

SLOUGH BAPTIST CHURCH POLICY	Staff Appraisal Policy
POLICY NUMBER: SBCP-31	



Primary Responsibility:	Secretary	
-------------------------	-----------	--

Issued:	30 th March 2020
Status:	Final
Review Period:	5 years
Next Review Date:	April 2025

DISTRIBUTION

Original	Slough Baptist Church Office
Copy	Website (PDF)

1. Purpose and Scope

We conduct annual appraisals as one way of ensuring that employed staff at SBC are able to work effectively, as part of the whole congregation, in pursuing the stated aims and visions of the church as a whole.

The performance appraisals defined in this procedure apply to all staff formally employed by Slough Baptist Church (SBC)

2. What is an appraisal?

An appraisal is a formal meeting, which provides an opportunity for the staff member to spend time reflecting with their line manager on their current role and responsibilities, to improve their performance, learn new skills and plan the development of their work.

The appraisal scheme has been designed to meet the following objectives:

- to assist staff in performing their job to the best of their ability, maximising their job satisfaction and their contribution to the objectives of SBC
- to identify individual training and development needs
- to highlight the potential that each individual has to develop within their current or a future position.

Appraisal interviews will occur annually. New members of staff will also be appraised during the third month of their probation period. A mid-year discussion will also be held to review progress on outcomes agreed in the last annual appraisal (normally within the context of an appropriate line management meeting / one to one meeting).

Regular one-to-one discussions will be held throughout the year: as such, there should be no surprises such as on-going underperformance issues which a member of staff is only made aware of at the end of year appraisal.

3. Responsibility for performing the appraisal

Appraisals are performed by the following within the church:

Employed Position	Appraiser
Pastor	Elders
Pastoral Coordinator	Pastor
Church Manager	Pastor
Caretaker	Church Manager

4. Setting for the meeting

In most cases only one appraiser is necessary. For situations where difficult issues may arise, there may need to be a second appraiser present.

Sufficient time needs to be set aside for the meeting, with measures taken to ensure that there are no interruptions from the telephone, visitors etc.

5. Preparation

The appraisal process will be initiated and conducted by the appointed line manager.

Those conducting the appraisal should meet to discuss any significant points which they would like to make during the meeting. If appropriate, they should carefully seek the comments of other relevant members of staff or the congregation, where this will benefit the appraisal meeting.

Training will be provided to all appraisers prior to conducting their first appraisal interview.

The line manager will:

- agree appraisal dates with appraisee
- provide the appraisee with the appraisal documentation 10 days in advance of the appraisal.

Note that different forms are used for the roles given above, and these are available as separate documents: this is to help in personal preparation for the meeting.

Appraisees should prepare the information for the various sections. This copy will be used and retained by the appraisee for their personal use during the meeting.

6. The meeting

During the meeting the appraiser(s) will complete their copy of the appraisal document in the light of the discussion with the appraisee. This should be brief but should give sufficient detail to assist with the following year's appraisal. This will subsequently be sent to the appraisee for written comment and approval.

7. Signing off

The appraisal document will be signed off only after the appraisee has seen it and added any written comments they wish to add about the accuracy or interpretation.

Both the appraiser(s) and the appraisee will sign the report to signify that they are satisfied with the end product and that they are jointly responsible for carrying out the identified actions.

If there is a disagreement over the content of the report, this will be recorded.

A copy of the report will be retained by the appraisee and the appraiser(s). The report will be treated as a confidential document by those receiving and holding copies and stored securely. Information will only be shared with the consent of the employee and only on a 'need to know' basis.

Appendix A - Appraisal Form for Pastors and Pastoral Staff



Appraisee:

Appraiser(s):

Date of appraisal meeting:

1 How has God been at work in you and through you over the last year?

2 List / describe key objectives which you have been seeking to achieve over the last year

3 What has gone well and why?

4 What has not gone well and why?

5 Do you feel that you are operating within your areas of giftedness most of the time?

6 Are there problems affecting your job which are outside of your control? Give details.

7 Describe the key issues which you believe need to be tackled in the future

8 What are your key goals and plans for you to focus on in the coming year?

9 What support and resources are needed for you to tackle the issues and achieve the goals?

Appraisee's comments and signatures:

Signed:

Date:

Appraiser's comments and signature:

Signed:

Date:

Appendix B - Appraisal Form for Administrative and Caretaker Staff



Appraisee:

Appraiser(s):

Date of appraisal meeting:

1 Your job description is attached for reference. Please list below those key responsibilities and tasks which you have been seeking to achieve over the last year.

2 What has gone well and why?

3 What has not gone well and why?

4 Do you feel that you are operating within your areas of strength most of the time?

Appraisee's comments and signatures:

Signed:

Date:

Appraiser's comments and signature:

Signed:

Date: