Bethany United Methodist Church

**2014 GOALS**

 Employee: **(Name)** Department: **(Ministry Area)**

**Know** what you want to achieve – List your top five Goals, Successes, and/or Accomplishments for 2013 weighted by importance. (Remember to use SMART goals). .
These goals are established to provide common understanding of what will be achieved in 2013. Whenever possible, they should be stated succinctly with clear, measureable outcomes. They should be specific to the employee’s contribution to the ministry area and the church’s overall success in building a Christian community that is **Leading** people to **Experience** God’s love, **Know** Jesus Christ, and **Grow** in His Image. This document will be reviewed and updated throughout 2013.

**Goal #1**

**Goal Weight Percentage**: (Select the goals’ relative importance; the sum of all goals should be 100%)

**Mid Year Summary**: \_\_Goal Completed \_\_On track for completion \_\_Not on track \_\_Deferred or cancelled

**Year-End Summary**: \_\_Goal Completed \_\_Goal not completed \_\_Deferred or cancelled

**Employee comments**:

**Supervisor’s Comments (optional):**

**Goal #2**

**Goal Weight Percentage**:

**Mid Year Summary**: \_\_Goal Completed \_\_On track for completion \_\_Not on track \_\_Deferred or cancelled

**Year-End Summary**: \_\_Goal Completed \_\_Goal not completed \_\_Deferred or cancelled

**Employee comments**:

**Supervisor’s Comments (optional):**

**Goal #3**

**Goal Weight Percentage**:

**Mid Year Summary**: \_\_Goal Completed \_\_On track for completion \_\_Not on track \_\_Deferred or cancelled

**Year-End Summary**: \_\_Goal Completed \_\_Goal not completed \_\_Deferred or cancelled

**Employee comments**:

**Supervisor’s Comments (optional):**

**Goal #4**

**Goal Weight Percentage**:

**Mid Year Summary**: \_\_Goal Completed \_\_On track for completion \_\_Not on track \_\_Deferred or cancelled

**Year-End Summary**: \_\_Goal Completed \_\_Goal not completed \_\_Deferred or cancelled

**Employee comments**:

**Supervisor’s Comments (optional):**

**Goal #5**

**Goal Weight Percentage**:

**Mid Year Summary**: \_\_Goal Completed \_\_On track for completion \_\_Not on track \_\_Deferred or cancelled

**Year-End Summary**: \_\_Goal Completed \_\_Goal not completed \_\_Deferred or cancelled

**Employee comments**:

**Supervisor’s Comments (optional):**

**Experience** the satisfaction of doing them well as a team, progressing and fulfilling the stated Bethany purpose. These are Bethany’s Success Factors, Attributes and working using the Bethany Staff Covenant of Conduct.

1. Do you demonstrate/display living the heart principles?

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Do you use direct communications over indirect communications? (Matthew 18:15-16)

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Do you display good teamwork using gound rules established by Partners in Ministry?

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Do you work with the spirit that honors each other by refraining from self-destructive behaviors?

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Teachable – Displays personal spiritual values and set an example of personal faith; constantly learns and improves, welcomes constructive feedback.

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Heart – Demonstrates Christ-like humility, integrity, respect and grace; Is quick to encourage and eager to contribute to other people’s success.

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Reliable – Fulfills commitments and meets deadlines; Responds rapidly and positively to coworkers and the congregation.

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Initiating – Involves others beyond one’s immediate team in order to collaborate, gather input and evaluate; Addresses conflicts in a healthy and appropriately assertive manner.

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Versatile – Willing to voice contrary opinions, and ultimately supports decisions that have been made; Has a “whatever it takes” approach and makes ministry happen even when resources are limited.

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

1. Engaged – Centers efforts on achieving Bethany’s vision purpose and plans; Communicates a positive attitude about work, coworkers and work environment.

\_\_Sufficient or Excellent; \_\_Area of concern \_\_ Other

**Grow** with the church and personally. Describe an opportunity for continued personal or professional growth development. Give consideration to training, education, networking, study or other opportunities that would promote growth within current responsibilities and / or future assignments.

**Comments** (mid-year and / or year end)

**Feedback** and comments from others (if applicable)

Additional comments regarding Goals (optional)

Sign to indicate completion of the Mid-Year Review or Year End Meeting

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_