

# Annual Staff Appraisal Policy and Procedure

## Policy

The policy of Christchurch Baptist Church is that each member of staff will be appraised annually.

The summary of this appraisal should be a fair representation of the dialogue between appraiser and appraisee and is to be referred to as a working document throughout the forthcoming year with the aim of promoting continuous improvement.

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 Christchurch Baptist Church;
- to identify individual training and development needs; and
- to highlight the potential that each individual has to develop within their current or a future position.

## Procedure

1. 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). 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.
2. Appraisal interviews will be carried out by the Minister (Team Leader) and/or the appointed line-manager. The appraisal of the Minister (Team Leader) will be undertaken by two Elders. Training will be provided to all appraisers prior to conducting their first appraisal interview.
3. The appraisal is a two-way discussion to review performance, support and assist as appropriate where underperformance is identified, and review future career development.
4. The appraisal process will be initiated by the Minister (Team Leader) or line-manager. In order to maintain confidentiality the Minister (Team Leader) will keep all appraisal documentation and will start the process by:
  - agreeing appraisal dates with those due to be appraised;

- give the appraisee an information pack 10 days in advance of the appraisal. This pack will consist of the following documents and links:
  - a copy of the previous annual appraisal where it exists,
  - a blank Self Appraisal Form (Part A),
  - the link to the electronic version of Part A and to the CBC appraisal policy
- Part A must be completed and given to the Minister and Team Leader 5 days before the appraisal interview;
- the Minister (Team Leader) or line-manager must consider his/her response to Part A and identify any other questions that will need to be raised at the Appraisal Meeting;
- Section 5.1 of the Summary and Sign Off Document (Part B) must be completed by the Minister (Team Leader) and given to the appraisee within 5 days following the Appraisal Meeting.
- Section 5.2 must be completed by the person being appraised within 5 days of receipt of Section 5.1 of Part B. The document must then be signed off by both parties to complete the formal process.
- The final document will be stored confidentially by the Minister (Team Leader)