# 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 |

4. Leadership                                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?