

## Pastoral Performance Review Worksheet

Suggested procedure for reviews:

- Each member of Personnel Committee completes a worksheet.
- Personnel Committee meets without the pastor present. Each member shares notes on each category and the committee completes a new worksheet together, coming to agreement on what to put in each category.
- Pastor independently completes a worksheet.
- The Pastor and Personnel Committee meet together (within a week after the previous Personnel Committee meeting) to share notes and discuss recommendations/changes/expectations for future. A statement including a summary of performance to date and a list of recommendations/changes/expectations is completed. Both pastor and chairperson of the Personnel Committee sign and date this statement.
- Personnel Committee Chairperson presents this statement at the next Session meeting for Session approval.
- Statement is filed in Pastor's Personnel File. All preliminary worksheets are destroyed.

**Title:** Stated Supply Pastor

**Purpose:** To provide spiritual leadership and pastoral care

**Accountability:** The position is accountable to the Session and the Presbytery of Northern New England

### Functions of the position:

#### 1. Preaching

- Be responsible for planning and leading regular Sunday worship and preaching.
- Be responsible for planning and leading seasonal and special worship services as approved by the Session.
- In conjunction with the Elders, work on developing an alternative worship service, in addition to the regular Sunday service. Conduct first service within 6 months of effective date of contract.

---



---

#### 2. Visitation

- With Elders, be involved in visitation of the homebound, including serving communion, as appropriate.
- Offer other home, hospital, nursing home, and crisis visitation as appropriate.

---

## Pastoral Performance Review Worksheet

### 3. Performance moderating Session

- Moderate the session.

---

### 4. Education and Outreach to Church and Community

- Conduct regular Bible Studies.
- Work on developing other programming for community members who may or may not have a connection to church (i.e., exploring one's faith/spiritual side).
- Support the work of the Deacons of the church. Be a visible presence at their activities as possible.
- Be a presence at church functions, when possible, and support the leadership or take the leadership role as appropriate (e.g. suppers, Women's Association luncheon, men's group.)
- Connect with Sunday School teachers and participants. Provide guidance and support as needed. Make an effort to get to know the children and parents/guardians.
- Make efforts to connect with the "gym users" and determine if there are ways to connect them with church programs or to provide new programming that would connect them with the church.
- Participate in community events as possible and as appropriate.
- Use social media, such as the church's Facebook page and the church's website, to reach out to the community.
- Perform weddings and funerals as appropriate.

---



---



---



---



---



---



---



---

### 5. Management and Reporting

- Work with the volunteer administrative assistant and other volunteers, as well as the Session, (and supervise any staff) to manage the administration of the church. (Connections with the community over use of the building, for instance.)
- Provide a written monthly report for the Session concerning pastoral activities of the previous month.
- Assist the church in establishing and reaching its annual congregational goals.

**Pastoral Performance Review Worksheet**

---

---

---

---

---

**6. Participating in Presbytery and other Organizations Related to the Church**

- Participate as appropriate in the meetings, activities, and committee assignments of the Presbytery of Northern New England.
- Participate in local ecumenical activities and in organizations as appropriate (such as MATE).

---

---

---

---

**7. Other:**

- Engage in other appropriate activities on an as needed basis and as mutually agreed upon by the Stated Supply Pastor and the Session.

---

---

---

---

**Quarterly Performance Review**

## Pastoral Performance Review Worksheet

Date: \_\_\_\_\_

### I. Summary of Performance to Date

### II. Recommendations/Changes Needed/Expectation

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Chairperson of Personnel Committee