

Employee Performance Review

Employee: Cynthia Hamburger Position: Director of Handbells

Date Hired: Review Period: 2016

List of employee's strengths:

Knowledge of music, pedagogy, handbell techniques and repertoire.

Ability to train ringers and select music appropriate for worship as well as the ringers's abilities.

Provide specific examples of employee's major achievements during the review period:

The stability of the Handbell ministry
The increase in membership in 2 of the 4 choirs.

Successful annual Christmas concerts which draw many non-members to our church.

Are there any areas where performance can be improved? If so, what can the Church do to assist?

There is always room for improving directing skills and being able to make ringing accessible to those with less experience.

Handbell Festival in June always provides refreshers and new ideas in this area

A big part of the success of our handbell program is the commitment of the ringers to weekly rehearsals and Sunday availability.

What are the employee's goals for the coming year? What can the Church do to support the achievement of these goals?

Maintain membership and quality of performance of all bell choirs.

Prepare Good News Ringers to attend Handbell Festival in June.

Planning for new table covers to replace worn ones

Employee signature

Cynthia Hamburger

Date

1/7/2017

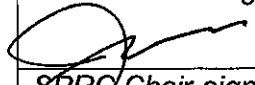
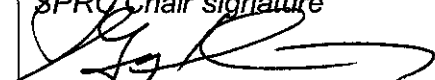
Reviewer signature

M. McDonald

Date

01/07/17

Yearly Employment Summary

Employee: Cynthia Hamburger		Position: Bell Choir Director		Summary Date:									
Date Hired:		Years of service: 32		As of: December 2016									
Work hours: 10 hours per week Effective dates: January of 2013 to October of 2015													
Salary: \$10,311 for 2016; 2017 salary is \$10,517, an increase of 2%. Effective dates: Jan. 1, 2017 to December 31, 2017													
Vacation Days: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Baseline vacation days</td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Additional days based on years of service</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Other days per contract</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Total vacation days</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> Effective dates: Jan. 1, 2017 to December 31, 2017						Baseline vacation days		Additional days based on years of service		Other days per contract		Total vacation days	
Baseline vacation days													
Additional days based on years of service													
Other days per contract													
Total vacation days													
Sick Days: Total sick days: 1 hour for every 30 hours worked; max of 40 hours Effective dates: Jan. 1, 2017 to December 31, 2017													
Other Benefits/Allowances: <div style="height: 80px; border: 1px solid black;"></div>													
Employee signature Cynthia M. Hamburger		Date 2/8/17		Senior Pastor signature  SPRO Chair signature 									
				Date 2/6/17 Date 2/6/17									