

Forest Hills Presbyterian Church
Martinsville, Virginia

Staff Evaluation Policy

Endorsed by Session [1/20/14]
Reviewed by Session [6/22/15]

General Policy Statement:

The purpose of this policy is to ensure routine feedback is given to staff regarding their performance opposite Forest Hills Presbyterian Church expectations, the mission and vision established by the Session, and the Book of Order. It shall include both a celebration of their contributions and strengths as well as a reflection of any gaps, missed opportunities and improvements required. Specific examples shall be included for clarity and support. Significant contributions shall be listed with the specific role played by the specific staff person noted.

Staff Evaluations at Forest Hills Presbyterian Church will be conducted annually under the direction of the Pastor (Head of Staff) in consultation with the Administration Ministry. The purpose of staff evaluations shall be to enhance the overall mission and vision of FHPC through performance review of staff with emphasis on connection to overall ministry efficacy at FHPC, strengths and growing edges of staff, a message/path forward to staff from the Pastor, and increased communication between the pastor, staff, session, and congregation. Staff evaluations will include, but not be limited to, the Director of Christian Education, the Office Manager, the Choir Director, the Organist, and the Nursery Coordinator.

Policy Details:

The ownership and accountability for this ministry policy and process is the responsibility of the Administration Ministry. This policy and associated forms shall be reviewed annually by the Administration ministry for accuracy, improvements and adjustments.

Performance feedback versus expectations is an ongoing process and not a single annual event. The Pastor as Head of Staff, other staff, Session and Administrative Ministry shall provide continuous feedback to the staff to ensure

Forest Hills Presbyterian Church Martinsville, Virginia

achievements are recognized and gaps are addressed real-time. Likewise, changes in vision, mission and expectations shall be communicated, primarily through the Pastor, real-time versus exclusively during annual evaluations.

Performance evaluations for staff shall be conducted annually and will generally follow the following format:

Self-Evaluations: Each October, staff shall prepare a "Narrative Self-Evaluation," using the form provided by the Pastor and reviewed by the Administration Ministry, as a personal opportunity to reflect on ministry at FHPC.

360 Evaluations: Also in October, using the form provided by the Pastor and reviewed by the Administration Ministry, appropriate members of the Session, other staff, and any others at the discretion of the Pastor will provide 360 feedback about the staff person being evaluated. This feedback by name shall remain confidential and will not be shared with the staff person.

Pastor's Evaluation: Taking into account the self-evaluation and 360 evaluations, the Pastor (Head of Staff) shall prepare a written evaluation for each staff member. This will reflect the staff person's performance versus expectations, an analysis of their strengths and growing edges, and a message/path forward. Once this evaluation is prepared, all of 360 evaluations will be destroyed and there shall be no reflection of names or positions regarding feedback in the *Pastor's Evaluation*.

Evaluation Meeting: An annual meeting shall take place with the individual staff, the Pastor (Head of Staff), and at least one representative from Session (preferably the Session liaison from the ministry having the most contact with the particular staff member). This meeting should represent the love of God in Jesus Christ as a time of non-threatening, open communication and mutual encouragement as sisters and brothers in Christ for all parties involved.

Communication: The outcomes of the staff evaluation process shall be communicated with the Session no later than the November stated meeting, and with the congregation as needed. The *Narrative Self-Evaluation* and the *Pastor's Evaluation* shall be filed in staff personnel file, which shall be kept at the

Forest Hills Presbyterian Church
Martinsville, Virginia

church for five years after he or she has ceased to be employed by Forest Hills Presbyterian Church at which time these records shall be destroyed.

Notes: