

**2B. Staff Evaluation Policy**  
Plymouth Congregational Church

All staff members are to be evaluated yearly or more often when requested by the staff person, his or her supervisor, or the Personnel Committee. "Staff members" includes all employees of Plymouth Congregational Church, UCC.

Strict standards of compassionate openness, honesty, and confidentiality are expected.

**I. EVALUATION OF THE SENIOR MINISTER**

The Personnel Committee will conduct an annual performance evaluation of the Senior Minister.

The Senior Minister is to be evaluated by the Personnel Committee. The process shall include the following:

1. The Personnel Committee in conjunction with the Senior Minister shall devise an evaluation form to be filled out by any member of the congregation or the staff, including the Senior Minister. These evaluations must be signed in order for them to be considered. A sample of forms used in previous years should be available from the Church Secretary. Evaluations will only be read by others than the committee and the Minister with the approval of both. They will be kept locked.
2. The Personnel Committee shall summarize the findings and give a copy to the Senior Minister. The personnel committee may meet in executive session to compile and summarize input from evaluation forms but no decisions shall be made during executive sessions.
3. The Senior Minister may wish to draft his\her own performance statement for the period being evaluated. . Any written response from the Senior Minister must be placed in his or her personnel file.
4. A personal interview shall then be held at a time convenient to all Personnel Committee Members and the Senior Minister. At this time the Minister and Committee shall review the Minister's performance, set goals for the coming year, and make plans for handling any negative comments from the congregation or staff members, which are deemed worthy by the committee and the Senior Minister for personal attention.
5. It shall be the responsibility of the Personnel Committee to report to the congregation that the evaluation has taken place. It is recommended that a notice be placed in the Placard that is similar to the following.

Note from the Personnel Committee:

Personnel is pleased to report that we have completed [name]'s evaluation. We received xx surveys out of around xxx member households. The process also included [name]'s self evaluation. The Committee and [name] jointly agreed on goals for next year.

Members of the Personnel Committee:

<member 1>, Chair

<member 2>

<member 3>

## **II. EVALUATION OF ALL STAFF, other than Senior Minister**

All other staff persons, including other clergy, are to be evaluated annually by the Senior Minister with the help of Personnel as requested. Evaluations are to take into account the staff person's performance as it relates to his or her job description, the principles and purposes of Plymouth Congregational Church, and the present needs of the church. The goal of performance reviews is to pinpoint strengths, weaknesses, areas for improvement and development. A mutual goal defining process will be used that benefits both employee and supervisor, and realigns staff goals with the goals of Plymouth Church. The evaluations are to include the opportunity for all members of the congregation to contribute input to the evaluation.

All evaluations are to be written and signed and will be shared with the staff person being evaluated. Any written response from the employee must be placed in his or her personnel file. All evaluations will be kept in a locked container with access to the staff person, his or her supervisor, the Senior Minister, and the Personnel Committee. The staff person and the Personnel Committee must give his or her permission for others to see the evaluation.

Upon completion of the staff evaluations the Senior Minister shall simply report to the Council that they have successfully completed evaluations for all staff members.