

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.

3 ADMINISTRATIVE LEADERSHIP

3.1 How would you rate the school pastor/chaplain's efficiency in getting back to key persons and groups with necessary feedback / information?

1	2	3	4	5	Not in a position to answer
Most unsatisfactory				Excellent	

3.2 How would you rate the school pastor/chaplain's willingness and ability to engage people in collaboration and decision making about the spiritual and worship life of the school community?

1	2	3	4	5	Not in a position to answer
Most unsatisfactory				Excellent	

3.3 How would you rate the school pastor/chaplain's ability in being able to understand and respond to 'the big picture' of the school's overall spiritual and educational mission?

1	2	3	4	5	Not in a position to answer
Most unsatisfactory				Excellent	

3.4 How effectively does the school pastor/chaplain have a sense of what must change and what must remain the same in his or her area of responsibility in order to achieve school's spiritual mission and ministry?

1	2	3	4	5	Not in a position to answer
Not effectively				Very effectively	

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	Not in a position to answer
Not effectively				Very effectively	

Feel free to comment on the Administrative Leadership of the School pastor/chaplain:

4. PERFORMANCE IN RELATION TO KEY DUTIES AND RESPONSIBILITIES

4.1 How would you rate the school pastor/chaplain's in his or her role of oversight of the school's chapel program?

1	2	3	4	5	Not in a position to answer
Most unsatisfactory				Excellent	

4.2 How would you rate the school pastor/chaplain's ability to work with and serve as a resource for the school's Christian Studies program?

1	2	3	4	5	Not in a position to answer
Most unsatisfactory				Excellent	

4.3 How would you rate the school pastor/chaplain's success at working with the principal and other key school leaders?

1	2	3	4	5	Not in a position to answer
Most unsatisfactory				Excellent	

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

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:
