

**Appendix B**  
**Board of Directors Annual Senior and/or Executive Pastor Appraisal Process**  
Approved May 21, 2013

The practice/rationale for an annual 360 degree appraisal for the Senior Pastor/Executive Pastor is a critical component for successfully governing/leading GDLC. The 360 degree appraisal was established to ensure that Pastors have accurate input from different perspectives of the actual organization structure. It avoids the trap of isolation for the Pastor or bias from a Board-only view. The power of the process lies in the exchange of valid information between the BoD Chair and the Pastor. The BoD Chair, based on PBG guidelines, initiates the start of the annual 360 degree appraisal and is responsible for the consolidation of all information. The annual appraisal is designed to obtain input from the BoD, Executive Staff, The Staff, and the LCMS Texas District President. The steps in the appraisal process are as follows:

- 1 The Board Chair has the duty to vary the attributes rated based on the broad categories of: Thinking Ability, Administrative Skills, Ability to Influence, Interpersonal Relationship Ability, Communication Ability, and Self Management Ability. The BoD Chair will select attributes based on GDLC circumstances, Goals, and past personal development agreements.
- 2 The Chair then distributes previously agreed-on Goals for the Pastor along with the Appraisal Form with attributes, rating scale and comment section to board members and the Pastor (for distribution to Staff).
- 3 A timeline is agreed to by all BoD members/Pastor for input and Chair/Pastor agree to Staff input survey (s). Input may be obtained by paper, electronic, surveys, or verbal conversations.
- 4 All input is sent to and consolidated by the BoD Chair, who administers the actual appraisal to the Pastor.
- 5 The Chair schedules a face to face meeting with the Pastor. A copy of the final Appraisal is given to the Pastor at least one day in advance of the meeting in order to provide him time to read, comprehend , make comments.
- 6 After a conversation with the Pastor concerning the written Appraisal, the signed copy of the paper appraisal is held in the Pastor's personnel records (Church Secretary) and by the BoD Secretary. Should there be agreed changes in wording, the Chair revises Appraisal, reviews changes, and obtains signed copy.
- 7 If required, development plans are identified and mutually developed by Chair/Pastor. Copies of any development plans are also held in the Pastor's personnel records (Church Secretary) and by the BoD Secretary.

**Executive Pastor Appraisal 4/2011 to 4/2012**

Scale: 1 low.....4 neutral.....7 high

**Attribute1: BOD Relationship Inspire Trust and Demonstrate Integrity:**

**Rating: \_\_\_\_\_ Comment:**

**Attribute 2: Effectiveness in Meeting Goals:**

**Rating \_\_\_\_\_ Comment:**

**Attribute 3: Make Sound Recommendations:**

**Rating \_\_\_\_\_ Comment:**

**Attribute 4: Develop Plans/Manage Implementation:**

**Rating \_\_\_\_\_ Comment:**

**Attribute 5: Demonstrate Leadership/Management Skills:**

**Rating \_\_\_\_\_ Comment:**

**Attribute 6: Ability to Communicate(listen, write, speak):**

**Rating \_\_\_\_\_ Comment:**

**Executive Pastor Appraisal-Continued**

**Attribute7: Demonstrate Adaptability and Show Self Awareness:**

**Rating \_\_\_\_\_ Comment:**

**Additional Thoughts:**