**Ministry Personnel Performance Evaluation:**

Instruction Sheet

**Introduction**

The process of performance reviews or evaluations generally produces a better working environment. This improvement is the result of both supervisors and employees finding common agreement on outcomes as well as talking more strategically regarding processes. Therefore, the goal is not to fear, but rather embrace, the performance evaluation process.

Included in this evaluation packet are three documents:

* Ministry Personnel Performance Evaluation: Supervisor-Assessment
* Ministry Personnel Performance Evaluation: Peer/Colleague-Assessment
* Ministry Personnel Performance Evaluation: Self-Assessment

**Process**

A simple process of review may be as follows.

1. Provide notice of the review period at least one month in advance.
2. Within two weeks of actual review appointments, distribute the Assessments as appropriate.
3. Supervisor will collect completed Assessments after one week.
4. Supervisor will compile data as appropriate and prepare for the Supervisor-Employee review.
5. Supervisor will conduct review in a comfortable but professional environment.
6. Supervisor and employee will arrive at a clear understanding and resolution as to next steps.
7. Reviews will be completed and filed in a secure location.

The most critical aspect of the review process is clear and authentic communication. While subjectivity exists in any kind of assessment of this nature, good communication bridges the understanding gap and permits well-defined resolutions for the path forward.

**Possible Objections**

The church world often objects to tools or processes deemed to be too “corporate.” While it is true the church is not a Fortune 500 company, the goal of a good review process is to allow the ministry and its laborers to maximize the harvest. This process permits solid mutual understanding and respect to flourish.

The language used in this packet is decidedly corporate. The authors recognize the unfortunateness of this as well as the fact that ministers are not employees in the strictest sense. However, under IRS legislation, there is difficulty avoiding these nomenclatures altogether. For simplicity and congruency with prevailing laws in most states, the terminology herein has been gingerly adopted.