



**Developmental Goals**

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

**Mid-Year Review Comments:  
Year-End Review Comments:**

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Year-End Review Comments:**

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Year-End Review Comments:**

**Initial for Goals Set: Employee                      Overseer**

**Initial for Mid-Year Review: Employee                      Overseer**

**Year-End Signatures and Evaluation**

**Evaluation (from list below):**

**Employee: \_\_\_\_\_ Date: \_\_\_\_\_**

**Overseer or Pastor: \_\_\_\_\_ Date: \_\_\_\_\_**

**Employee 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 name, title and evaluation period (e.g. Jan 2011 to Dec 2011). Use this original as template and save employee file with employees last name. Format suggested is ministryevaluation\_john\_doe2011.
3. Set up a time to meet with the employee 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 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 the employee to grow 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 and overseer initial goals. Overseer enters date that goals are finalized on date field.

### **Mid-Year Review**

- In June time frame and no later than July, meet with employee to evaluate progress on goals.
- Overseer enters comments in "Mid-Year Review Comments" column for both ministry and developmental goals.
- Employee and overseer initial Mid-Year section. Overseer enters date of mid-year 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 and review year-end comments and evaluation.
- If employee wishes to comment on evaluation, they may do so in the Employee Comments section.
- Employee and Overseer sign and date in signatures section.
- Overseer provides copy to employee, keeps copy for his/her file and forwards original to Administration for filing in personnel folder.

### **Ministry Evaluation**