

# Annual Review (year)

Name

Position

I. Annual Review  
To Be completed by individual

Please rate each statement from 1-5 (1 = strongly disagree, 5 = strongly agree)

\_\_\_ I am enthusiastic about the mission of (name of Church)

\_\_\_ At work, I clearly understand what is expected of me

\_\_\_ In my team, I am surrounded by people who share my values

\_\_\_ I have a chance to use my strengths at work everyday

\_\_\_ My teammates have my back

\_\_\_ I know I will be recognized for excellent work

\_\_\_ I have great confidence in my organization's future

\_\_\_ In my work, I am always challenged to grow

\_\_\_ I love coming to work every day

1. What accomplishments and responsibilities do you feel most positively about from this past year and why?
2. What areas of your work have resulted in the most challenges and struggles this past year and why?
3. What aspect of your work are you most passionate about and why?
4. What's the one thing you can improve in the next 12 months that you feel will most help the ministry of (name of Church)?

5. What are your hopes and dreams for your area of ministry in this year?
  
6. How do you plan to grow professionally over the next 12 months? (Reading, trainings, courses, etc.)
  
7. Please rate (circle) the overall performance of your area of ministry based on its current functioning from 1-3, using the following evaluation:

- 1 = low functioning, needs attention
- 2 = functioning, needs improvement
- 3 = thriving, high-performing

Please explain your rating and the top 1-2 things that can be done to move it to the next level (or maintain if at a 3) in the next 12 months.

8. How can your supervisor best support you in the next 12 months? Is there anything you need in your work that you aren't currently receiving?

II. Annual Performance Evaluation  
To be completed by supervisor

Please rate the individual in each of the following areas.  
1-Needs Improvement 2-Meets Expectations 3-Exceeds Expectations

1. Leadership: The individual demonstrates the capacity to effectively lead others, and does so with the attitude of a “servant leader”. \_\_\_\_\_

Supervisor Comments:

2. Prioritizing and Execution: This individual demonstrates the ability to prioritize and execute on what’s most important amidst the day to day “whirlwind”. \_\_\_\_\_

Supervisor Comments:

3. Innovation & Creativity: The individual identifies opportunities, improves procedures, and suggests new ideas. \_\_\_\_\_

Supervisor Comments:

4. Healthy Relationships: The individual is cooperative and supportive and gets along well with people, actively practicing Holy Manners. \_\_\_\_\_

Supervisor Comments:

5. Communication: The individual is a good listener who communicates clearly and accurately when writing or speaking. This includes appropriate and courteous use of electronic communication. \_\_\_\_\_

Supervisor Comments:

6. Equipping Others: This individual supports the Equipping value in ministry by appropriately delegating ministry and equipping lay leaders and volunteers. \_\_\_\_\_

Supervisor Comments:

7. Mission Fulfillment: Through their work, their attitude and their overall service, this individual contributes to the mission of (name of Church). \_\_\_\_\_

Supervisor Comments:

Supervisor Scripture Verse:

Signatures indicating Annual Review & Evaluation were completed

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_