



## PASTOR'S ANNUAL EVALUATION

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

**Pastor's Name:** \_\_\_\_\_

**Church Assignment:** \_\_\_\_\_ **Years at Church:** \_\_\_\_\_

**Number of Members:** \_\_\_\_\_ **Number of active members:** \_\_\_\_\_

### PERSONAL INFORMATION

1. What Continuing Education classes/seminars/workshops have you attended this year?  
\_\_\_\_\_  
\_\_\_\_\_
2. Have you received any new degrees or other educational accomplishments this year? *(Give details)*  
\_\_\_\_\_  
\_\_\_\_\_
3. How much time daily do you allow for personal devotion?  
\_\_\_\_\_
4. Do you have personal Bible Study other than sermon/Bible Study class preparation?  
\_\_\_\_\_
5. When do you take time with family and spouse?  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you take time for *(Answer Yes or No)*?  
\_\_\_\_\_ Hobbies          \_\_\_\_\_ Recreation          \_\_\_\_\_ Physical fitness

### PASTORAL ACTIVITIES

#### Preaching

1. Are you satisfied with your preaching performance?  
\_\_\_\_\_  
\_\_\_\_\_
2. Do you feel your messages are effective with the people?  
\_\_\_\_\_  
\_\_\_\_\_
3. Average time spent in sermon preparation per week: \_\_\_\_\_

**Pastoral Care**

1. When do you visit the sick and shut-in?

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2. Do you make non-illness visits to members? (Yes/No)

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3. Do you counsel (Answer Yes or No)

\_\_\_\_\_ Couples before marriage    \_\_\_\_\_ Parents before baptisms    \_\_\_\_\_ New members

4. Do you counsel persons with problems/crises (Answer Yes or No)

\_\_\_\_\_ Church members  
\_\_\_\_\_ Community residents    If yes, how often? \_\_\_\_\_  
Where are these sessions held? \_\_\_\_\_

5. Do you have referral resources?

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**Administration**

Response to the Steward's Observation Form

1. Did you read the Steward's Observation Form? (Mark Yes or No)

Yes   
No

2. If there are any areas of concern on the Steward Observation response, please indicate your plan for addressing the concerns of the Steward Board.

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Meetings

Do you hold the following?

1. Bible Study	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Often _____
2. Steward Board	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Often _____
3. Trustee Board	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Often _____
4. Official Board	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Often _____
5. Church Conference	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How Often _____

Finances

1. How often do you review the church's financial reports? \_\_\_\_\_
2. When do you begin the budget review process for the new fiscal year? \_\_\_\_\_
3. How often do you publish for the congregation a financial report? \_\_\_\_\_
4. How many members Tithed? \_\_\_\_\_ Do you teach tithing? (Yes/No) \_\_\_\_\_

**Annual Conference Preparation**

1. Are you financially current with the following assessments?

Expected Assessments

Other Contributions

General Budget	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	District Missions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
District Budget	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	District Projects	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Meeting Support	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quadrennial Appreciation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Are you a subscriber to the Christian Recorder and at least 1 additional AME publication? Yes  No
3. Do you understand the various forms required for the Annual Conference? Yes  No
4. Do you know the due date for written and financial reports? Yes  No

**PASTOR'S PERSONAL ASSESSMENT**

1. What do you believe is your greatest strength in ministry?

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2. How will you increase your knowledge and skills to help you continue to develop your ministry?

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3. What recommendation would you like the Presiding Elder to make for you?

- Return to current charge
- Appoint to a new church
- Open for a new appointment, but not desperate

4. Any additional comments by Pastor

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**PRESIDING ELDER’S ASSESSMENT OF PASTOR** *[Rate each statement from 1 (Poor) to 5 (Excellent)]*

- 1. Pastor/Church is prepared for the Quarterly Conference. \_\_\_\_\_
- 2. Pastor and church officers attend the Quarterly Conference. \_\_\_\_\_
- 3. Pastor/Church has correctly and neatly completed all  
Quarterly Conference paperwork. \_\_\_\_\_
- 4. Pastor shows leadership of Stewards and Stewards concerns. \_\_\_\_\_
- 5. Pastor shows leadership of Trustees and Trustee concerns. \_\_\_\_\_
- 6. Pastor shows Administrative proficiency. \_\_\_\_\_
- 7. Pastor shows good spiritual leadership. \_\_\_\_\_
- 8. Pastor demonstrates honesty, clarity and openness in verbal  
and written communications. \_\_\_\_\_
- 9. Pastor shows highest integrity and knowledge regarding financial matters. \_\_\_\_\_
- 10. Pastor ensures that he/she has personal development in the areas of spiritual growth  
and leadership growth. \_\_\_\_\_
- 11. Pastor demonstrates the highest level of integrity in all areas of personal relationships. \_\_\_\_\_
- 12. Congregation shows cooperation and appreciation with Pastor. \_\_\_\_\_
- 13. Pastor is involved in Presiding Elder and Episcopal District committees. \_\_\_\_\_
- 14. Pastor keeps Presiding Elder informed of what is going on in the church. \_\_\_\_\_
- 15. Pastor ensures church property is maintained in terms of health and safety issues. \_\_\_\_\_
- 16. Church is maintained to be aesthetically attractive and comfortable. \_\_\_\_\_
- 17. Pastor attends all planned and called meetings in the Presiding Elder District. \_\_\_\_\_

**Presiding Elder’s Comment**

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**Presiding Elder’s Recommendation**

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**SIGNATURES**

Pastor \_\_\_\_\_

Date \_\_\_\_\_

Presiding Elder \_\_\_\_\_

Date \_\_\_\_\_