[CHURCH NAME]
STAFF MEMBER SELF-EVALUATION

Name: ____________________________      Date: ____________________________
Position: __________________________      Evaluation Period: ________________

1. List your major accomplishments during the past year, especially in terms of the goals and objectives you wrote last year. __________________________________________________
   __________________________________________________
   __________________________________________________

2. What were your weaknesses in performance this past year? ____________________________
   __________________________________________________
   __________________________________________________

3. What aspects of your job did you enjoy most over the past year? ____________________________
   __________________________________________________
   __________________________________________________

4. What aspects of your job did you enjoy least over the past year? ____________________________
   __________________________________________________
   __________________________________________________

5. Was the fellow staff helpful in the past year? If no, explain. ____________________________
   __________________________________________________
   __________________________________________________

6. How do you think the hours you are required to work are compared to the hours actually worked? Does there need to be a change in either hours or pay for you as you see it in the coming year? ____________________________
   __________________________________________________
   __________________________________________________

7. What goals and objectives would you like to set for yourself for the next year? __________
   __________________________________________________
   __________________________________________________
Sample 1
Pastor Evaluation
Please rate the importance of the following propositions in terms of their importance to you personally:

<table>
<thead>
<tr>
<th>Importance</th>
<th>Quality/Effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Circle One)</td>
<td>(Circle One)</td>
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<tr>
<td>4 = Very Important</td>
<td>4 = Outstanding</td>
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<tr>
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1. Areas of Ministry

A. Public worship ministry: the way the Pastor...

1. Conducts public worship, in general
   4     3     2     1 N/A
2. Prepares sermons
   4     3     2     1 N/A
3. Addresses the needs of hearers
   4     3     2     1 N/A
4. Bases sermons on scripture & confessions
   4     3     2     1 N/A
5. Conducts public prayers
   4     3     2     1 N/A
6. Makes visitors feel welcome
   4     3     2     1 N/A

B. Pastoral ministry: the way the Pastor...

1. Relates with the members
   4     3     2     1 N/A
2. Ministers to those with needs & problems
   4     3     2     1 N/A
3. Ministers to the marginalized
   4     3     2     1 N/A
4. Ministers to those contemplating marriage
   4     3     2     1 N/A
5. Deals with conflict situations
   4     3     2     1 N/A

2. Summary Comments

A. In what area(s), according to your judgment, lie the Pastor’s greatest strengths and abilities? 

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

B. What are some things you would suggest that the Pastor work on?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
[CHURCH NAME]
ANNUAL PERFORMANCE EVALUATION

Sample 2
Annual Pastor Evaluation

1. **Job Knowledge:** Consider the person’s understanding of duties and procedures necessary for satisfactory job performance.
   - ______ Has complete mastery of all phases of the job.
   - ______ Knows major phases of the job.
   - ______ Lacks knowledge of some important phases of the job.
   - ______ Has trouble grasping the job’s duties.

   **Comments and Goals:**

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

2. **Quality of Work:** Consider thoroughness, accuracy and orderliness of completed work. (Disregard amount of work handled.)
   - ______ Quality exceptional in all respects.
   - ______ Work is complete, accurate and presentable.
   - ______ Quality is occasionally unsatisfactory.
   - ______ Work is usually lacking in thoroughness, accuracy or neatness.

   **Comments and Goals:**

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

3. **Quantity of Work:** Consider the amount of work completed; volume of output in relation of the nature and condition of work performed. (Disregard quality of work.)

   (Develop appropriate questions for each category providing for comments and goals.)

   **Examples of Other Categories:**
   - **Judgment:** Consider this person’s to recognize problems and make appropriate decisions, and the employee’s judgment in situations where discretion is required.
   - **Attitude:** Consider attitude as it affects this person’s function in the job.
   - **Dependability:** Consider follow-through reliability; is work completed on time and deadlines met; how much supervision is necessary to achieve desired performance.
   - **Cooperation:** Consider extent to which this person works harmoniously and effectively with fellow workers, supervisors, client and other.
   - **Effectiveness Under Pressure:** Consider ability to work under pressure; to cope and deal effectively with pressure/stress situations.
   - **Punctuality:** Consider attendance and the observance of starting and quitting times, breaks and lunch breaks.
**Youth Pastor Evaluation**

Indicate which group you are in:
- Youth Group
- Parent of Youth
- Youth Group Leader
- Other

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**A. Personal and professional development: The way the Youth Pastor...**

- Values personal godliness
- Evidences a sense of calling the ministry
- Takes time for reflection & study
- Avails himself of opportunities for C.E.
- Values listening skills
- Cultivates good working relations with youth leaders

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Comments on above items: 

\[\text{In consultation with the supervising body and the Youth Pastor, add some additional categories – the following are some examples:}\]

- Relates to young people: The way the Youth Pastor...
- Organizational and administrative aspects of ministry: The way the Youth Pastor...

**Summary Comments**

1. In what area(s), according to your judgment, lie the Youth Pastor’s greatest strengths and abilities. Also, in what area(s) is there room for improvement?

2. General Comments: