

## §200 PERFORMANCE REVIEW

**201.1. Policy** The Pastoral Associate and Pastor shall engage in a formal performance review process annually. (See Title I, §701.1 Performance Review)

### *Procedures*

- a) In conducting the annual performance review, the Pastor and Pastoral Associate use one of the general performance review instruments provided by the Department of Personnel Services.
- b) The signed performance review form is placed in the Pastoral Associate's personnel file. The Pastoral Associate receives a copy of the form for his/her own records.
- c) The annual performance review process should ordinarily be completed by a date as is mutually agreed upon by the Pastoral Associate and the Pastor but no later than April 15th.
- d) Throughout the year, the Pastoral Associate and Pastor engage in ongoing dialogue and informal performance review regarding the Pastoral Associate's performance.