Pastoral Evaluation Process with Forms

This set of documents is intended to assist a pastor and his congregation in working through a positive and helpful evaluation and review of ministry.

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Instructions on how this instrument can be used in a congregation setting, with a special emphasis on the positive experience and outcomes that are desired

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A list of questions that may be distributed to a small random sample of congregation members to give the process a broader spectrum of input

Pages 5-7 Pastoral Evaluation Forms (with no check boxes)

Page 8 Ministry Goal Sheet.

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A second option to Pages 5-7

May you use this process as a blessing for your called worker, the congregation’s ministry, and all those who will be touched by the congregation’s message of love and forgiveness in Jesus.
Guidelines for Pastoral Feedback and Encouragement

A. Purpose

The main purpose for providing feedback to the pastor is to have a discussion that focuses on performance with the ultimate goal of improving the ministry. The evaluation is one part of a process to keep focus on continually improving ministry.

B. Process

The evaluation form should be administered in Christian love. Keep the following Bible verses in mind during the evaluation process:

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph 4:29

“Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work.” I Th 5:12-13

People will perform according to the messages you give them. The discussion during the evaluation process should focus on performance and use examples whenever possible. Keep the tone of the discussion positive. Compliment the individual in the appropriate areas and provide suggestions for improvement in a manner that will build him up and not tear him down.

The evaluation form and discussion should be completed by the leaders of the congregation. The evaluation team should be a small group of one or two people, who will write the evaluation summary and then conduct the evaluation discussion. In most congregations this team will be the President, Vice President, Elder, a member with experience in the process or a combination of them. Steps in the evaluation process would include the following:

1. Select the evaluation team.
2. Set a time table for the evaluation process.
3. The evaluation team gathers input from others. This could be as simple as discussions with other council or congregation members. A preferred process would be to send a simple survey to a random group of congregation members seeking their written input to the process. Honor the confidentiality of those who provide input unless you have permission to share the comment and source.
4. Ask the pastor to also complete an evaluation form.
5. The evaluation team gathers all the input, including the pastor’s evaluation, and then writes the evaluation.
6. Set up a private meeting with the pastor to discuss the results of the evaluation. The results should be kept confidential.
7. It is suggested that this process be done every year.
C. Annual Ministry Goals

In addition to completing the evaluation form, the annual pastoral evaluation process should include the setting of ministry goals for the next year and a review of progress on the ministry goals from the prior year. The pastor should establish 4-8 ministry goals. The goals would be discussed and agreed upon during the evaluation process. However, unlike the confidential evaluation, the goals may be shared with the church council or, in some cases, the entire congregation.

The goals should be:

1. To advance the ministry and improve performance
2. Measurable
3. Realistic/achievable
4. Controllable
5. Not routine things that will be done anyway

For example, an appropriate goal would be to make 20 neighborhood cold calls. This is measurable, controllable, realistic and has the potential to advance the ministry. A goal to increase membership by 20 families would not be controllable. A goal to preach every Sunday would not be appropriate since that is done routinely anyway.

Goals may be carried over from one year to the next. The goal-setting process should be done every year to keep focus on continually improving the ministry and to be sure the called worker is adapting to changing conditions.

D. Summary

Keep the evaluation process positive. Conduct the evaluation in Christian love. Pray that the Lord will guide you and bless your work so that He will be praised and His Kingdom advanced.
Member Survey for Pastor ____________________

In all of your responses to the questions posed below, please give prayerful consideration to your comments and please share your comments with a Christian spirit in mind.

1. Please list up to three (3) areas that you believe to be positives or strengths for Pastor. Please provide a short explanation of each strength that you have listed.

2. Please list 1 or 2 areas that you believe that Pastor could improve upon. Please provide a brief example or explanation for each suggestion. Please share this with the best interest of the Kingdom and the worker in mind.

3. Please provide a brief summary of what you perceive as the strengths and/or weaknesses of your Pastor’s preaching.

4. Please briefly explain (with a Christian spirit) how Pastor relates to you and others of our congregation.

5. If you have any other comments or opinions you wish to express regarding how Pastor performs his duties, please do so at this time.

6. Please comment on how you perceive Pastor relates and works with other members of the staff. Please be brief.

We wish to express our appreciation for the time, thoughtfulness and prayerful consideration you have given to these questions. Please return the form in a sealed envelope addressed to:

May the Lord richly bless you!

May we use your comments?  Yes ☐  No ☐

Your name: ________________________________
Pastoral Evaluation Form

Based on your experience, please evaluate Pastor ______________________ in the following areas:

1. Worship/Sermon

Some questions to help you formulate your comments:
Is the worship service planned well, does it fit the congregation’s needs, is there variety in hymns and orders of service, is it well led? Do the sermons present both law and gospel and apply to real life? Are they a good length, delivered well, and leave the listener with an overall impression of God’s love and forgiveness in Christ?

Please share a few sentences about your overall impression and thoughts regarding Worship/Sermon:

2. Bible Class/Instruction

Some questions to help you formulate your comments:
Are classes well prepared and organized, are topics timely, are questions and discussion handled well, is material age/audience appropriate, is it primarily spiritual in focus, and does it engage people?

Please share a few sentences about your overall impression and thoughts regarding Bible Class/Instruction:
3. Team/Leadership Skills

Some questions to help you formulate your comments:
Does he provide constructive input, listen to input from others, collaborate well with leaders, committees and staff, and follow through on action items? Does he hold himself accountable to the appropriate people, lead by example, exhibit judgment guided by the Scriptures? Does he promote the goals and missions of the congregation and synod? Can he adapt to change appropriately?

Please share a few sentences about your overall impression and thoughts regarding Team Leadership/Skills:

4. Social Skills/Personality

Some questions to help you formulate your comments:
Does he exhibit concern for others, express an evangelical approach, and maintain confidentiality? Does he dress/behave in ways that are appropriate to the situation? Is he approachable? Does he involve himself in the entire community that the congregation serves?

Please share a few sentences about your overall impression and thoughts regarding Social Skills/Personality:
5. Other

Some questions to help you formulate your comments:
Does he “manage his own household well” and is he a good husband/father example? Is there appropriate balance between personal, family, and professional priorities? Does he continue to grow in knowledge and skills for ministry and seek to be a better servant of Christ?

Please share a few sentences about your overall impression and thoughts regarding Other:

__________________________________________________________

Pastor: _________________________________
Reviewer: _________________________________
Date: _________________________________
Ministry Goals

Prior Year Goals

1. Results Achieved

2. Results Achieved

3. Results Achieved

4. Results Achieved

5. Results Achieved

Next Year Goals

1.

2.

3.

4.

5.
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_______________________________________________

___________________________________

Pastor: _______________________________

Reviewer: ____________________________

Date: ________________________________