**MINISTERIAL STAFF ANNUAL PERFORMANCE REVIEW TEMPLATE**

This form will be completed by both the employee and supervisor as a part of the annual performance review process. Please answer each question honestly. This form is kept confidential. It will only be seen by your Supervisor, Pastor, Executive Pastor, and Personnel Committee.

Name Department

Position Date

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| --- | --- | --- |
| Evaluation Factor | Rating | Supervisor Comments |
| **Job Knowledge**– Consider your ability to perform assigned tasks. Knowledge of techniques, skills, equipment, software, procedures and materials necessary to do the job. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Quality/Reliability of Work**–Consider the ability and accuracy of work produced, freedom from errors, and on time. Also consider reliability, trustworthiness, and persistence. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Positive Attitude**–Cultivates a positive outlook on life, a sense of humor, and maintains a spirit of gratitude. Consider the demeanor used in dealings with co-workers, members, and supervisors. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Team Player**–Overall attitude, cooperation and a servant’s heart. Consider willingness and cooperativeness with co-workers and supervisors, ability to accept constructive criticism. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Follow Through**–Assignments are complete and finalized. Quantity of work and promptness. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Church Finance**– Wise investment of church monies and ability to stay within budget. If support, your proactive involvement to ensure your ministry leader is on budget. | * Excellent
* Above Average
* Average
* Below Average
 |  |
|  **Professionalism**–Excellence in areas such as returning phone calls, personal appearance, punctuality, follow-through and ability to handle sensitive/confidential information. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Initiative**–The ability to plan work and to go ahead with a task without being told every detail, and the ability to make constructive suggestions. Takes initiative, pro-active, anticipates problems and designs solutions, innovative. Consider the degree to which an employee searches out new tasks and expands abilities professionally and personally. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Planning & Organizing**–The ability to analyze work, set goals, develop plans of action, and utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Directing & Controlling**–The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Decision Making**– The ability to make decisions and the quality and timeliness of those decisions. Use of sound judgment (not based on emotion) in making decisions. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Spiritual Life**–Exhibits Christian characteristics in daily activities. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Recruiting & Equipping**– Discovering and training people for ministry. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Adherence to Policy**–Consider adherence to policies and procedures. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Self Confidence**–Exhibits confidence and security in his/her abilities and gifts that God has given. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **People Skills**–Ability and willingness to connect with people and make them feel at ease. Willingness to serve others and serve with others. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Loyalty**–Exhibits spirit of unity among all staff and church body to accomplish the mission of the church. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Communicator**–Communicates within the office and staff to make sure that all parties are informed and up to date of activities (email, text messaging, and phone calls). If teaching, exhibits confidence and excitement to communicate God’s Word. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Productivity**– Consider your ability to meet deadlines, willingness for additional responsibility, and ability to work well without supervision. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Change Agent**–Ability to influence and persuade people to a greater cause. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Safety**– Consider safety or work habits, awareness of safety rules, involvement in safety program, cleanliness of work area, etc. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Work Relationships** – Consider how you get along with your coworkers. | * Excellent
* Above Average
* Average
* Below Average
 |  |
| **Attendance** – Consider promptness when arriving at work and returning to work from break periods, also consider absences. | * Excellent
* Above Average
* Average
* Below Average
 |  |

**Employee’s Comments:**

1. **How can your supervisor be more effective with you in your job?**
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. **Has he/she communicated with you effectively? How could he/she communicate better?**
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. **Have the expectations for your job been clearly communicated and are they still manageable?**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **What are 2 things that would make your job easier, more efficient, etc…?**
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What is your favorite part of your job?**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **What is your least favorite part of your job?**
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. **How are you doing on your goals for last year?**
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. **What was the best thing about the last year?**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **What was the most challenging thing about the last year?**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **What areas of personal and professional development do you want to pursue in the coming year?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **What are your goals for the coming year?**
* Professional/Ministry Goal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Professional/Ministry Goal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Professional/Ministry Goal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Professional/Ministry Goal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Professional/Ministry Goal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Personal Goal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Personal Goal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewing Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature*

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature*