**Employee:** Employee Name **Supervisor:** Supervisor Name

**Review Period:** March 2019 – February 2020 **Review Date:** 03/1/2020

Our annual review is where you and your supervisor intentionally discuss your past year’s ministry impact in your role. This assessment is considerably related to your fulfillment of ministry goals set forth in tools we use along with your level of embodiment of our Church Values, Staff Commitments, and a Biblical Lifestyle.

Your supervisor will share their assessment of how you’re fulfilling all aspects of your role and coach you forward with specific steps toward another year of ministry success. As you talk through each section, feel free to disagree with your supervisor and even ask for your responses to be included on this review should you feel the need.

**Definitions & Scales**

Exceeds RBCC Standards: Consistently performs above high expectations of Rock Bridge (Numeric Value of 3)

Meets RBCC Standards: Consistently performs at the high expectations of Rock Bridge (Numeric Value of 2)

Below RBCC Expectations: Consistently performs below the expectations of Rock Bridge (Numeric Value of 1)

**Staff Commitments (Values)**

* **We Be Before We Do** (We are Kingdom Seekers)

We must be with God before we co-labor with Him. We place our identity and dependence on God, not on ourselves or our programs. Therefore, prayer is our primary leadership and ministry strategy. We also take care of ourselves, our families, and intentionally work in healthy rhythms. (Psalm 63:1-8; John 15:4-5; Romans 12:11)

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **We Equip People** (We are Bridge Builders)

We understand our primary responsibility is to equip people to contribute to the cause of Christ. Therefore, as leaders, we are not focused merely on tasks or projects, but people. Our passions and efforts are aimed at empowering the people of God to passionately pursue the mission of God for the glory of God. (Ephesians 4:11-16)

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **We Huddle Well** (We Break the Huddle)

We work together and communicate well within our campus, our ministry teams, and across our matrix to catalyze action through teamwork, collaboration, and clarity. This protects us from silos and misalignment and allows for empowerment and ownership. (Proverbs 11:13; Romans 12:6-8; I Peter 4:8-11)

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **We Stay 100%** (We are One)

We will not leave unity to chance. We make it a point to talk to each other, not around or about each other. We keep short accounts, have “help me understand” conversations, and raise our hands when confused or frustrated. We also follow through on our commitments to one another, our team, and our mission. (Philippians 2:3-4)

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **We Work Hard** (We Strive for Excellence)

Energized by God’s grace and serving in the strength He supplies through faith in His promises, we serve with diligence, intensity, passion, and determination. We pay attention to detail and understand that shoddy work is incompatible with Kingdom work. We believe that our grace-fueled effort is essential to being a co-laborer with God. However, we understand that effort must be in the Spirit, not the flesh. (Colossians 1:28-29; I Corinthians 15:10)

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

**Staff Commitments Rating of \_\_\_\_\_\_\_\_\_\_** (Numeric Average of 5 Values)

**Spiritual Behaviors & Practices**

* **Sabbath & Solitude:** Setting ourselves apart for deeper devotion to God as defined in Hebrews 4:9-11

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year”

* **Models Love God, Love Others & Live Sent:** Living as a disciple as defined in Matthew 28:19-20

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **Above Reproach:** Living a lifestyle that is above reproach as referred to in Ephesians 5

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **Personal Relationships:** Expressing honor to others as in Romans 12:10 and Philippians 2:3

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **Finances & Tithing:** Stewards resources as in Matthew 25, then honoring God as in Proverbs 3:9

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

**Spiritual Behaviors & Practices Rating of \_\_\_\_\_\_\_\_\_\_** (Numeric Average of 5 Areas)

**Ministry Role**

Serving in a ministry role comes with a sacred responsibility to lead others with the integrity of our heart and the skillfulness of our hands (Psalm 78:72). Connecting our work, our biblical mandate and our missional purpose results in success as identified in Key Results Areas.

* **Performance**: Demonstrates Effectiveness in Ministry through defined KRAs

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **E4 Multiplication**: Embodies all Aspects of E4 through defined Spans of Care in Ministry Playbooks

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **Growth & Coachability**: Self-Developer and Responsive Learner through Growth Plans and 15/5

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **Goals & Initiatives**: Engagement and Timeliness of Completing Ministry Specific Goals

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

* **MCD Input**: Feedback from applicable Multi-Campus Director

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

**Ministry Role Rating of \_\_\_\_\_\_\_\_\_\_** (Numeric Average of 5 Areas)

**Overall Review of \_\_\_\_\_\_\_\_\_\_** (Numeric Average of our 3 Sections Averages of our Annual Review)

[ ]  Exceeds RBCC Standards [ ]  Meets RBCC Standards [ ]  Below RBCC Standards

Supervisor comments, feedback and expectations for coming year:

**Ministry Impact Plan**

1. Where does this staff person add the most value? (1-3 Only)
	* Area One
	* Area Two
	* Area Three
2. Where are areas of growth for this staff person? (1-3 Only)
	* Area One
	* Area Two
	* Area Three
3. What does success look like for this staff person in the coming year? (1-3 Only)
	* Area One
	* Area Two
	* Area Three

**Ministry Role Description Review**: Supervisor notes of changes as agreed upon with employee

\*All changes must be reviewed and approved by Human Resources prior to implementation.

**Employee Comments:**

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I have reviewed and discussed the details of this document with my supervisor. By signing, I understand my performance status. If I have questions, disagreements or concerns, I commit to engaging in further conversation with my supervisor and/or Human Resources.

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Employee Signature Date

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Supervisor Signature Date