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| Name: |  | | |
| Position: |  | | |
| Name of Reviewer/s: |  | | |
| Date of Last Review: |  | Date of this Review: |  |

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| **Type of Review *(tick the applicable box)*** | |
| Annual Review and Development | Initial Review/Establish Development Plan & Goals  Interim Review (e.g. 6 monthly)  Annual Staff Review |

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| **Part 1: Goal Plan Review** | |
| Have all of last year’s development goals and objectives been achieved? *(if applicable)* | Yes  No  N/A |
| Comments on achievement of development goals and objectives from last year *(if applicable)* | |
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| **Part 2: Staff Review** |
| Review each position responsibility from the staff member’s Position Description (examples here are drawn from an example Position Description for a Senior Pastor/Ministry Team Leader). Indicate whether the positon responsibility is exceeding, meeting or not meeting expectations overall. Comments should include specifics of achievement against the various sub-responsibilities as relevant.  Not all Other Duties need to be listed and reviewed. Only include those of note. |

| Position responsibilities: | Exceeding expectations | Meeting expectations | Not meeting expectations |
| --- | --- | --- | --- |
| 1. ***Church Services***    1. *Plan and coordinate weekly corporate worship services and special events, in consultation with the Elders and Team Leaders.*    2. *Effectively allocate and delegate ministry responsibilities to Team Leaders and other volunteers.*    3. *Develop a preaching roster and teaching approach, in consultation with the Elders.*    4. *Preach regularly at weekly church services.*    5. *Empower and inspire congregation members through bible-based preaching to live Christ-centred lives* |  |  |  |
| Comments: | | |
| 1. ***Leadership***    1. *Facilitate the development and implementation of the vision for {INSERT} Church of Christ, in consultation with the Elders and wider church.*    2. *Enable church members to have a clear understanding of and display a commitment to the Church’s ministry goals.*    3. *Attend regular meetings of Elders, Team Leaders, and the Management Committee of {INSERT} Church of Christ.*    4. *Provide regular support to Team Leaders, such as one-on-one mentoring, facilitating team gatherings, and providing training for teams where appropriate.*    5. *Provide pastoral care support to the congregation, in addition to the pastoral care team.*    6. *Develop and coordinate the small group ministry of the church, and be willing to lead a small group as necessary.* |  |  |  |
| Comments: | | |
| 1. ***Youth and Young Adults Work***    1. *Provide pastoral oversight of children and young people and their families which are associated with the church.*    2. *Review and develop the current children’s and youth ministries of the church.*    3. *Investigate and implement additional ways that the church can reach out to unchurched children and families in the wider community.*    4. *Actively recruit additional volunteers to assist in ministry to children and young people.*    5. *Communicate regularly with parents, children and young people about upcoming events in the life of the ministry and the wider church.*    6. *Liaise with people from other youth groups and local churches where possible to enhance ministry to young people.* |  |  |  |
| Comments: | | |
| Other duties: | Exceeding expectations | Meeting expectations | Not meeting expectations |
| * 1. *Provide a monthly report on recent and upcoming activities to the Eldership.*   2. *Maintain ‘Endorsed Minister’ status with Churches of Christ in Qld.*   3. *Liaise with volunteers and other Team Leaders as required.*   4. *Attend local Church and community meetings as required.*   5. *Participate in Churches of Christ in Qld Conference activities as endorsed by the Eldership.*   6. *Other activities as required by the Eldership.* |  |  |  |
| Comments: | | |

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| Share some highlights of your position and role this year |
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| What have been the major challenges of your position and role this year |
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| What are the important partnerships, connections and involvements (e.g. community groups, networks, personal development) that you have maintained or started this year |
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| What have been some highs and lows of your personal spiritual and leadership journey this year? |
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| **Part 3: Staff Development Objectives and Goals** |
| Work through the key responsibilities in the Position Description and highlight any specific areas / objectives that are to be focussed on during the next review period. The overall position responsibilities and outcomes required are not likely to change significantly, however the emphasis on different areas may change, growth needs may be identified and new opportunities may arise. This can be documented in this section.  Areas for development should be written in the SMART format:  **S**pecific – Ensuring the staff member knows what is expected.  **M**easurable – So the staff member will know when the objective / progress has been achieved.  **A**chievable – Can reasonably be accomplished.  **R**ealistic – Development is within the ability and/or skill level of the staff member.  **T**ime-bound – Identify an appropriate timeframe for the development to be achieved. |

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| Agreed Development Objectives | Recommended action  Training/Support/Resources | Indicators for success | Timeframe |
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| Career/Leadership Goals | Recommended action  Training/Support/Resources | Indicators for success | Timeframe |
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| **Part 4: Summary Comments and Sign Off** | | |
| Reviewer Comments: | | |
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| Next Review/Discussion Date: |  | Interim Review Annual Appraisal |
| Reviewer/s Signature: |  | |
| Date: |  | |

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| Staff Member Comments: | | | | |
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| I agree with the review of my performance  Yes  No | | I agree with the above goals  Yes  No | | |
| Staff Member Signature: |  | | Date: |  |

*This form should be stored securely and copies provided to the staff member and reviewer/s.*