

Dorchester Presbyterian Church
Staff Reviews
Session Approved: November 21, 2017

- 1) Every staff member shall have a written annual review with his/her supervising staff member. The purpose of the reviews is to:
 - keep communication open between the staff member, the supervising staff
 - evaluate job performance in comparison to the job description
 - assist the employee in fulfilling his/her particular call to work and ministry among the congregation
 - review and recommend any revisions to the job description
 - report any suggestions or need for improvement
 - report and affirm the strengths of the employee
 - allow for employee feedback, suggestions, and/or questions or concerns
- 2) The written annual review shall be reviewed and signed by the staff member and the supervising staff member. A copy of the review shall be given to the employee and a copy placed in his/her personnel file.
- 3) Written annual reviews should be completed annually within the month of the employees hire anniversary date for all Good Shepherd School staff, and by November 1st for DPC only staff for budgeting purposes.
- 4) Ordained staff reviews are coordinated annually by the Personnel Committee. Staff, Session, and Deacons, should be included in the review of the Pastor.