



## Care Coordinator /Membership Coordinator Performance Review

Employee Name \_\_\_\_\_ 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 of rating and examples for improvement

### Care Coordinator:

\_\_\_\_\_ Meet as necessary with pastors to align care responsibilities with members' needs, including financial assistance and one-to-one program

Comments: \_\_\_\_\_

\_\_\_\_\_ Update weekly prayers and communicate to congregation; supervise volunteers who compile records for pastors and elders; communicate with Prayer Chain Coordinator for emailing prayer requests

Comments: \_\_\_\_\_

\_\_\_\_\_ Provide training, supervision, and ongoing support for all care programs

Comments: \_\_\_\_\_

\_\_\_\_\_ Oversee volunteers who send cards to Timothy members experiencing a financial crisis or emergency, consult pastors and other church leaders, and maintain accurate records for any provided assistance

Comments: \_\_\_\_\_

\_\_\_\_\_ Coordinate requests and fulfillment of assistance during Christmas season to Timothy members and community families

Comments: \_\_\_\_\_

\_\_\_\_\_ Coordinate with Business Coordinator to screen and consider community requests for financial assistance, monitoring accurate record-keeping, and communicating regularly to pastors and annually to congregation

Comments: \_\_\_\_\_

\_\_\_\_\_ Administer financial assistance to Timothy members experiencing a financial crisis or emergency, consult pastors and other church leaders, and maintain accurate records for any provided assistance

Comments: \_\_\_\_\_

\_\_\_\_\_ Oversee and provide ongoing support for DivorceCare, GriefShare, Friendship Club, and CancerCare

Comments: \_\_\_\_\_

\_\_\_\_\_ Prepare care program information for inclusion in all church communications; oversee preparation of bulletin board display(s) or care programs as needed; solicit support of donations for utility/rent assistance at annual Thanksgiving service; provide invoices to Financial Coordinator to process payments for materials and services related to care programs; attend church leadership meetings as requested, including serving as liaison to GIVE Commission

Comments: \_\_\_\_\_

#### Membership Coordinator:

\_\_\_\_\_ Communicate pertinent information to staff in professional manner

Comments: \_\_\_\_\_

\_\_\_\_\_ Prepare and maintain church membership records for MO District/LCMS

Comments: \_\_\_\_\_

\_\_\_\_\_ Prepare and distribute church membership reports to Board of Elected Elders and MO District/LCMS

Comments: \_\_\_\_\_

\_\_\_\_\_ Prepare and maintain church calendar and coordinate room set-up with Facilities Manager(s), as needed

Comments: \_\_\_\_\_

\_\_\_\_\_ Create, design, prepare, modify, and/or print all church worship bulletins, as requested

Comments: \_\_\_\_\_

\_\_\_\_\_ Schedule electronic door locks for all buildings

Comments: \_\_\_\_\_