







# 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.

- 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:
- 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:
- Preaching & Teaching.** Effective in communicating the whole Gospel. Does not 1 2 3 4 5  
N/Q  
shy away from difficult issues. Varies topics and takes time to explain doctrine.  
Comments:
- Church Discipline & Conflict Resolution.** Uses tact, exhibits maturity and wisdom 1 2 3 4 5  
N/Q  
in dealing with problem individuals.  
Comments:
- Leadership.** Sets example for the congregation in his devotion to Christ and the 1 2 3 4 5  
N/Q  
Church and in commitment of time, treasure and talents. Seeks lay involvement.  
Comments:
- In your opinion, what is the Rector/Vicar's greatest strength(s):
- What are the Rector/Vicar's greatest weakness(es) (area needed for improvement):
- To what degree is the parish responsible for these weaknesses?

## The Vestry

- Is actively engaged in the life and work of the parish. Yes No
- Supports the ministry of the Rector Yes No
- 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<br>(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

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Bishop's Use: Do not write below this line

# Parish Statistical Report

Parish: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Current Active membership Data</b>	
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**

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# Assisting Clergy Evaluation

*To be completed in advance of Episcopal Visit*

Name \_\_\_\_\_ Circle One: Bishop    Presbyter    Deacon

Date Called to parish \_\_\_\_\_ Title: \_\_\_\_\_

Compensation: \_\_\_\_\_ or Non-Stipendiary \_\_\_\_\_

Duties:

Comments:

\_\_\_\_\_  
Rector                                  Date

\_\_\_\_\_  
Clergyman                                  Date

# 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 \_\_\_\_\_

