

Pastoral Ministry Evaluation

This evaluation form is intended to be used by a Board of Elders to evaluate a pastor's ministry. The goal of the evaluation should be to: 1) provide affirmation to the pastor in his ministry, and 2) discuss ways in which he might improve his ministry. Items which are of local concern can be added if they are not mentioned in the evaluation.

(Check the appropriate answer)

THE PASTOR AS PREACHER AND WORSHIP LEADER

I. PREACHING

Sermons are clear and understandable	[good]	[fair]	[poor]
Gospel is explicit in sermons	[good]	[fair]	[poor]
Sermons apply God's Word to life of people	[good]	[fair]	[poor]
Sermons logically structured to present goal	[good]	[fair]	[poor]
Goal clearly stated	[good]	[fair]	[poor]
Use of illustrations	[good]	[fair]	[poor]
Style of delivery	[good]	[fair]	[poor]
Length of sermons _____			
Amount of time spent in sermon preparation _____			

II. LEADING THE WORSHIP

Personal preparation for the service (reading lessons in advance, etc.)	[good]	[fair]	[poor]
Use of voice	[good]	[fair]	[poor]
Familiar with and use of rubrics	[good]	[fair]	[poor]
Intercessory prayers	[good]	[fair]	[poor]
Training congregation in worship	[good]	[fair]	[poor]
Advance planning of worship	[good]	[fair]	[poor]
Selection of hymns at least several months in advance	[good]	[fair]	[poor]
Notifying of organists regarding changes	[good]	[fair]	[poor]

PASTORAL CARE

I. MINISTRY TO THE SICK AND DYING

Regular visits to those who are ill	[good]	[fair]	[poor]
Prayers for sick included in services	[good]	[fair]	[poor]

Regular schedule of private communion and devotions for those who cannot attend because of illness or infirmity	[good]	[fair]	[poor]
More than one visit when hospital stay is prolonged	[good]	[fair]	[poor]
Concern for families of the sick	[good]	[fair]	[poor]
Visits to families after funerals	[good]	[fair]	[poor]

II. PASTORAL VISITATION

Plan a definite program of visitation – reports to elders	[good]	[fair]	[poor]
Adequate number of calls each month	[good]	[fair]	[poor]
Calls have purpose	[good]	[fair]	[poor]
Knows how to listen to people	[good]	[fair]	[poor]
Demonstrates willingness to learn to know people	[good]	[fair]	[poor]
Knows members of congregation, names of children, etc.	[good]	[fair]	[poor]
Sensitive to people	[good]	[fair]	[poor]
Perceptive to people’s needs	[good]	[fair]	[poor]
Calling when there are family crises	[good]	[fair]	[poor]

III. BAPTISMAL MINISTRY

Meet with parents and sponsors to teach baptismal blessings and responsibility	[good]	[fair]	[poor]
Pastoral visits after baptisms – help parents in teaching child to pray etc.	[good]	[fair]	[poor]

IV. NEW MEMBERS

Call on visitors within a week	[good]	[fair]	[poor]
Adequate records of prospects for transfer, pastor’s class etc.	[good]	[fair]	[poor]
Maintain adequate contact with prospective families	[good]	[fair]	[poor]
Explain the congregation’s ministry adequately to persons seeking membership	[good]	[fair]	[poor]
Visitation following reception into membership to encourage family prayer, etc.	[good]	[fair]	[poor]
Assist new members with assimilation	[good]	[fair]	[poor]

ADMINISTRATION

I. OFFICE PROCEDURE AND USE OF TIME

Punctual	[good]	[fair]	[poor]
Present enough in advance to prepare for meetings and services	[good]	[fair]	[poor]
Sets right priorities in use of time	[good]	[fair]	[poor]
Plans months, weekly, daily work in order to use time most effectively	[good]	[fair]	[poor]
Observes office hours – notifies someone how to get in touch when absent	[good]	[fair]	[poor]
Observes time schedules, begin on time, close on time	[good]	[fair]	[poor]
Helps plan program of congregation, administers program	[good]	[fair]	[poor]
Is alert to matters that need attention of property board	[good]	[fair]	[poor]
Knows who has what responsibility, helps people fulfill their responsibility	[good]	[fair]	[poor]
Gives sufficient attention to detail, does not get caught up in minute technicalities	[good]	[fair]	[poor]
Cooperates in working with leadership of congregation	[good]	[fair]	[poor]
Maintains records	[good]	[fair]	[poor]
Makes reports	[good]	[fair]	[poor]

II. CHURCH FINANCES

Understands budget	[good]	[fair]	[poor]
Seeks authorization for purchase of material	[good]	[fair]	[poor]
Concerned about economy	[good]	[fair]	[poor]

III. LEADERSHIP

Prepares creative suggestions for boards and committee meetings	[good]	[fair]	[poor]
Seeks to persuade and convince rather than push his ideas	[good]	[fair]	[poor]
Works with people to secure their cooperation	[good]	[fair]	[poor]
Explains adequately for people to understand	[good]	[fair]	[poor]
Encourages and supports members of boards and committees	[good]	[fair]	[poor]
Is able to identify needs and set goals	[good]	[fair]	[poor]
Helps to plan and enables people to follow through on plans	[good]	[fair]	[poor]
Is patient with people	[good]	[fair]	[poor]
Offers constructive criticism in a helpful and kindly way	[good]	[fair]	[poor]

Helps people to look ahead rather than operate from day to day	[good]	[fair]	[poor]
Enables boards and committees to see their part in the kingdom tasks of congregation	[good]	[fair]	[poor]
Gives credit when due – does not flatter	[good]	[fair]	[poor]

PERSONAL LIFE AND PROFESSIONAL GROWTH

I. PERSONAL LIFE

Manages own life to set example for others	[good]	[fair]	[poor]
Practices good financial stewardship	[good]	[fair]	[poor]
Does not accumulate excessive debts	[good]	[fair]	[poor]
Has a genuine concern for people	[good]	[fair]	[poor]
Is willing to serve with personal recognition	[good]	[fair]	[poor]
Accepts responsibility for personal acts	[good]	[fair]	[poor]
Willing to admit mistakes	[good]	[fair]	[poor]
Has personal integrity, does not pretend	[good]	[fair]	[poor]
Is understanding and sympathetic	[good]	[fair]	[poor]
Is concerned about his work as pastor	[good]	[fair]	[poor]
Willing to spend himself for the sake of his people	[good]	[fair]	[poor]
Is courteous and polite	[good]	[fair]	[poor]
Is self-disciplined, controls emotions and impulses	[good]	[fair]	[poor]
Is willing to learn	[good]	[fair]	[poor]
Is willing to put up with personal inconvenience	[good]	[fair]	[poor]
Is honest and frank in speaking to people	[good]	[fair]	[poor]
Avoids flattery and needless criticism of others	[good]	[fair]	[poor]
Sets an example of willingness to serve rather than to be served	[good]	[fair]	[poor]
Is serious minded, but capable of humor	[good]	[fair]	[poor]
Doesn't take himself too seriously, but takes his office seriously	[good]	[fair]	[poor]
Is a generous person	[good]	[fair]	[poor]
Does not have an excessive concern for own salary	[good]	[fair]	[poor]
Is able to be firm when needed, but able to distinguish between what is necessary and what is only personal opinion and personal concern	[good]	[fair]	[poor]
Is careful about personal appearance	[good]	[fair]	[poor]

II. FAMILY

Is kind and gentle as a husband	[good]	[fair]	[poor]
Gives honor to his wife	[good]	[fair]	[poor]
Takes time for his family	[good]	[fair]	[poor]
Demonstrates respect for his children	[good]	[fair]	[poor]
Trains and forms his children with the word of God	[good]	[fair]	[poor]
Leads his family in prayer and devotion and trains them	[good]	[fair]	[poor]
Is helpful to his wife in caring for the children	[good]	[fair]	[poor]
Knows how to lead his children to confess and absolves and forgives them	[good]	[fair]	[poor]
Is not harsh and domineering	[good]	[fair]	[poor]

III. PROFESSIONAL GROWTH

Indicates that he continues to grow in his knowledge of Christian teaching	[good]	[fair]	[poor]
Thinks things through until he understands	[good]	[fair]	[poor]
Devotes time to serious reading and study	[good]	[fair]	[poor]
Growing in ability to explain clearly in order to persuade	[good]	[fair]	[poor]
Actively participates in conferences	[good]	[fair]	[poor]
Involved in continuing education	[good]	[fair]	[poor]