



Wyatt 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 with preaching themes developed by pastors to select music for worship services

Comments: _____

_____ Enter song selection into Planning Center

Comments: _____

_____ Provide needed music sheets for musicians & vocalists and update in Planning Center

Comments: _____

_____ Schedule and coordinate weekly rehearsal(s) for worship services

Comments: _____

_____ Schedule volunteers (musicians, vocalists, PowerPoint operator, sound tech, welcome committee) and enter into Planning Center

Comments: _____

_____ Work with others to set up needed stage equipment & lighting before worship rehearsal(s)

Comments: _____

_____ Provide leadership for worship team to learn music & prepare for worship

Comments: _____

_____ Assist worship team with cleaning equipment & transferring to storage area after service

Comments: _____

_____ Schedule a worship substitute leader, if absent

Comments: _____

_____ Build & finalize PowerPoint presentation for rehearsal(s)

Comments: _____

_____ Coordinate with RD Mize Worship Assistant concerning reading components & announcements

Comments: _____

_____ Upload finalized PowerPoint presentations for Wyatt services

Comments: _____

_____ Prepare stage or flooring area for special occasions such as baptisms and special events within worship

Comments: _____

_____ Coordinate & schedule Worship & Praise Team/Choir

Comments: _____