

Performance Appraisal – Ministry Position

Employee Name: _____ Manager/Appraiser Name: _____

Instructions: Select a rating for each skill/knowledge area and write it in the box provided. Write specific, job-relevant comments in the space provided. A General Comments/Summary section is included at the end. Meet with the employee to discuss the appraisal and plan for the upcoming performance year (use Performance Planning and Objectives worksheet to document goals). The employee should complete a self-appraisal, which could be this form or the Self-Appraisal Questionnaire. Both manager and employee sign this form prior to placement in the employee's file.

Rating	Description
F = Far Exceeds	Consistently exceeds the requirements of the position.
E = Exceeds	Consistently meets and often exceeds requirements.
M = Meets Expectations	Consistently meets most requirements. Acceptable performance overall. May exceed or fall short of some expectations. May be learning some responsibilities.
N = Needs Development	Not achieving desired results in this area. Performance needs improvement.
L = Learning	In training in this area. Proficiency is not yet expected. May be a new responsibility, a development experience, or a responsibility typically outside the scope of the role.

EXAMPLE OF FAITH LIFE: Minister's actions are consistent with the teachings and values of the Catholic community.

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Comments:

VISION: Has vision for the ministry and plans appropriately for both the short and long term. Understands the broader mission and how the ministry interrelates with other ministries. Effectively plans for resources (both human and financial) to achieve near-term and long-term goals.

Comments:

PRODUCTIVITY: Delivers an appropriate volume of work, achieving desired results. Gets things done;

Comments:

QUALITY OF WORK: Is thorough and accurate; Deliverables are relevant and meet the need of the original objective.

Comments:

INITIATIVE: Is proactive in addressing needs of the ministry; does not wait to be told, but acts within scope of authority;

Comments:

ACCOUNTABILITY: Accepts responsibility for actions; does not blame others or the system for personal behaviors; follows through on commitments; meets deadlines;

Comments:

MANAGEMENT/LEADERSHIP (for ministers with direct reports): Leads rather than pushes; challenges staff members to expand horizons; effectively motivates staff members; confronts performance issues as they occur; provides regular feedback; provides adequate direction and training in combination with appropriate autonomy;

Comments:1

MINISTRY KNOWLEDGE: Is well-informed and stays current with philosophy, programs, methods, technologies and developments important to carrying out responsibilities.

Comments:

KNOWLEDGE-SHARING: Shares knowledge and involves others in matters relating to them; shares appropriate level of information with staff members in order to develop and aid them in accomplishing their responsibilities. Understands the value of sharing information to develop overall staff awareness and competence.

Comments:

PASTORAL SKILLS: Builds effective relationships with parishioners; work enthusiastically with advisory groups; involves those affected by decisions in the decision-making process where possible.

Comments:

INTERPERSONAL EFFECTIVENESS: Understands human nature; works collaboratively with others in and outside his/her ministry; communicates effectively with staff, volunteers and parish at-large; uses appropriate communication methods for particular messages;

Comments:

CHANGE MANAGEMENT: Is open to and recognizes the need for change on a personal level; helps facilitate change within the staff and parish; seeks to understand the reasons for change; supports decisions once confirmed; communicates frequently and in a positive manner during the change process.

Comments:

GENERAL COMMENTS:

SIGNATURES:

Employee: _____ Date: _____

Manager/Appraiser: _____ Date: _____