

Parish Evaluation Form

To be completed individually by the Wardens and every member of the Vestry Prior to the Episcopal Visit

Parish: _____

Name of Vestryman _____ **Date Prepared** _____

Office Held _____ **On the vestry since** _____

Rector or Vicar

In your opinion, rate the Rector's performance in each of the following areas with a "1" being very weak and a "5" being very strong. If you do not feel qualified to rate his performance in any area circle N/Q.

1. **Pastoral care.** Visits the sick, remembers birthdays, available for counsel when needed. Demonstrates that he cares for his people. 1 2 3 4 5 N/Q
Comments:

2. **Evangelism.** Calls on visitors and newcomers, works to make church grow. 1 2 3 4 5 N/Q
Teaches the Great Commission as focus of ministry.
Comments:

3. **Preaching & Teaching.** Effective in communicating the whole Gospel. Does not shy away from difficult issues. Varies topics and takes time to explain doctrine. 1 2 3 4 5 N/Q
Comments:

4. **Church Discipline & Conflict Resolution.** Uses tact, exhibits maturity and wisdom in dealing with problem individuals. 1 2 3 4 5 N/Q
Comments:

5. **Leadership.** Sets example for the congregation in his devotion to Christ and the Church and in commitment of time, treasure and talents. Seeks lay involvement. 1 2 3 4 5 N/Q
Comments:

6. In your opinion, what is the Rector/Vicar's greatest strength(s):

7. What are the Rector/Vicar's greatest weakness(es) (area needed for improvement):

8. To what degree is the parish responsible for these weaknesses?

The Vestry

- | | | |
|--|-----|----|
| 1. Is actively engaged in the life and work of the parish. | Yes | No |
| 2. Supports the ministry of the Rector | Yes | No |
| 3. You personally, as a member of the Vestry: | | |
| Attend Sunday School | Yes | No |
| Attend Bible Study | Yes | No |
| Tithe or are committed to tithing | Yes | No |
| Attend church three at least three times a month | Yes | No |
- I am personally involved in the following ministries: (List)

The Congregation as a whole

Answer the following based on your personal observations and add comment, if necessary:

- | | | |
|--|---|---|
| 1. Parish too comfortable with status quo to grow. | T | F |
| 2. Welcomes visitors. | T | F |
| 3. Supports the Rector/Vicar in his ministry | T | F |
| 4. Faithful in attendance. | T | F |
| 5. Faithful in stewardship: time, treasure and talent | T | F |
| 6. Actively seeks new members | T | F |
| 7. Actively supports opportunities for Christian Education
(i.e. Sunday School and Bible Study) | T | F |

8. In my opinion, the greatest issue facing our parish is:

9. In my opinion, the greatest accomplishment of the parish in the last twelve months was:

10. Other questions

Bishop's Use: Do not write below this line

Parish Statistical Report

Parish: _____ Date: _____

Current Active membership Data	
Date Records Last Examined: _____	
_____ / _____ / _____	
Communicants _____	
Baptized Members _____	
Total _____	
Active as of last _____	
examination _____	
Inactive _____	
Additions _____	
Baptism _____	
Confirmation _____	
Transfer _____	
Subtractions _____	
Deaths _____	
Excommunication _____	
Transfer _____	
Moved to inactive _____	
Certified: _____	

Rector _____	Date _____

Secretary or Parish Clerk _____	Date _____

Parish

Mailing Address

Office Phone #

Fax #

Is parish incorporated?

Sr. Warden
Address

Phone

Jr. Warden
Address

Phone

Secretary
Address

Phone

Does parish rent or own its place of meeting? _____ If rents, terms of lease: _____

Is property owned outright or mortgaged?: _____ Balance \$ _____

If Mortgaged, who holds mortgage? _____

Phone number of Mortgage Co. _____

Value of Land: \$ _____ Value of Building \$ _____ Year Constructed _____

Do Not Write Below This Line

Rectors Evaluation of Parish

Parish: _____ Date: _____

Part I. Issues affecting the parish

	Issue	Comment
1.		
2.		
3.		
4.		

Part II. Rector's Goals for the next year.

Part III. Rector's Vision for long term of Parish

Part IV. Evaluation of Parish Structures

1. Is the Vestry supportive of the goals in Part II and Part III above? Explain?
2. Rate the parish in the following areas.
Stewardship of Time
Stewardship of Talent
Stewardship of Treasure
Support of Sunday School, Bible Study, etc.
3. If the parish is weak in any of the above, what steps are you taking to remedy?
4. Explain your understanding of pastoral care -especially as it relates to the sick and shut-ins,

and to those in need of counseling.

5. What is the greatest challenge facing the parish?

6. In what areas do you think the vestry could be more supportive of your ministry?

7. What can you do to improve your ministry?

8. What confidential problems relating to individuals within the parish, if any, need to be shared with the bishop?

9. What is the parish's greatest accomplishment in the past year?

10. Other:

Bishop's Use - Do not write below this line

Checklist

Episcopal Visit of _____ Parish on ____/____/____

- ___ 1. Membership List
- ___ 2. Current Financial Statement (Income statement & balance sheet) Dated _____
- ___ 3. Year End Financial Statement (Income statement & balance sheet) Dated _____
- ___ 4. Current By-Laws of Parish. Date of last revision is _____
- ___ 5. Articles of Incorporation/Articles of Association Date of last Revision _____
- ___ 6. List of Parish Officers and telephone numbers (Day and Evening)
- ___ 7. Minutes of last Annual Parish Meeting held on _____
- ___ 8. Minutes of any special Parish Meetings
- ___ 9. Copy of Employment Agreement, Call, or Contract between Rector/Vicar and Parish
- ___ 10. List of persons to be Confirmed or Baptized (send 14 days or more in advance of visit)
- ___ 11. List of Bank and Investment Accounts and Balances within thirty days of visit.
- ___ 12. 1 Parish Evaluation form from each member of the Vestry
- ___ 13. 1 Rectors Parish Evaluation Form
- ___ 14. 1 assistant Clergy Evaluation form for each assisting clergyman
- ___ 15. Parish Statistical Report
- ___ 16. Parish Register
- ___ 17. Other requested information

Comments:

Signed _____

