



## RD Mize Worship Assistant Performance Review

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Using the scoring scale & descriptors below, this form will be completed 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 position 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

\_\_\_\_\_ Work from outline provided by pastors to create services in Planning Center for RD Mize services  
Comments: \_\_\_\_\_

\_\_\_\_\_ Work from outline provided by pastors to create services in Planning Center for Wyatt services  
Comments: \_\_\_\_\_

\_\_\_\_\_ Schedule volunteers and enter positions into Planning Center (organists, worship teams, audio/PowerPoint technicians, preacher/worship leaders, and other positions at RD Mize, as needed)  
Comments: \_\_\_\_\_

\_\_\_\_\_ Invite volunteers to fill weekly positions  
Comments: \_\_\_\_\_

\_\_\_\_\_ Schedule audio/PowerPoint technicians for RD Mize services  
Comments: \_\_\_\_\_

\_\_\_\_\_ Collect organist schedules and ensure that services are covered and scheduled  
Comments: \_\_\_\_\_

\_\_\_\_\_ Deliver musician reimbursement schedule to Finance Coordinator (payroll) for paid musicians for RD Mize services each month  
Comments: \_\_\_\_\_

\_\_\_\_\_ Build and finalize PowerPoint presentation for Wyatt service (create components for service each week; create announcements and pre-service slides)  
Comments: \_\_\_\_\_

\_\_\_\_\_ Coordinate with pastors about funerals and weddings and schedule positions

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

\_\_\_\_\_ Enhance worship experience through choir performances and seasonal décor

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