

Gloria Dei Human Resources Performance and Financial Appraisal Process

1. Performance Appraisal\*

December:

1.1. Self-Evaluation: Self-evaluation form and job description are given to the following employees:

- Pastor
- Church Secretary
- Custodian
- Director, Music

The employee completes the self-evaluation form and returns it to the Summarizer (see 1.3).

Period: 1 week

1.2. 360 Evaluation: For each position in 1.1., the Summarizer gives an appropriate evaluation form and job description to:

- 1 CCouncil member (use staff evaluation form by congregational representative)
- 1 – 2 church members (use staff evaluation form by congregational representative)
- Pastor (use staff evaluation form by Pastor)
- Note: For the Director of Music one of the church members should be a choir member

The above person completes the evaluation and returns it to the Summarizer. Summarizer should follow-up with them as needed.

Period: 1 week to return

1.3. Summarization: The Summarizer summarizes the input and shares with the Exec. Comm.

Period: 1 week

2. Compensation Review

December:

2.1. Compensation Review: Financial Chair & Treasurer reviews the following position's compensation in relation to the job description, taking into consideration community standards and comparable positions in churches:

- Pastor
- Church Secretary
- Director, Music

And advises the Executive Committee if salary or duties need adjustment. To the extent that changes in duties or compensation are anticipated by the Executive Committee, they should inform the Financial Chair and Treasurer.

### 3. Performance Appraisal and Compensation Completion

December

- 3.1. Exec. Comm. Review: Exec. Comm. with the Pastor and Finance Chair reviews the Performance Summaries and Compensation Review and proposes adjustments in job description and compensation for consideration by CCouncil.

January:

- 3.2. Church Council Review: The Exec. Comm. reports the adjustments in compensation and goals to the Church Council for approval or referral back to the Exec. Comm. for additional consideration. The compensation is incorporated into the budget for the Congregation's consideration.

January

- 3.3. Employee Meeting: After the budget is approved by the Congregation, a member of Exec. Comm. and Pastor meets with employee:

- 3.3.1. Agenda

Prayer

Assure employee that meeting is confidential

Summary with comments is shared

Affirm good skills, achieved goals

Suggest agree upon new goals

Inform the employee of any compensation adjustment

Listen to employee

Close in prayer

\*Pastor review: In matters concerning the review of the Pastor, he/she will be excused from that portion of the Executive Committee meeting or process.

History:

Initiated: 12/05/2012

Revised: 03/04/2013