

Instructions for Pastor/Staff Parish Committee's Annual Evaluation of Clergy/Church Staff

1. Schedule a meeting of your Pastor/Staff Parish Committee prior to this feedback session. This will be a training session. Use the video and guideline sheets. The purpose of the training video is to assist the Committee in learning how to give feedback and to help the clergy/church staff receive the feedback. This training is important to the effectiveness of the feedback session. **At this training, focus only on how to do the feedback; do not** begin the process. Some churches may want to attach these two meetings together. We recommend two shorter meetings (1 – 1 ½ hours) rather than one longer one. The feedback portion will be more helpful and relaxed.
2. Notify your Staff/Pastor Parish Committee immediately of the dates for the two meetings and the purpose of these meetings. Be sure to talk with the chair of your P/SPRC about his/her role in leading the meeting, using the guidelines provided.
3. For a church with a multiple staff, the following suggestions may be helpful:
 - Train the Staff/Pastor Parish Committee as described above.
 - Then for the feedback session, sub-divide the committee into smaller groups of two or three members of the Committee. In addition, specific church leaders that have primary contact with the staff person could be invited to participate in the feedback session (they could also be invited to the training session). Then the feedback sessions could be held simultaneously for several staff, or scheduled at a time convenient for that staff person and the related church leaders.
 - A report would be given to the whole Committee by those members of the sub-group.