

Thank you for your work and commitment to First Cutlerville CRC – its mission, its vision and its people. We give thanks for the work God is doing in our service together. A Progress Review is a time for a staff member and his/her supervisor to pause and reflect on the work he/she has done the past year, celebrate successes, look forward to the next year's opportunities, and plan for employee development in order to better serve Christ's community. We hope this Progress Review will glorify God as we work to go, grow and bless.

This Progress Review is helpful in the development process as it 1) communicates to the supervisor the employee's perception of their role, performance and development within the church, 2) allows the employee and supervisor to create a conversation based on the employee's perception, and 3) facilitates setting individual goals for 2020.

Included in this packet are the following:

1) A self-evaluation

Please complete the Progress Review self-evaluation as accurately as you can. A Plan for Success will be implemented based on position description, goals set below and conversations with your supervisor and/or the personnel team.

2) Your goals from last year's self-evaluation

These are copied from last year's self-evaluation

3) Your current position description

Please use this current position description in response to question #3 of your Progress Review self-evaluation

4) Please reflect on your interactions with others (*last page*)

In our efforts to encourage staff toward healthy cooperation, communication and success, please use this tool.

In His Service,

The Personnel Team, Pastor Josh and Monica

First Cutlerville CRC  
Progress Review Self-evaluation

- 1) As you consider your work over the last year, what activities, conversations and/or accomplishments would you most celebrate as “great successes”?
  
- 2) As you reflect on last year’s goals (included), please share how you accomplished each of your goals. If you do not feel that a goal was fully accomplished, indicate what prevented this from occurring (e.g. lack of support, changes in the job, other priorities from supervisor, etc).
  
- 3) Please share how effectively your current position description (*attached*) does or does not reflect your current work.
  
- 4) Over the past year, how has your work shaped your spiritual and personal growth?
  
- 5) What goals are you setting for 2020 – 21 and briefly describe how these will connect to the Annual Plan and First Cutlerville’s Vision and Mission?
  
- 6.a.) Given more time and greater resources, what additional goal might you set? (for reporting staff)
- 6.b.) What item(s) could be borrowed, used, or purchased to make your job more effective or efficient? (for non-reporting staff)
  
- 7) Describe how Pastor Josh / Monica and/or church leadership might provide greater support and encouragement as part of your Plan for Success?

Please reflect on your interactions with others (1-5, with 5 being high)

- \_\_\_\_\_ 1. Others experience that I have a positive servant attitude at work
- \_\_\_\_\_ 2. Others experience that I respect and cooperate with others
- \_\_\_\_\_ 3. Others experience that I am open to new ideas and suggestions
- \_\_\_\_\_ 4. Others experience that I am willing to graciously assist fellow staff members when requested
- \_\_\_\_\_ 5. Others experience that I speak with both truth and grace
- \_\_\_\_\_ 6. Others experience that I communicate well with all relevant stakeholders (e.g. church members, visitors and community contacts)
- \_\_\_\_\_ 7. Others experience that I always speak well of others

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

(Signatures to be applied following the conversation between the employee and the supervisor)