

MISSIONARY CHURCH EAST CENTRAL REGION, INC
Instructions for Review and Evaluation in the Local Church

The purpose of evaluations for the pastor is to encourage development and to strengthen effectiveness. The person being evaluated is interested in improving his performance. By specific areas of greatest/least effectiveness, we hope to stimulate performance improvements and to assist in clear communications between the pastor and his people. The following questions identify general factors of an effective pastor and a cooperative church board.

Please download and complete all four sections of the evaluation, then have your evaluation team take time to meet with your pastor to go over the results. Once the evaluation meeting has taken place, please send a summary of the results to the regional office. This evaluation is very important to the pastor's growth and development. Please take time to complete the process. Your investment is appreciated!

Performance Appraisal for: _____ Date Completed: _____

Review & Evaluation Sections

Part I – Church Review & Evaluation: to be completed separately by the pastor and the local church board

Part II – Pastoral Review & Evaluation: to be completed by the local church board

Part III – Church Board Self-Review & Evaluation: to be completed by the local church board

Part IV – Church Board Review & Evaluation: to be completed by the pastor

Scoring the Evaluation

Part I & Part II each list several Performance Factors which are to be rated according to the following scale:

- “1” indicates “unsatisfactory”
- “2” indicates “mediocre, needs improvement”
- “3” indicates “satisfactory, average, could be strengthened”
- “4” indicates “above average, better than expected”
- “5” indicates “excellent, superior, outstanding”

Circle the number that most closely describes how you evaluate the church/pastor/board according to each Performance Factor. In the space below each Performance Factor, you are encouraged to support your ratings with clarifying comments and specific examples which occurred during the review period.

Evaluation Process

The church should appoint a team to fill out these forms individually, then compile a summary of those results. The team should then meet with the pastor to discuss this summary together (note—there is a section for the pastor to complete as well). The compiled summary should then be sent to the Regional Director.

The Regional Director or his designee will be available to be part of the debriefing process if there are areas of concern that arise as part of this evaluative process.

Review & Evaluation in the Local Church

PART II – Pastoral Evaluation
(To Be Completed by the Church Board)

Job Responsibilities:

1. Work Ethic: does more than is expected. 1 2 3 4 5

2. Communication skills: teaching and preaching are clear and understandable. 1 2 3 4 5

3. Influence: ability to influence, motivate, and inspire others. 1 2 3 4 5

4. Team work: ability to select, train, and develop volunteer staff. 1 2 3 4 5

5. Productivity: is accomplishing the objectives of his/her job description. 1 2 3 4 5

6. Church Growth: leading the church in growth. 1 2 3 4 5

7. Provides spiritual leadership for those who look to him/her. 1 2 3 4 5

Pastoral Care:

8. Interpersonal relations are positive and cooperative. 1 2 3 4 5

9. Makes scripture meaningful and helpful. 1 2 3 4 5

10. Is approachable; I would gladly seek his/her help in solving a personal problem. 1 2 3 4 5

11. Is available when really needed. 1 2 3 4 5

12. Is a good listener. 1 2 3 4 5

13. The ability to plan, organize and start new ministries through the church. 1 2 3 4 5

Administration & Leadership:

14. Demonstrates overall competence, organization and business sense. 1 2 3 4 5

15. Ability to lead, direct and coordinate activities of staff and others. 1 2 3 4 5

16. Judgment: ability to evaluate facts, make sound decisions, and solve problems. 1 2 3 4 5

17. Effectively sets and accomplishes goals. 1 2 3 4 5

18. Provides clear and consistent directions. 1 2 3 4 5

19. Has the ability and courage to give constructive criticism in a friendly, firm and positive manner. 1 2 3 4 5

20. Innovative: provides fresh, insightful leadership. 1 2 3 4 5

21. Encourages congregation to build bridges to the unchurched. 1 2 3 4 5

22. Encourages stewardship as a lifestyle. 1 2 3 4 5

Character Traits:

23. Personal appearance: manners and graces are appropriate for a minister. 1 2 3 4 5

24. Connects well with church family. 1 2 3 4 5

25. Regularly develops rapport with the unchurched. 1 2 3 4 5

26. Exhibits spiritual maturity and depth. 1 2 3 4 5

27. Is disciplined and self-controlled. 1 2 3 4 5

28. Initiative: ability to be a self-starter. 1 2 3 4 5

29. Dependability: keeps word on commitments; is faithful and reliable. 1 2 3 4 5

30. Exhibits integrity and honesty. 1 2 3 4 5

31. Balances ministry with time spent with family. 1 2 3 4 5

Professional Skills:

32. Knowledgeable and competent in area of ministry. 1 2 3 4 5

33. Keeps abreast of new developments, methods, and practices. 1 2 3 4 5

34. Perceived as fully committed to the Church, its people and purposes. 1 2 3 4 5

35. Committed to following established priorities. 1 2 3 4 5

36. Is a “team player,” not a “lone-ranger.” 1 2 3 4 5

37. Ability to get work done willingly and with a high degree of enthusiasm. 1 2 3 4 5

Overall Evaluation:

38. Exhibits character traits of Galatians 5:22-23 (i.e. love, patience, self-control, kindness, goodness, gentleness) 1 2 3 4 5

39. Keeps abreast of new developments, methods, and practices. 1 2 3 4 5

40. Spiritual growth: people in the church are growing spiritually. 1 2 3 4 5

41. Organizational growth: development of the organizational structure. 1 2 3 4 5

42. Numerical growth: effectively communicates a strategy for growth. 1 2 3 4 5

43. Pastoral relations: confidence in this person as a spiritual leader. 1 2 3 4 5

What do you see as this pastor’s greatest strengths?

What do you see as this pastor’s ministry success?

What can this pastor do to improve his job performance?

<hr/> <p><i>Signature of Church Leadership</i></p> <hr/> <p><i>Date</i></p>

Review & Evaluation in the Local Church

PART III – Church Board Self-Evaluation
(To Be Completed by the Church Board)

- 1. Cooperative: Board works with the pastor to set and achieve goals. 1 2 3 4 5

- 2. Teachable: Board demonstrates a willingness to learn, grow and try new materials. 1 2 3 4 5

- 3. Responsible: Board members are serious about accomplishing the church’s objectives. 1 2 3 4 5

- 4. Vision: Board members see the big picture and work toward the good of the entire church. 1 2 3 4 5

- 5. Leadership: Board members demonstrate sanctified, spiritual leadership. 1 2 3 4 5

- 6. Generosity: This church is exemplary in the way it cares for its pastor. 1 2 3 4 5

- 7. Board Meetings: Characterized by professionalism, accountability and cooperation. 1 2 3 4 5

- 8. The church strives for excellence in all of its ministries. 1 2 3 4 5

Further comments:

Signature of Church Leadership

Date

Review & Evaluation in the Local Church

PART IV – Church Board Evaluation
(To Be Completed by the Pastor)

- 1. Cooperative: Board works with the pastor to set and achieve goals. 1 2 3 4 5

- 2. Teachable: Board demonstrates a willingness to learn, grow and try new materials. 1 2 3 4 5

- 3. Responsible: Board members are serious about accomplishing the church’s objectives. 1 2 3 4 5

- 4. Vision: Board members see the big picture and work toward the good of the entire church. 1 2 3 4 5

- 5. Leadership: Board members demonstrate sanctified, spiritual leadership. 1 2 3 4 5

- 6. Generosity: This church is exemplary in the way it cares for its pastor. 1 2 3 4 5

- 7. Board Meetings: Characterized by professionalism, accountability and cooperation. 1 2 3 4 5

- 8. The church strives for excellence in all of its ministries. 1 2 3 4 5

- 9. Is there any problem with the church board or with any of its individual members which the Regional Director should be aware?

- 10. If the review of the church board is favorable, do you intend to continue in your current assignment?
Yes No Depends: _____

Signature of Pastor

Date