

The Michigan District of the Missionary Church Pastoral Review & Evaluation
 For All Licensed and/or Ordained Ministers (Senior, Associate, or Assistant) **Page 1**
ANNUAL PASTORAL REVIEW FORM
Due February 15

GENERAL INFORMATION

PASTOR'S NAME	
CHURCH NAME	
POSITION (e.g., Senior Pastor, Youth Pastor, etc.)	
LENGTH OF TIME IN POSITION (Years & Months)	
DATE OF EVALUATION	
EVALUATION PERIOD	
PRESENT SALARY	
TIME SINCE LAST SALARY INCREASE	

PURPOSE OF EVALUATION

The purpose of this form is to serve as a communication tool between the pastor and the church board/elder board to evaluate the pastor's performance and to find ways for growth and improvement. Please think in terms of how the pastor has been doing, not what he is potentially capable of doing.

The District office requests that each church implement the following timetable for evaluation:

The Church Board or Elder Board shall meet between October 15- January 28 each year, in the Pastor's absence to review the Pastor's work, salary, and benefits. After the review the church board shall meet with the pastor as soon as possible to present a summary of the evaluation. (The annual pastoral review does not imply the necessity of an annual congregational vote of confidence.)

GUIDELINES FOR EVALUATION

- Duplicate this form for your leaders to complete.
- **Compile a master copy with a summary of the average scores and comments, so that the information may be presented to the pastor. Comments should be initialed.**
- Please be objective, fair and realistic in your evaluation. Avoid anonymous statements.
- Look for ways to affirm and encourage your pastor. Remember the Golden Rule.
- Discuss and agree with your pastor a procedure for the annual pastoral review.
- The results of this evaluation are to be first shared with the pastor and then the board.
- Keep this evaluation confidential between the pastor and the board.
- **Send the District Superintendent a copy of the summary of the average scores and comments signed by both the pastor and vice-chairman. Please return by February 15**

OVERALL RATING KEY

- 5 - **Excellent**: performance is outstanding; makes significant contributions; superior performance.
- 4 - **Good**: performance exceeds requirements; highly effective.
- 3 - **Satisfactory**: performance of duties is constant and effective.
- 2 - **Needs Improvement**: performance is sometimes less than satisfactory; a weak area.
- 1 - **Unacceptable**: performance is consistently unsatisfactory; marked improvement is necessary.

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Ministry Performance Factor	Rating: 5 - Excellent 4 - Good 3 - Satisfactory 2 - Needs Improvement 1 - Unacceptable	Comments
1. Sermon Content & Impact Understandable, Biblical, well-illustrated, well prepared, practical application, faces issues squarely, helps me.		
2. Sermon Delivery Keeps my attention, communicates clearly, passionate, enthusiastic, from his heart, calls for response		
3. Relating to Others Considerate & tactful, servant heart, loves people, approachable, hospitable, creates & maintains healthy relationships		
4. Personal Integrity Trustworthy, faithful, respectful, appropriate conduct with opposite sex, regarded as a growing Christian		
5. Work Habits Demonstrates initiative, dependable, follows through, good overall work ethic, motivated within, puts forth effort		
6. Accessibility Has regular work hours, returns calls, responds to messages, available to talk		
7. Demonstrates Leadership Has vision, communicates vision for future, has goals, anticipates the next step of improvement for the church, leads the church		
8. Training & Equipping Helps leaders lead, conducts training, facilitates discipleship, assists others in discovering their ministry		
9. Spiritual Vitality & Growth Shows evidence of meaningful devotional life, demonstrates fruit of the Spirit, has character, passion to become like Christ, wants to know God		
10. Creates Ownership of Ministry Builds the team, motivates others to get involved, demonstrates recruitment skills, frequently meets with leaders, has influence for the purpose of the church		

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Ministry Performance Factor	Rating: 5 - Excellent 4 - Good 3 - Satisfactory 2 - Needs Improvement 1 - Unacceptable	Comments
11. Organizational Skills Balances priorities, good use of time, well organized, meets deadlines, shows high regard for order, delegates, delegates tactfully		
12. Family & Home Shows love & care for spouse & family, spouse is supportive of ministry, spiritually leads his family, parsonage(if applicable) is well maintained inside and out		
13. Relates to the Unchurched Builds bridges & develops rapport with unchurched people, has friendships outside the church, teaches congregation to reach out		
14. Professional Self-improvement Attends training events regularly, shows evidence of reading and study, openness to evaluation, is well informed and up-to-date		
15. Response to the Community Genuine spiritual concern for the community, leads church to meet needs of community, organizes efforts to impact church's neighborhood		
16. Adaptable & Flexible Open to change, responds positively when plans change, handles emergencies efficiently, handles multiple projects, has back-up plan		
17. Builds Community Creates harmony, effectively resolves conflict, creates team-spirit, teaches people to love each other		
18. Resilience Stamina, persistence to “keep going” even with opposition, handles discouragement prayerfully, able to handle “criticism” with grace and nobility.		
19. Exercises Faith Calls church to prayer, encourages people to trust God, growing faith in God to enable his ministry, prays for God to meet “big needs.”		
20. Connection to District & Denomination Attends & promotes District and Denom. conferences & events, encourages relationships with other Missionary Churches.		

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OVERALL RATING AVERAGE:

(Add rating scores for each category then divided by number of categories for overall rating average)

ADDITIONAL COMMENTS:

PLAN OF ACTION FOR GROWTH AND IMPROVEMENT:

PASTOR'S RESPONSE AND COMMENTS:

We have participated in a review of this evaluation and overall performance....

PASTOR'S SIGNATURE	DATE
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CHAIR/ VICE-CHAIRMAN'S SIGNATURE	DATE
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MAKE THREE COPIES OF THIS EVALUATION:

- [1] Church Board Copy
- [2] Pastor's Copy
- [3] District Superintendent's Copy

PLEASE COMPLETE AND RETURN BY FEBRUARY 15

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