

Guidelines for Annual Pastoral Evaluation- 2026 (If the congregation wishes to use a different evaluation form, please feel free to do so.)

A. Purpose

The main purpose of the annual pastor evaluation is to have a discussion that focuses on performance with the ultimate goal of improving the ministry. This evaluation is one part of a process to focus on continually improving ministry.

B. Process

The evaluation form should be administered in Christian love. Keep the following Bible verses in mind during the evaluation process:

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph 4:29

“Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work.” I Th 5:12-13

People will perform according to the messages you give them. The discussion during the evaluation process should focus on performance and use examples whenever possible. Keep the tone of the discussion positive. Complement the individual in the appropriate areas and provide suggestions for improvement in a manner that will build him/her up and not tear him/her down.

For churches that are using the traditional leadership structure, this tool should be completed by the Pastor/Staff-Parish Relations Committee. For churches that have a modified leadership structure, the equivalent of the SPRC should complete this tool. There should be a small group of two or three people who will write the evaluation summary. The entire team can then conduct the evaluation discussion. Steps in the evaluation process would include the following:

C. Instructions

1. Select the evaluation team (SPRC or its equivalent). *Each member receives a copy of the evaluation worksheet.*
2. Set a timetable for the evaluation process. **The deadline to turn in the evaluation is May 31, 2026.** Please be mindful of Holy Week and Easter which is an especially busy time of year for pastors. You should likely avoid doing the evaluation during that time.
3. Ask the pastor to complete an evaluation worksheet and the ministry goals page.
4. Have each evaluation team member (SPRC or its equivalent) complete an assessment.
5. The summarizing team gathers all the Evaluation worksheets, including the pastors, and then writes the **Summary Evaluation, page 6-7.**

6. The SPRC or its equivalent should set up a private meeting with the pastor to discuss the results of the evaluation. The results should be kept confidential.
7. **What to Submit: Please email ONLY the summary evaluation, pages 6-7 to your presiding elder and the conference office. We do not need any of the other forms. (The copy to the conference office should be sent to: jbullerdick@floridagmc.org).**

D. Annual Ministry Goals

As a part of the evaluation form, the pastor should include the setting of ministry goals for the next year and a review of progress on the ministry goals from the prior year. The pastor should establish 3 to 5 ministry goals. The goals would be discussed and agreed upon during the evaluation process. However, unlike the confidential evaluation, the goals may be shared with the church council or, in some cases, the entire congregation.

The goals should be:

1. To advance the ministry and improve performance
2. Measurable
3. Realistic/achievable
4. Controllable
5. Not routine things that will be done anyway

For example, an appropriate goal would be to start a new small group ministry. This is measurable, controllable, realistic, and has the potential to advance the ministry. A goal to increase membership by 20 families would not be controllable. A goal to preach every Sunday would not be appropriate since that is done routinely anyway.

Goals may be carried over from one year to the next. The goal-setting process should be done every year to keep focus on continually improving the ministry and to be sure the pastor is adapting to changing conditions.

E. Summary

Keep the evaluation process positive. Conduct the evaluation in Christian love. Pray that the Lord will guide you and bless your work so that He will be praised and His Kingdom advanced.

Pastoral Evaluation Worksheet

(Completed by each team member and submitted to the summarizing team)

Pastor Name: _____ Your Name: _____

Based on your experience, please evaluate the pastor in the following areas:

1. Worship/Sermon

Some questions to help you formulate your comments:

Is the worship service planned well, does it fit the congregation's needs? Is there variety in music and orders of service? Is it well-led? Do the sermons present both law and gospel and apply to real life? Are they a good length, delivered well, and leave the listener with an overall impression of God's love and forgiveness in Christ? Do the sermons impact you in ways to lead you to seek transformation?

Please share a few sentences about your overall impression and thoughts regarding Worship/Sermon:

Worship/Sermon (Please check one)

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

2. Bible Study/Instruction/Discipleship

Some questions to help you formulate your comments:

Are classes well prepared and organized? Are topics timely? Are questions and discussion handled well? Is material age/audience appropriate? Is it primarily spiritual in focus? Does it engage people? Does your understanding of the Bible become deeper after the class?

Please share a few sentences about your overall impression and thoughts regarding Bible Class/Instruction:

Bible Class / Instruction (Please check one.)

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

3. Team/Leadership Skills

Some questions to help you formulate your comments:

Does the pastor provide constructive input, listen to input from others, collaborate well with leaders, committees, and staff, and follow through on action items? Does he/she hold himself/herself accountable to the appropriate people, lead by example, and exhibit judgment guided by the Scriptures? Does he/she promote the goals and missions of the congregation and annual conference? Can he/she adapt to change appropriately? Does the pastor engage in administration of the church, order the life of the church?

Please share a few sentences about your overall impression and thoughts regarding Team Leadership/Skills:

Team/Leadership Skills (Please check one)

- Exceeds expectation
- Meets expectation
- Opportunity to improve
- No basis for rating

4. Social Skills

Some questions to help you formulate your comments:

Does he/she exhibit concern for others, express an evangelical approach, and maintain confidentiality? Does he/she dress/behave in ways that are appropriate to the situation? Is he/she approachable? Does he/she involve himself/herself in the entire community that the congregation serves?

Please share a few sentences about your overall impression and thoughts regarding Social Skills:

Social Skills / Personality (Please check one)

- Exceeds expectation
- Meets expectation
- Opportunity to improve
- No basis for rating

5. Self-Care

Some questions to help you formulate your comments:

Does the pastor keep him/herself healthy spiritually, physically, mentally, relationally and financially? Is there appropriate balance between personal, family, and professional priorities? Does he/she manage taking Sabbath rest and vacation? Does he/she continue to grow in knowledge and skills for ministry and seek to be a better servant of Christ?

Please share a few sentences about your overall impression and thoughts:

Self Care (Please check one.)

- Exceeds expectation
- Meets expectation
- Opportunity to improve
- No basis for rating

6. Specific Ministry Goals – Pastors only complete this portion

What are specific goals for this year (please provide three to five)? (Please see D. Annual Ministry Goals on page 2)

How did you achieve the ministry goal you had set last year?

Summary - Pastor Evaluation 2026

Only these summary pages are to be emailed to your Presiding Elder and to jbullerdick@floridagmc.org.

Pastor Name: _____ District: _____

Church Name: _____ Church City: _____

1. Worship/Sermon

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

2. Bible Study/Instruction/Discipleship

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

3. Team/Leadership Skills

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

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4. Social Skills

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

5. Self-Care

- () Exceeds expectation
- () Meets expectation
- () Opportunity to improve
- () No basis for rating

6. Specific Ministry Goals

Pastor *Signature*: _____ Date: _____

Chair of Team Conducting Evaluation *Signature*: _____ Date: _____

Reminder: Please only email the *summary* of the evaluations; Pages 6-7. We do not need individual forms.