

Date: _____

Minister/Session Evaluation Process for Annual Review by Session/Personnel Committee

A thorough evaluation process for a minister and church session is a four-part process described in each section below. It is important that the minister and session both understand the work/tasks that are being evaluated. It is vitally important that a Minister's Job Description be reviewed annually and that specific, measureable goals be set by both the minister and session. These tools will guide the evaluation process.

I. Job Description - Minister

The Constitution of the Confession of Faith describes the general responsibilities of a minister. Having a job description provides detailed information about what the church and minister expect from each other in the relationship.

_____ There is a job description in place. The responsibilities have been reviewed and there will be no changes in the coming year.

_____ There is a job description in place and the following changes have been made (list those changes below)

_____ There is no job description and we are working on this step before moving forward in the evaluation process.

II. Annual Goals for the Church/Minister/Session

Year: _____

List those goals here and use them as a guide and reference for the evaluation process (Step III)

III. Evaluation for Minister

Instructions:

The purpose of the Minister Evaluation Form is to examine the performance of the minister of a particular church. This evaluation is categorized into two sections. Section A is to be completed by the session or representative group from the session. Section B is to be completed by the minister. Complete Section A by using the Evaluation Rating Definitions below.

Evaluation Rating Definitions

1. **Outstanding**
Performance is consistently exceptional and exceeds in the contribution and service to the church
2. **Exceeds Expectations**
Performance is routinely on task with role and responsibilities as minister
3. **Meets Expectations**
Performance is regularly competent, dependable and effective
4. **Below Expectations**
Performance fails to meet role and responsibilities as minister
5. **Unsatisfactory**
Performance is consistently below standards and immediate improvement is required

Section A: Minister Evaluation (based on 2.63 of the Constitution)	1	2	3	4	5
Worship Development and Leadership Develops liturgy (forms, choice of hymns, prayers, etc.) that is appropriate to the congregation and community. Conducts meaningful prayers of people. Administers the sacraments.					
Preaching Preaching is solid theologically and biblically, applies to issues and experiences people are concerned about and gives worships 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.					
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. Promotes opportunities for friendship and mutual support among members. Participates as appropriate.					
Education Teaches or leads classes or groups as appropriate. Encourages all ages and groups to participate in opportunities provided by the church to grow spiritually. Helps strengthen the Christian education ministries. Raises the importance of stewardship among the congregation and serves as an example for stewardship and tithing.					
Administration Demonstrates effective organizational skills (teamwork, communication, planning). Works with the session to develop a vision for the congregation and sets measurable goals for accomplishing that vision. Serves as moderator of the session and has regular session meetings. Consistently attends presbytery meetings, and represents the church in higher judicatories. Serves on presbyterial and/or denominational committees/teams when appropriate to do so.					
Mission Leadership (Outreach and Evangelism) Gets personally involved and encourages others to get involved in mission activities. Leads the church in supporting local, presbyterial, and denominational mission efforts. Organizes and participates in effective outreach to newcomers. Works with leaders to effectively publicize church activities. Gives attention to newcomers, facilitates an initial or renewed commitment to Christ, assimilation into the church.					

Date: _____

Section B: Minister's Self Evaluation

In this separate section, the minister is asked to do a self-evaluation. It is designed to be discussed with the Session/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. What are your proposals or ideas for professional development for next year?

5. What additional resources (monetary, spiritual) or assistance do you feel is necessary to help make you more successful?

6. What have you done specifically for self-care this past year? What do you plan to do in the coming year? How many days off per week do you take? Did you take all of your vacation time in the past year? How can the church help you in your efforts of self-care?

7. How is your own spiritual life? How can the session or church help you in your personal spiritual growth?

8. Other Comments:

Minister

Date: _____

Elder

Date: _____

Date: _____

IV. Elder and Session Evaluation Form

Name: _____

Evaluation Period of twelve (12) months: _____

Date Completed: _____

Instructions:

The purpose of the Elder and Session Evaluation Form is to examine the performance of the elder and session of a particular church. This evaluation is categorized into two sections. Section A is to be completed as a self-evaluation of his or her role as an active elder in their church. Section B is to be completed by the same elder and is evaluating the Session he or she is serving on. Both sections are to be completed by using the Evaluation Rating Definitions below.

Evaluation Rating Definitions

1. Outstanding

Performance is consistently exceptional and exceeds in the contribution and service to the church

2. Exceeds Expectations

Performance is routinely on task with role and responsibilities as elder and/or session

3. Meets Expectations

Performance is regularly competent, dependable and effective

4. Below Expectations

Performance fails to meet role and responsibilities as elder and/or session

5. Unsatisfactory

Performance is consistently below standards and immediate improvement is required

Section A: Office of Elder Evaluation (as taken from 2.70 and 2.92 of the Constitution)	1	2	3	4	5
Attentive to persons who have not confessed Jesus Christ as Lord and Savior including those who are spiritually weak and those who need to be instructed in the faith.					
Visitation of persons in their homes, praying with them and for them; especially for the sick, those in mourning and others in need.					
Encouraging persons by word and example through participation of one's time, talent and financial resources in the worship, study and witness of the church.					
Communicating with the minister(s) of concerns within and outside the church that need his or her attention.					
Engage and participate in study and preparation of the office of elder to enhance and perform the duties of office.					
Promote peace, unity, purity and general welfare of the church and share in a responsible way, decisions that are made and abide by such decisions.					

Comments: _____

Date: _____

Section B: Session Evaluation (as taken from 2.51 and 4.5 of the Constitution)	1	2	3	4	5
<u>Administrative</u>					
With the approval of presbytery, call a minister to serve the church.					
Receive members into the church.					
Grant letters of dismissal, which when given for parents shall always include the names of baptized children.					
Ordain and install elders and deacons when elected and require these officers to devote themselves to their responsibilities.					
Examine the proceedings and supervise the work of the deacons (as applicable).					
Encourage the stewardship of church members, order and supervise collections for Godly purposes, and in general, oversee the finances of the church.					
Hold title to the property of the church and execute all transactions required by civil law.					
Keep accurate record of session's proceedings such as congregational meetings, marriages, baptisms, additions, deaths and dismissions of church members.					

Comments: _____

<u>Judicial and Disciplinary</u>	1	2	3	4	5
Resolve questions of doctrine and discipline in the congregation.					
Admonish or suspend members found guilty in a disciplinary hearing, subject to appeal of presbytery.					
Elect representatives to higher church judicatories, and require on their return a report of their diligence and the decisions of the judicatory.					
Observe and carry out the injunctions of the higher judicatories.					

Comments: _____

Date: _____

<u>Evangelism and Discipleship</u>	1	2	3	4	5
Christian education, including study of the scriptures for Christian growth.					
Personal witness to unbelievers and to those out of fellowship with the church.					
Encourage parents the importance of presenting their children for baptism.					
Stewardship of time, talents, and money, and the care and the use of the properties of the church.					
Establishing and giving oversight to church schools, Bible classes, fellowship and other organizations within the church, with special attention giving to nurture of the children.					
Initiating and coordinating the best measures for promoting and extending the work of the church.					
Leading the people and participating in the ministry of the church beyond the bounds of the local congregation; and in such other ministries as appear needful.					

Comments: _____

<u>Worship and Sacraments</u>	1	2	3	4	5
Assembling and leading the congregation in public worship, including praying, singing of praises, reading the scriptures, presenting tithes and offerings, preaching the word, and celebrating the sacraments.					
Assemble the congregation and provide for worship when there is no minister.					

Comments: _____

<u>Fellowship and Congregational Care</u>	1	2	3	4	5
Providing activities of fellowship appropriate to the family of God.					
Visitation of the sick and homebound.					
Pastoral care of families, especially disturbed and broken families.					

Comments: _____

Date: _____

Areas That Rate Outstanding:

Areas Which Need Immediate Improvement:

Plan of Action Towards Improvement:
