

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

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