

APPENDIX 3.2

ANNUAL REVIEW TIMELINE

BACKGROUND

According to The Manual and Grace United Church Constitution, the Ministry and Personnel Committee is expected to “review and evaluate annually the effectiveness of the staff of the Pastoral Charge as those persons and positions relate to the mission of the Pastoral Charge as defined by the Church Council” (Grace Constitution, p.21). Guidelines on how to do this are explained in detail in part 9 and Appendix C of the Handbook for Ministry and Personnel Committees. Grace United Church (GUC) has consistently conducted these reviews while continuing to update the process and documents based on our experience with the Annual Review. The latest “review of the Annual review” was conducted in 2007 and new documents (Model of Multiple Staff Ministry, position descriptions, Annual goals forms, and Annual Review Summary sheets) were tested with the ministerial team in 2008 using the “360 degree” review process that was in place at Grace. One result of that test was the general agreement by the participants that the full “360 degree” review using position descriptions and annual goals was very work intensive for all participants (i.e. “too much paper”) and that a slimmed down process using Annual Goals would be suitable on an ongoing basis with the full “360 degree” process then occurring every 2nd or 3rd year (or more often if deemed necessary by M&P). This document fleshes out the process and timeline of how that might work.

SCOPE

This document would apply to all staff and contract personnel who work greater than 14 hours per week at Grace United Church

THE ANNUAL REVIEW

The basic Annual Review process would consist of the following items:

1. As noted in the document “Annual Goals Form Oct 2008” and used in the Annual Review, Annual Goals for each staff member are supplemental to the position description and can highlight individual or team goals as well as personal development goals. It is assumed that this will be a direct communication process (“negotiation”) between staff member and the committee but this can be facilitated by M&P if required. The Annual Goals sheet mentioned above can be used to align the goals with the Grace Mission Strategy and the position description
2. Annual Goals that are agreed upon between the staff member and the various committees will need to be approved by GUC Council or its delegate. Council will be the final “arbiter” in resolving any conflicts
3. There will be one interim review during the “review year” (see attached timetable) as well as a final review at the end of the “review year”. These reviews would be discussions between the appropriate committee and staff person
4. The reviews will focus on the progress of each Annual Goal and to the removal of any barriers to the achievement of that goal and/or the revision of the stated goal where all parties are in agreement
5. The timing of this process should reflect the Planning Process at GUC as well as the work flow of the participants
6. A full “360 degree” review will be conducted every 2nd or 3rd year as part of the final review of the Annual Goals (M&P may decide to do this more frequently if required)

ATTACHMENTS

The Annual Goal sheet (document "Annual Goals Form Oct 2008") is attached for reference as well as a suggested timeline for the Annual Review

REFERENCES

Grace United Church Constitution Rev. 7 April 2008

Handbook for Ministry and Personnel Committees Revised Sept 2003

The Manual United Church of Canada Revised 2007

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ANNUAL REVIEW TIMELINE

<u>Month</u>	<u>Annual Review</u>	<u>Significant GUC dates and work flow</u>
September	Agree on Annual Goals	
October		
November		Budgets due
December		Christmas preparation and delivery
January	Interim Review	
February		Congregational meeting
March		Easter preparation and delivery
April		
May	Final Review	
June	Goal Development	
July		
August		Summer doldrums!
September	Agree on Annual Goals	