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# Sample Church Custodian Performance Evaluation Form

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The Art of Kubernesis (1 Corinthians 12:28)  
 Completing the Circle  
 Supervising and Supporting Ministry Staff  
 Resources in Education  
 The Nuts and Bolts of Church Planting  
 Ethics Management for Public Administrators  
 Best Practices in Catholic Church Ministry Performance Management  
 Governance and Ministry  
 95 Questions to Shape the Future of Your Church  
 Smart Church Management: A Quality Approach to Church Administraton  
 Staff Your Church for Growth  
 The Work of the Ministerial Staff  
 Practical Stuff for Pastors: Managing People  
 Mission Rift  
 Church Administration  
 Working  
 Thesaurus of ERIC Descriptors  
 Leadership Handbook of Management and Administration  
 The Effective Church Board  
 The House Of God  
 How to Lead a Church to Reach People and Grow  
 Inside the Large Congregation  
 Why the Catholic Church Must Change  
 Assessment of the Capacity, Incentives, and Performance of Agricultural Extension Agents in Western Democratic Republic of Congo  
 Church Administration and Finance Manual  
 Performance Measurement, Evaluation, and Incentives  
 Leading Well  
 Research in Education  
 Starting a Nonprofit at Your Church  
 Synergy  
 Zondervan 2011 Church and Nonprofit Tax and Financial Guide  
 Appalachian Integrated Pest Management, Gypsy Moth Demonstration Project (VA,WV)  
 Best Practices in Catholic Church Ministry Performance Management  
 Minutes of the ... General Assembly of the United Presbyterian Church in the United States of America  
 When Moses Meets Aaron  
 2009 Minutes of the Cumberland Presbyterian Church  
 Church and Ministry Strategic Planning  
 Human Resource Management Practices in the Church  
 The End of Performance Appraisal  
 The Impact of Church Consultancy

*Sample Church  
 Custodian Performance  
 Evaluation Form*

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The Art of Kubernesis (1 Corinthians 12:28) Rowman & Littlefield  
 Why, when, and how should a church add to its professional staff? Here is a practical manual dealing with the issues of hiring and utilizing multiple staff positions to encourage church growth.  
Completing the Circle Greenwood Publishing Group  
 On his second day as association minister for the United Church of Christ, David McMahon received three phone calls from lay leaders who were looking for resources on "how to evaluate our minister." He knew of several churches in which a poorly constructed process for evaluating the

ministers had spun out of control, however, and had gradually come to believe it is probably better for a church not to attempt an evaluation process at all than to do one carelessly or to naively use a design intended for a secular organization. Based on the needs he saw, McMahon began to work with numerous congregations looking for ways to review both leaders and ministries and developed the feedback/reflection process he lays out in this book. Based on sound principles of effective communication, this simple system of asking for descriptive feedback about various aspects of a congregation's life together takes into account the specific setting and the unique relationship between minister and congregation.  
Supervising and Supporting Ministry Staff  
 Bowkers

This book presents a unique approach to church growth. It is written mainly to help churches that are declining, but will help all churches. The underlying premise is that churches do not grow and reach new people because they do not know how, or because they are so poorly structured and organized that they spend most of their time and efforts in conflict. This disrupts the fellowship and leaves very little time and energy for reaching new people. The subtitle could be, "Fifteen Essential Steps To Growth"- Basic growth and administrative principles. The combining of these areas makes this a unique book. Young has brought together these basic elements, from over 40 years of experience. . The book is a practical guide for a local church to follow to function efficiently and effectively, and reach people for Christ. When the steps are

followed, and in the proper order, the church can pretty well be assured of growth and effective ministry. Dr. Robert A. Young is currently President of Samuelite Corp., Church Outreach and Consulting. He served as Associate Pastor/Administration of Walnut Street Baptist Church, Louisville, KY, and Park Cities Baptist Church, Dallas, TX, and President of the National Association of Church Business Administration. He has conducted "Total Church Consultations" and Capital Fund Campaigns for churches of all sizes and denominations. He is now available to serve churches as a consultant in these areas. He is also the author of "The Development of A Church Manual of Administrative Policies".

**Resources in Education** Abingdon Press  
This book demonstrates, in detail, why annual performance appraisals might still work in hierarchical environments, but largely fail in agile ones. The annual performance appraisal is one of the world's most widely used management tools. For many years, it was indeed seen as a pre-requisite for successful leadership and professional management. While most managers and employees have always been sceptical in this respect, those at a strategic level are now also realising it causes more harm than good, and a growing number of leading companies have similarly abolished this approach. One key reason lies in the changing working world, and the quest for greater organisational agility. Companies are moving away from rigid structuring. The arguments are presented objectively but with practical relevance, coherently illustrating the available alternatives for achieving what annual performance appraisals largely have not.

**The Nuts and Bolts of Church Planting**  
Routledge

The Church is not a business, but it does have a stewardship responsibility to ensure that all of its resources are used as effectively as possible to carry out God's work on earth. In the case of human resource assets, good stewardship involves assisting those engaged in ministry (whether clerical or lay) to achieve their greatest potential through the various components of performance management, including performance assessment. This unique collection brings together both scholars and practitioners who tackle the tricky questions related to the performance management of lay Church workers and clergy (priests and deacons). Performance management is multi-faceted, ranging from issues about hiring, job descriptions, performance criteria, performance appraisal, formation,

and firing procedures. As a charitable organization, the Church is subject to the same civil law employment regulations as companies in the private sector.

Contributors demonstrate that Canon Law and Church tradition supports the performance management of Church ministers (including clergy). This is a valuable resource for programs in church ministry, pastoral administration, and in the emerging field of church management.

Ethics Management for Public Administrators Baker Books

Those who chair church boards deserve our prayers and respect. Often with little preparation or experience, they step up to lead the primary spiritual leadership team within a local congregation. When they need help, they have to search long and hard to find resources that respond to their specific questions and concerns. The Art of Kubernēsis (1 Corinthians 12:28): Leading as the Church Board Chairperson fills this gap. It takes the best ideas about chairing nonprofit boards being discussed today and carefully evaluates them. Those ideas that are compatible with biblical values and the unique nature of a church congregation contribute to this "map" for church board chairpersons. Although its primary frame of reference is congregational polity, the principles discussed can help anyone who chairs a faith-based nonprofit board.

*Best Practices in Catholic Church Ministry Performance Management* Dorrance Publishing

Church leaders understand that managing the day-to-day operations of a church can be challenging because of limited resources, managing volunteer labor, and supporting the needs of the congregation. Smart Church Management: A Quality Approach to Church Administration, Third Edition is an updated guide for managing the resources of a church - which is people, time and money. This book provides tools and examples for decision making and problem-solving for church administration that is easy to understand and more importantly, quick to implement! This book also includes discussion questions to provoke thought and discussion for church teams. This book is ideal for ministry students, church boards, church leadership and church administrators.

*Governance and Ministry* Fortress Press  
As with the first edition, this practical book is dedicated to building organizations of integrity. It has been written for students contemplating careers in public service, elected and appointed officials, administrators, and career public servants in America and abroad.

**95 Questions to Shape the Future of Your Church** Rowman & Littlefield

Agricultural extension is critical for agricultural growth and food security, but making the extension system effective, demand driven, and responsive to the needs of a diverse set of producers remains a challenge. As part of the institutional reforms in the Democratic Republic of Congo (DRC), the extension system is being reviewed to identify strategies and practical actions to transform the system to better respond to the knowledge needs in a rapidly changing agriculture and food sector. This paper provides an in-depth review of the agricultural extension system of DRC including an analysis of its policies and legal framework, organization, and management; links to critical institutions; and capacity and incentive of different actors in the system. This review involved document analyses, interviews with key informants, and surveys of 107 extension organizations and 162 extension agents in 156 randomly selected villages in western DRC. This review suggests serious funding constraints, human resource management problems, no linkage and coordination within the extension system and with research and education systems, and a majority of underserved communities and farmers. This review also highlights a good opportunity given the huge human resources (more than 11,000 agents) deployed into the sectors and territories as part of the Ministry's agricultural inspection system. However, their mandate is not clear and they currently focus on data collection (census) and checking what farmers do and limited in extension and advisory work. This review highlights the urgent need for human resource or civil service reform; public-sector commitment and funding; infrastructure rebuilding and skills upgrading in extension, education and training, and research organizations; and a unified policy or strategy with clear vision, mandate, targets, and performance-based incentive system.

**Smart Church Management: A Quality Approach to Church Administration**

Rowman & Littlefield

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assessment. This unique collection brings together both scholars and practitioners who tackle the tricky questions related to the performance management of lay Church workers and clergy (priests and deacons). Performance management is multi-faceted, ranging from issues about hiring, job descriptions, performance criteria, performance appraisal, formation, and firing procedures. As a charitable organization, the Church is subject to the same civil law employment regulations as companies in the private sector.

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**Staff Your Church for Growth** Rowman & Littlefield

The Zondervan 2011 Church and Nonprofit Tax and Financial Guide is the most accessible, complete, and easy-to-follow tax and financial guide of its kind, explaining complex tax concerns in plain language.

The Work of the Ministerial Staff Lulu.com

Are you a recently elected church board member who hasn't received training for your new position? Are you a current board member disillusioned by negative experiences and interpersonal conflicts? Education specialist Michael Anthony asked a cross-section of almost a hundred pastors and church officers, in addition to staff members and denominational officials, to give their input about what is happening in church boards across America. The results of the survey were compiled into a comprehensive handbook that addresses topics such as: -Developing a vision statement -Writing job descriptions -Setting long- and short-range goals -Facing financial storms -Resolving interpersonal conflicts -Reviving a declining church This unique, multi-denominational training resource emphasizes developing a team structure. It can be used for individual instruction, group discussions, and orientation sessions. The case studies clearly identify situations and leadership experiences common to many church boards.

*Practical Stuff for Pastors: Managing People* Xulon Press

Vols. for 1958 contain Minutes of the 100th General Assembly of the United Presbyterian Church of North America, the 170th General Assembly of the Presbyterian Church in the U.S.A., and the 170th General Assembly of the United Presbyterian Church of the U.S.A., the reports of the boards of the Presbyterian

Church in the U.S.A. and the United Presbyterian Church of North America, and statistics of the two latter bodies.

**Mission Rift** Lexington Books

Preach a sermon? No problem. Choose a theologically-sound Sunday school curriculum? No trouble. Conduct annual performance reviews with your ministry staff? Not so simple. *Managing People* provides pastors with tips for inspiring and leading staff and volunteers, including: How to handle tough conversations, when and how to say no, and building and guiding staff and volunteers. After surveying hundreds of pastors, asking them what they wish they'd learned in seminary but didn't, "practical stuff" was the overwhelming answer. *Practical Stuff for Pastors* is a series of how-to guides dedicated to topics like how to manage a team, keep a building running, defuse conflicts, and more. Full of tips, recommendations, and strategies to equip pastors for running a church on the days between Sundays, these handbooks are valuable tools pastors will reference again and again. Look for the other books in the series: *Dealing with Conflict*, *Leading Change*, and *Taking Care of Business*. *Church Administration* Wipf and Stock Publishers

As contentious debates swirl in the Catholic church about the role of women, abortion, sexuality, and more, author Margaret Nutting Ralph urges readers to see that past church teaching on these issues is not infallible. Contrary to popular belief, church teaching on key issues has evolved in the past, and Ralph makes the case that it should again. Ralph works through some of the most vexing questions in the church today, from homosexuality to contraception, outlining key scriptural references for each issue, exploring the history of church teaching, then looking for ways these teachings might evolve. The paperback edition features a new preface that explores the potential for change in the church in light of Pope Francis's first year.

**Working** Springer

*Church Administration* by Robert Welch will assist pastors and church administrators in becoming effective and efficient leaders, managers, and administrators.

Thesaurus of ERIC Descriptors Church Publishing, Inc.

With the number of large congregations rising in the U.S., these congregations are increasingly dependent upon a greater number of staff to meet the needs of their diverse collection of members. As leaders of multi-staff teams, senior clergy must play the dual role of both Moses and

Aaron—both visionary and detail-oriented leader—in order for their large congregations to thrive. They need to be skilled with the tools of human resource management, while at the same time setting a vision and inspiring both staff and congregation. Unfortunately, until now there have been few resources for senior clergy who lead multi-staff teams. Working without adequate models and tools, senior clergy of large congregations often find themselves with passionate, dedicated staff members who are moving in different directions, competing over limited resources and attention. They end up with questions of how to evaluate the performance of staff and direct their efforts. They find themselves using time, attention, and resources to care for staff rather than using staff as a resource to care for the mission of the congregation. Longtime Alban senior consultant Gil Rendle and Alban senior consultant Susan Beaumont have developed *When Moses Meets Aaron* to help clergy responsible for several-member staff teams navigate these unknown waters. They have taken the best of human resource practices and immersed them in a congregational context, providing a comprehensive manual for supervising, motivating, and coordinating staff teams. Rendle and Beaumont give both detailed and big picture guidance on hiring, job descriptions, supervision, performance evaluation, staff-team design, difficult staff behavior, and more. Their combined experience in consulting and training with staff and leaders of large congregations proves invaluable in this manual for today's leadership demands.

*Leadership Handbook of Management and Administration* Augsburg Fortress Publishers

Spiritual management is required for spiritual organization, and yet a ministry's master plan should be the Master's plan for that ministry. *Church and Ministry Strategic Planning* assists readers in developing a Biblically based blueprint for carrying out the many activities in which the church or ministry is involved. The authors show clearly how careful planning is inspired by the Scriptures ("Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?"--Luke 14:28) and how it improves making decisions today which ultimately affect the ministry's effectiveness tomorrow. *Church and Ministry Strategic Planning* covers all areas of this type of planning and can be read and reviewed quickly. Through the use of a model of the strategic planning process, the authors

show how to develop mission statements, define strategic objectives, develop strategy options and operating strategies, appraise performance, and monitor strategic planning. Readers are led step-by-step through these key areas of creating a strategic plan. Examples and worksheets at the end of each chapter enable pastors, administrators, and lay leaders to develop a strategic plan fitting to their specific ministry or church. The appendixes provide tools used in planning as well as a complete sample strategic plan for a large church. Put these concepts to immediate use in decisionmaking and pursue God's purpose and vision for the church or ministry. If readers take the time and effort to study this book, apply its format, and prayerfully keep God in every step of the plan, here is what the authors believe plan administrators can expect: 1. A sense of enthusiasm in the church or ministry 2. A 5-year plan in writing to which everyone is committed 3. A sense of commitment by the entire church to its overall direction 4. Time for the leaders to do what they have been called to do 5. Clear job duties and responsibilities 6. Clear and evident improvement in the health and vitality of every member of the church staff 7. Measurable improvement in the personal lives of all those in responsible positions with time for vacations, family, and personal pursuits 8. The ability to measure very specifically, the growth and contribution made by senior pastors or evangelists at the close of their careers 9. Guaranteed leadership

of the church or ministry because a plan is in place--in writing--and is understood. Even more importantly, a management team and philosophy will be in place to guide the church or ministry into its next era of growth Explore this Biblical perspective on planning and develop a strategic plan that is systematic and continuous and allows the church or ministry to assess its market position, establish goals, objectives, priorities, and strategies to be completed within specified time periods, achieve greater staff and member commitment and teamwork aimed at meeting challenges and solving problems, and muster its resources to meet these changes through anticipation. The Effective Church Board Baker Books Surveys of pastoral staff repeatedly show that senior or supervising pastors consistently rate their working relationships with their associate staff members higher than do the associate staff members. Satisfaction levels follow similar patterns. In many cases, supervisors are not aware of or attentive to the concerns of their staff, and yet, these staff members are critical to the success of the church. Supervising and Supporting Ministry Staff is a research-based guide to the senior/associate staff relationship that is filled with real-life stories and practical advice to help readers negotiate their staff relationships successfully. The book focuses not only on the business mechanics of the supervisor/supervisee relationship, but also the full experiences of the associate

staff, including emotional and spiritual needs. This helpful resource addresses congregations of all sizes across denominations and discusses a range of supervisor/supervisee relationship types.

**The House Of God** Wipf and Stock Publishers

This book follows the journey of ten churches who underwent church consultancies, and explores in depth both the consultancy and its outcomes. Pre-consultancy and post-consultancy "snapshots," four to five years apart, of vitality indicators and attendance figures (using National Church Life Survey and other data) are used to compare these with churches that have not undertaken church consultancies. Theologies of church consultancy, church health, and church growth are also developed and examined, intersecting with a wide body of literature, including contemporary ecclesiologies. Consultancy outcomes are examined in detail. This includes interviews with pastors of some of those churches, reflecting on their perceptions of whether and how the church consultancy impacted the health and growth of their church. Conclusions are drawn about the efficacy of church consultancy in influencing the health and growth of churches, as well as contexts for the best use of church consultancy. This is a significant book for denominational leaders, theological lecturers, pastors, and church leaders as they encounter lack of health in churches and seek ways forward for greater health and impact in their local communities.