



Michigan District, LCMS

Ministry Assistant Evaluation Form

Ministry Assistant Name _____

Name of Supervising Pastor _____

Congregation, City _____

Date of Evaluation _____

THE MINISTRY ASSISTANT: PERSONAL CHARACTER

From the following personal characteristics check up to ten of the qualities that you believe best identify the ministry assistant. Not selecting a characteristic does not imply a deficiency on the part of the ministry assistant.

Humble	Peaceful	Energetic	Disciplined	Reputable
Loving	Conscientious	Dependable	Wise	Serving
Dedicated	Honest	Faithful	Serious	Discerning
Sensitive	Responsible	Empathetic	Encouraging	Sacrificial
Patient	Thankful	Forgiving	Gracious	Respectful
Trustworthy	Cheerful	Persistent	Creative	Gentle
Giving	Confident	Mature	Hospitable	

Do deficiencies in any of the above characteristics raise concerns about the Ministry Assistant in your observation of him/her in the parish setting?

Describe the relationship between you and the Ministry Assistant e.g. openness, ability to be guided, loyalty, willingness, consideration, frequency of communication, and evaluation.

THE MINISTRY ASSISTANT:

MINISTRY ASSISTANT SKILLS

On a scale of 1-5, which best represents your evaluation of the MINISTRY ASSISTANT in the following areas:

	MEMBER CARE					
VISITATION						
Little Initiative in Calling	1	2	3	4	5	Actively Initiates Visits with Others
Insensitive to Needs of Others	1	2	3	4	5	Carefully Assesses Needs of Others

Weak in Sharing Gospel	1	2	3	4	5	Effectively Shares Christ Personally
Lacks Active Listening Skills	1	2	3	4	5	Listens Carefully to Others
PERSONAL AND RELATIONAL SKILLS						
Cold and Distant	1	2	3	4	5	Warm and Friendly
Calloused	1	2	3	4	5	Compassionate and Caring
Waits for Others to Initiate Conversation	1	2	3	4	5	Initiates Conversation
Always Serious	1	2	3	4	5	Exhibits Sense of Humor
Unable to Offer Appropriate Help	1	2	3	4	5	Adequately Directive with People
Unable to Keep Confidences	1	2	3	4	5	Maintains Confidentiality Professionally

Comments on Member Care:

LEADERSHIP

Clerical/Task Oriented

Inefficient Use of And Resources	1	2	3	4	5	Efficient Use of Time And Resources
Lack of Ability to Delegate	1	2	3	4	5	Ability to Delegate
Lack of Completion of Tasks	1	2	3	4	5	Completes Tasks
Lacks Insight for New Ideas	1	2	3	4	5	Provides New Perspective

Leadership

Difficulty Working With Others	1	2	3	4	5	Works Well Team Ministry
Dominates Others Abrogates Leadership	1	2	3	4	5	Properly Motivates Organizes and Leads

Comments on Leadership

EVANGELISM AND MISSION

Has Little or No Interest in Outreach	1	2	3	4	5	Shows Concern for the Unchurched
Seldom Displays Intentional Evangelism	1	2	3	4	5	Speaks and Acts to Reach the Lost
Minimal Involvement In Extra-Congregational Mission Work	1	2	3	4	5	Actively Promotes Mission Work Beyond the Congregation

Comments on Evangelism and Mission:

THE MINISTRY ASSISTANT SPOUSE AND OR FAMILY

Comment on the Ministry Assistant' spouse and or family, e.g. strength of relationship, support for the Ministry Assistant's role in the ministry of the church, understanding of parish ministry and its demands.

Signature of Supervising Pastor: _____

Signature of Ministry Assistant: _____

RECOMMENDATIONS