

ANNUAL EVALUATION OF MINISTRY - EMPLOYEE

Church name

[Please read the Evaluating Ministry document before proceeding.]

EMPLOYEE:

POSITION:

SUPERVISOR:

INTRODUCTION

This document is a tool to assist in the annual evaluation process. The process entails several steps:

1. Employees complete this document as a self-evaluation and submits to supervisor. This is done considering prior year's evaluation goals as well as their job description.
2. Supervisor reviews, and responds by adding comments and remarks
3. Members of Evaluation Team, along with the supervisor, considers the self-evaluation
4. A face-to-face meeting is scheduled to include employee, supervisor and Evaluation Team
5. Discussion includes employee's job description which is updated as needed
6. Supervisor finalizes this document which is signed and submitted to employee's file

Include here The Congregation's Vision/Mission statement or Priorities for the year:

Name your joys and accomplishments of the past year:

Name your struggles and disappointment of the past year:

How did you accomplish the prior year's goals?

What are your work/ministry goals for next year? How do they fit in the context of our congregation's vision and mission?

What are your plans for professional development?

How can we do better and work together in accomplishing the vision of the congregation to which God is calling us?

Any other concerns?

Supervisor's Comments
Affirmations:

Growth areas:

Date of APR Discussion: _____

Employee Signature: _____

Supervisor Signature: _____