

Process for Trinity Presbyterian Church annual pastoral and leadership evaluation, based on documents reviewed from other presbyteries and the counsel of presbytery executives and clerks:

- Invite a succinct written statement from pastor regarding goals set from the prior year's evaluation. In addition, the pastor, with agreement and input from the Personnel committee, will select four of the themes identified as "Leadership Skills for the 21st Century," from **When Better isn't Enough** by Jill Hudson. (Process adapted from the document *Pastor Evaluation Guidelines*, from the Presbytery of the Northwest Coast, and "Pastor Evaluation as Dialogue and Discernment," from Palo Duro and other Presbyteries.) These leadership skills form the basis for each year's goal-setting process, rotating among the twelve themes over three years, and fitting the circumstances of each year's situation as needed.
- Members of Session, Deacons, Personnel committee members, and selected others who may have worked closely with the pastor in additional capacities are asked to provide written feedback on their observations of the pastor's progress toward stated goals for prior year. They will also respond to the newly selected Leadership Skills chosen, using a standard set of responses (corollary to same scale used by pastor, describing level of effectiveness in carrying out goals from "very effective" to "NA"). Maximum number of individuals to provide feedback is recommended to be no more than 10% of membership or maximum of 25, whichever is smaller. Additional written comments giving specific examples of events or behaviors (observable) are requested, in addition to effectiveness ratings. No anonymous feedback will be added to summary information. (In some settings this is known as a "360 degree review.")
- *Session members and Deacons are asked to self-evaluate and set personal goals for the same four "21st Century leadership characteristics" annually, as described in the above resources. Typically, this could occur during a retreat, although items could be discussed during a regular Session meeting(s) in time set aside for this purpose. The goal is focused development of our shared responsibility as officers, recognizing that we work with the pastor and each other to fulfill our calling for the good of the church. All have a valued role to fulfill with regard to their office and responsibilities.*
- Feedback and Goal-Setting:
 - ◆ written evaluation forms are returned to the co-chairs of the Personnel committee and summarized, with attention paid to any discrepancies that exist between the pastor's self-evaluation and evaluation from others.
 - ◆ This information is shared with Personnel committee members and the pastor in written form, at least one week prior to a meeting for mutual review and feedback. (One or two additional individuals who have participated in providing written feedback may be asked to join the Personnel Committee during this meeting, at the Pastor's request and with agreement from the Committee.)
 - ◆ Based on the information and responses, along with dialogue during the feedback meeting, new goals are developed by the pastor for the following year, and prior goals revised if still ongoing, based on the leadership skills reviewed and any other areas discussed.
 - ◆ A summary of this work is then provided in a report to the Session.
 - ◆ The congregation will be informed of the process and results shared mutually by the pastor and Personnel committee as appropriate.

Additional resources used are available by request. Please contact Personnel Committee chairs if desired.