

Mission to the World—Annual Missionary Evaluation

Missionary name(s):

Supervisor:

Field/Team:

Country:

Review Period:

Date reviewed with missionary:

The purpose of this evaluation is to help facilitate an ongoing discussion with the missionary you supervise during the course of a year. Please meet with the missionary in person to further discuss the information below. Once this is done, you should email this completed form to your direct supervisor and to your International Director. This form may be filled out for each individual missionary or jointly as a couple and should be returned no later than October 1.

Phase 1: Introduction and review of past year

The purpose of the annual review is to help missionaries know:

- 1. What is expected of me?*
- 2. How am I doing?*

Begin by asking and discussing the following questions with the missionary. You should send the Pre- Interview Questions in advance of this meeting to the missionary and he/she should be prepared to share the responses, which you should list below.

- 1. Has this year been better or worse for you than last year? (If applicable)**
- 2. What have been your most important achievements over the last 12 months?**
- 3. What do you find most and least interesting or enjoyable about your ministry?**

Phase 2: Please rate the missionary using the following criteria

| | Unacceptable | Needs Improvement | Good | Excellent |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Overall Effectiveness of ministry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ministry contribution to team's and MTW's ministry goals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Language proficiency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adjustment to host culture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Builds and maintains healthy relationships | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains healthy spiritual life | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Effective in evangelism and discipleship | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates servant leadership | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

An "Unacceptable" rating means that if the missionary does not demonstrate significant improvement in this area in the next 6 months, his/her ministry will be reevaluated and actions will be taken which could involve termination from the team. A "Needs Improvement" rating means that the missionary needs to grow in this area but is not in danger of being asked to resign or find another field assignment. If you marked either of these categories, please describe the issue and clearly describe what behaviors need to be demonstrated in the future to improve.

Phase 3: Planning for the future.

(Please save a copy of Phase 3 to review during next year's annual review.)

A. You should send the Pre- Interview Questions in advance of this meeting to the missionary and he/she should be prepared to share the responses, which you should list below.

- 1. Identify two or three key ministry goals for the coming year.**
- 2. What will you do to improve ministry skills, cultural knowledge or effectiveness in the coming year?**
- 3. How can your supervisor help you to be more successful?**

B. Additional Comments

- 1. If this is the missionary's last year of his/her term on the field, would you invite this missionary back to your team or recommend the missionary to another team?**
- 2. Additional comments or concerns from supervisor?**
- 3. Additional comments or concerns from missionary?**

Leader's signature:

Regional one-up signature:

Missionary's signature: