

Forest Hills Presbyterian Church Martinsville, Virginia

Minister 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 the minister regarding his/her 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 his or her 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 minister noted.

A Minister Performance Evaluation at Forest Hills Presbyterian Church will be conducted annually under the direction of the Chairman of the Administration Ministry, the Clerk of Session and the Administration Ministry. The purpose of the minister evaluation shall be to enhance the overall mission and vision of FHPC through performance review of the minister with emphasis on connection to overall ministry efficacy at FHPC, strengths and growing edges, a message/path forward to the minister from the Session, and increased communication between the pastor, staff, session, and congregation.

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 Session, staff, congregation and Administrative Ministry shall provide continuous feedback to the minister to ensure achievements are recognized and gaps are addressed real-time. Likewise, changes in vision,

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mission and expectations shall be communicated real-time versus exclusively during the annual evaluation.

Performance evaluation for the minister shall be conducted annually and will generally follow the following format:

Self-Evaluation: Each October, the minister shall prepare a "Minister's Self-Evaluation," using the form provided 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 Administration Ministry, the current members of the Session, other staff, and any others at the discretion of the Chair of the Administration Ministry will provide 360 feedback about the minister to the Chair of the Administration Ministry. This feedback by name shall remain confidential and will not be shared with the minister.

Administration Ministry Chair's Evaluation: Taking into account the self-evaluation and 360 evaluations, the Chair of the Administration Ministry shall prepare a written evaluation for the minister that is shared with the Session for reflection and upgrades without the minister's presence. This will reflect the minister's performance versus expectations, an analysis of his or her 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 *Administration Chair's Evaluation*.

Evaluation Meeting: An annual meeting shall take place with the Pastor (Head of Staff), the Administration Ministry Chair, and the Clerk of Session where the evaluation shall be shared. 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.

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Communication: The outcomes of the minister evaluation process shall be communicated with the Session no later than the November stated meeting, and with the congregation as needed. The *Minister's Self-Evaluation* and the *Administration Ministry Chair's Evaluation* shall be filed in minister's personnel file, which shall be kept at the 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: Revised by Admin/Personnel Ministry 5/5/14

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Minister Name:	Evaluation type (Self, 360, Final)	Evaluation Date:	Evaluator Name:
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List Specific Contributions and Accomplishments:	Minister's Role in Accomplishment:

List Minister's Strengths:	Examples:

List Minister's Growing Edges:	Examples:

Message to Minister:

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The preparation and delivery of thought provoking, biblically based sermons applicable to our lives today								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Providing visitation and pastoral care to those in need, especially those in the hospital, home bound, grieving, or have a need to confide in the pastor								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supporting the mission statement and joyfully reaching out with Forest Hills Presbyterian Church into the community and to all people								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leadership of the church including Session, Staff, Congregation								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enabling and ensuring that church ministries have resources and training to accomplish the goals of the church								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Congregational Redevelopment/Transformation – Development of Vision, Mission, Goals								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Involvement in Mission Beyond Local Church								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Spiritual Development and Teaching								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evangelism in the Martinsville/Henry County Area								
Below Expectations			Meeting Expectations			Exceeding Expectations		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Path Forward Task	Person Accountable	Target Date