



Canadian Association of Lutheran Congregations (CALC)

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Annual Evaluation: Parish Pastor Prepared by Church Council or Mutual Ministry Committee

Pastor Being Evaluated:	
Congregation Name & Address:	
The authors of this evaluation:	
Covers the Period From:	
Dated:	

EVALUATION

Section 9.7(d) calls congregational councils to provide support for the pastor(s) and other professional leaders, assist them to review and evaluate their ministry and review annually their financial compensation making adequate adjustments. This form has been prepared to assist congregational councils in the evaluation of their pastor’s ministry and the ministry of the congregation.

The pastoral ministry is a gift from our Lord Jesus Christ built on a Biblical foundation. This evaluation form regards the pastoral ministry not as a job, but as a role, or more precisely several roles. Each of the roles which encompass the role of the pastoral minister and the gifts, skills, aptitudes and abilities associated therewith, are stated below.

PASTORAL GIFTS, SKILLS, APTITUDES AND ABILITIES.

A pastor serving a CALC congregation should be apt and proficient in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, evangelism and outreach.

Preaching: The pastor should be an apt, engaging and inspiring preacher. His/her preaching should rightly distinguish between the Law and the Gospel in the subject text and reflect the theology of the cross. His/her proclamation should reflect adequate exegetical preparation and is delivered in an appropriate and effective way.

Teaching: The pastor should be an apt, engaging and inspiring teacher. He/she should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. His/her teaching should be undergirded by the Theology of the Cross.

It is critical that pastors have a solid biblical foundation and can apply the truth of Scripture to life in teaching and preaching. God's Word is given to us to reveal truth, and a personal commitment to the study of the Bible is crucial for the pastor. As part of the Lutheran community we want to know that our pastors understand the Reformation and Lutheran theology as expressed in the Book of Concord.

It is important for pastors to have a good grasp of these principles: The five solas of the Reformation: Christ alone, faith alone, scripture alone, grace alone and the cross alone; The proper distinction between Law and Gospel in preaching, teaching and pastoral care; and the ability to consistently address issues of faith and life without confusion or contradiction.

Worship Leadership: The pastor should be an apt, engaging and inspiring worship leader. He/she should be able to conduct contemporary Lutheran and traditional Lutheran worship services. To “conduct worship” is to organize and carry out worship (specifically to take certain roles in worship and coordinate with others to facilitate worship). He/she should be thoroughly familiar with and able to conduct services of Holy Communion, Services of the Word, a Baptismal service, Service for Affirmation of Baptism (Confirmation); Services for Individual and Corporate Confession and Absolution, Lutheran wedding services, Lutheran funeral services, and the Service of the Word for Healing. He/she should be thoroughly familiar with the Church/Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

Pastoral Care: The pastor should be an apt and gentle shepherd of the flock God has entrusted to him/her. Shepherding involves protection, tending to needs, strengthening the weak, encouragement, feeding the flock, making provision, shielding, refreshing, restoring, leading by example to move people on in their pursuit of holiness, comforting and guiding. Shepherding involves regularly visiting shut-ins and those hospitalized. Shepherding includes preparing families for the baptism of their children, preparing adults for baptism, and preparing couples for marriage. Shepherding also includes reassuring and comforting the dying with Jesus' words of comfort as they pass from this world to the next and comforting, consoling and encouraging those left behind. Shepherding also includes building and maintaining relationships with congregants by regularly visiting congregational members.

Evangelism Outreach: The pastor should be an apt and effective evangelist and spokesperson for the Church and his/her congregation. He/she should demonstrate an ability to coordinate the efforts of the members of a congregation for evangelism and outreach into the community surrounding your congregation and beyond.

Administration: The pastor should be an apt and effective administrator which includes keeping accurate membership records including baptisms, confirmations, marriages, burials and communicants. Administration also includes encouraging and empowering, through God's Word, every Christian as a spiritual priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has bestowed upon him or her. Administration also includes the installation of members of church council in public worship; encouraging qualified persons to prepare for the pastoral ministry and encouraging the members to be generous in support of the ministry of the host congregation and the Church.

Morality: It is essential that pastors live lives worthy of the Gospel. Congregations cannot take for granted that pastors are above reproach. The congregation should perform the necessary checks into the pastor's history. It is reasonable to ask the questions, to do the research and to be thorough in doing so. When pastors fail in morality, the damage can be severe. It is also important to acknowledge that all are sinners in need of a Savior and all are called to practice forgiveness, love and acceptance. The question is how sin will be handled. It is the responsibility of the congregation to determine if a pastor should serve in a leadership role in the congregation.

Faith. It is appropriate for a congregation to discuss faith issues with a pastor. What a pastor believes will affect the working relationship between the congregation and the pastor. Asking questions concerning a pastor's faith in Jesus Christ can be very helpful in assessing the potential of the pastor and the congregation to work together.

Practice. This area addresses practical skills. Is the pastor faithful and reliable? Does the pastor follow through on what is promised? Is the pastor adept at listening effectively, organizing groups, speaking with clarity, showing respect and demonstrating good interpersonal skills.

Preaching and teaching are very much part of the practice of pastoral ministry. Is the pastor able to communicate effectively from the pulpit and/or in the classroom? Does the pastor demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the pastor send a recording of a sermon or teaching session.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc.

The pastor should be able to describe his/her work and study habits for an average day or an average week. The congregation might ask the pastor how he or she might divide time, between work and home.

Those filling out this form are heartily encouraged and admonished to look up and discuss the following Scriptural references:

Theology: Ephesians 6:10-18, Hebrews 4:12, I Peter 1:22-23, II Timothy 4:3

Morality: Romans 6, Philippians 1:27, Colossians 1:9-14, I Timothy 3:1-10, Ephesians 4:25- 27.

Faith: Romans 10:8-10 & 17, I Corinthians 13:13, II Corinthians 8:7, Colossians 1:1-6, James 2:14-17.

Practice: II Corinthians 5:18, II Timothy 4:3-5, Ephesians 4:25-27, Matthew 5:33-37, Matthew 20:25-28, Mark 6:31, Philippians 2:1-11.

Areas of Assessment: This assessment form addresses the following areas: (1) worship leadership; (2) Teaching and leading children, Confirmation classes, and youth; (3) teaching adult Christian education; (4) parish administration; and (5) personal and professional development.

Instructions for Preparation of the Evaluation Form:

1. **Sections of the Form the Committee Fills Out.** Please only fill out the sections of the form that are applicable to your congregation and are a regular part of your pastor’s ministry. By way of example, if a “children’s time” or “object lesson” is not as a regular part of the Sunday service, simply do not fill out that section.

2. **Answering questions requiring a rating.**

A series of statements will be made about some aspect of each of the roles your pastor fills. You will be asked to give a rating, according to a scale, for each statement. The rating scale goes from one (1) to five (5). The scale is illustrated below.

Low agreement	1	2	3	4	5	High agreement
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A score of 1 indicates you strongly disagree with the statement about your pastor. A score of 5 indicates you strongly agree with the statement about your Pastor.

Sample Question.

	1	2	3	4	5
1. The pastor was able to get and hold my attention during his/her sermons.					x

Answering the Sample Question:

If you strongly agreed with the statement you would mark number #5. If you strongly disagreed with the statement you would mark #1. If you believed that the statement was true most of the time you would mark #3.

3. **Committee Consensus.** The committee/group responsible for the evaluation of your pastor should submit one completed evaluation form. This form should be signed by all the members of the committee/group preparing it.
4. **Filling Out This Form and Developing Consensus.** This evaluation form could be filled out in several ways:
 - a. The committee could meet as a group, discuss each question, and come to a consensus answer for each of this form’s questions.
 - b. Committee members could each fill out this form separately, then come together, compare answers and work out a consensus answer to each of the form’s questions.
5. **Meeting With the Pastor and Amendments to the Form:** After you have completed the form, please schedule a meeting with your pastor and go over the evaluation with him/her. The discussions which arise during the meeting with your pastor may prompt your committee to desire to amend their evaluation as set forth in one of more sections of an evaluation form. Your committee is free to amend the contents of an evaluation form if a majority of the members of your committee agree to the amendment. The form used for evaluation may be amended in writing and each amendment attested to by the initials of the committee member or a new amended form may be produced and signed by the committee and your pastor.
6. **Pastor’s Signature.** The pastor’s signature on the form does not constitute acceptance of the committee’s evaluation; rather, it merely affirms that he/she has read the evaluation and gone over the evaluation with the committee.
7. **Pastor’s Objections.** If your pastor objects to any portion of any evaluation prepared and signed by your committee, he/she may state his/her objections to specific portions of said evaluation form in writing. The pastor’s objections will be attached to the evaluation form.

Summary of the Committee’s Evaluation

Our Pastor:	Agree	Disagree	N/A
• is an apt preacher;			
• is an apt worship leader;			
• is an apt leader in church life, including at church council and committee meetings;			
• works well with church staff;			
• effectively represents our church in the community;			
• equips us encourages us to reach out to our neighbors with Gospel;			
• is an apt parish administrator;			
• is an apt teacher of and works well with our youth;			
• is an apt teacher of and works with our children;			
• is an apt teacher of adult Christian Education;			
• is proficiency in planning events and coordinating volunteers;			

The committee recommends that progress should be made in the following areas in the next year:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

I have read the Lay Committee's evaluation and discussed it with the Committee Members.

Dated: _____, _____, Pastor

A. Preaching:

Rating scale: Please indicate your agreement with the following statements concerning your pastor's ministry.

Low agreement
1
2
3
4
5
High agreement

	1	2	3	4	5
1. The pastor was able to get and hold my attention during his/her sermons.					
2. The sermons reflect that the pastor was organized and prepared and had spent an adequate amount of time in study and reflection on the texts or topic preached on.					
3. The sermons were structured so that the pastor's train of thought was easy to follow.					
4. The illustrations used in the sermons were effective, that is, they drove home the point that the pastor was trying to make.					
5. The Candidate used humor effectively in the sermons.					
6. Transitions in the sermons, from one topic to another, or from an illustration to teaching on the illustration, were smooth and easy to follow.					
7. The pastor's preaching convinced me that I was a sinner in need of repentance .					
8. I experienced a clear call to repentance, that is, to turn from my sin, in the pastor's preaching.					
9. The pastor preached the good news that Jesus forgives the repentant sinner and offers new life and a new start					
10. Jesus Christ was central to the pastor's preaching.					
11. The pastor's preaching reflected a love for and respect for God's word.					
12. The pastor established a connection with me during the sermons					
13. The pastor was a poised speaker. (Was composed and confident)					
14. The pastor's posture was good.					
15. The pastor's sermon delivery, including stance and body language was effective.					
16. The pastor made effective eye contact during the sermons.					
17. The pastor was effective in conveying his/her thoughts or feelings.					
18. The volume of the pastor's voice was appropriate during sermons.					
19. The pastor's voice was clear and the words used were annunciated clearly and accurately.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

B. Worship Leadership

Rating scale: Please indicate your agreement with the following statements concerning your pastor's ministry.

Low agreement

1

2

3

4

5

High agreement

	1	2	3	4	5
1. The pastor an effective worship leader. He/she commanded and held my attention.					
2. The pastor's posture was good.					
3. The pastor was poised, that is, was composed and confident.					
4. The pastor appeared organized, that is, was prepared to lead and had thought about what he/she was going to say and do beforehand.					
5. The pastor seemed familiar with the flow of the Liturgy.					
6. The pastor seemed sure of his/her part in the service.					
7. The pastor was accurate in his reading and recitation of the liturgy.					
8. The Candidate made effective eye contact while leading worship.					
9. The volume of the pastor's voice was appropriate.					
10. The pastor's voice was clear and words were annunciated clearly and accurately.					
11. The pastor was appropriately dressed and groomed.					
12. The pastor's delivery, including stance and body language was effective.					
13. The pastor communed and baptized with poise and confidence.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

C. Teaching Children

Rating scale: Please indicate your agreement with the following statements concerning your pastor's ministry.

Low agreement

1

2

3

4

5

High agreement

	1	2	3	4	5
1. The pastor was able to get and hold the children's attention during the time with them.					
2. The pastor's message to the children was organized and reflected adequate preparation.					
3. The pastor's message to the children was easy to follow.					
4. The pastor's illustrations were effective, that is, they drove home the point he/she wished to make.					
5. The pastor's use of humor was effectively in the messages to the children.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

D. Teaching Youth - Confirmation

Rating scale: Please indicate your agreement with the following statements concerning your pastor's ministry.

Low agreement

1

2

3

4

5

High agreement

	1	2	3	4	5
1. The pastor was an engaging teacher, that is, held the confirmands' attention.					
2. The structure, content and delivery of the pastor's confirmation instruction reflected that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on his/her teaching.					
3. The pastor effectively used the materials which are utilized in our congregation's Confirmation program.					
4. The illustrations used in confirmation instruction were effective, that is, they drove home the point the pastor wished to make.					
5. The pastor used humor effectively in Confirmation instruction.					
6. The pastor was able to maintain control of the class					
7. The pastor appropriately exercised discipline in the class.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

E. Youth Group

Rating scale: Please indicate your agreement with the following statements concerning your pastor's ministry.

Low agreement

1

2

3

4

5

High agreement

	1	2	3	4	5
1. The pastor is an engaging leader, that is, commanded and held the youth's attention					
2. The structure and content of the pastor's sessions with the youth group reflect that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on these sessions of the youth group.					
3. The pastor established a good connection with the youth in the group.					
4. The illustrations used in instructing the youth were effective, that is, they drove home the point the pastor wished to make.					
5. The pastor used humor effectively in his interactions with the youth.					
6. The pastor was able to maintain control of the youth gathering.					
7. The Candidate appropriately exercised discipline in the youth gathering.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

F. Adult Christian Education.

Rating scale: Please indicate your agreement with the following statements concerning your pastor's ministry.

Low agreement

1

2

3

4

5

High agreement

	1	2	3	4	5
1. The pastor was an engaging teacher, that is, held the attention of those in the adult Christian education class.					
2. The structure, content and delivery of instruction revealed that the pastor was organized and prepared and had spent an adequate amount of time in study and reflection on the subject being taught.					
3. The pastor used the adult Christian education materials effectively.					
4. The illustrations used in his instruction were effective, that is, they drove home the point the pastor wished to make.					
5. The pastor used humor effectively in the instruction.					
6. The pastor was able to establish a good connection with the people in the class.					
7. The pastor was able to tactfully respond to questions asked by the members of the class.					
8. The pastor was able to tactfully mediate spirited exchanges brought on by conflicting opinions held by group members concerning the materials studied.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

4. Committee/Auxiliary meetings.

(a) Was your pastor asked by any committee/auxiliary chair to lead devotions or prayers during committee meetings? Please evaluate your pastor's participation

(b) Did the Candidate make meaningful contributions to the committees' auxiliary's discussions and deliberations? Please share an example of a contribution made.

H. Personal & Professional Development.

1. Does the pastor appear to be able to balance pastoral ministry and family life?

2. Does the pastor appear rested and relaxed most of the time?

3. Does the pastor show abilities in the following areas:

(a) The ability to plan and organize events (other than worship & Bible study)? Please provide examples.

(b) The ability to play a leadership role the events planned? Please provide examples.

(c) The ability to delegate authority in organizing, planning and leading these events?

4. Please evaluate the present relationship between the pastor and church council.

5. Please list areas you believe your pastor excels.

6. Please list areas you believe there is a need for further growth and development on the pastor's part.

7. Describe and assess the Candidate's use of time and commitment to the tasks of ministry.

8. Describe and assess your pastor's skills as a leader.

9. Please comment on your pastor's:

(a) Personality:

(b) Sense of Humor:

(c) Tact/diplomacy:

(d) Manner and personal appearance.

(e) Cooperativeness:

(f) Enthusiasm.

10. Please comment on your pastor's ability to work with:

(a) Children:

(b) Youth:

(c) Adults:

(d) The Elderly:

11. Please use this section for additional comments:

I. Rating Our Congregation – Our Congregation as a Ministry Partner with our Pastor.

Rating scale: Please indicate your agreement with the following statements concerning our congregation’s ministry.

Low agreement
1
2
3
4
5
High agreement

	1	2	3	4	5
1. This congregation clearly defines to our pastor what it expects of him/her and of his/her ministry.					
2. This congregation can accept our pastor as he/she is, for himself/herself, with his/her own unique set of strengths and weaknesses					
3. This congregation provides the resources necessary for the ministry and the programs it expects our pastor to carry out.					
4. This congregation allows our pastor to be human and is forgiving when he/she makes mistakes, fails, and sins.					
5. This congregation is helpful and constructive in its responses and criticism of our pastor rather than destructive and blaming.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

J. Rating Our Congregation – Discipleship.

Rating scale: Please indicate your agreement with the following statements concerning our congregation’s ministry.

Low agreement
1
2
3
4
5
High agreement

	1	2	3	4	5
1. Our members are faithful in their worship and communion attendance.					
2. Our members are involved in the Bible studies and other educational opportunities which are presented to them.					
3. Our members support the various programs of the congregation with their time, their talents, and their treasures.					
4. Our members are willing to give of their spiritual gifts to serve the congregation as officers, board members, and on special projects.					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

K. Rating Our Congregation – Stewardship.

Rating scale: Please indicate your agreement with the following statements concerning our congregation’s ministry.

Low agreement
1
2
3
4
5
High agreement

	1	2	3	4	5
1. Our congregation provides our pastor with a salary that is adequate for his needs in this community and at this stage of his life and ministry					
2. Our congregation regularly reviews our pastor’s salary, automobile, and housing arrangements to make sure that they are keeping pace with changing economic conditions.					
3. Our congregation allows our pastor to become involved in continuing educational programs and provides him/her with the financial resources and time to continue his/her professional growth					
4. Our congregation provides the appropriate office and equipment for the day to day operation of its ministry.					
5. Our congregation provides appropriate volunteer and/or paid staff to enable its ministry to be fulfilled.					
6. Our congregation undergirds our staff in their personal, professional, and spiritual growth.					
7. The congregation encourages the pastor to take adequate time off so that he/she can meet his/her own personal needs and his/her family obligations adequately					

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.