

2012 Evaluation AND Planning FOR Pastoral STAFF

The **purpose** of this evaluation is to provide a formal opportunity for open dialogue between the pastor and the elders on issues related to job performance, work ethic, environment and any other factors that have a relevant impact on how the employee achieves his/her job description. It also provides a summary of the achievements relating to the previous year's annual goals.

The **principle** for developing a functional review is to make comments as specific and succinct as possible, and to prepare to support them in review dialogue as needed.

The **process** is as follows:

Local Elders:

- Individually complete the "Elder Review Growth Criteria" for each pastor.
- Individually write a brief evaluation for each key area of the pastor's job description – from your experience. We recognize that your knowledge may be limited in some areas, but answer the best you can. It's helpful to share both strengths and opportunity areas. Forward to executive pastor for compilation.
- Meet with executive pastor to discuss compilation.

Pastor:

Pre-Retreat:

- a. Pastor and executive pastor work together to establish incremental deadlines and dates for review meetings. Also determine leaders of ministries pastor oversees and send 360 evaluations to each of these leaders and the local elder team.
- b. Executive pastor collects 360° reviews for each employee.
- c. Pastor completes "Pastor Self-Evaluation" & the elder evaluation form.
- d. Wife completes "Pastor's Wife Evaluation" Process
 - Pastor's wife completes the "Pastor's Wife Evaluations (private)" – this personal one she gives directly to her husband for his eyes only.
 - Pastor meets with his wife to discuss her evaluation. She then completes a second evaluation that will be shared with elders.
- e. Pastor and Executive Pastor meet to discuss evaluations.

Retreat Day 1: Afternoon/Evening

- Prayer, Rest & Read "The Trellis and the Vine"

Retreat Day 2: Day

- Prayerfully develops possible ministry goals for coming year as well as possible revisions to the job description.
- Prayerfully consider personal goals for the coming year.

Retreat Day 3: morning

- Pastor and Executive Pastor meet to discuss ministry goals and growth plans for coming year.

Elder Presentation

- Pastor and Executive Pastor meet with guiding and local elders to discuss ministry goals and growth plans for coming year.

PASTOR SELF-EVALUATION

In this section you will briefly evaluate how things have gone in you specific areas of ministry oversight and responsibility these past 12 months. These questions are pulled from your ministry / job description.

VBC Pastoral Team Qualifications

CHRISTLIKENESS	What ways have you grown in your personal walk and relationship with Jesus Christ over the past 12 months? Do you have any particular goals for the next 12 months?

CHARACTER	In what areas has God been working with your Character?

COMMITMENT	In what ways is your life is defined by a revolutionary commitment to and personal sacrifice for the cause of Jesus Christ?

CULTIVATOR	What have you done to build volunteer teams and to build into your volunteers this past year? Where are your current team members as compared to last year?

CHEMISTRY	How have you been getting along with your staff teammates? Are there any relational struggles? In what ways do you feel you are a team player who helps out where needed?

CULTURE	What do you enjoy about working at Village Bible Church? Do you have any issues with the church or its' leadership?

COMPETENCY	How have your skills, experience and abilities lined up to what was required of you this past year?

CAPACITY	How much has been added to your plate this past year? Do you feel you have room to add more if needed?

CALLING	Do you still feel called to working here? Do you still feel called to your position/area of ministry?

FAMILY	How are you doing at discipling and leading your wife in her walk with the Savior? How about your children? Do you have any particular goals for the next 12 months in this area of your life?

BALANCE	Do you feel you are in a healthy / balanced place in your life right now? Why or why not?

The Role of the Shepherding Elder is defined by...

SHEPHERDING	Please refer to the “Shepherding Flock Expectations” and “Shepherding Ministry Expectations” in your job description (The Job Of The Shepherding Elder is defined by...). In what ways have you accomplished or exceeded these expectations? In what ways have you not fulfilled them?

Your Unique Ministry Summary *(page 1 of your ministry description)*

YOUR UNIQUE ROLL	Your unique ministry description outlines 4-6 high-level responsibilities that are then further described in some detail. Please take each high-level responsibility and give a brief summary of how you fulfilled each responsibility over the past 12 months. <i>(Since you evaluated your role as shepherd / elder in the preceding section, do not include it here.)</i>
1.	
2.	
3.	
4.	
5.	

6. How do you feel about your compensation level?

Energizers and Stressors

7. In what area of ministry are you most productive, energized, or fulfilled?

8. In what area of ministry do you experience the greatest amount of stress?

Development

9. In what areas would you most like to increase your skill level, knowledge, or experience base?

10. Which of these would have the greatest payback for our ministry? To you personally?

Circle *the top five* that relate to you in your role

Encouraged	Energized	Focused	Affirmed
Innovative	Discouraged	Overlooked	Fulfilled
Confused	Confident	Useful	Alone
Challenged	Frustrated	Overworked	Grateful
Stressed	Optimistic	Initiator	Concerned
Integrated	Struggling	Overwhelmed	Organized
Burned-out	Growing	Appreciated	Unchallenged
Creative	Flexible	Resourceful	Current
Goal-Oriented	Task-Oriented	Equipper	Gaseous

MINISTRY PERFORMANCE SUMMARY

Strengths:

1. _____
2. _____
3. _____

Areas to improve:

1. _____
2. _____
3. _____

Date: _____

Staff Member: _____

Instructions for completing the Annual Pastor's Wife Review

- 1) If you completed the APWR last year, read your wife's thoughts over again. Pray that God will continue to use this experience to help make you a better husband and pastor. Consider writing a letter to your wife about your attempts to change based upon her review. Be honest with her about your success and failure. Invite her to help you succeed.
- 2) Print two copies of the form on the next page. Fill one out, evaluating yourself. You may find that your self-assessment is dissimilar to that of your wife. Writing your reflections helps you to process them, and provides a record for future review.
- 3) After evaluating yourself, give the second copy of the form to your wife. Explain that your desire is to be the best husband and pastor as possible. She can help you learn from your mistakes through honest, loving feedback. Tell your wife when you expect her to complete the form and return it to you. A deadline of 1 to 2 weeks should be enough time.
- 4) Mark the deadline on your calendar so you don't forget to ask for the completed form (if your wife has not already returned it to you). If she needs more time, give it to her, expressing the importance of her help in your marriage and ministry.
- 5) Pray before reading her review. Ask God to prepare your heart to accept her thoughts as constructive criticism. Invite the Holy Spirit to shape your mind and heart through this experience.
- 6) Read the completed form when you are alone, slowly, at least 2 or 3 times. Pause after each section to reflect on your wife's thoughts. Receive the praise she gives you for a job well done. Consider the truth of how she thinks you might improve. Evaluate your expectations for her involvement in the various aspects of your ministry.
- 7) After reading the form, pray again that God will use this evaluation to make you a better husband and pastor. Ask for humility, a teachable spirit, and the desire to improve.
- 8) Set a time to specifically talk about your wife's thoughts. Read the review out loud with her. In your own words, tell her what you think she means. You may find that you have misunderstood her thoughts. Seek clarity. Be sure to address everything she wrote about.
- 9) Identify measurable goals and set steps towards accomplishing those goals.
- 10) Save the two copies for review throughout the following year. Prayerfully re-read your wife's thoughts occasionally in order to remember how she praises your success and desires your continued improvement. This will be especially important if her review addresses issues that you don't often think about. You may want to mark your calendar to remind you to re-read her review.

Today's Date: _____

Annual Pastor's Wife Review

During the past year, what are the good things that I've done as a pastor for you as my wife? Name at least three good things.

- 1.
- 2.
- 3.

During the past year, what are the things that I've done poorly as a pastor for you as my wife? Name at least three needed improvements.

- 1.
- 2.
- 3.

Identify the different areas of my ministry below. Then write how you are involved with or connected to each one.

How would you like your involvements and connections above to change? Name at least two changes.

- 1.
- 2.

Please share your additional comments here and on the back of this paper if necessary:

360° EMPLOYEE REVIEW PROCESS 2011 / 2012 MINISTRY SEASON

TOPICS FROM THESE REVIEWS WILL BE CONSIDERED AS PART OF THE EMPLOYEE'S ANNUAL REVIEW PROCESS, BUT SUPERVISOR'S WILL SEEK PERMISSION PRIOR TO IDENTIFYING REVIEWING PARTIES OR SHARING ANY SPECIFIC COMMENTS FROM THIS FORM.	
EMPLOYEE BEING REVIEWED:	
PERSON COMPLETING 360° REVIEW:	
REVIEWERS RELATIONSHIP TO EMPLOYEE:	
Is there a start or stop behavior you would like to see in this person?	
How would you characterize your relationship with this person?	
Describe for me how you perceive this person's ability to communicate. Please give specific examples if possible.	
Of the 8 C's that represent our hiring/staffing values (see bottom of form for reference), which 1 or 2 values are this staff member's strongest? Which 1 or 2 values represent their greatest opportunity for growth?	
Additional comments you feel would be helpful.	

Christlikeness – How is the employee's relationship with Christ? **Character** – Do people say positive things about the employee's character?
Competency – Is the employee's skills and experience in-line with the responsibilities of the position? **Cultivator** – How is the employee at building teams?
Calling – Is the employee passionate about their role? Is it a good fit for them? **Culture** – How does the employee fit into the environment?
Chemistry – Does the employee connect relationally with their supervisor & team members? **Capacity** – Is the employee's productivity at a satisfactory level?

Submit form in a sealed envelope to:
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 or keith.duff@villagebible.org