

Annual Performance Evaluation

Rector

Employee Name: Seth Dietrich
Position Title: Rector
Supervisor Name:
Supervisor Title: Bishop of Milwaukee; Wardens of Christ Church
Date of Review:
Period of Review: 2014

Goals for this review period:

Notable accomplishments from year in review:

Performance of Essential Functions and Responsibilities

Rating Scale: 1 = Unacceptable (Does not meet expectations)
 2 = Needs Improvement (Meets some but not all basic expectations)
 3 = Meets Expectations (Consistently meets basic expectations)
 4 = Exceeds Expectations (Meets basic and exceeds some expectations)
 5 = Outstanding (Consistently exceeds expectations)

Performance Expectations	Comments	Rating
Worship		
Design liturgy for 8am, 9:30am and 5pm services, as well as special liturgies for holy days.		
Preach at least two Sundays a month and share preaching for special liturgies (e.g., Holy Week). Manage the preaching schedule, incorporating the assistant priest along with other ordained parishioners (e.g. Bp. Ed Leidel).		
Oversee the musical "big picture" (use of contemporary music, traditional hymns, paperless music...etc). Supervise Organist & Choirmaster.		
Officiate the liturgy on Sundays, Wednesdays, and special liturgies, coordinating when the assistant rector officiates.		

Coordinate with Altar Guild and Flower Guild, as well as the coordinators of readers, prayer leaders, and lay Eucharistic ministers.		
Spiritual Life		
Declare God's forgiveness to penitent sinners, to pronounce God's blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ's Body and Blood		
Oversee opportunities for parishioners to deepen their own spiritual lives through prayer, Bible study, and meditation: <ul style="list-style-type: none"> • Encouraging a variety of small group experiences. • Modeling spiritual health through personal spiritual disciplines of Bible study, prayer and meditation. 		
Selection and Oversight of Assisting Clergy		
Meet weekly to keep associate focused and help identify and resolve emerging problems.		
Establish scope of associate's responsibilities and associated performance expectations.		
Introduce associate and help establish key relationships related to scope of work		
Delegate and assign responsibilities to assistant rector to fulfill needs of parish and provide learning and growth opportunities.		
Use and Control of all Buildings and Furnishings		
Encourage the parish to use the buildings and furnishings as a means to glorify God in worship, and to deepen the community's life of faith through programs and missions to the neighborhood and larger world.		
Model responsible stewardship of God's creation in care for grounds.		
Oversee sexton and the parish administrator's roles for looking after the buildings and grounds to preserve and maintain these assets in good condition for the long term.		
Consult with wardens as needed about building issues.		
Education		
Educate all ages in: the Scriptures; the doctrine, discipline and worship of the Episcopal Church; and in their exercise of ministry as baptized persons.		
Preach, usually with a biblical basis.		
Oversee a bi-annual newcomer class which introduces people to the Episcopal Church.		
Recruit lay people for a variety of education ministries.		
Oversee and encourage adult formation programs, including Lenten programs and		

other small groups.		
Supervise the associate priest who creates educational opportunities for children.		
Teach in small groups and adult forums.		
Stewardship		
Educate the parish regarding stewardship as a component of spiritual health. Guide stewardship efforts that support the parish's budget and goals.		
Choose stewardship chairs; serve on stewardship team; guide, inspire, and inform campaign by teaching scripture and sharing an understanding of spiritual well-being.		
Remind the parish of particular demands of stewardship throughout the year (as stated in the canons): <ul style="list-style-type: none"> • reverence for the creation and the right use of God's gifts; • generous and consistent offering of time, talent, and treasure for the mission and ministry of the Church at home and abroad; • the biblical standard of the tithe for financial stewardship; and • the responsibility of all persons to make a will as prescribed in the Book of Common Prayer. 		
Speak to individuals and/or families when needed.		
Preparation for Baptism, Confirmation, Reception and Reaffirmation		
Meet with candidates and their families, to discern and prepare them for these sacraments; may delegate to assistant priest.		
Leadership		
Clearly state values, and stay in relationship with those who disagree.		
Work with the vestry to form a shared vision for the parish.		
Work with the wardens to come up with vestry meeting agenda. Chair vestry meetings.		
Identify staffing and volunteer needs to achieve this vision.		
Serve as head of staff.		
Oversee administration of parish operations.		
Maintain current functional knowledge of church financial resources and processes.		
Pastoral Care		
Reach out to those who are sick in hospitals and in their homes as needed. Visit homebound parishioners at least		

quarterly.		
Tend to those who are dying, plan funerals, check in with the bereaved through their process of grief.		
Coordinate with the lay pastoral care team and lay Eucharistic Ministers.		
Prepare couples for marriage. Conduct weddings.		
Provide pastoral counseling as needed, referring to professional counseling as the need presents itself.		
Work with families in the midst of loss.		
Newcomers		
Ensure newcomers are identified, and contacted appropriately. Oversee newcomers' introduction to other parishioners and ensure they are welcomed into the parish.		
Personally build relationships and form new relationships. Pro-actively invite newcomers and long-time members into conversation through coffee/lunch dates, after-church meetings...etc.		
Support integration of newcomers by discerning their gifts, and connecting people into appropriate ministries.		
Outreach/Mission		
Work with Outreach Leaders, to establish annual program goals, and support pro-actively scheduling meetings.		
Preach and teach about the importance of engaging the world outside our own walls.		
Serve the mission of the Diocese of Milwaukee by participating in clergy days, diocesan retreats, and special projects/commissions.		
Engage in focused way in one particular organization other than the parish that is working for the transformation of Milwaukee. Currently serving on the board of Sojourner Family Peace Center		
Communications		
Establish vision and plan that will support communication with parish.		
Delegate execution to assistant rector; oversee and support assistant's management.		
Oversee incorporation of technology.		

Demonstration of Core Competencies

(same scale as above)

Competency	Comments	Rating
Leadership: Collaborates with the vestry. Demonstrates vision and the willingness to take risks. Willing to take responsibility for mistakes. Cultivates other leaders.		
Project-oriented: Demonstrates conviction that ministry is less about putting in a specific allotment of hours, and more about pro-actively planning, facilitating, empowering and executing a variety of projects to completion. Open to immediate human need and the movements of the Holy Spirit, while focused on concrete outcomes. Self-starting. Follows through to completion efficiently.		
Fosters Healthy Relationships: Works to get to know people and to connect people to each other; stays in relationship with people in the midst of conflict and disagreement; looks for the best in people; also, appropriately vigilant about personal boundaries.		
A Welcoming Spirit: Prioritizes the outsider, the seeker, the guest; looks for new ways to bring the good news of God in Jesus Christ to people outside the walls of the church. Equally open, friendly and inclusive to ALL people.		
Worship: Cultivates a liturgical presence that is authentic. Demonstrates careful preparation as well as improvisational risk-taking. Conveys passion and a sense of the power of worship to transform lives.		
Compassion: Genuinely cares about people; demonstrates a real empathy with the joys and pain of others; demonstrates a willingness to be a companion to someone in the midst of deep heartbreak and loss. Especially concerned about those who are most vulnerable in the parish and in the world.		
Joy and Enthusiasm Recognizing that many days in ministry are not “happy days,” there is conscious effort to actively look for signs of grace (even in the church!), and to resist taking one’s work and one’s self too seriously. Cultivates intentional practices of prayer, study, play and rest to balance the demands of parish work.		
Communication: Preaching that		

demonstrates preparation and thoughtfulness; that takes risks while keeping in mind the pastoral needs of the congregation and the community. Demonstrates strong communication skills for teaching and writing. Responds in a timely manner to emails and phone calls.		
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Additional Comments:

Goals for the Coming Year or Review Period: