

Volunteer/Staff Member Evaluation

Part A: Completed by Volunteer/Staff Member

Name: _____ Position: _____

Period of Evaluation: _____

Total # times served or hours contributed: _____

Supervisor: _____

Rating scale: 1 = unacceptable 4 = exceeds expectations
 2 = needs improvement 5 = outstanding
 3 = meets expectations N/A = not applicable

1. ORIENTATION & TRAINING

_____ The goals and purposes of the children's ministry were clearly explained.

_____ The job description for your position was reviewed and procedures followed.

_____ Training was effective and provided the tools needed to perform the assigned tasks.

Comments: _____

2. SUPERVISION

_____ Supervisor was available when you had questions or needed information.

_____ Supervisor's attitude was professional and encouraging.

_____ Lines of supervision were clear.

_____ You feel supported by your supervisor.

Comments: _____

3. COMMUNICATION

_____ Expectations clearly communicated.

_____ You understood your role and tasks each time you were scheduled to serve.

_____ Serving schedules were communicated an appropriate amount of time in advance

_____ Supervisor communicates in a professional and encouraging manner

Comments: _____

4. DISCUSSION/SHORT ANSWER

A) Describe a highlight, success, or “win” you’ve experienced since the last evaluation.

B) In what area(s) or ways would you like to improve?

C) What are your goals for the position moving forward?

D) How can your leadership team better help you meet the expectations of your role?

Signature of Supervisor: _____ Date: _____

Signature of Volunteer/Staff: _____ Date: _____

Volunteer/Staff Member Evaluation

Part B: Completed by Supervisor

Name: _____ Position: _____

Period of Evaluation: _____

Total # times served or hours contributed: _____

Supervisor: _____

Rating scale: 1 = unacceptable 4 = exceeds expectations
 2 = needs improvement 5 = outstanding
 3 = meets expectations N/A = not applicable

1. RELATIONAL ABILITIES

_____ Relates well with and pursues interactions with parents

_____ Engages children in the activity

_____ Shows sincere excitement & positive attitude for serving

_____ Relates well with other volunteers

_____ Exhibits poise in handling difficult situations

Comments: _____

2. COMMUNICATION

_____ Communicates in advance when unable to serve during regularly scheduled time

_____ Speaks with positive language and attitude to children and other volunteers

_____ Participates in online discussions & on-going training

_____ Responds to emails and other communication in a timely manner

_____ Welcomes opportunities to learn and grow as a leader

_____ Willing to ask questions when in doubt

Comments: _____

3. ATTENDANCE & PUNCTUALITY

_____ Serves at least 95% of scheduled time slots

_____ Arrives on time for meetings and serving times

_____ Reliable about schedule and time commitment

_____ Completes assignments in a timely fashion

Comments: _____

4. LIFE CHARACTERISTICS & TRAITS

_____ Exemplifies Christ-like behavior and lifestyle

_____ Participates a church service/ministry when not serving

_____ Pursues an on-going personal relationship with God

_____ Uses social media in appropriate ways when posting or interacting online

_____ Sets an example of Christ to those under their supervision

_____ Demonstrates servant leadership in attitude and actions

Comments: _____

5. GOAL COMPLETION/PERFORMANCE

_____ Understands the purposes and goals of the children's ministry

_____ Understands and complies with ministry policies, protocols, and procedures

_____ Accomplishes assigned tasks

_____ Arrives prepared for serving responsibilities

_____ Completes tasks with excellence and efficiency

_____ Pays attention to detail when necessary

_____ Willing to take on assignments

Comments: _____

6. DISCUSSION/SHORT ANSWER

A) Benefits to the staff from working with this volunteer/staff member are...

B) Benefits to the ministry from this volunteer's/staff member's skills, experience, and knowledge are...

C) In what area(s) or ways could the volunteer/staff member improve?

D) How can your leadership team better help you meet the expectations of your role?

Signature of Supervisor: _____ Date: _____

Signature of Volunteer/Staff: _____ Date: _____