

**PERSONNEL EVALUATION FORM
ASSOCIATE MINISTER
CHRIST CONGREGATIONAL CHURCH**

Thank you for participating in this evaluation of the Rev. Sandy Dodson, our Associate Minister. The Personnel Committee and Sandy's Evaluation Team greatly appreciate your willingness to help in this effort and look forward to your comments and insights.

The work of Christ Congregational Church UCC is a faith-filled labor of love on the part of the congregation and our ministers. We journey together, seeking to be the Body of Christ on earth. The objective of the Personnel Committee in facilitating this current conversation is to give Sandy honest feedback on her ministry during the past three years at CCC and to provide a framework that will strengthen our future mutual ministries in the service of God, particularly in light of the strategic goals recently adopted by CCC. Your participation and comments are integral to this ongoing conversation, and we trust that the result will be an ever-enriching ministry on the part of Sandy and the congregation. The Personnel Committee and Evaluation Team will keep your responses confidential.

After you have filled out this questionnaire, either mail it to the church, attn. Personnel Committee, or bring it to the church office and place it in the Personnel Committee's mailbox. Copies of the questionnaire may also be downloaded and printed from the Postings section of CCC's website (www.christ-ucc.org). Please submit your form **no later than Sunday, April 1.**

Again, thank you for participating!

Personnel Committee Evaluation Team
(Jim Todhunter, Karen Lee, Bud Dennie, and Dave Ackerman)

1. PERSONAL INFORMATION -- Please complete all that apply.

Since Sandy began her ministry at CCC in May, 2004, I am, or have been, a member of, or participant in, the following:

- 1. Board of Christian Education from _____ to _____
Board of Deacons from _____ to _____

- 2. Pertinent committees:
_____ from _____ to _____
_____ from _____ to _____

- 3. Executive Council from _____ to _____

- 4. CCC staff from _____ to _____

- 5. Other related CCC activities such as youth advisor/participant, camp counselor/participant, OWL parent/participant, etc.

I am a parent of a child(ren) now aged _____

I am a youth aged _____

2. EVALUATION OF MAJOR LEADERSHIP ROLES. Every church professional works in collaboration with specific volunteers as well as the congregation at large, and the success of any ministry or program usually depends on dynamic teamwork between laity and clergy. To these joint enterprises clergy and laity bring a variety of skills, talents, and passions as well as faith. In each of the following categories, you will first be asked to rate (by circling the appropriate number) the current overall success of a particular program or ministry. Second, how lay volunteers are contributing to its level of success. Third, how Sandy's leadership and ability to relate to various age groups contributes. Last, you are invited to add comments explaining or expanding on your ratings. If you feel you have no basis for evaluation in a given area, please leave that area blank.

A. Church School Program: teacher recruitment and training, curriculum development, guidance to CE Board, communication with parents, *etc.*

Overall Quality
Needs improvement 1 2 3 4 Excellent

Lay Volunteer Participation
Needs improvement 1 2 3 4 Excellent

Sandy's Contribution
Needs improvement 1 2 3 4 Excellent

Comments _____

B. Youth Programs: Programs for youth including the Covenant Class, evening youth groups, retreats, outdoor ministries, the OWL (Our Whole Lives) program, the Y-GELI program (04-06), community service activities, and recreation.

Overall Quality
Needs improvement 1 2 3 4 Excellent

Lay Volunteer Participation
Needs improvement 1 2 3 4 Excellent

Sandy's Contribution
Needs improvement 1 2 3 4 Excellent

Comments _____

C. Young Adults: The development of young adults (late teens to mid-30s) programming.

Overall Quality

Needs improvement 1 2 3 4 Excellent

Lay Volunteer Participation

Needs improvement 1 2 3 4 Excellent

Sandy's Contribution

Needs improvement 1 2 3 4 Excellent

Comments _____

D. Worship Opportunities: Opportunities for children and youth to learn about and participate in worship.

Overall Quality

Needs improvement 1 2 3 4 Excellent

Lay Volunteer Participation

Needs improvement 1 2 3 4 Excellent

Sandy's Contribution

Needs improvement 1 2 3 4 Excellent

Comments _____

E. Worship (see also #4 below): Worship services, including Sunday worship, weddings, baptisms, and funerals.

Overall Quality

Needs improvement 1 2 3 4 Excellent

Engagement by Lay Volunteers

Needs improvement 1 2 3 4 Excellent

Sandy's Contribution

Needs improvement 1 2 3 4 Excellent

Comments _____

3. PASTORAL CARE. The list below describes skills important to Sandy's role as a pastoral care giver. Please place a + sign before all attributes that you think accurately describe Sandy's performance and an "N" before the ones where you think she needs to improve. If you feel you have no basis for evaluation, leave the space blank.

- Expresses understanding, caring, and empathy
- Listens attentively
- Responds to requests for pastoral care in a timely way
- Is a sensitive hospital caller
- Is a skilled and helpful planner of funerals and weddings
- Is able to bring her own faith helpfully into counseling
- Assesses counselee's needs and problems wisely
- Makes use of prayer, the Bible, and other resources of Christian faith
- Keeps confidences
- Is encouraging and upbuilding of Spirit
- Is helpful in crises

Comments _____

4. PREACHING AND TEACHING. The list below describes skills important to Sandy's roles as preacher and teacher. Please place a + sign before all attributes that you think accurately describe Sandy's performance and an "N" before the ones where you think she needs to improve. If you feel you have no basis for evaluation, leave the space blank.

- Personal faith is evident in preaching and teaching
- Sermons are timely and relevant
- Sermons and talks are well prepared and organized
- Oral delivery in sermons and talks is good
- Helps discussions illuminate matters of spiritual significance
- Helps discussions be lively and focused
- Challenges listeners to reflect on their own faith
- Communicates well with children
- Communicates well with youth
- Communicates well with adults

Comments _____

5. EVALUATION OF MAJOR SKILLS. The lists below describe skills important to Sandy's role at the church in working with staff and church members. Please place a + sign before all attributes that you think accurately describe Sandy's performance and an "N" before the ones where you think she needs to improve. If you feel you have no basis for evaluation, leave the space blank.

A. Planning and Organizing.

- Plans ahead well
- Is well-organized
- Makes the best use of the time of volunteers and church members and organizes them well
- Involves others appropriately in planning
- Pays attention to details while maintaining a focus on longer-term goals
- Works creatively with staff and boards

Comments _____

B. Communication and Cooperation

- Communicates clearly and well
- Makes effective presentations when needed
- Works well with church members and CCC staff
- Keeps people informed on appropriate issues
- Fosters cooperation and collaborative work efforts

Comments _____

C. Leadership and Judgment

- Affirms people's responsibility and accountability
- Works to access resources to help others accomplish their goals
- Contributes to strong sense of community within the congregation
- Values the talents and abilities of all people
- Resolves problems without alienating others
- Seeks information and is open to suggestions
- Builds support and enthusiasm for the accomplishment of stated goals
- Recognizes people for doing a good job
- Is forward thinking, stretches horizons, and challenges imagination
- Inspires and energizes others
- Willing to help people try new things
- Treats others with dignity, trust, and respect
- Anticipates problems and initiates new and better ways of doing things
- See change as an opportunity

Comments _____

6. ADDITIONAL COMMENTS – Please add any further comments you believe would be helpful to the Personnel Committee and Sandy’s Evaluation Team in this evaluation.

NAME (optional) _____

THANK YOU FOR HELPING IN THIS PROCESS!!!