

Performance Review Form

Senior Pastor

Associate Pastor

Employee Name: _____ **Date:** _____

Title: _____

Pastor(s) are the spiritual leaders of the church. In our congregation, the role of the pastor(s) is multi-dimensional. In addition to preaching, teaching, pastoral care and celebrating the sacraments, the pastor (s) provide leadership in shaping and implementing a vision of the church's life as a Christian community. Accordingly, the pastor(s) are expected to play a key role in decisions that shape the life of the church. Pastors of the church may include an associate and/or assistant pastors. (*See job description.*)

Congregational Leadership

Staff performance

How do you communicate expectations to staff and volunteers? Is it effective?

Is the approach that you use getting adequate, above average, or maximum performance from staff members and volunteers?

What approach do you/would you use to resolve personnel/volunteer problems?

Have personnel/volunteer issues occurred during the last year? If so, what approach did you use to resolve them?

Delegation of responsibilities

It what ways do you delegate?

What types of tasks do you delegate?

How could you improve your delegation skills?

In what ways do you encourage creativity and innovation in others?(optional)

Goal setting

Are goals followed through to completion for you/ staff/the congregation, in a timely manner? If no, why not?

Were the goals that were set last year met? If not, what circumstances occurred that prevented you from meeting our goals? How were goals adjusted to allow you to move ahead?

Deadlines

In general, are you able to meet deadlines?

What are some of the factors that may keep you from meeting a deadline?

Church leadership

How would you evaluate your role in relation to the church council?

Are there particular areas in the council's work where you have done a great job?

In which areas do you need to strengthen?

Preaching, Teaching and Education

How do you convey new ideas, concepts to congregation?

What do you do to keep your sermons and sermon preparation fresh for the congregation?

What do you hope for in your preaching and how well do you feel you achieved them during the last year?

Can you remember a particular sermon that was effective and why?

How would you like to improve your preaching in the coming year?

Where do you fulfill your role as teacher of the congregation in addition to preaching?

Pastoral Care

How do you avail yourself to the congregation for pastoral counseling purposes?

What plan do you have for making regular home visits? Is it working well? *How could it be improved?*
(optional)

What plan do you have for following up with "missing members"?

Outreach

In what ways do you inform the congregation of social issues to which you feel the church should minister?

Give some examples from the last year?

Give examples of what are you doing to promote the congregation in the community and the larger church.

In what ways do you represent the concerns of the larger church with your congregation?

How do you keep informed about activities and programs?

How do you use resources available to you?

Personal and Spiritual Growth, and Continuing Education

How often do you communicate with other clergy in your area and the Association?

In what ways do you receive support from other clergy in your area and the Association, both professionally and personally?

Do you have sufficient time to read and stay up-to-date on new materials related to your profession?

In what ways do you strengthen your devotional life?

What resources do you use in your personal devotion?

Employee Plan of Development

List Goals and Objectives for the next year.

Congregational Leadership

Preaching/Teaching/Leadership

Pastoral Care

Outreach

Personal/Spiritual Growth

Comments

Evaluator:

Employee:

By signing, I agree that I have read a copy of this review,

Evaluator

Date:

Employee

Date: