

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

Oliver North in sermon

- 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. *not certain about her involvement*
- 5 5. Involvement in Diocesan activities

X*

FAITHFULNESS TO ORDINATION VOWS

- 4.7 ~~5~~ 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 ~~5~~ 4. The Vicar is a wholesome example to the congregation of the life she lives and that of her family. *[scribble]*
- 4 ~~5~~ 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.

X

Within the limitations of geography X

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 ⑤ 3. Theologian: The Visions of the Vicar in the Alpha and Omega; solid preaching, teaching, Bible studies, adult classes.
- ④ ⑤ 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.
- ⑤ 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.
- 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.

X Within time / geographical limitations

I think Karen knows she is weak in this area

ANY ADDITIONAL ITEMS NOT COVERED IN THIS EVALUATION

- 1. Church growth
- 2.
- 3.

SPECIAL COMMENTS: SEE INSTRUCTIONS AT BEGINNING OF THIS FORM

get some politics out so it does not always lean in one direction

- Theological Duties
- 1. Specific political issue i.e. Oliver North - should not be addressed in sermons ... Pray for aches besides Desmond Tutu & South Africa - make our worldwide prayers more inclusive
 - 4. Good job within limitations
 - 5. ~~Diocesan workload~~ ^{Excessive} ~~her~~ ^{improvement} and this detracts from her ability to perform many implicit w/ assigned parish duties in light of geographical locations. We feel she is too accessible to receive

SPECIAL COMMENTS: (CONTINUED)Faithfulness to4. ~~Management~~

Three people feel question on "family" is inappropriate.

Vote on only first part, ends after she lives.

Functional Duties

1. ^{Bus.} Management is not her it may suit,

2. Within time and geographical limitations

~~Management should be expected to do it all.~~

5



Adm. participates in structure & manager. Followup is very important and

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5708 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637

Dear Professor [Name]:
I have received your letter of [Date] regarding [Topic].
I am sorry that I cannot provide a more definitive answer at this time.
The matter is still under review.

I will contact you again once a final decision has been reached.
Thank you for your patience.

Sincerely,
[Signature]



Very truly yours,
[Name]
[Title]

cc: [Name]

[Name]

[Name]

[Name]

[Name]

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 5 15. Share with the Vicar in prayer for all members of the congregation.

- 5 16. Pray for the Vicar in her ministry.
- 5 17. Interested in growth for Grace Church; ^{18. 3} 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. ^{Midweek} Services would be better attended; & Mo. Katten were here.
- 4. We should strive to do better. We need to discuss evangelism ~~this~~ at greater length.
- 5. We need an every member canvas.
- 6. ~~Tithing~~ ^{and} proportional giving - is something we must look at in the Every Member Canvas.
- 7. A few people still do all the work
- 8. Too many immediate concerns to do long range planning
- 9. } Too busy
- 10. }
- 11.
- 18. Work on that.