

## PASTOR EVALUATION<sup>a</sup>

**Note 1:** *This sample evaluation focuses on the performance of the pastor, but it aims to evaluate performance based on previously established priorities. In addition, the performance criteria are weighted. Thus, a “needs improvement” in a category with a low priority is not of as much concern as a “needs improvement” in a high priority category.*

Evaluate the pastor in the following categories, circling the appropriate level of performance. Based on the requirements of the job, the pastor:

Exceeds: Performs most duties in a superior manner. Takes on many assignments using their own initiative and contributes more than is expected of the position.

Meets: Performs assigned duties in an acceptable manner and meets requirements of the position.

Needs Improvement: Performs duties at a less than acceptable level, needs improvement.

**Note 2:** *The priority rankings are based on the church’s goals for the performance year being evaluated.*

The CPC Goals for 2005 are:

- Stabilization activities – the basics – sermons, member needs, standard programs
- Member contact – serving our current members
- Growth – identifying alternatives and strategies for growth
- Continuing process to call a pastor – Mission study committee

**Note 3:** *Each rating is followed by a comments section, giving the evaluator the opportunity to describe specific successes and concerns. The evaluator is also encouraged to keep in mind connections between a) the category (e.g., “Administrative Leadership”); b) the category’s priority ranking (A, B, or C); and c) the rating (e.g., “Exceeds Expectations”) assigned to that category.*

Provide comments concerning the 2005 performance and provide specifics wherever possible. Highlight areas of exceptional effort, those that need improvement and/or change, and any particular focus areas for the upcoming year. Note the overall priority of each category (with A being high and C being low) for the particular category. A criterion or category assigned a high priority A should have more activity than a C category.

1. Worship development and leadership - Develops liturgy (forms, choice of hymns, prayers, etc.) that is appropriate to the congregation and community. Conducts meaningful prayers of the people. Administers sacraments effectively. Leads worship committee and program staff to consider changes and innovations, such as whether a “contemporary” worship service should be established and format suggestions.

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<sup>a</sup> This sample evaluation was adapted from a form generously provided by the Reverend Bob Harris, consultant and former interim pastor at Christ Presbyterian Church, Fairfax, VA.

Priority: **A**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments

2. Preaching - Solid theologically and biblically, applies to issues and experiences people are concerned about and gives worshipers a sense of what they need to take with them to live God's message. Effective and interesting delivery and organization, varied approaches, well focused.

Priority: **A**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

3. Administrative Leadership - Demonstrates effective organizational skills (teamwork, communication, planning, etc.). Supervises and works with staff as appropriate. Helps lay leadership develop a vision, make plans, and implement them. Helps shepherd the process of bringing a new pastor to CPC.

Priority: **B**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

4. Pastoral Care - Provides appropriate pastoral care to members of the congregation, especially in crisis situations. Refers to other professionals as necessary. Helps develop climate of lay pastoral care.

Priority: **A**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

5. Education and Teaching - Teaches or leads classes or groups as appropriate. Encourages all ages and groups to learn and grow spiritually. Helps strengthen the CE program.

Priority: **C**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

6. Mission Leadership and Involvement - Gets personally involved and encourages others to get involved in mission activities. Interprets Presbyterian mission. Helps leaders clarify understanding of our mission as a church and their own mission as a Christian. Provides suggestions on how they potentially can contribute to help meet the priorities and focus identified in the Mission Study Document.

Priority: **C**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

7. Evangelism and New Member Outreach - Organizes and participates in effective outreach to

newcomers. Works with leaders to publicize church activities. Helps newcomers explore their faith and leads them to renewed commitment to Christ. Oversees assimilation of new members. Develops ways to encourage members to grow spiritually. (E.g. through groups, newsletter articles, sermons, etc.)

Priority: **B**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

8. Professional and Spiritual Development - Attends to his/her own spiritual development. Participates in activities that promote professional effectiveness and knowledge. Has a growing edge and maintains currency on new ideas and approaches.

Priority: **B**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

9. Congregational Fellowship and Care - Promotes opportunities for friendship and mutual support among members. Participates as appropriate.

Priority: **B**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

10. Work with and relationship to judicatories, ecumenical groups - Is appropriately involved with presbytery, local ministerial associations, etc. Takes leadership as needed (in consultation with Administration Committee). Promotes positive attitude towards PCUSA. Ensures that CPC is aware of Presbytery compliance requirements and identifies processes that maintain compliance or identifies corrective actions required.

Priority: **A**

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Comments:

**Note 4:** *Here space is provided for general comments.*

Additional Comments:

**Note 5:** In this separate section, the pastor is asked to do a self-evaluation. It is designed to be discussed with the Personnel Committee.

CHRIST PRESBYTERIAN CHURCH  
PASTOR'S SELF EVALUATION

Date: \_\_\_\_\_

To be answered by Pastor and discussed with Personnel Committee -

1. What are some of your significant accomplishments since your last evaluation?
2. What concerns do you have about the congregation and your job expectations?
3. What are your most important objectives for next year?
4. Are you going to reorder your priorities for next year? If so, how?
5. What are your proposals or ideas for professional development for next year?
6. What additional resources (monetary, spiritual) or assistance do you feel is necessary to help make you more successful?
7. Other comments:

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Signed:  
Pastor  
Administration  
Elder

Date

Date