



Annual Reviews

REGION 15, THE UNITED CHURCH OF CANADA

JUNE 24, 2021

The Manual, 2021

B.7.8.5 Ministry and Personnel Committee

All congregations or pastoral charges must have a committee or other body, which may be called the Ministry and Personnel Committee or a different name, with the following responsibilities:

- f) conducting annual performance reviews of the pastoral charge staff;

<https://united-church.ca/sites/default/files/2021-02/the-manual-2021.pdf>

M&P Committees: policy handbook

- ▶ The annual performance review is a means by which ministry personnel, lay employees, and people of the community of faith **support** one another in their **mutual** responsibilities for ministry and ensure alignment with their **mission**. (pg 23)
- ▶ ...it is an occasion for helpful **feedback** in a climate of **openness** and **trust** that leads to constructive results. (pg 23)
- ▶ Process
- ▶ No surprises
- ▶ Goals
- ▶ Position description, Profile, Living Faith Story
- ▶ Questionnaires, interviews
- ▶ Summary report, recommendations, dissent
- ▶ https://united-church.ca/sites/default/files/ministry-personnel-committees_policy-procedures-practices.pdf

Resources for M&P Committees

- ▶ Sample Annual Performance Review (pg 30)
- ▶ Negotiation and agreement on process
- ▶ Goals, mission
- ▶ Varying style and intensity

- ▶ <https://united-church.ca/sites/default/files/resources-for-mandp-committees.pdf>

Discussion points

- ▶ Goals
- ▶ Work satisfaction and effectiveness
- ▶ Communications, teamwork
- ▶ Health and safety
- ▶ Compensation package
- ▶ Vacation, study leave
- ▶ Sabbatical
- ▶ Hopes, dreams, vision
- ▶ Position description

Consultation

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