

Developmental Goals

List 2-3 Areas of Spiritual Development or Growth (to be achieved this year).

**Mid-Year/3 Month Review Comments:
Year-End Review Comments:**

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Year-End Review Comments:**

Initial for Goals Set - Employee or Intern: Overseer:

Initial for Mid-Year/3 Month Review – Employee:

Overseer:

Year-End Signatures and Evaluation

Evaluation (from list below):

Employee/Intern: _____ Date: _____

Overseer or Pastor: _____ Date: _____

Employee/Intern Comments (if requested): _____

E – Exceptional: Excelled in all ministry & developmental goals.
S – Strong: Exceeded most and met all ministry & developmental goals.

- M** – Meets Expectations: Successfully met all ministry & developmental goals.
G – Growth: Met most ministry and developmental goals.
L – Low: Met few or none of the ministry & developmental goals.

Overseer Guidelines

Develop Goals for the upcoming year.

Begin process in November/December and complete NO LATER than end of January.

Fill in employee's or intern's name, title and evaluation period (e.g. Jan 2011 to Dec 2011). Use this original as a template and save employee file with employees last name.

a. Format suggested is ministryevaluation_john_doe2011.

3. Set up a time to meet with the employee or intern and suggest 3-5 ministry and 2-3 developmental goals. Receive feedback and revise goals if needed.

1. Ministry goals are major job functions or job performance goals that the employee/intern will be responsible for.

These goals can be tasks, such as planning an event, or behavioral, such as working with another ministry to accomplish a goal.

Developmental goals are opportunities for growth in a

specific area. For example, a spiritual developmental goal might be opportunities for an administrative employee to lead a study or devotion.

A growth goal might be associated with an area that needs improvement, such as time or task management.

Overseer provides final approval on goals.

Employee/Intern and overseer initial goals. Overseer enters date that goals are finalized on date field.

Mid-Year or 3 Month Review

In June time frame and no later than July, meet with employee to evaluate progress on goals.

NOTE: Intern review is held after 3 months of service.

Overseer enters comments in "Mid-Year or 3 Month Review Comments" column for both ministry and developmental goals.

Employee/intern and overseer initial Mid-Year/3 Month section. Overseer enters date of mid-year or 3 Month review in date field.

Year-End Review and Evaluation

In November/December, overseer enters comments in Year-End Review-Comments column.

Overseer reviews comments and enters overall evaluation for the year in the Evaluation section.

Meet with employee or intern and review year-end comments and evaluation. If employee or intern wishes to comment on evaluation, they may do so in the Employee/Intern Comments section.

Employee/intern and Overseer sign and date in signatures section.

Overseer provides copy to employee/intern, keeps copy for his/her file and forwards original to Administration for filing in personnel folder.

Ministry Evaluation

