoming friends with non-believers in order to bless them and expose them to Jesus.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

20. Team Building: Forms and releases ministry teams in order to carry out ministry.

- Excellent Very Good Good Below Average Unacceptable

Comments: _____

MINISTRY PERFORMANCE SUMMARY

Strengths:

Areas To Improve:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Evaluation Comments: _____

Performance evaluation scale and key:

- Excellent* Well above average performance of job requirements. Improvements would yield minimal or no perceptible results.
- Very Good* Above average performance of job requirements. This is an acceptable level of performance. Improvements would yield only some perceptible results.
- Good* Average performance of job requirements. Improvement is expected and should yield perceptible and needed results.
- Below Average* Below average performance of job requirements. Performance is unsatisfactory and improvement is required and should yield substantial results.
- Unacceptable* Performance is unacceptable and immediate action is required.

Overall Evaluation:

- Excellent Very Good Good Below Average Unacceptable

Date _____

Supervisor _____

Staff member's comments: _____

Date _____

Staff Member _____