

Sample Items to Include in a Church Staff Evaluation

(Staff evaluations should be placed in confidential files and kept in a secure area.)

Questions for staff being evaluated—written responses to be viewed by and discussed with supervisor(s):

1. List your primary accomplishments this evaluation period.
2. Explain any challenges you encountered that affected your work or performance in this evaluation period.
3. What critical skills/strengths/relationships have you built (or improved) and applied during this evaluation period?
4. What critical skills/strengths/relationships would you like to develop for the next evaluation period?
5. Is your current workload reasonable? What adjustments in workload would you suggest?
6. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?
7. How can the other staff persons better help you to accomplish your goals/tasks in the future?
8. Explain any processes/procedures/tasks that you would like to discuss with your supervisor that would enhance the success of your work. Address other comments you have.

How do you personally rate your overall performance for this evaluation period?

- ☐ Unacceptable
- ☐ Needs Improvement
- ☐ Met Expectations
- ☐ Exceeded Expectations
- ☐ Outstanding

Supervisor's observations—to be discussed with the staff person being evaluated
Rate each item:

A- Above Expectations B – Meets Expectations C – Below Expectations

I. Relationships/Leadership

1. ___ Role-models positive and consistent Christian behavior and biblical values.
2. ___ Demonstrates genuine concern for those being served through his/her ministry.
3. ___ Establishes and maintains appropriate relationships with co-workers and church members.
4. ___ Works as an enthusiastic team member.
5. ___ Demonstrates concern for the spiritual development of church members.
6. ___ Demonstrates evangelistic concern for the lost.
7. ___ Provides appropriate training and encouragement for church members serving in his/her area of ministry.
8. ___ Has a vision for the future growth and effectiveness of his/her area of ministry and for the church as a whole.
9. ___ Demonstrates servant leadership in attitude and actions.
10. ___ Demonstrates understanding that self-care (spiritual, physical, and emotional), is an important aspect of being a good leader for others.

II. Operational Tasks

1. ___ Understands and upholds the policies and procedures established by the church.
2. ___ Enthusiastically and properly fulfills responsibilities assigned to his/her ministry position.
3. ___ Is punctual and reliable in time worked and attendance at appropriate church/ministry events.
4. ___ Works with church administrative staff effectively to document needed records and reports.
5. ___ Respects time and workload of church administrative staff when giving them assignments or asking for their help.
6. ___ Attends/actively participates in staff meetings, training opportunities and conferences related to ministry position.
7. ___ Appropriately maintains church equipment, resources and facilities.
8. ___ Maintains exemplary cleanliness of his/her work space and contributes appropriately to the cleanliness of the church facility.
9. ___ Follows appropriate safety rules and procedures; physically is able to perform required tasks.
10. ___ Respects budget allocations and financial provisions determined by the church finance committee when planning/executing ministry activities, etc.

- III. Self-Management
1. ___ Maintains flexibility and manages time effectively.
 2. ___ Maintains professional composure and constructive approach in dealing with others.
 3. ___ Completes tasks on time and provides follow-up as needed.
 4. ___ Stays organized and on schedule.
 5. ___ Consistently makes sound decisions and uses good judgment.
- IV. Interpersonal/Communication:
1. ___ Shows consideration of others.
 2. ___ Communicates clearly when speaking.
 3. ___ Writes legibly and with proper grammar and spelling.
 4. ___ Listens attentively and responds appropriately to needs and concerns of others .
 5. ___ Responds in a timely manner to questions and requests from church staff and church members.
- V. Regarding the job description/covenant established when the staff person was first employed by this church, what items are being addressed well, what items need improvement, what items need to be changed?
- VI. The supervisor rates the overall performance for (staff person) for this evaluation period:
- ___ Unacceptable
___ Needs Improvement
___ Met Expectations
___ Exceeded Expectations
___ Outstanding
- VII. Based on discussions during the evaluation process, the staff person and his/her supervisor have agreed to set the following goals for the upcoming evaluation period:

Signed:_____ (Staff Person)
(Signature does not necessarily indicate agreement with the evaluation as a whole or any item within it, but rather verifies that the staff person has had the opportunity to discuss this document with his/her supervisor.)

Signed:_____ (Supervisor)
(Signature indicates that supervisor has provided reasonable opportunity and time to discuss this evaluation in its entirety with the staff person named herein.)