

## Lead Pastor Year-End Review *Long Form*

Lead Pastor \_\_\_\_\_

Church \_\_\_\_\_

Evaluation Date \_\_\_\_\_

### Scale of Evaluation



<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Needs Improvement	Fair	Satisfactory	Effective	Exceptional

### Overall Team Loyalty, Unity and Contributions

<p><b>Commitment to Church's Mission and Vision</b></p> <ul style="list-style-type: none"> <li>● Is actively involved in setting, embracing, implementing &amp; promoting church wide goals that enhance the approved mission and vision objectives</li> <li>● Contributes positive input and ideas to assist church staff achieve their goals</li> <li>● Encourages individuals in congregation to participate in ministries</li> <li>● Exhibits supportive conduct toward church ministries and projects</li> <li>● Assists in ministries outside his/her area of responsibility when possible</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"><b>1</b></td> <td style="width: 20%;"><b>2</b></td> <td style="width: 20%;"><b>3</b></td> <td style="width: 20%;"><b>4</b></td> <td style="width: 20%;"><b>5</b></td> </tr> <tr> <td colspan="5" style="padding-top: 10px;">Comments:</td> </tr> </table>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	Comments:				
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Comments:											
<p><b>Respectful and Encouraging to Others on Staff</b></p> <ul style="list-style-type: none"> <li>● Maintains and pursues positive relationships with church staff</li> <li>● Is courteous, positive, and a source of encouragement to staff</li> <li>● Responds, rather than reacts</li> <li>● Demonstrates trust, empathy, and a servant's heart in the team environment</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"><b>1</b></td> <td style="width: 20%;"><b>2</b></td> <td style="width: 20%;"><b>3</b></td> <td style="width: 20%;"><b>4</b></td> <td style="width: 20%;"><b>5</b></td> </tr> <tr> <td colspan="5" style="padding-top: 10px;">Comments:</td> </tr> </table>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	Comments:				
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Comments:											
<p><b>Appropriate and Healthy in Conflict</b></p> <ul style="list-style-type: none"> <li>● Is respectful of the ideas and opinions of others</li> <li>● Is a good listener</li> <li>● Takes initiative to settle conflicts rather than waiting for the other person to take the first step and does so privately</li> <li>● Communicates directly with the party in conflict (does not triangulate)</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"><b>1</b></td> <td style="width: 20%;"><b>2</b></td> <td style="width: 20%;"><b>3</b></td> <td style="width: 20%;"><b>4</b></td> <td style="width: 20%;"><b>5</b></td> </tr> <tr> <td colspan="5" style="padding-top: 10px;">Comments:</td> </tr> </table>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	Comments:				
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Comments:											

<p><b>Responsive to Elder Supervision</b></p> <ul style="list-style-type: none"> <li>• Demonstrates accountability to elder body</li> <li>• Consistently responds to and completes appointed tasks, projects and assignments</li> <li>• Responds positively to constructive criticism by taking appropriate steps to implement changes</li> <li>• Communicates progress of projects and assignments</li> <li>• Follows church policy and procedures</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
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***Ministry Responsibilities***

<p><b>Pursuit of Life Change in People</b></p> <ul style="list-style-type: none"> <li>• Impacts and encourages others to worship and pursue a deep, intimate relationship with Jesus Christ</li> <li>• Builds constructive and positive relationships with a variety of people</li> <li>• Offers guidance to others</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
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<p><b>Shepherding and Discipleship</b></p> <ul style="list-style-type: none"> <li>• Exhibits the characteristics of a servant leader</li> <li>• Demonstrates effective preaching that is biblically based, engaging, and relevant.</li> <li>• Exercises biblical knowledge and spiritual leadership to promote church unity</li> <li>• Prays for their volunteers and members</li> <li>• Effectively recruits people to serve in the ministry of the church</li> <li>• Meets the needs of people, whether directly or through the appropriate church program</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
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<p><b>Communication and Follow Up</b></p> <ul style="list-style-type: none"> <li>• Sets appropriate goals with clearly defined strategies for achievement of those goals</li> <li>• Communicates to others an overall philosophy of</li> <li>• Follows through to implement goals</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
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<p><b>Ministry Leadership</b></p> <ul style="list-style-type: none"> <li>• Sets clear expectations with those involved in their area of ministry and responsibility</li> <li>• Effectively utilizes people and resources to accomplish ministry goals and objectives</li> <li>• Provides appropriate training for people involved in area of ministry</li> <li>• Demonstrates the ability to keep those involved motivated to accomplish the goals and objectives of the ministry</li> <li>• Keeps up to date on current trends, ideas, programs and strives to implement that which helps achieve overall goals</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
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<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Invests time in personal, professional, and spiritual development tools to enhance leadership and ministry effectiveness through magazines, journals, CDs, etc.</li> <li>• Proactively pursues education and new skills relevant to their area of ministry</li> <li>• Implements new ideas and approaches to ministry from training attended</li> <li>• Shares ideas learned at training events with professional and voluntary staff</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
<p><b>Team Administration and Management</b></p> <ul style="list-style-type: none"> <li>• Seeks advice and input from others and adopts appropriate suggestions</li> <li>• Manages effectively and delegates appropriately</li> <li>• Provides consistent feedback and direction to members of their team</li> <li>• Maintains effective communication with team members through meetings or other means</li> <li>• Leads by example</li> <li>• Demonstrates appreciation and gives encouragement to the team</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>

***Character and Work Habits***

<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• Honest and trustworthy with members, staff, and elders</li> <li>• Follows up on verbal and written commitments</li> <li>• Actions and speech reflect a Godly character – “walks the talk” whether on the job or off</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
<p><b>Work Ethic</b></p> <ul style="list-style-type: none"> <li>• Individual is hard working and self motivated</li> <li>• Completes work assignments on time and without supervision</li> <li>• Work is submitted to others far enough in advance that others have sufficient time to complete their work</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
<p><b>Selflessness</b></p> <ul style="list-style-type: none"> <li>• Demonstrates sacrificial devotion to the benefit of others</li> <li>• Gives beyond what is expected</li> <li>• Willing to assist in areas outside of their direct ministry responsibility</li> <li>• Demonstrates the characteristics of a servant leader</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>

<p><b>Teachable</b></p> <ul style="list-style-type: none"> <li>• Accepts constructive criticism</li> <li>• Pursues being taught by others, with humility and a desire for self improvement</li> <li>• Seeks as well as gives constructive criticism to/from colleagues</li> <li>• Applies and implements suggestions from others</li> <li>• Is open to new ideas and concepts</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Reliability/Punctuality</b></p> <ul style="list-style-type: none"> <li>• Is consistently on time for meetings and other commitments</li> <li>• Fulfills promises and commitments to others</li> <li>• Accountable for time and reports in timely and consistent manner</li> <li>• Takes responsibility for church materials and equipment</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Resourcefulness</b></p> <ul style="list-style-type: none"> <li>• Uses human, material, and financial resources to effectively deal with problems and opportunities</li> <li>• Uses ministry budget wisely to obtain best ministry result from fewest dollars and keeps spending within approved limits</li> <li>• Evaluates non-financial needs of church ministry and in timely manner seeks appropriate non-financial assistance</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Initiative</b></p> <ul style="list-style-type: none"> <li>• Is aware of what needs to be done to accomplish goal</li> <li>• Demonstrates energy and self motivation to complete work assignments without prompting from others</li> <li>• Demonstrates determination in carrying out goals and objectives</li> <li>• Starts activity planning early enough to accomplish goals without asking for extra effort by staff, self, family, or volunteers</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>• Adjusts, accepts, and supports changes that benefit the church</li> <li>• Adapts to logistical changes in order to accommodate another ministry or staff member</li> <li>• Identifies essential ingredients for events and activities, and shows willingness to substitute non-essentials: time, space, personnel, equipment, etc. as appropriate</li> <li>• Accepts change and deals with change in a positive manner</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>

<p><b>Compassion</b></p> <ul style="list-style-type: none"> <li>• Is responsive, empathetic, and sympathetic to the difficulties and challenges facing others in the church and in our community</li> <li>• Takes steps personally to see that needs of the church family, both corporate and individual, are being met</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>
<p><b>Outward expression of a life lived in and for Christ</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the fruit of the Holy Spirit including faith, hope, love, patience, understanding, wisdom, forgiveness, peace and contentment</li> <li>• Gives and receives forgiveness.</li> <li>• Acknowledges shortcomings, wrongdoings, misstatements and accepts responsibility for them</li> <li>• Shares spiritual lessons from their life with others</li> </ul>	<p style="text-align: center;">1            2            3            4            5</p> <p>Comments:</p>



<p><b><i>Developmental Action Plan</i></b>          Actions or training that would enhance strengths or improve performance</p>
<p><b><i>Goals for the New Year</i></b>          Mutual goal setting session between the staff member and supervisor</p>

Lead Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Position \_\_\_\_\_