

LNPC Staff Assessment Process

Purpose of Assessment:

1. For mutual reflection and self-awareness for staff and congregational leaders.
2. To enhance interdependence among staff, personnel committee, and session.
3. To celebrate staff contributions to congregation's health and well-being
4. To acknowledge any concerns or areas of needed growth in leading the congregation
5. To discern God's work in and through the congregation

Process of Assessment:

1. Construct, in conversation with each staff, an assessment process that (a) accurately reflects the primary responsibilities of the staff member's leadership in the congregation, (b) focuses on the staff member's leadership in empowering the congregation to participate in God's work in the world and (c) encourages the personnel committee and session to assess their work with staff in leading the congregation.
2. Announce the assessment of staff to the congregation one month in advance of the staff conversations. Ask the congregation to share, on the form provided for each position, the following to any member of the personnel committee: appreciations and concerns related to staff's primary areas of responsibility. Hand out the list of primary areas of responsibility and ask congregants to give specific feedback on these using concrete observations.
3. Collect and interpret feedback from congregants. Ask questions to elicit specific information and to encourage congregants to speak in reference to their own experience (rather than others' experience).
4. Have personnel committee members, session members, and staff members complete a written assessment of leadership within the congregation as well as an assessment of their work with staff in leading the congregation. This form will be based upon the primary areas of responsibility listed in each position description.
5. Have staff complete a similar 'annual report' of their leadership in all the areas of responsibility from their position description.
6. The personnel committee will read through all the above information and write up a description of how each staff member has helped lead the congregation in the past year. This will be based upon how they uniquely fills their roles and their ministries in the primary areas of responsibility. It will include any consistent areas of appreciation and concern (i.e., things that are mentioned repeatedly in feedback from congregation, session, and staff). It will discuss any possible adjustment of expectations (either from staff or congregational expectations) about their role.
7. The personnel committee will enter into conversation with staff about this written report, making any necessary changes on the basis of their conversation.
8. The personnel committee will give an overview of the assessment of staff to the session, and it will identify areas of ministry that need attention by the session and/or other church leaders.

Adopted in form 2011