

PART II

DIRECTORS JOB PERFORMANCE REVIEW

This part of the annual performance review relates directly to the director’s job description. It is the responsibility of the Personnel Committee to complete the evaluation. The purpose is to identify strengths that can be emphasized and areas for improvement that can be developed to improve the overall effectiveness of the campus ministry and the campus minister.

The Personnel Committee will solicit input from the relevant constituency groups as indicated below. This could be accomplished through interviews or through a questionnaire. While the input will not be anonymous, the identity will be confidential and known only to the personnel committee.

Primary Constituency Groups: Depending on the area, specific groups will be asked for input. These groups include the Wesley Board (B), The Director (D), YAC (Y), Residents (R) , Wesley Student Survey (SS), Faculty/Staff (F), Colleagues (C), Local Church Leaders(L). The primary constituency group is indicated after each area.

Evaluation Scale: Using all documented information available to the committee the following scale will be used: 1=Does not meet expectations; 2=Meets expectations; 3=Significantly exceeds expectations. Where a 1 or 3 rating is provided, comments justifying the rating will be required.

Director’s Comments: For each general area rated, the director will provide comments

The Greater Church:

		1	2	3
1	Sufficient opportunities for worship and celebration of the sacraments on campus were offered. <i>(Student Survey Question)</i>			
2	He made himself available to preach at other United Methodist congregations. (D)			
3	Maintains contact with all known United Methodist students, faculty, and staff who have expressed a desire to be in connection with the ministry (B) <i>(Student Survey Question)</i>			
4	Serves on Virginia Annual Conference committees. Serves on York River District committees when possible, (D)			
5	A focused outreach was evident in communicating with Annual Conference, District, and local churches, informing and involving them in the Wesley Foundation at William & Mary (B & D)			
6	The denominational obligations applicable to the Director’s episcopal appointment were met (D)			

Provide specific comments to justify ratings of 1 or 3:

Committee Comments:

Director’s Comments:

Direct Ministry to United Methodist Students, Faculty, and Staff

		1	2	3
1	Appropriate assistance was provided to the Young Adult Council in planning, implementing and evaluating its overall programs of worship, study, fellowship, service, and leadership development (Y)			
2	Appropriate pastoral care, counseling, and spiritual direction was provided to individuals, providing comfort to the afflicted and afflicting the comfortable (<i>Student Survey</i>)			
3	Sufficient opportunities for discipleship formation and growth such as small groups, one-time events, and retreats addressing aspects of discipleship, the Bible, ethics, and spiritual faith issues were provided.(B & <i>Student Survey</i>)			

Provide specific comments to justify ratings of 1 or 3:

Committee Comments:

Director's Comments:

Working with the Board, Young Adult Council, and Staff, and other administrative functions

		1	2	3
1	Responsibility was shared with the Board of Directors for fulfilling the obligations and responsibilities to provide a comprehensive campus ministry to the College of William & Mary (B)			
2	Served as a resource to the Board and the Young Adult Council as they sought to provide opportunities for service and mission locally, statewide, regionally, and globally, and was involved in such mission and service opportunities on a regular basis (B, Y)			
3	Provided students with vocational counseling, particularly those interested in pursuing full-time Christian service via careers in the church's various ministries; and keep students informed of various job possibilities that exist in the church for summer, part-time, or full-time employment (Y, <i>Student Survey</i>)			
4	Provided assistance to the Property Committee of the Board as it develops guidelines for selecting residents in the Wesley Foundation, and administers the selection process. (B, Y,R)			
5	Developed, maintained, and nurtured the residential program, with the cooperation of the Property Committee.(B, R)			
6	Ensured the effective administrative operations for the Wesley Foundation.(B)			
7	Provided effective supervision for the work of the Administrative Assistant delegated duties as appropriate; supported the work of the Board of Directors and its Committees; submitted money and bills received to the Treasurer for deposit or payment. (B)			
8	Worked with the Development Committee of the Board to secure and maintain sources of funding for the ministry.(B)			

Provide specific comments to justify ratings of 1 or 3:

Committee Comments:

Director's Comments:

.Personal Development

		1	2	3
1	Develops his/her spiritual life as a foundation for living as well as a model for students and others in the College community; take time for rest, retreat, and vacation as well as continuing education each year, following the provisions of the Book of Discipline of the United Methodist Church and Virginia Annual Conference (B, C)			
2	Participates in statewide and national professional and academic organizations, e.g. United Methodist Campus Ministry Association, Campus Ministries United at William and Mary, Virginia United Methodist Campus Ministers. (B, L, C)			

Provide specific comments to justify ratings of 1 or 3:

Committee Comments:

Director's Comments:

Greater College Ministry

		1	2	3
1	Stays informed of issues in campus ministry and higher education through systematic study and reading; as able, to publish articles and/or reviews in these areas; and participate in opportunities to teach in the church and the academy (B)			
2	Participates in a range of activities on campus beyond the Wesley Foundation in order to establish contacts and ministry with persons not affiliated with the Wesley Foundation, and to enhance the visibility of the ministry. (B, C)			

Provide specific comments to justify ratings of 1 or 3:

Committee Comments:

Director's Comments:



Personnel Committee _____ **Date:** _____

Director _____ **Date**_____

Board Chair's _____ **Date:** _____