

**Chapter 6 Tool**  
**Performance Evaluation**

(The chart form of this tool is available only online. It is not in the book *Pastor and People*.)

Use this tool to enable conversation about the ministry of pastor and people over the last year. Discuss the four basic ministry areas and the overall ratings and record what is well done, adequate, needs improvement, and/or items for further conversation.

	Well done	Adequate	Needs improvement	For further conversation
<b>1. Understanding of ministry</b>				
<i>Pastor</i> demonstrates a clear understanding of responsibilities in this area (ELCA Model Constitution C9.03): <ul style="list-style-type: none"> <li>• preaching</li> </ul>				
<ul style="list-style-type: none"> <li>• administering the sacraments</li> </ul>				
<i>Council members</i> demonstrate a clear understanding of their responsibilities in this area (C12.04): <ul style="list-style-type: none"> <li>• stating the congregation’s mission, conducting long-range planning, and evaluating the council’s activities</li> </ul>				
<ul style="list-style-type: none"> <li>• maintaining supportive relationships with the pastor and staff and assisting in annual evaluation of their ministries modeling a faithful lifestyle</li> </ul>				
<i>The climate or culture of the congregation</i> encourages members to use their gifts for ministry in the congregation and community.				

**2. Caring for the needs of the congregation**

<p><i>Pastor</i> demonstrates a clear understanding of responsibilities in this area (C9.03 and C9.12):</p> <ul style="list-style-type: none"><li>• conducting worship</li></ul>				
<ul style="list-style-type: none"><li>• providing pastoral care</li></ul>				
<ul style="list-style-type: none"><li>• offering instruction and services for confirmation and marriage, visiting the sick, and conducting funerals</li></ul>				
<ul style="list-style-type: none"><li>• supervising the congregation's schools and organizations</li></ul>				
<ul style="list-style-type: none"><li>• installing council members</li></ul>				
<ul style="list-style-type: none"><li>• administering discipline with the council</li></ul>				

<ul style="list-style-type: none"> <li>• keeping accurate records on baptisms, confirmations, marriages, burials, communicants, and membership</li> </ul>				
<ul style="list-style-type: none"> <li>• submitting statistics to the synod annually</li> </ul>				
<p><i>Council members</i> demonstrate a clear understanding of their responsibilities in this area (C12.04):</p> <ul style="list-style-type: none"> <li>• seeking to involve all members of the congregation in congregational life</li> </ul>				
<ul style="list-style-type: none"> <li>• overseeing the administration of the congregation</li> </ul>				
<ul style="list-style-type: none"> <li>• arranging for pastoral services in the pastor's absence</li> </ul>				
<ul style="list-style-type: none"> <li>• handling the congregation's financial and property matters</li> </ul>				
<ul style="list-style-type: none"> <li>• preparing an annual budget</li> </ul>				

<ul style="list-style-type: none"> <li>ensuring that provisions of the constitution are carried out</li> </ul>				
<ul style="list-style-type: none"> <li>submitting a comprehensive report at the annual meeting</li> </ul>				
<p><i>The climate or culture of the congregation</i> encourages members to assume responsibilities and leadership roles and follow through on their commitments.</p>				
<p><b>3. Taking Christ's mission into the world</b></p>				
<p><i>Pastor</i> demonstrates a clear understanding of responsibilities in this area (C9.03):</p> <ul style="list-style-type: none"> <li>speaking for poor and oppressed people, calling for justice, and proclaiming God's love for the world</li> </ul>				
<ul style="list-style-type: none"> <li>promoting the Kingdom of God</li> </ul>				
<ul style="list-style-type: none"> <li>encouraging qualified individuals to consider ordained ministry</li> </ul>				
<ul style="list-style-type: none"> <li>distributing information about the ELCA and its ministry</li> </ul>				

<ul style="list-style-type: none"> <li>encouraging the congregation to support the synod and churchwide organization</li> </ul>				
<p><i>Council members</i> demonstrate a clear understanding of their responsibilities in this area (C12.04):</p> <ul style="list-style-type: none"> <li>encouraging partnership with the synod and ELCA and the use of ELCA resources</li> </ul>				
<ul style="list-style-type: none"> <li>inviting qualified individuals to consider ordained ministry</li> </ul>				
<p><i>Members of the congregation</i> are willing to actively invite others to:</p> <ul style="list-style-type: none"> <li>worship and other ministry opportunities</li> </ul>				
<ul style="list-style-type: none"> <li>serve non-members in the name of Christ</li> </ul>				
<ul style="list-style-type: none"> <li>carry out the work of Jesus Christ in the world today</li> </ul>				
<b>4. Mutual ministry</b>				
<p><i>Pastor</i> demonstrates a clear understanding of responsibilities in this area:</p> <ul style="list-style-type: none"> <li>supervising staff members</li> </ul>				

<ul style="list-style-type: none"> <li>• communicating well with the council</li> </ul>				
<ul style="list-style-type: none"> <li>• caring for our mutual life together in ways that create a positive climate</li> </ul>				
<p><i>Council members</i> demonstrate a clear understanding of their responsibilities in this area:</p> <ul style="list-style-type: none"> <li>• communicating well with the pastor</li> </ul>				
<ul style="list-style-type: none"> <li>• caring for our mutual life together in ways that create a positive climate</li> </ul>				
<p><i>The climate or culture of the congregation</i> encourages members to care for one another and for our mutual life together in ways that create a positive climate.</p>				
<b>5. Overall ratings</b>				
Overall, <i>the pastor</i> is functioning effectively.				
Overall, <i>the congregation council</i> is functioning effectively.				

Overall, <i>our congregation</i> is functioning effectively.				
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