CofCwa

Staff evaluation

Ministry Review

Staff Evaluation Questions

It’s time again for you annual performance review. At the review you will be able to discuss the past year, and talk about how your potential may be developed to the full.

Regardless of your specific role, we recognize that as a paid employee of this church, you are a part of a ministry team. Some questions may not seem as though they apply to you. However, you are encouraged to respond creatively to each question and reframe questions rather than simply skip over them.

This review gives you the opportunity to:

* Reflect on your work over the past year
* Receive appreciation and recognition for your achievements
* Raise problems and resolve issues arising from your work
* Discuss your hopes and expectations for the next year
* Set goals for the future, and
* Look at training and development opportunities you may need to do to better fulfil your ministry role.

To get the most out of your performance review you need to prepare by completing the questions below and return it to your reviewer at least two days before your meeting.

The date of your Review is:

# STAFF EVALUATION: ministry Review

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Position: |  | | |
| Signature: |  | Date: |  |

# Surviving or thriving

If *day to day survival* is a 1 and *off the charts fulfillment* is a 10

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Overall sense of wellbeing (Includes you general health and physical wellbeing) | | | | | | | | | | | |
| 1 | 2 | 3 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Why did you give yourself this rating? | | |  | | | | | | | | |
| 1. Satisfaction with your personal life outside of ‘work’ | | | | | | | | | | | |
| 1 | 2 | 3 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Why did you give yourself this rating? | | |  | | | | | | | | |
| 1. Overall sense of spiritual health and growth in your relationship with Christ | | | | | | | | | | | |
| 1 | 2 | 3 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Why did you give yourself this rating? | | |  | | | | | | | | |
| 1. Sense of development as a creative / critical thinker | | | | | | | | | | | |
| 1 | 2 | 3 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Why did you give yourself this rating? | | | |  | | | | | | | |
| 1. Sense of development as a leader/worker within your area of ministry | | | | | | | | | | | |
| 1 | 2 | 3 | | | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Why did you give yourself this rating? | | |  | | | | | | | | |

# relationships & influence

Using the following scale do your best to rank your current perspective on the following issues related to your role in relation to others.

1 – Struggling to see improvement

5 – Not too bad but not too good

10 – Exceeding my own expectations

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. How do you feel about your ability to communicate what you want and expect from those who are working within your sphere or influence? | | | | | | | | | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
| What specific action(s) are you prepared to take to improve in this area? | | | |  | | | | | | |
| 1. How do you feel about your ability to lovingly correct and encourage those within your influence – particularly when expectations are not met or in conflict situations? | | | | | | | | | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
| What specific action(s) are you prepared to take to improve in this area of leadership? | | | |  | | | | | | |
| 1. How well are you doing in the area of investing in others in your ministry role? If you are a leader, how we are you developing emerging leaders? | | | | | | | | | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
| Who are you currently investing in? Who do you have in your sights? What is next? | | | |  | | | | | | |
| 1. How successful have you been at identifying areas of growth in your overall ability and seeking out the help you need to improve? | | | | | | | | | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
| Give an example of one of these growth areas and your plan to improve. | | | |  | | | | | | |

# Obstacles and limitations

|  |  |
| --- | --- |
| What limitations do you feel are preventing you from achieving your goals in your primary area of ministry? |  |
| What are some ideas you have about how you could overcome these obstacles? |  |

# From here to there

|  |  |
| --- | --- |
| Between now and the new year what do you hope to accomplish in your areas of responsibility?  (E.g. New initiatives, goals for programs, plans for building up your base of volunteers) |  |
| What are some specific steps or concrete plans that you can take to further these goals? |  |