

\_\_\_\_\_ United Methodist Church  
Staff Evaluation Form

Staff Member \_\_\_\_\_ Position \_\_\_\_\_

Review the specific job description and note any recommended changes and why.

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Consider typical requirements of employment such as fulfilling duties as assigned, good communication skills, cooperation, dependability, good judgment, respect for others, flexibility, discretion, enthusiasm, and positive attitude. Indicate outstanding qualities as well as areas in need of improvement for this particular staff person.

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Using your observations of the staff member throughout the year and your conversations with the staff members, provide a short description of how the individual portrays Christian values as he/she does his/her job within the church.

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Reflecting on the past year and your evaluation conversations provide information, which indicates this staff member, enjoys his/her job and by his/her actions, others in the church and community know he/she is centered in Christ.

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Please add any comments you feel would complete this evaluation.

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Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Staff member's response to the evaluation.

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Signature \_\_\_\_\_

I have read this evaluation and understand a copy of this evaluation will be placed in my personnel file in the church office. This evaluation is considered a confidential document and will be utilized by the Staff Pastor Parish Relations Committee for employment purposes only.

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_