

Performance Management Guide

Performance Management Guide for a Pastor Managed by a Governing Group:

1. Establish Clear Expectations:

Begin by prayerfully discerning and defining the expectations and key performance indicators (KPIs) for the Pastor's role in alignment with the church's mission, vision, and values. These should be set out in the Position Description. If changing a position description, a clear procedure must be followed.

Ensure that the Pastor has a clear understanding of the expectations of their role.

2. Goal Setting:

Collaboratively set ministry goals with the Pastor that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals. These goals should not only support the Pastor's personal and spiritual development but also contribute to the church's mission and vision.

3. Regular Meetings:

Schedule regular meetings between the Governing Group and the Pastor. These meetings can be monthly, quarterly, or as needed.

During these meetings, review progress toward established goals and seek God's guidance on challenges or opportunities for ministry improvement.

Identify any concerns with performance or areas for improvement and clearly communicate these to the employee.

Clearly outline performance expectations moving forward.

Ensure all discussions, including any areas for improvement and expectations are documented in writing.

4. Ministry Performance Reviews:

Conduct formal performance reviews at least annually. These reviews should include a comprehensive assessment of the Pastor's performance against the established expectations and goals. Link to [Staff Review Documentation](#) and [Staff Review and Development Process](#).

Identify any concerns with performance or areas for improvement and clearly communicate these to the employee.

Formal performance reviews should always be documented in writing.

5. Feedback and Coaching:

Provide clear and constructive feedback during check-ins and performance reviews, guided by the Holy Spirit. Highlight areas of strength and clearly identify areas needing improvement.

Clearly outline performance expectations moving forward.

Offer coaching and support to help the Pastor enhance their spiritual gifts and address any ministry gaps.

Request that the Pastor advise if there is any additional support or training they require to assist them in improving their performance.

6. Recognition and Appreciation:

Acknowledge and celebrate the Pastor's achievements and contributions to the church's mission and community.

Recognise their steadfast commitment to the church and community engagement.

7. Ministry Development Plan:

Collaborate on a ministry development plan that outlines opportunities for the Pastor's spiritual growth and skill enhancement.

Encourage participation in training, workshops, or educational programs that align with their ministry calling.

8. Documentation:

Maintain clear records of all performance-related discussions, goals, and outcomes.

Document any agreed-upon action plans and timelines.

9. Accountability Measures:

Clearly define the consequences for not meeting performance expectations, including the steps that may be taken by the Governing Group if improvement is not achieved.

10. Formal Process

If attempts to resolve performance or behaviour informally have been unsuccessful, or the matter is of a serious nature, set up a formal meeting to address concerns.

Engage Human Resources support for assistance with this process (contact churchsupport@cofcqld.com.au).

11. Continuous Growth:

Foster a culture of continuous growth, where both the Governing Group and the Pastor are committed to growing in their relationship with God and serving His people.

12. Communication:

Ensure open and transparent communication between the Governing Group and the Pastor regarding performance management processes.

13. Confidentiality and Spiritual Care:

Maintain confidentiality throughout the performance management process, respecting the Pastor's privacy and well-being.

14. Flexibility:

Be open to adjustments and modifications in the performance management process as needed to accommodate changing circumstances or priorities.

Remember that effective performance management in a Christian context is a collaborative, prayerful effort aimed at supporting the Pastor's ministry success and the church's mission to advance God's Kingdom. Regular communication, feedback, and a commitment to spiritual growth are essential components of this process.