

STAFF EVALUATIONS

Personnel: 5-08

E-mail sent in April to Committee Chairs accompanying the GUIDE for COMMITTEE EVALUATION of STAFF and explaining the process.

Committee Chairs (and Preschool Subcommittee):

As you know from the Church Manual and the Personnel Committee Chair's announcement at Session, committees are to provide input in the evaluation of staff that work closely with your committee:

1. Worship: all worship staff
2. C&YMC: Christian Educator for Children and Youth and Music Director of Children and Youth
3. F&S: Financial Administrator
4. Preschool Subcommittee: Preschool Director

Various and/or all committees: whichever pastor staffs. And even though a pastor might not staff your committee, your committee may have something to share since pastoral responsibilities and work do overlap most committees.

ATTACHED IS A GUIDE THAT THE PERSONNEL COMMITTEE URGES YOU TO USE, ONE FOR EACH STAFF MEMBER YOUR COMMITTEE EVALUATES. PLEASE FORWARD IT TO YOUR COMMITTEE READING AND FOLLOWING THE INSTRUCTIONS AT THE TOP.

If you have any questions, please contact me.

Many thanks,

Jeff Paschal, Head of Staff

GUIDE FOR COMMITTEE EVALUATION OF STAFF

STAFF MEMBER EVALUATED: _____ DATE: _____

COMMITTEE NAME: _____ COMMITTEE CHAIR: _____

1. Please forward this to the members of your committee so they can think ahead and be prepared.
2. Begin this process at the committee's May meeting and complete no later than the June meeting.
3. This is NOT an individual, but a committee evaluation and thus a consensus document.
4. The committee chair is to return to the Head of Staff immediately following the June committee meeting one of these forms for each staff member evaluated.
5. If you have any questions, please contact the Personnel chair or the Head of Staff.

CONTINUE

What does the staff member do that you like/appreciate/etc? In the performance of his/her responsibilities, what attributes, attitudes, and/or skills would you like to reinforce?

START

This is what we see we need in the future either because the staff member is failing to provide this now or because it's new. What ways can this member of staff be a better, more effective leader? In the performance of his/her responsibilities, what would you like to see begin?

STOP

What does the staff member do that you believe is unhelpful or counterproductive? In the performance of his/her responsibilities, what attributes, attitudes, and /or skills have you observed that you would like to see discontinued?