

Old North Church

Employee Year-End Review

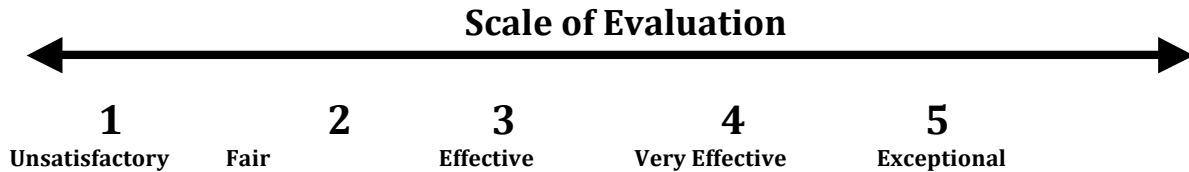
Administrative/Ministry Support Staff



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 • 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>	1	2	3	4	5

<ul style="list-style-type: none"> • Individual demonstrates accountability for assignments from 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 	
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Job Responsibilities

Fulfills Job Description and Duties <ul style="list-style-type: none"> • Meets expectations of job responsibilities • Maintains a high level of production • Works efficiently and manages time well 	1	2	3	4	5
Shows Initiative <ul style="list-style-type: none"> • Seeks to complete work in a timely manner • Proactive in staying productive • Exhibits self motivation • Does not require an unhealthy level of supervision to complete tasks 	1	2	3	4	5
Communication <ul style="list-style-type: none"> • Communicates with clarity and effectiveness • Ensures that other staff and volunteers are on the same page with projects and processes • Listens well 	1	2	3	4	5
Follow Up <ul style="list-style-type: none"> • Follows up on open items • Does not leave tasks partially completed • Takes good notes and completes action items assigned by supervisor 	1	2	3	4	5

Character and Work Habits

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	1	2	3	4	5

<ul style="list-style-type: none"> • Demonstrates sacrificial devotion to the benefit of others • 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 	1	2	3	4	5
<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 • Consistently arrives at work on time • Clearly communicates scheduling exceptions to their supervisor 	1	2	3	4	5
<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 	1	2	3	4	5
<p>Attitude</p> <ul style="list-style-type: none"> • Demonstrates a positive attitude • Speaks well of Old North, other staff members, and peers • Responds with patience, wisdom, and grace in difficult situations • Receives feedback in a positive manner 	1	2	3	4	5
<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 	1	2	3	4	5

appropriate <ul style="list-style-type: none"> • Accepts change and deals with change in a positive manner 					
Outward expression of a life lived in and for Christ <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 _____