

PERFORMANCE EVALUATION FORM --VICAR

NAME: The Rev. Karen E. Hall

Date: November 1987

This report is to be used for evaluating the performance of the Vicar of Grace Episcopal Church. The complete form serves as a basis for her evaluation as a Mission priest by the Diocese of South Dakota, and as a tool for advising the Vicar on her performance in this church and to make appropriate recommendations for improvement in her ministry.

Each Bishop's Committee member is to evaluate the Vicar's performance in each area as follows:

5 - Excellent; 4 - Good; 3 - Fair; 2 - Poor; 1 - Unacceptable;
0 - Unknown

The space provided at the end of this evaluation is for you to make specific comments on those areas that you mark 3 or less. It will be vital for the Vicar to have that information in order to make the necessary improvements.

THEOLOGICAL DUTIES

- 5 1. Quality of Preaching; Biblically Based, Speaks to today's times; Uplifting, etc.
- 4.5 2. Quality of Teaching; Bible Studies, Confirmation classes, Adult Classes, etc.
- 5 3. Quality of Sunday Worship services.
- 4 4. Involvement in the Community, e.g. Ministerial Assoc., etc.
- 5 5. Involvement in Diocesan activities

FAITHFULNESS TO ORDINATION VOWS

- 4,7 1. The Vicar is a faithful pastor to the members of Grace Church.
- 5 2. The Vicar is diligent in the study of Holy Scripture for the enlightenment of the Body of Christ.
- 5 3. The Vicar is faithful in the ministration of the Holy Sacraments of the Church.
- 5 4. The Vicar is a wholesome example to the congregation of the life she lives and that of her family.
- 4 5. The Vicar is a person of prayer, reflection and meditation, seeking the guidance of the Holy Spirit in all things.
- 5 6. The Vicar brings comfort and help to the sick, the poor, the needy and the oppressed.

FUNCTIONAL DUTIES

- 5 1. Pastoral calls; visitations; counseling; crisis response; hospital visits; nursing home and shut-in visits.
- 5 2. Liturgical: regular celebrations of the Eucharist; services on Saints and Holy Days, planning for special services.
- 4.7 3. Theologian: The Visions of the Vicar in the Alpha and Omega; solid preaching, teaching, Bible studies, adult classes.
- 4 4. Ability to look and learn from the past, both good and bad; build from the past in the present day work of the Lord; be able to look to the future to grow and expand the Lord's work at Grace Church and in the community.
- 5 5. Communicator: Ability to effectively proclaim the Gospel; ability to effectively communicate with members of Grace Church; ability to communicate ideas.
- 5 6. Educator: Ability to plan Christian Education programs; Bible study; Lenten programs; Adult Education.
- 3.7 7. Administrator: Ability to chair Bishop's Committee meetings; work out an annual Budget and Every Member Canvass, fund raising; direct groups of the church asking for feed-back from each group; look at the overall life of the congregation and articulate the mission and ministry at Grace Church.
- 4.5 8. Family: Be concerned with finding time for family, rest, recreation and vacation. Making sure that one day off is taken off each week.

ANY ADDITIONAL ITEMS NOT COVERED IN THIS EVALUATION

- 1. Church growth,
- 2.
- 3.

SPECIAL COMMENTS: SEE INSTRUCTIONS AT BEGINNING OF THIS FORM

THEOLOGICAL DUTIES:

- 1. Objections to addressing specific political issues in Karen's sermons. Special mention was made by many to the obviously negative reference to Lt. Col. Oliver North. Also, we would request our prayers be more worldwide and diverse. Several objections to our constant prayers for Bishop Desmond Tutu and South Africa, especially because it could be argued that he is not necessarily working for the cause of peace.
- 4. Karen is doing a good job within the limitations of time and geography.
- 5. Excessive diocesan involvement may conflict with assigned parish duties, in light of three geographical locations. We feel she is too accessible to the diocese.

SPECIAL COMMENTS: (CONTINUED)

FAITHFULNESS TO ORDINATION VOWS

- 4. Three people feel question on "family" is inappropriate. Voting took place on only the first part of the question.

FUNCTIONAL DUTIES

- 7. Business management is not Karen's strong suit. It was generally felt that although she should not be expected to do the work herself, she must ultimately be responsible for seeing that the very important projects listed in this question be pursued, carried out and completed.
- 2. She does the best she can within the confines of time and geographical locations.

4

EVALUATION OF BISHOP'S COMMITTEE AND CONGREGATION

NAME Bishop's Committee/Congregation: Grace Church DATE November 1987

This report is to be used for discussing and appraising the Bishop's Committee's performance and that of the congregation. The complete form serves as a basis for future planning for the ministry and mission of the Committee and the church.

Each member of the Bishop's Committee makes an evaluation in each area of its self and the congregation as follows:

5 - Excellent; 4 - Good; 3 - Fair; 2 - Poor; 1 - Unacceptable; 0 - Unknown.

- 4 1. Support for the Vicar and her duties from a general standpoint.
- 4 2. Attend church on Sundays for corporate worship.
- 2.5 3. Attend church for mid-week services and activities.
- 3.3 4. Invite others to come to church and join in the fellowship found at Grace Church.
- 3.5 5. Pledge or give, as a matter of record, financial support to the Church.
- 2 6. Tithe, or be willing to tithe, for financial support of the church.
- 3.5 7. A willingness to serve on committees or organizations of the Church, e.g. Guilds, Lay Readers, Altar Guild, Bishop's Committee, Sunday School, etc.
- 3.5 8. Assist the Vicar in making long-range plans for the ministry of the church.
- 3 9. A willingness to participate in the study of Holy Scripture when offered in a Bible Study.
- 2.5 10. A willingness to participate in Adult Education classes, or other workshops that keep us up to date on the history, traditions of our church, spirituality, prayer, social concerns.
- 2.5 11. A willingness to participate in Deanery activities, workshops, seminars, Diocesan activities, etc.
- 4.5 12. Concern for maintaining the buildings in good repair.
- 4.5 13. Concern for keeping the Lord's house in a clean and orderly manner.
- 4.7 14. Through reverence, assist in seeing that the Sunday services are done in decency and in order, to the glory of God.
- 4.7 15. Share with the Vicar in prayer for all members of the congregation.

5 16. Pray for the Vicar in her ministry. 3 18.

5 17. Interested in growth for Grace Church;/willingness to help in that growth process.

SPECIAL COMMENTS: To comment on any areas of our church life not covered in this evaluation; to make specific comments on those areas given a "3 or less" rating.

- 3. Mid-week services would be better attended if Karen were here.
- 4. We should strive to do better. We need to discuss evangelism at greater length.
- 5. We need an Every Member Canvass.
- 6. Tithing or proportional giving is something we must look at in the Every Member Canvass.
- 7. A few people still do all the work.
- 8. We have too many immediate concerns to do long range planning.
- 9. & 10. Not as willing to participate in some of these activities as we should be.
- 11. Not as willing to give of our time as we should be.
- 18. We are going to address this issue head on with some concrete ideas.