



Children's & Middle School Ministry Coordinator Performance Review

Employee _____ Supervisor _____

Completed by _____ Date _____

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation for rating and examples for improvement

CrossWalk:

_____ Work with Children & Youth Minister & others to choose lessons and schedule for upcoming year

Comments: _____

_____ Copy, cut, & assemble yearly lessons prior to CrossWalk beginning in the fall

Comments: _____

_____ Become familiar with supply needs of the curriculum and be in communication with volunteer leaders to properly prepare materials

Comments: _____

_____ Assemble weekly lessons in bags & place on carts prior to 6:30pm Wednesday; empty bags after events & sort trash from reusable

Comments: _____

FaithRoots:

_____ Retrieve the month's master copies, print necessary copies, and create files for each date

Comments: _____

_____ Assemble (print, cut, provide extra supplies) weekly lessons in bags & place in appropriate locations for both campuses before Sunday morning; empty bags after events & sort from trash

Comments: _____

_____ If curriculum contains video software, ensure that proper videos are at each campus when needed

Comments: _____

_____ Oversee & stock supplies at Wyatt Campus for teachers in their storage area

Comments: _____

Middle School:

_____ Partner with Children & Youth Minister or others to plan & organize middle school events

Comments: _____

_____ Be one of the leaders for middle school youth events & willing to lead a devotion or game

Comments: _____

_____ Purchase supplies or assemble necessary resources for middle school events

Comments: _____

Other Responsibilities:

_____ Oversee & assess the youth supply work room at RD Mize throughout the year so everything is available as needed

Comments: _____

_____ Purchase new supplies for events or upcoming needs, including Vacation Bible School

Comments: _____

_____ Additional duties as needs arise in these areas

Comments: _____