

PASTOR PERFORMANCE REVIEW

Allegheny East Conference

Name of Pastor	Social Security No.
Church(es)	Area Ministerium
Years at Present Church	Years Pastoring
Rater	
Period of Review From To	Date of Review

DIRECTIONS:

Rate the pastor on each of the responsibilities listed using the scale below.

- 1 = Does not meet the standard; needs improvement.
- 2 = Slightly below standard; needs some improvement.
- 3 = Meets standard; fulfills all requirements as stated.
- 4 = Slightly above standard; goes beyond meeting the job requirements.
- 5 = Exceeds standard; excels in performance of job responsibilities.

Use the standards provided below each pastoral responsibility to determine the overall evaluation for each category. Additional standards can be placed in the space provided or on additional paper. Assign a rating to each standard. Insert an "N", if you can not evaluate the pastor on a standard.

In order to obtain the overall rating for each job responsibility, total the ratings in each job category and divide by the total number of standards rated. For example, if Pastor Jones obtained 3-5's and 2-4's on **Teach church members**, his overall rating for this category would be $\frac{23}{5} = 4.6$.

Add all averages for an overall score. A profile will be computed for comparisons.

The comment section can be used to explain any given rating. However, explanations for job category ratings of 1 or 5 should be provided.

1. Manage church facilities, programs, projects.

- a. Insures annual church inspection 1 2 3 4 5
- b. Pays insurance on church building by due date 1 2 3 4 5
- c. Manages one special church project per year in addition to the basic maintenance program. 1 2 3 4 5
- d. Follows proper procedures for implementation of church project(endorsement of church board, approved by business meeting, permits, estimates) 1 2 3 4 5
- e. Documents church project 1 2 3 4 5
- f. Reports status of project to conference and church body quarterly 1 2 3 4 5
- g. Establishes clear parameters for emergency expenditures of church funds by: Pastor, Board of Deacons, and Church Board 1 2 3 4 5
- h. Meets conference goals (e.g., Message Magazine, Conference Wide Development, Pine Forge Academy, Voice, Review/Visitor, Ingathering, etc.) 1 2 3 4 5
- i. 1 2 3 4 5

Comments (facilities, programs, projects):

Total _____



2. Administrate Church Board, Business and Committee Meetings

- a. Holds monthly Church Board Meetings. 1 2 3 4 5
- b. Holds quarterly Church Business Meetings 1 2 3 4 5
- c. Holds annual church office election process 1 2 3 4 5
- d. Uses parliamentary procedures 1 2 3 4 5
- e. Follows church and conference policies and Church Manual guidelines. 1 2 3 4 5
- f. Submits remittances to conference by the 15th of the month 1 2 3 4 5
- g. Recognizes officers for new year: Induction Service New Officers' Pledge, New Officers Orientation 1 2 3 4 5
- h. Plans church program for new year 1 2 3 4 5
- i. Develops annual calendar 1 2 3 4 5
- j. Develops annual financial budget 1 2 3 4 5
- k. Establishes annual church goals and objectives 1 2 3 4 5
- l. Presents new year goals and objectives at business meeting for approval. 1 2 3 4 5

Church business (cont'd)

m. 1 2 3 4 5

n. 1 2 3 4 5

Comments (Church business):

Total _____ =

3. Plans and Leads Worship Services

a. Schedules worship services for calendar year
i.e., Prayer Meetings, Divine Worship, Revivals,
Weeks of Spiritual Emphasis 1 2 3 4 5

b. Insures pulpit assignments for elders on quarterly basis 1 2 3 4 5

c. Establishes spiritual themes for worship services in
coordination with seasons of the year and spiritual
development of the congregation. 1 2 3 4 5

d. Arranges for appropriate instrumental accompaniment
i.e. piano, organ, other for congregational singing 1 2 3 4 5

e. Confirms vocal and instrumental music selections for
scheduled services 1 2 3 4 5

f. Guarantees that services begin and end on a timely basis 1 2 3 4 5

Comments (Sermons):

Total _____ =

4. Prepares and delivers sermons.

a. Preaches two (2) sermons/month on the Sabbath in his
district 1 2 3 4 5

b. Arrives at church on time to conduct worship service(s)
and deliver sermon (s) 1 2 3 4 5

c. Sermons have a logical flow of ideas, evidence of research
(e.g. citing of sources) and illustrations which relate to the
subject matter 1 2 3 4 5

d. Sermons relate to world affairs and are relevant to the
congregation's needs. 1 2 3 4 5

e. Information presented in the sermons are factual and
verifiable 1 2 3 4 5

f. Sermons include an introduction, body, and conclusion 1 2 3 4 5

g. Uses different types of sermons
(e.g., topical, expository, narrative, textual) 1 2 3 4 5

h. Develops annual sermonic calendar 1 2 3 4 5

i. 1 2 3 4 5

4. Prepares and delivers sermons continued

Comments (Sermons):

Total _____ =



SERMON Critique Sheet

DATE _____

SPEAKER _____

SUBJECT _____

Poor Weak Average Strong Superior

THE MAN

1.	Sincerity	1	2	3	4	5
	Personal Appearance	1	2	3	4	5
3.	Competence/Preparedness	1	2	3	4	5
4.	Pulpit Poise	1	2	3	4	5
5.	Familiarity with Material	1	2	3	4	5

THE MESSAGE

6.	Faithfulness to Biblical Text	1	2	3	4	5
7.	Supporting Materials (Quotations, Examples, Illustrations Statistics)	1	2	3	4	5
8.	Clear Organization	1	2	3	4	5
9.	Sound Reasoning; Make Sense	1	2	3	4	5
10.	Relevant to Human Need	1	2	3	4	5
	Feeling; Heart Appeal; Emotional Involvement; Enthusiasm	1	2	3	4	5

Sermon Critique Sheet

Poor Weak Average Strong Superior

THE METHOD

12.	Language (Vocabulary, Grammar, Figures of Speech)	1	2	3	4	5
13.	Pronunciation, Enunciation Articulation	1	2	3	4	5
14.	Voice Quality (Volume, Pitch, Resonance)	1	2	3	4	5
15.	Meaningful Gestures/ Facial Expression/Eye Contact	1	2	3	4	5

I see the following as one of your greatest strengths

One area I would like to see you improve is:

Grading Scale: 75-70 = A
 69-60 = B
 59-45 = C
 44-35 = D

Score _____

Evaluator _____

5. Visits church members.

- a. Visits in person an average of 10-20 families/homes per month 1 2 3 4 5
- b. Speaks with an average of 25-35 church members/month at church or by phone visit(this includes calls initiated by members) 1 2 3 4 5
- c. Visits bereaved families before funeral services 1 2 3 4 5
- d. Makes post funeral visit one to two weeks after the death of loved one 1 2 3 4 5
- e. Arranges hospital visit within a reasonable time after notification 1 2 3 4 5
- f. Punctual in keeping appointments - arrives no later than 15 minutes after designated time (unless there is a call to the contrary) 1 2 3 4 5
- g. 1 2 3 4 5
- h. 1 2 3 4 5

Comments (Visits members):

Total =

6. Teaches church members

- a. Leads prayer meetings 2-3 times/month 1 2 3 4 5
- b. Conducts yearly training program in one of the following areas i.e. Bible Study, Witnessing, Discipling, Leadership, Stewardship, Lay Preaching, Bible Worker, Denomination History, Spiritual Gifts 1 2 3 4 5
- c. Conducts yearly pastor's class for prospective members and/or members who need re-acquaintance with basic doctrines 1 2 3 4 5
- d. Develops curriculum, guidelines, and resources 1 2 3 4 5
- e. Selects or develops lessons plans and study guides 1 2 3 4 5
- f. Uses audio visual aids and graphics when appropriate 1 2 3 4 5
- g. 1 2 3 4 5

Comments (Teach members):

Total =

7. Counsels church members.

- a. Available to counsel at least 2 hours/week (based on need but in proportion to other duties) 1 2 3 4 5
- b. Maintains a minimum of 2 office hours 2-3 days per week 1 2 3 4 5

7. Counsels church members continued

- c. Phone number is available to membership 1 2 3 4 5
- d. Attends one (1) formal counseling course, seminar, or workshop (e.g. counseling, family counseling, marriage counseling, etc.) every 4 years. 1 2 3 4 5
- e. Reads one book, journal article, professional journal regarding counseling topics per quarter 1 2 3 4 5

Comments (Counsel members):

Total _____ =

8. Perform Ordinances

- a. Schedules one baptism per quarter 1 2 3 4 5
- b. Schedules one communion service per quarter 1 2 3 4 5
- c. Performs child dedications, funeral, weddings as requested 1 2 3 4 5
- d. Conducts services, presentations and sermons with consideration of the minister's manual, church manual, and Bible principles (maintains essential elements of theological and doctrinal accuracy) 1 2 3 4 5
- e. Employs creativity and reflection to personalize ordinances for greater meaning and application. (e.g. music, esthetics, location, personalized message) 1 2 3 4 5
- f. 1 2 3 4 5
- g. 1 2 3 4 5

Comments (Performs ordinances):

Total _____ =

9. Conduct evangelistic activities

- a. Conducts one evangelistic activity per year lasting for a minimum of 3 consecutive weeks 1 2 3 4 5
- b. Submits plan and obtains church board approval when appropriate 1 2 3 4 5
- c. Develops checklist of activities which need to be completed 1 2 3 4 5
- d. Sets deadlines/critical dates 1 2 3 4 5
- e. Identifies human resources and determines how they will be used 1 2 3 4 5

9. Conduct evangelistic activities continued

- f. Identifies financial resources and determines how they will be used 1 2 3 4 5
- g. Develops contingency plan 1 2 3 4 5
- h. Determines location 1 2 3 4 5
- i. Obtains appropriate materials, equipment (e.g., flyers, sound system, chairs) 1 2 3 4 5
- j. Surveys community to identify potential audience and their needs 1 2 3 4 5
- k. Obtains legal approval (s) 1 2 3 4 5
- l. Prepares and organizes church for evangelism 1 2 3 4 5
- m. Determines type of advertising which will be most effective for attracting the desired audience e. g., handbills, flyers, radio, television, newspapers, posters, billboards, banners, etc. 1 2 3 4 5
- n. Documents activities/programs implemented to establish rapport prior to evangelistic event 1 2 3 4 5
- o. Conducts entry event designed to establish rapport with community 8-12 weeks prior to evangelistic activity 1 2 3 4 5
- p. 1 2 3 4 5
- q. 1 2 3 4 5

Comments (Evangelistic activities): Total =

10. Community Outreach

- a. Participates in one on-going community based ministries (e.g., fight against Pornography, Drugs, Shelters, Literacy, Food/clothes Distribution, Soup Kitchen, Regeneration, Tutorial-GED Programs, Senior Citizen, Health Education) Housing, Job Readiness Workshop, Day Care Center, Street-Corner Evangelism 1 2 3 4 5
- b. Establishes relationship with civic/township leaders 1 2 3 4 5
- c. Participation with Ministerial Alliance 1 2 3 4 5

Comments (Community outreach): Total =

11. Communication.

- | | | |
|----|---|-----------|
| a. | Responds to conference correspondence within 10 calendar days unless requested response time is less. | 1 2 3 4 5 |
| b. | Follows proper letter writing procedures | 1 2 3 4 5 |
| c. | Communications are grammatically correct | 1 2 3 4 5 |
| d. | Writes an average of 1-3 personalized letters or cards to members monthly | 1 2 3 4 5 |
| e. | Provides personal touch by addressing specific issues or concerns of the person being contacted (not a form letter) | 1 2 3 4 5 |
| f. | Returns telephone calls within 48 hours of being notified of call | 1 2 3 4 5 |
| g. | Uses active and reflective listening skills | 1 2 3 4 5 |
| h. | Maintains confidential material or information when appropriate | 1 2 3 4 5 |
| i. | Provides member/visitor request card for pastoral services | 1 2 3 4 5 |
| i. | Sponsors church newsletter | 1 2 3 4 5 |
| k. | Maintains church web page | 1 2 3 4 5 |

Comments (Communication):

Total

=

**Overall Performance Rating
(range 10-50)**

PROFESSIONAL GROWTH AND DEVELOPMENT

Goal Statement: _____

Start Date: _____ Completion Date: _____

**Activities for Goal
Accomplishment**

**Dates and Times for
Activities to Begin and End**

**Method for Measuring
Progress**

--	--	--

Goal Statement: _____

Start Date: _____ Completion Date: _____

**Activities for Goal
Accomplishment**

**Dates and Times for
Activities to Begin and End**

**Method for Measuring
Progress**

--	--	--

Goal Statement: _____

Start Date: _____

Completion Date: _____

Activities for Goal
Accomplishment

Dates and Times for
Activities to Begin and End

Method for Measuring
Progress

--

--

--

Goal Statement: _____

Start Date: _____

Completion Date: _____

Activities for Goal
Accomplishment

Dates and Times for
Activities to Begin and End

Method for Measuring
Progress

--

--

--

Reviewer

Pastor