



## **PASTORAL REVIEW AND EVALUATION**

PLEASE COMPLETE AND RETURN BY FEBRUARY 15

### **GENERAL INFORMATION**

\_\_\_\_\_  
PASTOR'S NAME

\_\_\_\_\_  
POSITION (e.g., Senior Pastor, Youth Pastor, etc.)

\_\_\_\_\_  
CHURCH NAME

YEARS \_\_\_\_\_ MONTHS \_\_\_\_\_  
LENGTH OF TIME IN POSITION

\_\_\_\_\_  
DATE OF EVALUATION

FROM \_\_\_\_\_ TO \_\_\_\_\_  
EVALUATION PERIOD

\_\_\_\_\_  
PRESENT SALARY

\_\_\_\_\_  
TIME SINCE LAST SALARY INCREASE

### **PURPOSE OF EVALUATION**

The purpose of this form is to serve as a communication tool between the pastor and the Church Board/Elder Board to evaluate the pastor's performance and to find ways for growth and improvement. Please think in terms of how the pastor has been doing, not what he/she is potentially capable of doing.

We are requesting that each church implement the following evaluation timetable. The Church Board/Elder Board shall meet between October 15 and January 28 each year, in the pastor's absence to review the pastor's work, salary, and benefits. After the review the Church Board/Elder Board shall meet with the pastor as soon as possible to present a summary of the evaluation. (The annual pastoral review does not imply the necessity of an annual congregational vote of confidence.)

### **GUIDELINES FOR EVALUATION**

- ◆ Duplicate this form for each individual board/elder member to complete.
- ◆ Compile a master list of the responses to each question so that the information may be shared in a single document with the pastor.
- ◆ Once the master list has been completed, the Church Board/Elder Board should meet without the pastor present to discuss the responses and to review the pastor's ministry work together. This is also the appropriate time to discuss the pastor's salary and benefits. Then the board should meet with the pastor to discuss the review and to note any salary adjustments for the upcoming year.
- ◆ Keep this evaluation confidential between the pastor and the board/elder members.
- ◆ Email the completed annual review and salary worksheet to the Michigan Region at [office@mcmichigan.org](mailto:office@mcmichigan.org) by February 15th.

1. In last year's review, was the pastor asked to work on specific areas? If they were, did those areas improve or not?

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2. What is the vision of the church and how is the pastor working within that vision?

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3. What is the overall morale of the church and how is the pastor affecting that positively or negatively?

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4. How is the pastor working on creating the next generation of pastor's in your church?  
(Multiplying him/herself)

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5. Outside of the church walls, how is the pastor connecting with the surrounding community?

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6. Describe the effectiveness of the pastor in leading the team (volunteers and staff) they oversee?

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7. What is one highlight ministry moment you saw the pastor involved in during the last year?

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8. Rate the communication effectiveness of this pastor from 1-10, with 1 being not at all and 10 being extremely well. (circle one)

Congregation	1	2	3	4	5	6	7	8	9	10
Ministry Partners/Staff	1	2	3	4	5	6	7	8	9	10
Ministry Volunteers	1	2	3	4	5	6	7	8	9	10
Board Members	1	2	3	4	5	6	7	8	9	10
Sermon Delivery	1	2	3	4	5	6	7	8	9	10

Comments:

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9. How adaptable and flexible is the pastor to change or unforeseen circumstances?

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10. Describe your perceptions of how this pastor's leadership, personal spiritual life/habits, and family focus influences you and the congregation to follow Jesus more.

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**PLAN OF ACTION**

What are 1 or 2 areas you would like to see improvement of the pastor in the next year?

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Pastor's Comments:

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Additional Comments:

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We have participated in a review of this evaluation and overall performance....

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**PASTOR'S SIGNATURE**

\_\_\_\_\_  
**CHAIR/ VICE-CHAIRMAN'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**MAKE THREE COPIES OF THIS EVALUATION:**

- [1] Church Board Copy
- [2] Pastor's Copy
- [3] Regional Office Copy

**Please complete and email to Michigan Region by February 15th.**

**[office@mcmichigan.org](mailto:office@mcmichigan.org)**

**PASTORAL SALARY WORKSHEET**  
**Michigan Region of the Missionary Church**

<b>Due February 15</b>
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Minister's Name \_\_\_\_\_

Church Name \_\_\_\_\_

<b>1. SALARY</b>	<b>20</b> _____	<b>20</b> _____
A. Cash Salary	\$ _____	\$ _____
B. Utilities (amount paid by church)	_____	_____
C. Social Security (above cash salary)	_____	_____
<b>TOTAL SALARY</b> .....	<b>\$</b> _____	<b>\$</b> _____

<b>2. HOUSING</b>		
A. Fair Rental Value (for parsonages)	\$ _____	\$ _____
B. Housing Allowance paid to Pastor	_____	_____
<b>TOTAL SALARY &amp; HOUSING</b> .....	<b>\$</b> _____	<b>\$</b> _____

<b>3. BENEFITS</b> (not considered as salary by IRS)		
A. Parsonage Telephone (Region policy is for churches to pay for the phone in the parsonage, except for the pastor's personal long distance calls)	\$ _____	\$ _____
B. Hospitalization/Medical	_____	_____
C. Long Term Disability	_____	_____
D. Pension - Denominational	_____	_____
E. Other (e.g. 403b) _____	_____	_____
_____	_____	_____
<b>TOTAL SALARY, HOUSING &amp; BENEFITS</b> .....	<b>\$</b> _____	<b>\$</b> _____

<b>4. BUSINESS EXPENSE</b> (not considered salary by IRS)		
A. Travel Allowance: flat rate or mileage at _____ cents per mile	\$ _____	\$ _____
B. Entertainment Allowance	_____	_____
C. Educational Improvement: professional growth, books, periodicals, seminars, etc.	_____	_____
D. Other _____	_____	_____
<b>TOTAL COMPENSATION PACKAGE</b> .....	<b>\$</b> _____	<b>\$</b> _____

**OTHER NOTES and POLICIES**

1. Vacation time agreement \_\_\_\_\_  
\_\_\_\_\_

2. Conferences and Seminars \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Other \_\_\_\_\_  
\_\_\_\_\_

4. Other \_\_\_\_\_  
\_\_\_\_\_

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