

PASTORAL/STAFF COMMITTEE MEMBER

PURPOSE:

The work of God's people is fraught with challenges as much as it is with opportunities. Discernment over direction, progress, mutual responsibility for the Church's overall ministry should be a positive and regular way in which the people of God re-affirm their relationship to both clergy and lay leaders. This tool is one way of inviting that periodic time of discernment. It should be entered into prayerfully and with an attitude of love and care.

The process of pastoral/staff review is two-fold: A horizontal review, where the Pastor/minister/staff member reviews their own performance, and a vertical review, where The pastor/minister/staff member is reviewed, first by the boards/committees they work most closely with, and then with a personal interview with the Pastoral/Staff Committee

RESPONSIBILITIES:

The PSC is responsible for following a schedule of review outlined by the Church Council in August of 1997. This includes

1. Distribute and collect the two review forms from staff and the boards and committees (not individuals)
2. Evaluate the results of those reviews
3. Schedule meetings with all pastors/ministers/staff members for a discussion of the reviews
4. Make recommendations to the Trustees for compensation
5. Make a report to the Church Council regarding their suggestions
6. Act as a grievance committee when pastor/minister/staff member needs require it

SUPPORT/COUNSEL:

The PSC is, first, *responsible* to the Church Council and *responsive* to the pastor/minister/staff member. Secondly, the PSC is responsible to the Trustees and Diaconate Boards of the Church, from which come two of the members of the Committee

MAKE-UP OF COMMITTEE:

The PSC is made up of three members – a member elected –at large at the annual meeting of the Congregation, a member of the Diaconate Board, and a member of the Board of Trustees.

TENURE:

The term of membership on the PSC is three years, for the member-at-large, and up to three years for those annually appointed to the committee from the Trustees and Diaconate.

PASTORAL/STAFF PERFORMANCE COMMUNICATION - REVIEW I

The goal of an annual review process is to improve the ministry we share. This kind of mechanism can help our congregation, and especially its leadership, to confidentially communicate concerns, and openly share blessings as we continue to develop a ministry of care.

Notes:

- 1. This is a simplified review compared to others we have used in the past**
- 2. Form 1 is a personal performance review**
Form 2 is a performance review by the pastoral/staff relations committee
Form 3 is a summary review for the staff person's own use
- 3. These forms are a confidential communication between the committee and the pastor/minister and the committee Once a summary review is completed, forms 1 and 2 will be destroyed.**
- 4. Please return this form to the chair of the committee**

Are you satisfied with the way things going in the area(s) of your responsibility? If not, how might they be improved? If yes, explain.

2. Do you feel you have the support of the leadership team of the congregation? If not, do you have suggestions of ways you and the leaders can better work together? If yes, explain.

3. Do you have the support of other staff members? Explain.

4. If there is any lack of support, do you have suggestions of ways in which any of the above relations could be improved?

5. What are your pastoral/professional goals for next year? For the next five years?

6. Are there things that could be done which would make your calling/job easier and/or more fulfilling?

7. Are there changes you wish to have considered in your job description? If so, what are they?

8. Are there any issues of concern regarding your compensation? (Note: the pastoral/staff committee is not responsible for compensation, but will be making recommendations to the Board of Trustees regarding the same

9. Do you have any additional questions or comments?

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PASTORAL/STAFF PERFORMANCE COMMUNICATION
REVIEW II

NOTE: To be used by the chairs of the boards with whom the pastor/ministerstaff member works closely.

1. Position Reviewed _____

2. Board/Committee Filling in this form?

3. Reviewing the job description of the pastor/minister/staff member how would you generally rate the performance of his/her responsibilities?

4. What are the person's strengths?

5. What has been accomplished for which he/she has been directly or indirectly responsible? Have you conveyed your thanks, support, or positive comments to him/her?

6. Are there areas of responsibility not being fulfilled? What are they? What would you suggest to better answer these concerns?

7. On a scale of 1 to 5 (#5 being high, #1 being low) please rate the following:

- ___ ability to work with people
- ___ understanding of job
- ___ communicates positively and well
- ___ follows through with assignments
- ___ encourages the participation of others
- ___ delegates
- ___ recognizes leadership team achievements
- ___ handles stress and time pressures well
- ___ shares his/her vision for their area of our over-all ministry
- ___ insures accuracy of work
- ___ able to make decisions under pressure
- ___ accepts constructive criticism
- ___ keeps supervisor apprised of problems, work flow, and relevant issues

7. What could be done to help this pastor/minister/staff person do a better job in their area of our ministry?

8. Additional comments?

5. We used a simplified rating system to help identify your performance in several areas. #5 was the highest rating and #1 was a low rating. Here is a summary of those areas.

- ___ ability to work with people
- ___ understanding of job
- ___ communicates positively and well
- ___ follows through with assignments
- ___ encourages the participation of others
- ___ delegates
- ___ recognizes leadership team achievements
- ___ handles stress and time pressures well
- ___ shares his/her vision for their area of our over-all ministry
- ___ insures accuracy of work
- ___ able to make decisions under pressure
- ___ accepts constructive criticism
- ___ keeps supervisor apprised of problems, work flow, and relevant issues

Do you any comments or questions about these ratings?

6. We pray that this process has been helpful to you and we commit ourselves to praying for you and the leadership role you play in our ministry together.

Signed, Reviewer

Staff Member

Date _____
Date _____