Lutheran Education Australia

Appraisal for Lutheran School Pastors and Chaplains (Guidelines for use of appraisal)

- The following appraisal is designed as a formative evaluation of school pastors and chaplains. The formative nature of the appraisal should be made clear both to the pastors and chaplains being evaluated and to those participating in the evaluation process.
- For ordained pastors, the appraisal could form part of the pastoral ministry reviews required for pastors after 3, 5, 7 and 11 years of their call. This would require discussion with the relevant bishop.
- The form is designed to be placed on to Survey Monkey or a similar program so as to allow for anonymity of responses and easy tabulation of the data gathered.
- For best results at least 10-12 completed survey responses should be received.
- Those who should receive the survey should include senior school leadership, school board members, teachers and other staff who have worked with or observed the work of the school pastor/chaplain, any other pastoral ministry staff, local congregational pastors and other congregational staff or members who have worked with the school pastor/chaplain, and any other persons who may be nominated by the school pastor/chaplain as someone familiar with their work.
- The survey is not suited for parents, and students should not be given the survey tool.
- Additional questions may be added, and others deleted, in accordance with the specific description of duties on the school pastor/chaplain in each individual school context.
- If direct student perspectives and input is sought this should be done in small focus groups by a qualified interviewer and must use questions agreed to by the school pastor/chaplain and must include only those students who have written consent from their parents to participate in the focus group.
- Once the data from the survey has been gathered the appropriate person (normally the principal or the principal's designate along with schools HR manager) would go over the results with the school pastor/chaplain in consultation with the relevant bishop, or his delegate, and regional director.
- A full report of the data would normally not go beyond those involved in this
 meeting. The board would receive a summary report only. [If the appraisal is
 part of the ordained pastor's required ministry review, a report would also
 need to include the relevant bishop, or his delegate, and regional director.]
- Any queries about the appropriate implementation and interpretation of this survey tool should be directed to the LEA national office.

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	1	2	3	4	5	Not in a position to
	Not at all				Very much so	answer
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				_	yer life within th	

1.5 Is the school pastor/chaplain approachable and available to students seeking counselling or spiritual guidance?

	Not at all	2			Very much so	position to answer
	I VOL AL AII				very much so	
1.6 Ha	as the school p	astor/chapla	ain participated	d in ongoing	g theological ar	nd professional learr
	1	2	3	4	5	Not in a position to
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2.4 H	low wo	ould you ra	ite the Scho	ool pasto	r/chapl 3	ain's c	ommui 4	nicatio	n in cha 5		Not in a position		
	ι	Most unsatisfactory						E	xcellent	;	to answer		
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2	.5.2	Among so	chool staff?										
		Not satis	sfied	2		3		4		5 Very atisfied	р	lot in a osition to inswer	
2	.5.3	Among th	e student b	ody?									
		1 Not satis	sfied	2		3		4		5 Very atisfied	р	lot in a osition to inswer	
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Feel free to comment on Relationships, Communication and Reporting of the School pastor/chaplain:

ADMINIS	TRATIVE LEAD	DERSHIP				
	ould you rate the with necessary for			fficiency in ge	tting back to k	ey persons
3 - 1	1	2	3	4	5	Not in a position
	Most unsatisfactory				Excellent	to answer
	vould you rate the oration and decision unity?					
	1	2	3	4	5	Not in a position
	Most unsatisfactory				Excellent	to answer
	ould you rate the					
	1	2	3	4	5	Not in a position
	Most unsatisfactory				Excellent	to answer
must r	ffectively does the emain the same in and ministry?					
	1	2	3	4	5	Not in a position
	Not effectively				Very effectively	to answer

3.5 How effectively is the school pastor/chaplain able to take the initiative in key projects or decision making?

		1	2	3	4	5	position
	Not eff	ectively				Very effectively	to answer
Fe	el free to com	nment on the	e Administr	ative Leader	ship of the So	chool pastor/ch	naplain:
Р	ERFORMAN	CE IN REL	ATION T	O KEY DU	TIES AND R	ESPONSIBI	LITIES
	How would you school's chape		chool pasto	r/chaplain's i	n his or her ro	ole of oversigh	t of the
3	criour's criape	a program:					
	1	2	3	4	5	Not in a	
						position to)
	Most				Exceller	answer	
	Most unsatisfactory				Exceller	answer	
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2	unsatisfactory	ou rate the	school pas	tor/chanlain's		nt answer	
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2	How would y resource for	the school's	Christian	Studies prog	s ability to wor ram?	rk with and se	rve as a
2	How would y resource for	the school's	Christian	Studies prog	s ability to wor	rk with and se	rve as a
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4.4 How would you rate the school pastor/chaplain's management of the relationship with local congregations, Christian studies staff, other pastoral ministry staff at the school (including

	1	2	3	4	5	Not in a position
	Most unsatisfactory				Excellent	to answer
4.5		ordance with	the Word of (God as revea	led in the Old	nd [as appropriate] and New Testam
	1	2	3	4	5	Not in a position
	Most unsatisfactory				Excellent	to answer
4.6		school comm nmunity?	unity and to p	orovide spiritu	ual and pasto	faithfully the spiriteral leadership with
	1 Most unsatisfactory	2	3	4	5 Excellent	Not in a position to answer
	el free to comme School pastor/		rformance in	Relation to K	(ey Duties and	d Responsibilities
GE 5.1	General questhe School pa	tions (Please		questions tha	t are relevant	to your experienc
	i. W	hat are the m	ajor strength	s of the school	ol pastor/chap	olain?
	ii. W	hat are some	areas of gro	wth for the so	chool pastor/o	haplain?

key volunteers) and any other key partners or stakeholders with whom he or she must work?

iii.	What have been the most significant achievements of the school pastor/chaplain over the past two years?
iv.	In what areas or ways could the school leadership and/or the local congregational leadership provide better support to the school pastor/chaplain?
V.	Feel free to make any additional comments about the performance of the school pastor/chaplain relating to any areas that may not have been covered in this survey: