

## **PERFORMANCE EVALUATION (Lay Employees) POLICY & PROCEDURES**

### **POLICY**

1. A performance evaluation of each lay employee shall be performed annually. If an evaluation results in requested action(s) within a specified period of time, a follow-up evaluation regarding the action(s) shall be performed. For new employees, at the end of an introductory period of three to six months, an initial performance evaluation shall be performed before beginning the annual ongoing cycle.
2. The Congregation Council, who is responsible for the employment and supervision of the lay employees of the Congregation, delegates the following individuals to be the performance evaluation evaluators of the employee in each staff position as indicated:

Staff Position:

Evaluators:

Office Associate  
Bookkeeper

Pastor,  
Business Management Committee  
Chairperson

Organist,  
Sanctuary Choir Director,  
Joyous Juniors Choir Director,  
Triple G's (Grace's Glory Group) Director,  
Bell Choir Director

Pastor,  
Worship and Music Committee  
Chairperson

Custodian

Pastor,  
Property Management Committee  
Chairperson

3. The performance evaluations shall be performed using Grace's PERFORMANCE EVALUATION (Lay Employees) form in conjunction with each position's Job Description.
4. Upon completion of each evaluation, the signed PERFORMANCE EVALUATION (Lay Employees) form with the attached Job Description along with any other current or follow-up documents shall be filed in the Employee's personnel file. A copy of the completed form and other related documents shall also be given to the Employee.
5. If a Staff Position is filled by a volunteer, performance feedback may be provided by the Pastor and/or Governing Committee Chair.

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**PROCEDURES**

1. When completing the PERFORMANCE EVALUATION form for an employee, the Evaluators should identify the areas of strength and areas for improvement in the “Comments” portions of the form.
2. In “II MAJOR TASKS FROM JOB DESCRIPTION” on the form, the letter and or number of each of the significant work to be performed items from the Job Description should be noted in the “Job Description Number” column. The item description should be stated briefly after “Task Description” and any strength or improvements needed should be briefly described in the “Comments” section. Since this page contains room to rate only six Job Description tasks, as many pages of this section as necessary may be added.
3. In the event a “Comments” space on any part of the form is insufficient, or if on “III OVERALL RATING,” NEEDS IMPROVEMENT” or “UNSATISFACTORY” is determined, an additional page or pages may be referenced and added.
4. If an employee’s performance in any area is determined as “must be improved,” specific goals and a specific length of time should be specified for that improvement and a follow-up evaluation of that performance shall be conducted at the end of that time period.
5. The Evaluators may choose to provide for additional training, education, seminars and other support for the areas of improvement needed for an employee.