

Eastminster Presbyterian Church
Annual Review
Template

1) Performance

- a. What level of success has been achieved in fulfilling the requirements described in the Position Description, the Staff Covenant and/or the work assigned by the Head of Staff?
- b. How difficult (or easy) has it been to work within or meet the parameters of the Position Description and/or the work assigned by the Head of Staff?
- c. How relevant or accurate has the Position Description proven to be?

2) Staff

- a. What types of relationships exist with other staff members? (A brief overview by the staff person of these relationships, including underlying issues in conflicted relationships and underlying dynamics of positive relationships, is requested.)
- b. How effective and beneficial is the staff, as a group, to EPC and one another?

3) Support

- a. How well has the staff person been supported in his/her work? By the Head of Staff? By the Affiliated Committee? By other staff? By the Session? By the congregation? (Specific examples by the staff person are requested.)

4) Program

- a. What level of success has been achieved in meeting the goals of the staff member this year? (A brief review by the staff person of these goals, including major accomplishments and major set backs, is requested.)
- b. What goals are being considered or have been set forth for the coming year?

5) Growth

- a. What Continuing Education opportunities were taken advantage of? How was this training beneficial, especially in the context of the Position Description or any general responsibilities of employment?
- b. What Continuing Education opportunities are being considered or planned for the coming year? How might this training be beneficial, especially in the context of the Position Description or general responsibilities of employment?
- c. How helpful was the previous review and evaluation?

6) Health

- a. How much vacation was taken? How much sick/personal time was taken?
- b. Were all other days off observed?
- c. How has employment at EPC affected the staff person's emotional, spiritual, physical and general health and well being?

7) General

- a. What improvements/changes could be made by the staff person in the context of employment at EPC?
- b. What improvements/changes could be made by EPC in the context of employing staff in general or this staff person in particular?