



## **PERFORMANCE APPRAISAL STEPS FOR DELEGATES**

### **Step 1: Preparation of the Performance Appraisal Form (see Form 1)**

1. Customize the Performance Appraisal Form introduction (pp.1-4)
2. Customize the Performance Appraisal Form evaluation section (pp.5-11)
  - Section One: major responsibilities
  - key activities
  - standards of performance
  - Section Two: core competencies
  - Section Three: congregational values

### **Step 2: Creating the 360° Performance Appraisal Team (see Form 2)**

1. Suggestions for selecting the team, in addition to the pastor:
  - a. One (or two) paid or unpaid ministry/office support staff members
  - b. One key ministry leader (unpaid, non-board member, lay person)
  - c. Delegate
  - d. Chair of the Board
  - e. A person who is a member but new (within the past 12-24 months) to the ministry of the church
  - f. Optional: Up to 2 additional team members may be added.
2. Delegate distributes the Performance Appraisal forms (prepared in Step 1) to team

### **Step 3: Collation of the Performance Appraisal Scores (see Form 3, Form 4)**

1. collate scores
2. complete summary report (Form 3) in Excel or Word document
3. record comments on Form 4
4. calculate average score (contact Director of Ministerial Formation if score is lower than 5.5 for MEGaP consultation before proceeding to Step 4)

### **Step 4: The Performance Appraisal Results Review Session (see Form 5)**

1. share results of the Performance Appraisal with the pastor
2. complete, sign and send Form 5 to the Director of Ministerial Formation

**Rev. Kevin Stenhouse, Director of Ministerial Formation**

**Contact information:**

**Email: [kevin.stenhouse@fmcmc.ca](mailto:kevin.stenhouse@fmcmc.ca) Telephone: 905-848-2600 et 405 Fax: 905-848-2603**



FREE  
METHODIST  
CHURCH  
IN CANADA

NATIONAL MINISTRY CENTRE

4315 Village Centre Court, Mississauga, ON L4Z 1S2

T: 905-848-2600 F: 905-848-2603 [support@fmcmc.ca](mailto:support@fmcmc.ca) [www.fmcmc.ca](http://www.fmcmc.ca)