

STAFF EVALUATION BY CONGREGATIONAL REPRESENTATIVE

PLEASE RESPOND TO THE FOLLOWING. YOU MAY USE THE BACK OR ADDITIONAL PAPER IF NECESSARY.

Staff person being evaluated:

1. Evaluate this person's fulfillment of the job description as you understand it.
2. What are this person's greatest gifts for this job?
3. What areas need the greatest improvement?
4. How do you perceive this person's working relationship with the pastor?
5. How do you perceive this person's working relationship with other staff?

6. How do you perceive this person's working relationship with congregational members as a whole?

7. Below are the goals that were set for this person during last year's evaluation. Please evaluate as to your perception of this person's progress on each of these goals.

EVALUATION SCALE

1. NEEDS IMPROVEMENT 2. SHOWS IMPROVEMENT 3. SATISFACTORY 4. GOOD 5. EXCELLENT

Goals

Progress

a)

1 - 2 - 3 - 4 - 5

Comments: _____

b)

1 - 2 - 3 - 4 - 5

Comments: _____

c)

1 - 2 - 3 - 4 - 5

Comments: _____

d)

1 - 2 - 3 - 4 - 5

Comments: _____

e)

1 - 2 - 3 - 4 - 5

Comments: _____

8. What goals (either from last year or new) would you set for this person for this year?

Goals

a) _____

Comments: _____

b) _____

Comments: _____

c) _____

Comments: _____

d) _____

Comments: _____

e) _____

Comments: _____

9. What other comments or concerns do you have for this person?

Signature _____ Date _____