

# **PASTOR ANNUAL REVIEW**

## **PURPOSE**

The work of God's people is fraught with challenges as much as it is with opportunities. Discernment over direction, progress, mutual responsibility for the Church's overall ministry should be a positive and regular way in which the people of God re-affirm their relationship to both clergy and lay leaders. This tool is one way of inviting that periodic time of discernment. It should be entered into prayerfully and with an attitude of love and care.

The process of pastoral/staff review is two-fold: A horizontal review, where the Pastor reviews their own performance, and a vertical review, where the pastor is reviewed by others. Reviews should occur when things are going well, with an eye to the future, based on job descriptions, and only tied to merit pay if clearly explained and understood well in advance.

The goal of an annual review process is to improve the ministry we share. This kind of mechanism can help our congregation, and especially its leadership, to confidentially communicate concerns, and openly share blessings as we continue to develop mission and ministry, united in Christ.

# PASTOR ANNUAL REVIEW

*Completed by the Pastor for the Board*

1. Are you satisfied with the way things going in the area(s) of your responsibility? If not, how might they be improved? If yes, explain.
2. Do you feel you have the support of the leadership team of the congregation? If not, do you have suggestions of ways you and the leaders can better work together? If yes, explain.
3. Do you have the support of other staff members? Explain.
4. If there is any lack of support, do you have suggestions of ways in which any of the above relations could be improved?
5. What are your pastoral/professional goals for next year? For the next five years?
6. Are there things that could be done which would make your calling/job easier and/or more fulfilling?
7. Are there changes you wish to have considered in your job description? If so, what are they?
8. Are there any issues of concern regarding your compensation?
9. Do you have any additional questions or comments?

# PASTOR ANNUAL REVIEW

*Completed by elders, board chairs and select staff working closely with the pastor*

1. Board/Committee/Staff filling in this form?
  
2. Reviewing the job description of the pastor, how would you generally rate the performance of responsibilities?
  
3. What are the person's strengths?
  
4. What has been accomplished for which he/she has been directly or indirectly responsible? Have you conveyed your thanks, support, or positive comments to him/her?
  
5. Are there areas of responsibility not being fulfilled? What are they? What would you suggest?
  
6. On a scale of 1 to 5 (#5 being high, #1 being low) please rate the following:
  - Ability to work with people
  - Preaching
  - Worship style
  - Teaching
  - Pastoral Care
  - Visionary
  - Clear plan for ministry
  - Serves the community
  - Motivating
  - Understands congregational dissatisfactions
  - Good listener
  - Handles conflict effectively
  - Sensitive to feelings of others
  - Communicates positively
  - Follows through with assignments
  - Celebrates
  - Handles stress and time pressures well
  - Able to make decisions under pressure
  - Accepts constructive criticism
  - Keeps board apprised of problems, work flow, and relevant issues
  
7. What could be done to help this pastor/minister/staff person do a better job in their area of our ministry?
  
8. Additional comments?