

Pastoral Evaluation Form

Desert Springs Church

To be effective in achieving the highest degree of efficiency and quality, evaluations will be performed on a regular basis.

The Senior Pastor and other staff members shall conduct at least two formal times of evaluation for every pastor & intern every year. There will be a pastor/supervisor conference as part of each evaluation. The pastor will receive a copy of the written evaluation for their files and one will be kept by the supervisor.

Self-evaluative forms may also be used with the pastors periodically during the year.

The pastoral ministry is an extremely complex one and the appraisal of this ministry is a difficult and subjective function. Nevertheless, because it is universally accepted that solid performance by staff is an important element in maintaining a sound church program, provisions is being made to conduct appraisal of professional personnel performance.

Appraisal of professional personnel performance should serve three (3) purposes:

1. To raise the quality of ministry and administrative services to the families of the church.
2. To provide significant feed back on individual performance through the year
3. To aid the individual to grow professionally and personally.

Evaluation of performance shall be a cooperative, continuing process designed to improve the quality of ministry. All professional employees shall be involved in the evaluation process and shall have opportunity to see and sign the evaluation conclusion.

It shall be the responsibility of the Senior Pastor to develop a high level of pastoral competence. This may be accomplished by reviewing ministry goals, in service training, conferences and any other means which will enable the pastor to mature in his or her profession.

In preparation for the evaluation conference, the pastor may be requested to prepare a *self-evaluation*. This may include the pastor reviewing this Evaluation Form and from it highlighting at least three specific areas in which he/she would like to grow either personally or professionally. These will be discussed with the Associate and a plan for personal/professional growth will be developed jointly during their conference.

Pastor _____

Area of Responsibility _____

Evaluating Pastor _____

1st Evaluation _____

2nd Evaluation _____ 19_____

PASTORAL EVALUATION FORM

(Scale: **1**= Great, **2**= Good, **3**= OK, **4**= Needs to Improve)

Pastoral Ministry : *The pastor ...*

___1. Develops annual goals for each area of responsibility overseen.

___2. Consciously releasing ministry to lay workers.

___3. Recruiting new workers to serve in ministry with you.

___4. Provides adequate training for those who serve in your ministry.

___5. Provides direct pastoral care for the workers and leaders in your ministry.

___6. Understands, supports and can articulate the overall mission, vision, and values of this church.

___7. Strategically plans for evangelism to be incorporated into some ministry activities.

___8. Shall meet all biblical leadership qualifications and exemplify the leadership values articulated by this church.

COMMENTS:

Administration of Ministry: *The pastor ...*

- ___1. Cooperates with the church leadership in implementing all policies, procedures, and directives governing the operation of your programs.
- ___2. Shall notify the associate pastor of any policy he/she is unable to support.
- ___3. Maintains regular and accurate budget reports and records to meet the requirement of a comprehensive knowledge of the programs you oversee.
- ___4. Keeps supervisor adequately informed of progress or deficiencies and gives sufficient notice of failure.
- ___5. Maintains a clean, attractive, well-ordered ministry environment.
- ___6. Supervises *extra-curricular* activities, organizations, and outings as assigned.
- ___7. Supports the program of the church by attending *extra-curricular* activities.

COMMENTS:

Professional: *The pastor ...*

- ___1. Utilizes educational opportunities and the evaluation processes for professional growth.
- ___2. Seeks the counsel of the associate pastor and colleagues while maintaining a teachable attitude.
- ___3. Provides input and recommendations for the administrative functions in the church.
- ___4. Attends and participates in scheduled in services, staff meetings, and other assigned meetings.
- ___5. Knows the procedures for dealing with issues of an emergency nature.
- ___6. Contributes to the general improvement of the church program.
- ___7. Refuses to use or circulate confidential information inappropriately.
- ___8. Performs any other duties which may be assigned by the associate staff.

COMMENTS:

Personal: *The pastor ...*

- ___1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- ___2. Meets everyday stress with emotional stability, objectivity, and optimism.
- ___3. Develops and maintains rapport with children, parents, and staff by treating others with friendliness, dignity, and consideration.
- ___4. Respectfully submits and is loyal to constituted authority.
- ___5. Maintains a personal appearance that is a role model of modesty and good taste.
- ___6. Uses acceptable English in written and oral communication. Speaks with clear articulation.
- ___7. Recognizes the need for good public relations. Represents the church in a favorable and professional manner to the constituency and general public.
- ___8. Places the ministry ahead of outside or volunteer work.
- ___9. Makes an effort to appreciate and understand the uniqueness of the community.
- ___10. Seeks to role model in attitude, speech and actions a consistent daily walk with Jesus.

COMMENTS:

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