

## Pastor's Evaluation of Church Staff Member

Name of church staff member: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Evaluation Period includes the following amount of time: \_\_\_\_\_

Scale 1 = Below Average Performance—Needs Significant Improvement

Scale 2 = Average Performance—Needs Particular Areas of Improvement

Scale 3 = Above Average Performance—Areas Specified for Improvement

Scale 4 = Good Performance—Constant and Reliable in Most Areas of Performance

Scale 5 = Excellent Performance—Shows Mastery and Refinement in Most Areas of Performance

Circle which scale of performance you believe reflects this church staff person's capacity. For scales 1-2-3 it is helpful to specify significant, particular and specified areas of improvement.

1 2 3 4 5 Is punctual, keeps appointments and displays good time management skills.

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1 2 3 4 5 Productivity: Completes program schedules, documentation, required paperwork and comes prepared for programs and work-related assignments.

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1 2 3 4 5 Dependable: If an agreement is made, he/she can follow through with promises.

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1 2 3 4 5 Professional Profile: Is aware of his/her leadership role and can take charge when needed.

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1 2 3 4 5 Public-Speaking Skills: Can speak clearly with proper volume, maintains a clean and proper vocabulary and presents him- or herself with dignity and poise.

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## Handout 2 continued

1 2 3 4 5 Writing Skills: Can design flyers, brochures and articles for publication with user-friendly language, correct punctuation and spelling.

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1 2 3 4 5 Collaboration Skills: Can include others in work-related assignments, negotiate without using threats or dysfunctional communication strategies and honor the differences amongst coworkers, volunteers and church membership without alienating or polarizing the church and staff.

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1 2 3 4 5 Understands and promotes the policies and procedures of the church and diocese; works within the restrictions established by the church and diocese to protect against potential liability and at-risk behaviors; follows safety and security procedures.

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1 2 3 4 5 Understands and promotes the “Charter for the Protection of Children” and the guidelines for sexual misconduct and mandatory reporting: Has completed and cooperated with the church and diocesan policy on background checks for all volunteers, informs all new volunteers about diocesan regulations and safeguards when working with children, has demonstrated an alertness and knowledge of child safety and common sense in supervising children’s activities that involve adults.

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1 2 3 4 5 Available during designated work hours, either by cell phone, e-mail, office phone, pager, walk-in office visit or by appointment.

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1 2 3 4 5 Works effectively with volunteers: Can empower and provide useful ways to maximize volunteer time, talent and treasure.

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1 2 3 4 5 Works effectively with other church staff: Can negotiate, resolve conflict, collaborate, ask for help and share resources.

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# Handout 2 continued

1 2 3 4 5 Works effectively with the pastor: Keeps the pastor informed about program and ministry activities, shares the upcoming calendar of events, invites the pastor to program gatherings with advance notice and shares concerns about special-needs church members.

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1 2 3 4 5 Works effectively with church membership: Can include and call church membership by name to share their time, talent and treasure; can exercise both power and control within a leadership role; can delegate and empower others, call forth the gifts of others, resolve conflict and be inclusive.

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1 2 3 4 5 Maintains professional dress and hygiene: Clothing reflects a professional appearance—clean, appropriate and modest.

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1 2 3 4 5 Clearly communicates with other staff: Keeps other staff informed about upcoming events as they impact and relate to other programs and activities.

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1 2 3 4 5 Clearly communicates with volunteers: Volunteers feel included and informed and equipped to make significant contributions to the overall success of a program or ministry.

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1 2 3 4 5 Clearly communicates with the pastor: Seeks the pastor's time and attention through scheduled appointments and informal meetings, maintains a dialogue with the pastor, resolves conflict, negotiates differences, informs, shares information relevant to upcoming programs or ministries and asks for help when needed.

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1 2 3 4 5 Clearly communicates with church members: Keeps its volunteers informed, issues publications for sharing information about upcoming programs, seeks to include new church members and reaches out to special-needs parishioners like the homebound, physically disabled, blind and deaf, etc.

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## Handout 2 continued

1 2 3 4 5 Is open and responsive to feedback: Invites others to provide feedback about performance, effectiveness and impact; can maintain a sense of humor and evokes a presence of hospitality.

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1 2 3 4 5 Maintains professional boundaries and ethical and moral behavior with church members.

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1 2 3 4 5 Maintains professional boundaries with volunteers.

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1 2 3 4 5 Maintains professional boundaries with church staff.

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1 2 3 4 5 Maintains professional boundaries with pastor.

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