



P E R I M E T E R

C H U R C H

Perimeter Church Staff

2008

**Personal Review and Appraisal
For Non-Exempt Staff**

Employee Name: _____

Date Submitted: _____

Date of initial review: _____

Date of follow up review: _____

How to Utilize this Appraisal

The Purpose of the Review Process

To maximize ministry effectiveness by:

1. Evaluating your own ministry job performance
2. Discussing it openly and frankly with your supervisor
3. Designing clear realistic goals and objectives for the up-coming year

The Steps of the Process (please write your appraisal and feedback all on the computer for the benefit of filing them electronically)

1. Position Description -- Update Your Position Description and include as *Section A*
2. Self Evaluation -- Evaluate yourself, your role, and the ministry in the following areas:
 - Sec. B – Spiritual Growth*
 - Sec. C -- Accountability*
 - Sec. D – Your performance against your goals*
 - Sec. E – Ministry Changes*
 - Sec. F – Staff Relationships*
 - Sec. G – Supervisor Performance*
 - Sec. H – Weekly Schedule*
3. New Goals -- Establish your goals for the coming year, Sec. I
4. Professional Development -- Plan your continued development, Sec. J
5. Supervisor Feedback -- Your supervisor completes Sec. K and obtains the appropriate signatures of agreement.
6. Mid-Year Update -- You and your supervisor review Sections J & K periodically, but especially at a mid-year review in March. The cost of any development changes must be approved by your Division Director.

Directions

The staff person will complete Steps 1-5 (by computer, for filing purposes). (Hint: allow 1-3 hours to complete these). The staff person gives a copy of the completed appraisal to the supervisor prior to or at the time of their meeting. At a pre-arranged meeting, he/she goes over it section by section with the supervisor, with the staff person leading the discussion. The supervisor completes Step 6 after this first meeting. The supervisor must obtain the signature of his/her supervisor and the Division Director (if not one of the above) prior to the next meeting. The supervisor then meets with the staff member, ideally within two weeks of the first meeting, to go over the feedback. This is a living document, to be discussed during the year-end (Sept) review meeting, at the mid-year (Feb/Mar) review meeting, and periodically throughout the year, as needed.

A. Job Description (Insert Document)

B. Spiritual Growth

1. How would you describe your walk with God over the past year? Please explain.

C. Accountability

1. Does someone hold you spiritually accountable? Yes No

D. Performance of Job Duties

Results for the Past Year (_____)

Duties	Performance vs. Job Expectations (Describe how well you think you are doing in each area)
1.	
2.	
3.	
4.	
5.	

1. If you had written goals for this past year, list them here and explain the results.

2. Other Accomplishments not included in the above

E. Ministry Changes

1. Did you find yourself involved in: (Mark those that apply)

Major change
No change

Minor change
Need for change

2. What change(s) this year have been difficult?

3. What change(s) would you like to see accomplished?

4. Additional comments on changes experienced or needed:

F. Relationships

1. Have you experienced significant frustration with other staff, church leaders or church members?

Some

One or Two

None

2. What attempts have you made to improve these relationships?

3. Any thoughts or ideas on how we can improve staff relationships?

G. Supervisor Performance

1. In your opinion, what percent of the time is your supervisor utilizing each of the following approaches while interacting with you?

A. Directing (provides specific direction and closely monitors task accomplishment) _____

B. Coaching (directs and closely monitors task accomplishment, but also explains decisions, solicits suggestions, and supports progress) _____

C. Supporting (facilitates and supports your efforts toward task accomplishment and shares responsibility for decision-making with you) _____

D. Delegating (turns over responsibility for decision-making and problem-solving to you) _____

2. Do you think you could grow in your performance if these were modified in some way? How?

3. How can he/she be more effective *managing* you. (Whatever *managing* means to you)?

H. Weekly Work Schedule

Full-time exempt hours should total 45-50. Any deviation from standard church office hours must be fully explained in writing and approved by the supervisor and Division Director. Insert a "C" in every time slot when you are normally working at the church, "H" when you are normally working at home, "O" when you are normally working at an other location. Total your ministry work hours at the bottom.

Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
5:00 a.m.							
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
12:00 a.m.							

Total ministry work hours: _____ Explanation of any variation of my schedule from "regular business hours"

I. Position-Specific Goals Related To Your Duties

For the coming year _____

Instructions:

- 1) Objectives are required for all exempt Staff and **are optional for most non-exempt Staff**, except as specified by their supervisor.
- 2) In order to insure that they are "SMART" (specific, measurable, attainable, realistic, and time-bound) they must be in the format below.
- 3) No more than 5
- 4) Although not required here, each goal must have a time-bound action plan behind it, specifying the actions to be taken throughout the year that, God-willing, should result in successful completion of the goal.

1. Specific Goal to be attained:
How success will be measured:
When Goal will be attained:

2. Specific Goal to be attained:
How success will be measured:
When Goal will be attained:

3. Specific Goal to be attained:
How success will be measured:
When Goal will be attained:

4. Specific Goal to be attained:
How success will be measured:
When Goal will be attained:

5. Specific Goal to be attained:
How success will be measured:
When Goal will be attained:

J. Your Continued Development

1. Ministry and Position/Skill Development:

Instructions: Refer to your Rightpath - How will you develop yourself this year to be more effective in your ministry? Consider your commitments and goals from Sec. I, then answer the following questions:

1. In what area *of ministry* would you like additional development or skill training?
2. In what area *of your strength* would you like to develop? Remember that your greatest developmental payback is usually in strength areas. Plan to continually develop your strengths and also find out where you have areas of talent that can be developed into strengths. You can do this by adding knowledge and/or skills, and there are many ways to do that, including schools, seminars, books, mentoring, new experiences, etc.
3. In what area *of struggle* would you like additional development? For this purpose, the definition of a struggle is a strength overdone which is getting in the way of excellent performance.

K. Supervisor's Feedback & Response

To be completed by the supervisor after the first review meeting and presented to the staff person within two weeks of the initial review meeting.

Staff Person: _____ **Supervisor:** _____

Date of Review Meeting: _____ **Date of Follow-up Meeting:** _____

Accomplishments, Strengths and Development this Past Year

Check only if performance needs significant improvement.

Development Plan for Strengths and Weaknesses (be specific; if this plan is modified during the year, it must again be approved by the Division Director)

Other Comments by Supervisor

Comments by Staff Member

ALL 3 signatures are required PRIOR to the supervisor meeting with the staff member to review this Feedback Form.

Supervisor Signature

Next Level Management

Division Director

Employee Signature