Diocese of Washington Clergy Review

Clergy Name:	Reviewer/s:
Date of Review:	Review Period:

Focus of Work and Priorities for this annual review period:

Key Duties and Responsibilities

Key Job Responsibilities are described below. This list should be reviewed with the person being reviewed and the reviewer, and agreed upon prior to writing the review. *If any responsibilities are not appropriate to the individual being reviewed, they may be by-passed and other more appropriate responsibilities added*. Only major responsibilities are expected to be reviewed.

LITURGICAL LEADERSHIP, WORSHIP and PREACHING:

Clergy Comments:

Reviewer Comments:

CONGREGATIONAL and PASTORAL CARE:
Evangelism, Membership, Christian Formation, Parish Life, Community Development

Clergy Comments:

Reviewer Comments:

STEWARDSHIP: *Cultivation of sharing talent, time and treasure*

Clergy Comments:

Reviewer Comments:

ADMINISTRATION and MANAGEMENT: *Leadership development, financial management, staff supervision, governance. This responsibility may be shared with Vestry and committees, as appropriate.*

Clergy Comments:

Reviewer Comments:

PROFESSIONAL GROWTH and SELF-CARE: *Continuing education, modeling healthy lifestyle, spiritual renewal activities; engagement outside the parish.*

Clergy Comments:

Reviewer Comments:

Other Key Duties:

Clergy Comments:

Reviewer Comments:

SECTION 2: Professional Attributes Assessment

Parish clergy often are viewed as standard bearers of the professional behaviors desired in parishes and institutions. To ensure that we are mindful of these in daily practice, please assess how well you believe you exhibit these.

C - Consistently (90-100% of the time) F – Frequently (75-90%) O – Occasionally (50-75%)

R- Rarely (less than half the time) NA – Not Applicable

Attribute	Description	Rating
Collaboration	Collaborates with others appropriately. Is able to both lead and follow. Offers assistance and works to maintain positive working relations. Works for good of all.	
Communication – Oral and Written	Uses language appropriate for audience. Articulates information and ideas in clear and concise manner. Is persuasive without being argumentative. Checks spelling and grammar. Presents information in appropriately structured format.	
Communication – Listening	Maintains eye contact, asks clarifying questions, repeats key information. Allows others to finish thoughts before responding. Asks for time to process information when needed.	
Project Management	Identifies component tasks and timelines. Ensures project objectives are met. Maintains communication with those assigned component tasks, ensuring they understand assigned tasks and deadlines.	
Judgment	Demonstrates professional judgment and reason in decision-making. Maintains confidentiality and uses discretion in communications. Exhibits emotional and social intelligence in professional interactions, maintaining appropriate boundaries.	
Initiative and Vision	Able to develop and foster a vision. Generates ideas for improved functioning and efficiencies. Is able to work independently.	
Adaptability	Keeps pace with change and maintains awareness of trends and innovations in area of responsibility. Is able to adjust to alternate scenarios. Develops Plan B and C as needed for task/project completion.	
Resilience	Is tenacious and courageous when faced with obstacles and unexpected challenges. Paces oneself so that sufficient resources and energy are available to complete work.	
Timeliness	Arrive to work and meetings on time and prepared. Communicates information in timely manner. Provides information to others with appropriate lead time.	

Clergy Comments:

Reviewer Comments:

Clergy Review Section 3: Development and Enhancement

This section of the form is provided for the documentation of agreements on any areas for development, strengthening, or continued use of a capability. Describe below summary conclusions based on other parts of the review, including specific actions to support any areas of enhancement. The support needed should be specified, including financial, training, or feedback. You may also identify new areas of exploration that are of interest to the clergy being reviewed. It is recommended that no more than 3 areas be highlighted, and less is more likely to get the necessary attention.

Areas Of Strength:

Areas For Development:

Critical Issues that require immediate attention, if any:

Summary of impact of cleric's work during the review period:

REVIEWER: _____ Date: _____

signature (type name)

CLERGY: _____ Date: _____

signature (type name)

☐ I agree with this review in general.

☐ I do not agree with this evaluation and would like it reviewed by: _____

(Please attach a description of points of disagreement.)