

Name:

Ministry:

2024 Whitesburg Baptist Church

Personnel Development Report

- I. In a few sentences, describe your current **responsibilities**, including the **key tasks** that make up your **role**.
- II. Using the following five point scale, rate yourself in the following attributes:
- 5 = clearly recognized by members and staff
 - 4 = mostly apparent in my life
 - 3 = usually happens
 - 2 = clearly not a strong point
 - 1 = I understand that this is a weakness

Attribute	1	2	3	4	5
I. Godly					
Personal Integrity					
Witnessing to the lost					
Teamwork/conflict resolution (rightly relating to people)					
Demonstrating Fruits of the Spirit					
Related Comments:					
II. Effective					
Using spiritual gifts/skills/talents					
Utilizing Volunteers					
Casting Vision/Plan Development/Project Execution					
Receiving feedback/Responding to criticism					
Related Comments:					
III. Excellent					
Eye for quality					
Servant leadership					
Clear communication					
Etiquette and Respect					
Related Comments:					

III. What do you see as your **major achievement** in the past year?

What **helped you most** in making it happen?

IV. What hasn't gone **as well as expected** over the past year?

What could have made it **better**?

V. Discuss your **progress/success** on the **goals** you listed for **last year**.

VI. List two **new goals** for your ministry area in **the next year**, and how they **support our vision** to reach 1000 people with the gospel and equip 200 leaders from the next generation:

What kind of **support** do you foresee **needing** in order to meet these goals?

VII. Outline your **professional development plan** for the **next year**: (conferences to attend, courses to take, books to read, etc.)

VIII. Have **you evaluated** those you supervise? (if applicable)

Yes

No

IX. What type of **feedback** would you find useful?

X. What feedback would you like to give **your supervisor**?

Supervisor's Comments:

Employee's Signature _____ date _____

Supervisor's Signature _____ date _____