



Annual Evaluation of Ministry

ANNUAL PERFORMANCE EVALUATION FOR STAFF – WHY?

- To provide professional growth and leadership development of staff so they may grow into more effective leaders
- To clarify the work scope and its expectations, including the review of the job descriptions in order to update as needed. Job descriptions are not static. As the church changes, so should job descriptions, to ensure that the mission and vision of the church are fulfilled
- To build on the strengths and gifts of the staff persons, ensuring that they match and are aligned with the needs, mission and vision of the church
- To integrate the mission, the vision, the work, and the whole organization
- To ensure that the staff and their work is for the benefit of the church, its vision and mission
- To ensure that staff is succeeding in implementing the mission of the church through the ministers they are leading
- To serve as a basis for just compensation

INDIVIDUAL ANNUAL PERFORMANCE EVALUATION FOR PASTOR AND EACH STAFF:

- Begins with self-evaluation
- Relates individual growth to organizational goals, vision and mission
- Fosters the increasing competence and growth of the staff person
- Clarifies and updates their job description and expectations
- Includes goals and priorities for the year to come and evaluates goals and priorities from previous year

Evaluation should be based on reflective questions, not a ranking system. It is recommended that in conjunction with staff evaluations, an evaluation also be held of the church's ministry – programs and activities. This may be difficult to do annually, but it should be considered at least every 3 years.

ANNUAL PERFORMANCE EVALUATION FOR THE CHURCH'S MINISTRY – WHY?

- To ensure that the church's ministry is aligned with its vision, mission and values
- To ensure that the church's resources (finances, staff and building) are used to implement the church's vision and mission
- To ensure that the church's ministry is done with purpose, intention and effectiveness, and the church's vision and mission are fulfilled

SR PASTOR OR SOLO PASTOR AS HEAD OF STAFF – WHY?

- The pastor works with the Governing body (Council) to discern the mission and vision of the church as well as its future
- Helps with leadership development as well as the spiritual grounding of leaders, so they may live out the mission and the vision of the church, and even shape the future
- Works with staff and governing body to direct the ministry of the church according to its vision and mission, developing appropriate outcomes
- Supervises staff and works with key leaders to implement the vision and mission of the church

When the Governing Body sets the mission/vision of the church's ministry, it is the staff and lay leaders who implement that mission into action with the direction and the supervision of the Pastor.

The Staff:

- Is a resource for the church's ministry: They put mission into action
- Operates on management level: They implement the mission and vision of the church
- Has an understanding that the Sr. or Solo Minister is the general minister, while each staff person has a specialized area of ministry
- Reflects specific areas of the church's ministry according to its vision and mission

The Sr Minister or Solo Minister:

- Carries the primary responsibility for coordinating and supervising staff
- Supervises staff and holds them accountable through managing the performance and annual evaluations of staff in collaboration with HR
- Cares for the staff, builds relationships and a team that functions cohesively
- Nurtures the gifts of each staff person and members of the parish to implement the ministry of the church
- Encourages staff and ensures they have the resources with which to do ministry
- Acts as bridge between staff, governing body, and Human Resources
- Partners with Human Resources to create and implement policies, procedures, and evaluative and accountability tools
- Communicates clearly with staff
- Understands that both themselves and staff play a vital part in the health and growth of the church

Supervision is about management as it relates to effectiveness of ministry. It is not about direction or control, or therapy or pastoral care.

Best Practices:

- Supervision of staff is the responsibility of the Sr Minister rather than a committee
- Supervision of staff and annual performance reviews are handled by the pastor as supervisor in collaboration with Human Resources Team
- The annual performance evaluation of the pastor is handled by the Human Resources team, not the Pastoral Relations Team, with input from the Moderator and other officers
- Once the written evaluation document is completed and signed, there should be only one copy to be placed in the staff person's folder. All other copies must be shredded.
- Access to staff folders is given only to the supervisor, the staff person and HR team
- An employee's folder is the property of the church

Remember:

- It is all about the ministry, the mission and vision of the church!
- It is imperative that churches have employee handbooks or policies
- It is important to remember that the church follows the legal system including rules and procedures of the land