

## TOOL 29

# PERFORMANCE REVIEW

The church's personnel committee can use this form in an annual evaluation of the pastor.

Please rank your pastor's performance for the past year in the categories that follow. Your evaluation should reflect his typical performance rather than occasional, isolated performance.

- 1 = unacceptable
- 2-3 = poor
- 4-6 = commendable
- 7-8 = outstanding
- 9 = consistently superior

Circle one number in each line.

### Pastoral Ministry

Communication skills	1	2	3	4	5	6	7	8	9
Listening skills	1	2	3	4	5	6	7	8	9
Counseling skills	1	2	3	4	5	6	7	8	9
Crisis ministry	1	2	3	4	5	6	7	8	9
Hospital visitation	1	2	3	4	5	6	7	8	9
Visitation of shut-ins	1	2	3	4	5	6	7	8	9
Visitation of church members	1	2	3	4	5	6	7	8	9
Grief follow-up ministry	1	2	3	4	5	6	7	8	9
Conduct of funerals	1	2	3	4	5	6	7	8	9
Conduct of weddings	1	2	3	4	5	6	7	8	9

### Pulpit/Worship Ministry

Planning of worship services	1	2	3	4	5	6	7	8	9
Planning of prayer meetings	1	2	3	4	5	6	7	8	9
Sermon preparation	1	2	3	4	5	6	7	8	9
Sermon delivery	1	2	3	4	5	6	7	8	9
Sermon variety	1	2	3	4	5	6	7	8	9
Involvement of staff and church members	1	2	3	4	5	6	7	8	9
Teaching skills	1	2	3	4	5	6	7	8	9
Conduct of church ordinances	1	2	3	4	5	6	7	8	9

### Church Administration

Leadership of church staff	1	2	3	4	5	6	7	8	9
Leadership of volunteers	1	2	3	4	5	6	7	8	9
Assistance to committees, officers, organizations	1	2	3	4	5	6	7	8	9
Organizational skills	1	2	3	4	5	6	7	8	9

Promotional skills	1	2	3	4	5	6	7	8	9
Timeliness in correspondence	1	2	3	4	5	6	7	8	9
Response to telephone calls, e-mails	1	2	3	4	5	6	7	8	9
Responsible management of church finances	1	2	3	4	5	6	7	8	9
Delegation skills	1	2	3	4	5	6	7	8	9

**Personal Qualities**

Grooming/appearance	1	2	3	4	5	6	7	8	9
People skills	1	2	3	4	5	6	7	8	9
Affirmation of others	1	2	3	4	5	6	7	8	9
Balance in life	1	2	3	4	5	6	7	8	9
Physical health	1	2	3	4	5	6	7	8	9
Emotional health	1	2	3	4	5	6	7	8	9
Spiritual health	1	2	3	4	5	6	7	8	9
Family health	1	2	3	4	5	6	7	8	9
Commitment to personal growth	1	2	3	4	5	6	7	8	9
Commitment to professional growth	1	2	3	4	5	6	7	8	9
Punctuality	1	2	3	4	5	6	7	8	9

**Community/Denominational Participation**

Participation in local Baptist association	1	2	3	4	5	6	7	8	9
Participation in state and national denominational activities	1	2	3	4	5	6	7	8	9
Participation in local clergy association	1	2	3	4	5	6	7	8	9
Image in community	1	2	3	4	5	6	7	8	9
Commitment to local and worldwide missions	1	2	3	4	5	6	7	8	9

**Evangelism Leadership**

Provision of evangelism training	1	2	3	4	5	6	7	8	9
Commitment to evangelistic visitation	1	2	3	4	5	6	7	8	9
Commitment to evangelistic fervor in the church	1	2	3	4	5	6	7	8	9

**Narrative Evaluation**

1. What strengths are most evident in the pastor's service and ministry?

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2. What areas of the pastor's ministry and service provide the greatest need and opportunity for growth?

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3. How did the pastor respond to last year's evaluation?

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4. What is the pastor's overall effectiveness and potential in his current role?

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5. How effective is the pastor in leading the church to fulfill its purpose and mission?

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6. What constructive suggestions do you wish to communicate to the pastor?

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This performance review represents a consensus and composite of evaluations completed by the members of the personnel committee.

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Signature of chairman, personnel committee

\_\_\_\_\_  
Date

Pastor's written response to the performance review (optional):

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Signature of pastor

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Date