## PASTORAL REVIEW AND EVALUATION Michigan Region of the Missionary Church PLEASE COMPLETE AND RETURN BY FEBRUARY 15

### I. GENERAL INFORMATION

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

## II. 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 Resource Center is requesting that each church implement the following evaluation timetable:

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.)

## **III. 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 screened by the entire board to determine which ones reflect the sentiment of the board and will be shared with the pastor. If the board chooses to include individual comments not necessarily representing the view of the board, those comments should be <u>initialed</u>.
- Please be objective, fair and realistic in your evaluation. Avoid anonymous comments.
- 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 Regional Director a copy of the summary of the average scores and comments signed by both the pastor and vice-chairman. Please return by February 15

## IV. OVERALL RATING KEY

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

	Rating	
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		
<b>4. Personal Integrity</b> 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		
<b>9.</b> 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		

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		
<b>13. Relates to the Unchurched</b> Builds bridges & develops rapport with unchurched people, has friendships outside the church, teaches people to reach out		
<b>14. Professional Self-improvement</b> Attends training events regularly, shows evidence of reading and study, openness to evaluation, is well informed and up-to-date		
<b>15. Response to the Community</b> Genuine spiritual concern for the community, leads church to meet needs of community, organizes efforts to impact church's neighborhood		
<ul><li>16. Adaptable &amp; Flexible</li><li>Open to change, responds positively when plans change, handles emergencies efficiently, handles multiple projects, has back-up plan</li></ul>		
<b>17. Builds Community</b> Creates harmony, effectively resolves conflict, creates team-spirit, teaches people to love others		
<b>18. Resilience</b> Stamina, persistence to "keep going" even with opposition, handles discouragement prayerfully, able to handle "criticism" with grace.		
<b>19. Exercises Faith</b> 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 Region/ Denomination Attends & promotes Region and Denominational conferences & events, encourages relationships with other Missionary Churches.		

## **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**

## CHAIR/ VICE-CHAIRMAN'S SIGNATURE

DATE

DATE

## MAKE THREE COPIES OF THIS EVALUATION: [1] Church Board Copy [2] Pastor's Copy

[3] Region Director's Copy

#### PLEASE COMPLETE AND RETURN BY FEBRUARY 15

Michigan Resource Center, Missionary Church - 1091 Creekwood Trail - Burton, Michigan 48509 E-mail: <u>office@mcmichigan.org</u> – FAX: 810-742-8102

## PASTORAL SALARY WORKSHEET Michigan Region of the Missionary Church

Minister's Name

**Due February 15** 

Church Name		
1. SALARY	20	20
A. Cash Salary	\$	\$
B. Utilities (amount paid by church)		
C. Social Security (above cash salary)		
TOTAL SALARY	\$	\$
2. HOUSING		
A. Fair Rental Value (for parsonages)		\$
B. Housing Allowance paid to Pastor		
TOTAL SALARY & HOUSING	\$	\$
<b>3. BENEFITS</b> (not considered as salary by IRS)		
A. Parsonage Telephone (Region policy is for churches to pay for the phone in the parsonage, except for the pastor's personal long distance calls)	\$	\$
B. Hospitalization/Medical		
C. Long Term Disability		
D. Pension - Denominational		
E. Other (e.g. 403b)		
TOTAL SALARY, HOUSING & BENEFITS	\$	\$
4. BUSINESS EXPENSE (not considered salary by IRS)		
A. Travel Allowance: flat rate or mileage at cents per mile	\$	\$
B. Entertainment Allowance		
C. Educational Improvement: professional growth, books, periodicals, seminars, etc.		
D. Other		
TOTAL COMPENSATION PACKAGE		\$

# OTHER NOTES and POLICIES

1. Vacati	on time agreement
2. Confer	rences and Seminars
3. Other	
4. Other	
	PLEASE COMPLETE AND RETURN TO THE RESOURCE CENTER

**BY FEBRUARY 15** 

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