Assessment of Staff and Congregational Ministry

The gifts and talents of all people, including the pastor, other church staff and members of the congregation, support and participate in the reign of God. These gifts for ministry can be enhanced by effective communication among all these people, and by a concern for the common mission that they share. The purpose of this tool is to help congregations evaluate the overall effectiveness of their ministry. Such a discussion is intended to create dialogue so that energy can be directed toward the mission of God and not toward unnecessary arguments and conflict.

Because ministry is both the responsibility of the pastor, staff, and congregation, this tool is designed to:

- Assess the strengths and growth areas of all involved.
- Create a sense of partnership about ministry.
- Promote discussion about the effectiveness of ministry.
- Allow leaders to determine areas of strengths and growth areas.
- Encourage congregations to assess their roles and participation in ministry.

*This tool is **not** designed to provide a basis for merit increases in salary, although when such discussions arise, it may be used as one factor in salary negotiations.*

The results from the dialogue that surrounds this assessment should be centered around:

- Plans for continuing education for pastor, staff, and congregation.
- The development of strategies to strengthen the ministry of the church.
- The purpose of the church, and its mission, as those sent by God to carry out the will of God in this world.

Although intended for pastoral assessment, this tool can also be used for other staff members, such as AIMs, diaconal ministers, deaconesses, etc.

May God guide you as you assess your ministry and through dialogue discover the will of God for your lives and your mission in the world.

PROFESSIONAL STAFF EVALUATION

The evaluation of the professional staff is best done by the executive committee of the Church Council with input from the Mutual Ministry and/or Personnel Committee. It is at the discretion of the Executive Committee that other members of the congregation are invited to give feedback via the Pastoral Review form which accompanies this evaluation form (page 6). The Pastor is also to fill out an evaluation form identifying strengths, growth areas and goals. The evaluation is for both the Professional leader and the Congregation and will aid in a discussion of ministry. Please utilize the back pages if more room is needed in responding. It might be helpful to complete page 5 first.

Statement of Performance

1. What were major accomplishments in the past year?

2. What things are pleasing about the pastor's/AIM/diaconal minister's performance?

3. What things would you like to see changed about the pastor's/AIM/diaconal minister's performance?

4. Were any commendations or awards received in the past year?

5. What relevant positive and/or negative feedback was received in the past year that might help the professional growth of this staff person?

Objectives Statement

6. What should be done that isn't getting done now?

7. Are there work habits that are problematic that should be remedied?

8. What things mentioned in the statement of performance can be improved?

9. Are there special projects to be done?

10. State personal/professional development objectives to be accomplished (both the professional being evaluated and the evaluators should respond to this question):

(a) what is to be done?

(b) when is it to be done (time-frame)?

(c) how will you know when it is done?

Pastoral Development Plans (Pastors/AIM/Diaconal Minister only respond)

11. What are short-term career goals (1 year)? Please pick only one or two to focus on this year.

12. What are long term career goals (3 to 5 years)?

13. What continuing education training is necessary to meet career goals?

14. What continuing education training is necessary to meet church's goals?

15. Are there personal qualities that you want to develop as a professional leader?

16. What things would you want to do to change life positively?

17. How can you be more productive?

18. How can your work environment be improved?

Comments on Improvements (to be completed by both the professional and evaluators)

19. How can facilities/equipment be improved?

20. How can the Church Council be more helpful in responding to the professional or the churches needs?

21. What are barriers to productivity?

22. How can committee structure/congregational operations be improved?

22. Other comments as desired:

<u>Professional Development (to be filled out by professional and evaluators - leave blank if you don't know).</u> Comments for each area can be written on back.

	Rarely			Usually			Always
1. Fulfills responsibilities	1	2	3	4	5	6	7
2. Protects confidentiality	1	2	3	4	5	6	7
3. Finds satisfaction in pastoral work	1	2	3	4	5	6	7
4. Can work under pressure	1	2	3	4	5	6	7
5. Manages time wisely	1	2	3	4	5	6	7
6. Appropriate personal appearance in professional life	1	2	3	4	5	6	7
7. Develops trusting relations with members	1	2	3	4	5	6	7
8. Works well with group whose task is highly structured	1	2	3	4	5	6	7
9. Works well with group whose tasks is vague, undefined	1	2	3	4	5	6	7
10. Enables group to achieve their goals	1	2	3	4	5	6	7
11. Resolves conflict among members	1	2	3	4	5	6	7
12. Develops lay leadership	1	2	3	4	5	6	7
13. Learns well from experiences (positive & negative)	1	2	3	4	5	6	7
14. Finds opportunity for spiritual growth	1	2	3	4	5	6	7
15. Takes criticism well	1	2	3	4	5	6	7
16. Takes praise well	1	2	3	4	5	6	7
17. Can admit lack of knowledge and ability	1	2	3	4	5	6	7
18. Disciplines self in theological reflection	1	2	3	4	5	6	7
19. Seeks feedback from laity	1	2	3	4	5	6	7
20. Evidences an inner sense of vocation	1	2	3	4	5	6	7
21. Seeks training opportunities (continuing ed)	1	2	3	4	5	6	7