

To be completed by each member of the ministry in regards to the ministry leader, president or chairperson.

## MINISTRY LEADER APPRAISAL

Ministry Leader Name \_\_\_\_\_ Ministry \_\_\_\_\_

**Instructions:** Carefully evaluate the leader's performance. Check rating box to indicate the performance. Assign points for each rating within the scale. **Write supportive details or comments on the last page.** Assign an overall performance score.

### Rating Identification Score and Scale

<b>Outstanding (8-10 points)</b> <i>Performance is exceptional in all areas and is recognizable as a major contribution.</i>	<b>Good (6-7 points)</b> <i>Results clearly exceed requirements. Performance is of high quality and is achieved on a consistent basis.</i>
<b>Satisfactory (5 points)</b> <i>Competent and dependable level of performance. Meets expectations.</i>	
<b>Improvement Needed (3-4 points)</b> <i>Performance is deficient in certain areas. Improvement is needed.</i>	<b>Unsatisfactory (0-2 points)</b> <i>Results are generally unacceptable.</i>

1. **Accountability:** The extent to which the leader displayed accuracy, thoroughness and acceptability of work performed.

- ☐ Outstanding  
☐ Good  
☐ Satisfactory  
☐ Improvement Needed  
☐ Unsatisfactory

Points = \_\_\_\_\_

2. **Servanthood:** The extent to which the leader adjusted to the volume of work required.

- ☐ Outstanding  
☐ Good  
☐ Satisfactory  
☐ Improvement Needed  
☐ Unsatisfactory

Points = \_\_\_\_\_

3. **Adaptability:** The extent to which the leader responded to changing requirements & conditions.

- ☐ Outstanding  
☐ Good  
☐ Satisfactory  
☐ Improvement Needed  
☐ Unsatisfactory

Points = \_\_\_\_\_

4. **Relationships:** The extent to which the leader displayed a relationship with other ministry members and volunteers, including the willingness to help others with their overloads.

- ☐ Outstanding  
☐ Good  
☐ Satisfactory  
☐ Improvement Needed  
☐ Unsatisfactory

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**Points = \_\_\_\_\_**

5. **Reliability:** The extent to which the leader can be relied on to complete responsibilities in a timely manner.

- ☐ **Outstanding**
- ☐ **Good**
- ☐ **Satisfactory**
- ☐ **Improvement Needed**
- ☐ **Unsatisfactory**

**Points = \_\_\_\_\_**

6. **Attendance and punctuality:** The extent to which the leader was present and available.

- ☐ **Outstanding**
- ☐ **Good**
- ☐ **Satisfactory**
- ☐ **Improvement Needed**
- ☐ **Unsatisfactory**

**Points = \_\_\_\_\_**

7. **Attitude:** The extent to which the leader kept a positive and affirming attitude.

- ☐ **Outstanding**
- ☐ **Good**
- ☐ **Satisfactory**
- ☐ **Improvement Needed**
- ☐ **Unsatisfactory**

**Points = \_\_\_\_\_**

8. **Generosity:** the extent to which the leader supported and assisted other ministries.

- ☐ **Outstanding**
- ☐ **Good**
- ☐ **Satisfactory**
- ☐ **Improvement Needed**
- ☐ **Unsatisfactory**

**Points = \_\_\_\_\_**

9. **Discipline:** The extent to which the leader practiced peace in the face of adversity.

- ☐ **Outstanding**
- ☐ **Good**
- ☐ **Satisfactory**
- ☐ **Improvement Needed**
- ☐ **Unsatisfactory**

**Points = \_\_\_\_\_**

10. **Commitment:** The extent to which the leader stepped up and persevered to assure the goals of the ministry were met.

- ☐ **Outstanding**
- ☐ **Good**
- ☐ **Satisfactory**
- ☐ **Improvement Needed**
- ☐ **Unsatisfactory**

**Points =** \_\_\_\_\_

**[ ] Outstanding (75-100 points)**

[ ] Satisfactory (45-55 points)

**[ ] Improvement Needed (26-45 points)**

**[ ] Unsatisfactory (0-25 points)**

Supportive details or comments: \_\_\_\_\_

[illegible]

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Leader signature \_\_\_\_\_ Date \_\_\_\_\_