

THE GREECE
UNITED METHODIST
CHURCH

1924 Maiden Lane
Rochester, NY 14626

Staff Evaluation Process Guidelines

ADOPTED – 06/12/2012

Each member of the staff will be evaluated annually as appropriate. The following steps provide guidance for the Liaison, the employee and the SPRC.

1. The liaison asks the employee for a list of people who are familiar with the employee's work, and would be willing to provide input. As a guide, the liaison may provide the list of contacts that the employee provided the last time.
2. The liaison asks the employee for a list of his or her accomplishments over the past reporting period.
3. The liaison selects additional evaluators as desired, and contacts them with either a form or via a phone interview. The following guidelines are to be provided to the evaluator:
 - a. Inputs are to be based on the evaluator's first-hand experience, not second-hand or hearsay.
 - b. The evaluator should not score any question on which he or she has no recent, direct information.
4. The liaison requests an evaluation of the employee by the Pastor by providing a form.
5. The liaison collects the input, averages the scores, and summarizes the comments and suggestions onto an evaluation form. Note that specific scores and comments are to be summarized so that they can not be associated with a specific evaluator.
6. The liaison reviews the evaluation with the employee, along with a discussion with respect to previous and current goals along with the accomplishments. The liaison and the employee review the position Job Description and note potential changes or updates.
7. Any additional comments are added to the evaluation form. The form is then signed by both the employee and liaison.
8. The Pastor then reviews and signs the evaluation form noting any discrepancies and potential Job Description changes or updates. (Note: Job Descriptions are adopted in separate actions by the SPRC.)

9. The liaison presents the evaluation to the SPRC at a regularly scheduled meeting.
10. Copies of the evaluation form are provided to the employee, liaison and Pastor. The signed original is maintained in the SPRC files by the chairperson.