**PERFORMANCE REVIEW**

**Minister/Co-Minister**

**Name:** Click or tap here to enter text.

**Review Period:** Click or tap here to enter text. **Review Date:** Click or tap here to enter text.

**Reviewed By (Board Member):**  Click or tap here to enter text.

**General Instructions**:

This review should assess the minister’s performance responsibilities and relevant skills and attributes, and produce clear understanding between the minister and Board about professional expectations. Review remarks should be specific, and relevant examples should be used whenever possible. **Any rating except “Meets Expectations” (either higher or lower) should be substantiated by detailed examples and written comments.** The minister receives a copy of the reviews, and the originals should be placed in the minister’s personnel file.

**Definition of Rating Terms**:

**Outstanding:** Performance levels and accomplishments far exceed normal expectations due to exceptional quality of work performed. Clearly and consistently demonstrates exceptional accomplishments in terms of quality and quantity of work that is easily recognized as truly exceptional.

**Exceeds Expectations:** Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on-time results.

**Meets Expectations:** Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance. Minor deviations may occur, the overall level of performance meets or slightly exceeds all position requirements. Ministers in this category make the most of day-to-day contributions to overall church progress. *Since most Ministers would be in this category, this rating should be considered as the position standard of performance.*

**Needs Improvement:** Performance is noticeably less than expected. Usually performs to and meets job requirements, however, the need for further development and improvement is clearly recognized. This marginal performance may be due to inexperience, lack of training, or temporary causes that can be improved with effort and guidance.

**Unsatisfactory**: Performance must improve significantly within a reasonable period of time if the individual is to remain in this position. Minister is not performing to the requirements of the job.

**Not Applicable (N/A) or Unobserved:** If the item does not apply based on the job expectations or you are unaware of the minister’s responsibilities in a certain area or, this is the appropriate response.

Please review and carefully consider the minister’s performance in each of the areas listed. Then circle or check the definition that most closely matches your views/observation of their performance. Then, add any relevant comments and examples; the more constructive and specific the better.

Your genuine and caring feedback, which will help our minister professionally grow and flourish, is much appreciated!

**PERFORMANCE REVIEW**

**Minister/Co-Minster**

**SPIRITUAL LEADERSHIP – Does the minister:**

**1. Present Sunday lessons and meditations that are well-prepared and meaningful?**

 [ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**2. Provide or cause to provide various classes and other activities for spiritual enrichment. Are classes and other activities well-planned and meaningful to those attending?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**3. Provide or cause to provide effective spiritual counseling and prayer to those who seek it?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

4**. Provide or cause to provide weddings, funerals, memorials, christening and special spiritual services?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

5. **Provide or cause to provide the coordination of pastoral duties such as hospital visitation and personal contact with those in need?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**6. Provide or cause to provide a meaningful youth and family ministry by empowering and supporting spiritual development of its leaders?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**7. Provide or cause to provide a sound prayer consciousness on which to base all activities of the ministry?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**8. Commit to continue their own personal spiritual growth and unfoldment?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**PERSONNEL ADMINISTRATION – Does the minister:**

**9. Recruit, screen, hire, fire and supervise staff according to the appropriate job descriptions and/or contract?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**10. Provide appropriate feedback to staff in the form of annual formal evaluations and day-to-day supervision?** (Does not include contract labor.)

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**11. Communicate with Board about personnel issues, problems, evaluations, and recommendations?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**12. Assist Board in developing and revising job descriptions and personnel policies?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**13. Promote volunteer involvement by delegating, supervising and supporting all volunteer efforts or overseeing the endeavor including those of the Sacred Service Coordinator(s)?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**FISCAL MANAGEMENT – Does the minister:**

**14. Oversee day-to-day financial activities and transactions and direct/approve purchases and expenditures within the limits of the Board-approved budget?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**15. Assists Board in developing and revising annual budgets?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**RELATIONSHIP WITH BOARD – Does the minister:**

**16. Regularly attend all Board meetings and provide the Board with adequate information to help it reach sound decisions and policies?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**17. Support the preparation of the agenda for Board meetings with Board President?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**18. Communicate with Board on progress, activities, and direction of the church, including personnel issues, problems, evaluations, and recommendations?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**19. Supervise the implementation of all policies and procedures as set by the Board?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**20. Support the Board in developing sound short-term and long-range plans using organizational goals and objectives?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**COMMUNITY OUTREACH AND PUBLIC RELATIONS – Does the minister:**

**21. Serve as spokesperson of the ministry in all dealings with the public and the media?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**22. Keep membership informed of activities, opportunities, and direction of ministry (i.e.: newsletters, bulletins, emails, and personal contact)?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**UNITY MOVEMENT PARTICIPATION – Does the minister:**

**23. Regularly attend the annual and regional conferences for Unity Worldwide Ministries through service and/or participation?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**24. Regularly inform the Board and membership of the policies, directions, activities, and services provided by the UWM, the regions and other relevant Unity organizations?**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory [ ]  N/A

Comments: Click or tap here to enter text.

**Additional Areas of Feedback**

**25. What has the minister done well? What are the minister’s strengths?**

Click or tap here to enter text.

**26. What could the minister do better? Include any positive suggestions you may have for improvement.**

 Click or tap here to enter text.

**27. What visions and priorities would you share with the minister for the coming year?**

Click or tap here to enter text.

**28. What could the Board do to help the ministry develop professionally in the coming year?**

Click or tap here to enter text.

**29. Other comments:**

 Click or tap here to enter text.

**OVERALL RATING FOR THIS REPORTING PERIOD FOR THIS MINISTER:**

[ ]  Outstanding [ ]  Exceeds [ ] Meets Expectations [ ]  Needs Improvement [ ]  Unsatisfactory