# Hamilton South Baptist Church

# Appraisal Policy

## Purpose

#### To maintain accountability and increase our effectiveness as leaders.

#### To acknowledge areas of effectiveness and to identify areas for development.

**Roles**

#### Responsibility for managing the Senior Pastor’s appraisal is delegated to the chairperson of the Elders.

#### The chairperson may, if deemed necessary, engage (in consultation with the Senior Pastor) persons with appropriate skills to contribute to the process; for example, engaging a consultant in each third year of the appraisal cycle to provide an independent appraisal of the Senior Pastor.

#### The Senior Pastor is responsible for the appraisal of paid staff.

* Appraisal of voluntary Key Ministry Leaders will be the responsibility of the Pastoral Staff to whom they are directly accountable.

**Process**

#### The process for conducting the appraisal will be determined through consultation between the parties involved.

#### The primary focus of the appraisal will be the relevant role description and the character in which it has been engaged, assessed against indicators and goals decided upon through consultation between the parties.

#### The agreed outcomes from the appraisal process will be recorded in the job description and implemented annually.

* Any documentation relating to the appraisal will remain confidential to the parties involved unless agreed otherwise by the appraisee.
* Any dispute related to the appraisal process will be referred to an independent arbitrator mutually agreed upon by both parties. Arbitration will be binding on both parties.
  + The Elders are ultimately responsible for the final decision.

**Documents**

* Our appraisal policy is governed by the following documents:
  + The Hamilton South Baptist Church Position Descriptions.
  + The Hamilton South Baptist Church Values Wheel.
  + The Hamilton South Baptist Church Constitution.
  + The Baptist Union of New Zealand Administration Manual.
  + Relevant New Zealand legislation.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

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| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |