

## ANNUAL PERFORMANCE EVALUATION

Church name

**[Please read the Evaluating Ministry document before proceeding.]**

**POSITION/NAME OF PASTOR:**

**SUPERVISOR:** Reporting relationship/partnership with the governing body.

**NOTE:** Evaluating the Pastor is ultimately the responsibility of the governing body. In some church governance systems it is not best practice for Officers of the church, such as moderator, treasurer, etc, to serve on Human resources committee because of conflict of interest. They can however give feedback. In other systems each officer is assigned to a resource management area – Treasurer to stewardship, Vice Moderator to Personnel, Secretary Clerk to Building. In many cases a small team of three can be formed and named as Evaluation Team – one officer, one person from Personnel and one from Council at Large to carry on the evaluation of the pastor.

### INTRODUCTION

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

1. Pastor completes this document as self-evaluation and submits to chair of evaluation team. Pastor's self-evaluation considers their prior year's evaluation as well as their job description.
2. Chair of Evaluation team receives the document and responds to it by adding comments and remarks in the "Response from the Evaluating Team" on the last page.
3. A face-to-face meeting is scheduled for feedback and conversation concerning the self-evaluation and the job description of the pastor, which can be updates as needed.
4. Evaluation Team Team finalizes the documents and submits for appropriate filing.

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

**Name the ways in which you have ministered to fulfill the mission and priorities of the congregation last year:**

**Name your joys and accomplishments of the past year:**

**Name your struggles and disappointments of the past year:**

**How did you accomplish your goals?**

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

**What are your plans for professional development over the next year?**

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

**Any other comments or concerns?**

**RESPONSE of Evaluating Team**

**Strengths and Gifts:**

**Growth Areas:**

Date of Discussion: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Evaluation Team Chair Signature: \_\_\_\_\_