

Old North Church

Employee Year-End Review

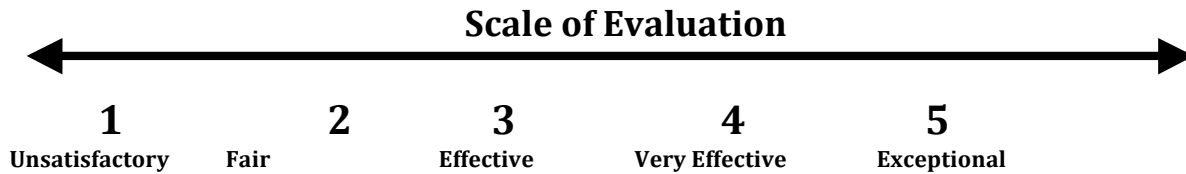
Pastoral/Executive Staff



Team Member _____

Supervisor _____

Evaluation Date _____



Overall Team Loyalty, Unity and Contributions					
<p>Commitment to Old North's Mission and Vision</p> <ul style="list-style-type: none"> • Individual is actively involved in setting, embracing, implementing & promoting goals within their area of responsibility as well as church wide goals that enhance ONC mission and vision objectives as approved by the senior pastor and elders • Contributes positive input and ideas to assist fellow staff achieve their goals • Encourages individuals in congregation to participate in ministries other than his/her area of responsibility • Individual regularly participates in Sunday worship • Individual exhibits supportive conduct toward church ministries and projects • Assists in ministries outside his/her area of responsibility when possible 	1	2	3	4	5
<p>Respectful and Encouraging to Others on Staff</p> <ul style="list-style-type: none"> • Individual maintains and pursues positive relationships with other staff • Courteous, positive, and a source of encouragement to other staff • Individual responds, rather than reacts • Individual demonstrates trust, empathy, and a servant's heart in the team environment 	1	2	3	4	5
<p>Appropriate and Healthy in Conflict</p> <ul style="list-style-type: none"> • Is respectful of the ideas and opinions of others • Is a good listener • Takes initiative to settle conflicts rather than waiting for the other person to take the first step and does so privately • Communicates directly with the party in conflict (does not triangulate) 	1	2	3	4	5

<p>Responsive to Supervision</p> <ul style="list-style-type: none"> • Individual demonstrates accountability for assignments by their supervisor • Consistently responds to and completes appointed tasks, projects and assignments by supervisor • Individual responds positively to constructive criticism by taking appropriate steps to implement changes • Communicates progress of projects and assignments with supervisor • Follows ONC policy and procedure without complaint and without prompting 	1	2	3	4	5
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Ministry Responsibilities

<p>Pursuit of Life Change in People</p> <ul style="list-style-type: none"> • Impacts and encourages others to worship and pursue a deep, intimate relationship with Jesus Christ • Builds constructive and positive relationships with a variety of people • Offers guidance to others 	1	2	3	4	5
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<p>Shepherding and Discipleship</p> <ul style="list-style-type: none"> • Demonstrates the characteristics of a servant leader • Exercises biblical knowledge and spiritual leadership to promote church unity • Prays for their volunteers and members of ONC • Effectively recruits people to serve in the ministry of the church • Meets the needs of people, whether directly or through the appropriate church program • Follows up when referring people to other programs 	1	2	3	4	5
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<p>Communication and Follow Up</p> <ul style="list-style-type: none"> • Individual sets appropriate goals for their area of ministry with clearly defined strategies for achievement of those goals • Communicates to others an overall philosophy of ministry for his individual ministry area • Follows through to implement goals 	1	2	3	4	5
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<p>Ministry Leadership</p> <ul style="list-style-type: none"> • Sets clear expectations with those involved in their area of ministry and responsibility • Effectively utilizes people and resources to accomplish ministry goals and objectives • Provides appropriate training for people involved in area of ministry • Demonstrates the ability to keep those involved in his area of ministry motivated to accomplish the goals and objectives of the ministry • Keeps up to date on current trends, ideas, programs and strives to implement that which helps achieve overall goals for ONC 	1	2	3	4	5
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Professional Development	1	2	3	4	5
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<ul style="list-style-type: none"> • Invests time in personal, professional, and spiritual development tools to enhance leadership and ministry effectiveness through magazines, journals, CDs, etc. • Proactively pursues education and new skills relevant to their area of ministry • Implements new ideas and approaches to ministry from training attended • Shares ideas learned at training events with professional and voluntary staff 					
Team Administration and Management <ul style="list-style-type: none"> • Seeks advice and input from others on his/her team and adopts appropriate suggestions • Manages effectively and delegates appropriately • Provides consistent feedback and direction to members of their team • Maintains effective communication with team members through meetings or other means • Leads by example • Demonstrates appreciation and gives encouragement to the team 	1	2	3	4	5
Initiative and Creativity <ul style="list-style-type: none"> • Individual is aware of what needs to be done and demonstrates the energy and self-motivation to complete their responsibilities • Approaches their work in positive and creative way • Able to effectively cast a vision for the ministry and present pertinent goals for their team to complete • Seeks out and uses ideas contributed by others • Solves problems quickly and easily and in such a way that does not adversely affect others 	1	2	3	4	5

<i>Character and Work Habits</i>					
Integrity <ul style="list-style-type: none"> • Honest and trustworthy with members, peers, and supervisors • Follows up on verbal and written commitments • Actions and speech reflect a Godly character – “walks the talk” whether on the job or off 	1	2	3	4	5
Work Ethic <ul style="list-style-type: none"> • Individual is hard working and self motivated • Completes work assignments on time and without supervision • Work is submitted to others far enough in advance that others have sufficient time to complete their work 	1	2	3	4	5
Selflessness <ul style="list-style-type: none"> • Demonstrates sacrificial devotion to the benefit of others 	1	2	3	4	5

<ul style="list-style-type: none"> • Gives beyond what is expected • Willing to assist in areas outside of their direct ministry responsibility • Demonstrates the characteristics of a servant leader 	
<p>Teachability</p> <ul style="list-style-type: none"> • Accepts constructive criticism • Pursues being taught by others, with humility and a desire for self improvement • Seeks as well as gives constructive criticism to/from colleagues • Applies and implements suggestions from others • Is open to new ideas and concepts 	<p>1 2 3 4 5</p>
<p>Reliability/Punctuality</p> <ul style="list-style-type: none"> • Individual is consistently on time for meetings and other commitments • Fulfills promises and commitments to others • Accountable for time and reports in timely and consistent manner • Takes responsibility for ONC materials and equipment 	<p>1 2 3 4 5</p>
<p>Resourcefulness</p> <ul style="list-style-type: none"> • Uses human, material, and financial resources to effectively deal with problems and opportunities • Uses ministry budget wisely to obtain best ministry result from fewest dollars and keeps spending within approved limits • Evaluates non-financial needs of ministry and in timely manner seeks appropriate non-financial assistance 	<p>1 2 3 4 5</p>
<p>Initiative</p> <ul style="list-style-type: none"> • Is aware of what needs to be done to accomplish goal • Demonstrates energy and self motivation to complete work assignments without prompting from others • Demonstrates determination in carrying out goals and objectives • Starts activity planning early enough to accomplish goals without asking for extra effort by staff, self, family, or volunteers 	<p>1 2 3 4 5</p>
<p>Adaptability</p> <ul style="list-style-type: none"> • Adjusts, accepts, and supports changes that benefit ONC • Adapts to logistical changes in order to accommodate another ministry or staff member • Identifies essential ingredients for events and activities, and shows willingness to substitute non-essentials: time, space, personnel, equipment, etc. as appropriate • Accepts change and deals with change in a positive manner 	<p>1 2 3 4 5</p>
<p>Compassion</p>	<p>1 2 3 4 5</p>

<ul style="list-style-type: none"> • Is responsive, empathetic, and sympathetic to the difficulties and challenges facing others in the Church and in our community • Takes steps personally to see that needs of the church family, both corporate and individual, are being met 	
<p>Outward expression of a life lived in and for Christ</p> <ul style="list-style-type: none"> • Demonstrates the fruit of the Holy Spirit including faith, hope, love, patience, understanding, wisdom, forgiveness, peace and contentment • Gives and receives forgiveness. • Acknowledges shortcomings, wrongdoings, misstatements and accepts responsibility for them • Shares spiritual lessons from their life with others 	1 2 3 4 5



<p><i>Developmental Action Plan</i> Actions or training that would enhance strengths or improve performance</p>
<p><i>Goals for the New Year</i> Mutual goal setting session between the staff member and supervisor</p>

Team Member's Signature _____ Date _____

Supervisor's Signature _____ Date _____