



Employee's Name \_\_\_\_\_ Employee's Position \_\_\_\_\_

Date of Hire \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**INSTRUCTIONS**

- 1. Please complete this form on your own.
- 2. Schedule a meeting with the employee to discuss both yours, and their self-evaluations.
- 3. Make copies of both the supervisor AND employee's completed self-evaluation forms
- 4. Keep a copy for yourself, give a copy to the employee, and submit a copy to Kira (*envelope drop box in the Finance Office*)

**1. Where do you believe the employee is succeeding in his/her job?**

**2. What challenges do you believe the employee is facing in his/her job?**

**3. In the employee's current role, I believe that he/she is (please circle one):**

Meeting expectations

Exceeding expectations

In need of improvement



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**4. What MINISTRY goals were set in the previous evaluation (if applicable)?**

**Describe: how well did the employee accomplish these goals?**

**5. What PERSONAL / SPIRITUAL GROWTH goals were set in the previous evaluation (if applicable)?**

**Describe: how well did the employee accomplish these goals?**

**6. Additional supervisor notes:**

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**In your observation, is the employee consistently upholding the following Midtown Staff Values?**

YES	NEEDS IMPROVEMENT		
<input type="checkbox"/>	<input type="checkbox"/>	<b>GOD-HONORING ATTITUDES + BEHAVIOR</b>	Have a passion for the Midtown Church mission and vision, and for your area of ministry. Maintain a posture that is focused on kingdom building, not the building up of "self."
<input type="checkbox"/>	<input type="checkbox"/>	<b>MUTUAL RESPECT</b>	Respect the leadership and authority that God has placed over you, even when you don't fully agree. Support in public (and among church staff) the decisions that are made in private. Support and uphold all standards and policies of Midtown Church.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ACCOUNTABILITY</b>	When you have failed, or made mistakes, practice accountability and maturity. Seek forgiveness and reconciliation, and make steps to ensure the same things do not happen again.
<input type="checkbox"/>	<input type="checkbox"/>	<b>UNITY + RECONCILIATION</b>	Encourage and support one another. Speak positively about fellow staff members and volunteer leaders. Stop gossip and uplift morale. Engage in honest communication and speak with both truth and grace. First, attempt to resolve conflicts in a timely matter directly with the other party; then with that party and your/their supervisor; lastly with the Senior Pastor or Advisory Council, if necessary. We expect you to do so in a biblical and Christ-like manner.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PERSONAL GROWTH COMMITMENT</b>	Model discipleship: Be discipled and disciple another. Grow and deepen your relationship with Christ by practicing a regular habit of studying and meditating on God's word.
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMMUNICATION</b>	Respond timely in all methods of communication (phone, email, and Teams messages). Share your thoughts and ideas constructively and appropriately. Honor and value church volunteers.
<input type="checkbox"/>	<input type="checkbox"/>	<b>EXCELLENCE</b>	Work as though you're working for God, not people. Strive for excellence in all you do, as excellence honors God. Strive to continue to grow in learning, and improve the quality of your work. Work to improve the efficient use of your time. We want you to keep a healthy rhythm between work and family.
<input type="checkbox"/>	<input type="checkbox"/>	<b>STEWARDSHIP</b>	Be a good steward of your time, talent, treasure, and testimony. Give God the first part of every day, and every dollar. Honor God by stewarding the resources entrusted to you. Practice biblical generosity: give financially through Midtown Church.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CORPORATE WORSHIP</b>	Regularly attend a Midtown Church worship service with your family or friends, and participate in the life of the church.



**INSTRUCTIONS:**

Please complete this page **WITH** the employee during your evaluation meeting.

7. Agreed upon **PERSONAL / SPIRITUAL GROWTH** goals for the employee this quarter:

8. I will provide the following support and resources to help the employee achieve the above **PERSONAL** goals (if applicable):

9. Agreed upon **MINISTRY / PROFESSIONAL** goals for the employee this quarter:  
*(SMART Goals: Specific, Measurable, Attainable, Relevant, Time-Bound)*

10. I will provide the following support and resources to help the employee achieve the above **MINISTRY / PROFESSIONAL** goals (if applicable):

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date