

Staff Self-Evaluation/Annual Review

Dr. Charles Stone

Employee name: _____ date: _____ review period: _____

MINISTRY ROLE

- Do you know what is expected from you in your role?
- Do you know what is most important in your role?
- Do you have the materials and resources you need to do your work right?
- Do you have the opportunity to do what you do best almost every day?
- In the last seven days, have you received recognition or praise for doing good work?
- Does your supervisor or someone at work seem to care for you as a person?
- At work do you feel like your opinions seem to count?
- Does our church's mission make you feel like your job is important?
- Are your fellow staff members committed to doing quality work?
- Do you have a best friend at work?
- In the last six months has someone at work talked to you about your progress?
- In the last year have you had the opportunity at work to learn and grow?

STAFF VALUES

- How would you evaluate yourself in the following staff value areas (10 being the highest)?

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|----|
| 1. Integrity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. Attitude (positive, coachable, servant-like) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. Volunteer appreciation/development | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 4. Holistic health (body, soul, spirit) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 5. Simplicity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 6. Authenticity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 7. Teamwork (loyal, resolves conflicts) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 8. Continual growth/learning | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9. Health work ethic (excellence, hard worker, fun) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10. Risk taking (bold steps of faith) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
- Other areas

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|----|
| 1. Budget (wisely manages budget) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 2. Evangelism (invests in and shares w/seekers) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3. Creativity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Comments about staff values: _____

Describe your overall job performance?

Strengths: _____

Areas in which you'd like to improve: _____

I believe that my spiritual gifts of _____ are being:

Maximized Moderated Minimized Unused

Comments: _____

GOALS (please attach a current copy of your goals with progress notes included)

For _____ through _____
(month) (year) (month) (year)

Communication

1. Do you feel your area of ministry has been well identified and/or communicated to the:

Staff? Yes Somewhat No

Church body? Yes Somewhat No

Within your area? Yes Somewhat No

As a staff:

2. Where and how would you like to see communication improve or increase? _____

As a church:

3. Where and how would you like to see communication improve or increase? _____

In your area of ministry:

4. Where and how would you like to see communication improve or increase? _____

Staff Relationships

1. With how many people have you experienced significant frustration this past year?

Some One or Two None

2. What attempts have you made to improve these relationships? Are the issues still outstanding? _____

3. Any thoughts or ideas on how we can improve staff relationships? _____

4. Any thoughts on how to improve relationships with church leadership? _____

5. Are all your relationships consistent with biblical standards of sexual and moral purity? _____

Comment(s) on any of the above: _____

Energizers and Stressors

1. In what area of ministry are you most productive, energized, or fulfilled? _____

2. On what do you spend most of your work time? _____

3. Are there areas of work or ministry in which you spend too much time? _____

4. In what area of ministry do you experience the greatest amount of stress and frustration? _____

5. What area of ministry do you find difficult to resolve? _____

Team Development

1. How would you describe the current status of the ministry teams you lead? _____

2. Who are the names of new leaders/volunteers you have brought into ministry during this last year? _____

Personal and Professional Development

1. In what area would you like additional development or skill training? _____

2. How can your supervisor help you in these areas? _____

3. What do you believe you can do to develop in these areas? _____

4. Does someone hold you spiritually accountable? ___Yes ___No

How would you describe the effectiveness of that accountability?

Other areas

Anything else you'd like to discuss with your supervisor:

Any suggestions on how to improve this review process?