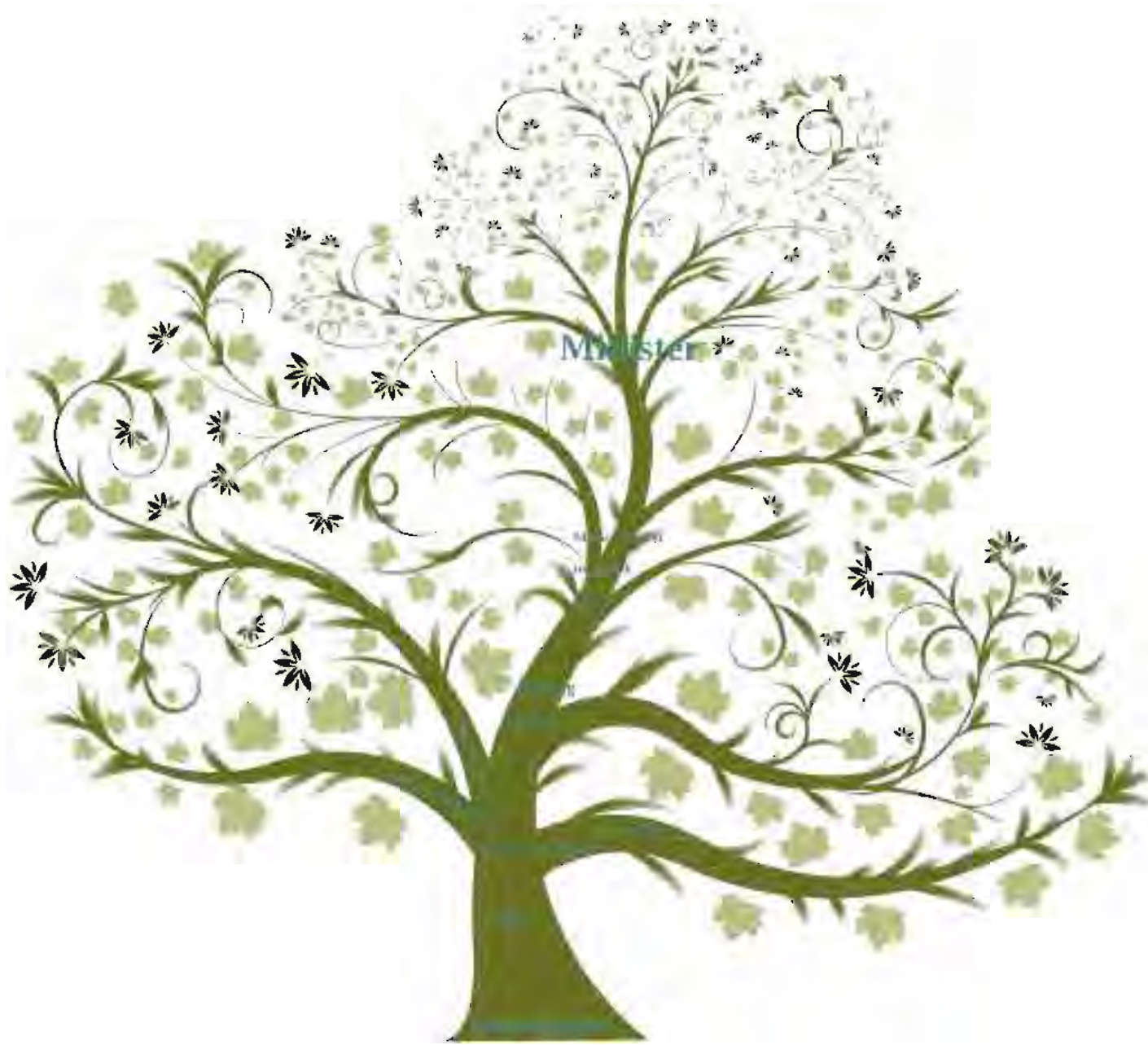


Evaluating Congregational Ministries



Rev. Sue Phillips

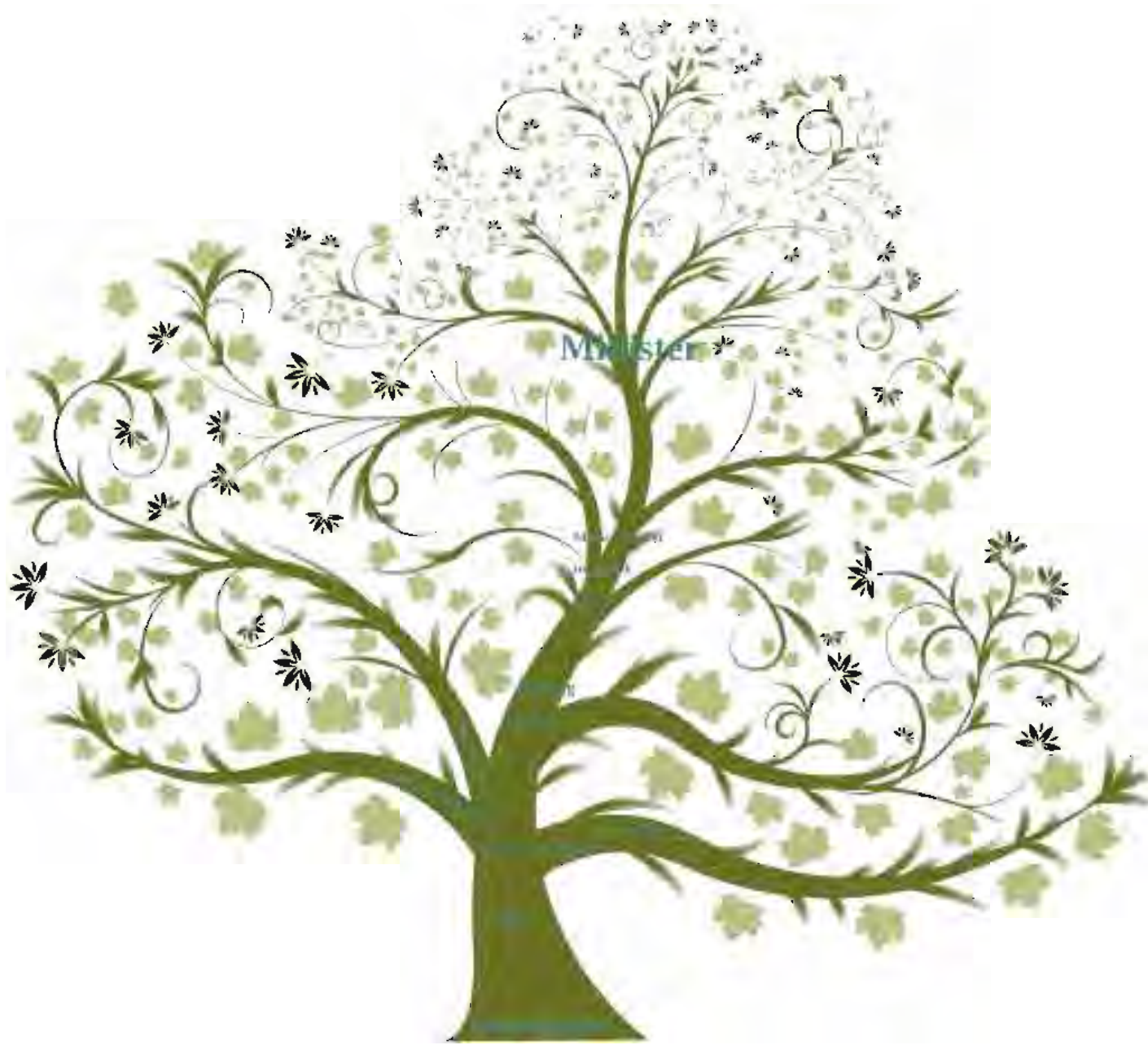


Minister

Minister
of
Education

of





Unitarian Universalist Association Performance Appraisal by Supervisor

Human Resources Only
Rec'd/Rev'd by: _____ (initials)
Date Rec'd: _____

Employee's Name:	Job Title: Director of Religious Education
Supervisor's Name:	Staff group:
Evaluation period:	Type of Evaluation: (circle one)
Date of Review:	Six month Annual

In "Comments" section throughout this form, write as much as necessary; form will expand.

PROGRESS TOWARD PREVIOUS GOALS

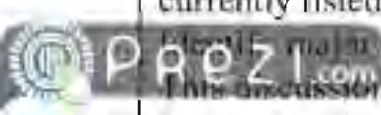
List previously agreed-upon goals for this evaluation period from the employee's last Performance Appraisal form or from a more recently compiled list. Write goals in order of priority. Then mark the appropriate box to indicate progress made toward each goal.

1 - Goal exceeded 2 - Goal met 3 - Satisfactory progress toward goal
4 - Insufficient progress toward goal 5 - No progress toward goal NA - Not Applicable

Goals (list in order of priority)	1	2	3	4	5	NA	Comments
1.							
2.							
3.							
4.							
5.							
6. Trainings recommended by supervisor							

JOB DESCRIPTION RESPONSIBILITIES EVALUATION

List and evaluate all of the employee's major tasks and responsibilities. This information should be taken primarily from the employee's current job description. Also, include tasks that the employee does that are not currently listed in the job description. Describe the employee's overall effectiveness in performing these tasks. List the employee's major accomplishments, areas of improvement and obstacles that hindered the employee's performance. This discussion may result in an updated job description which should be turned in to HR with this evaluation.



JOB DESCRIPTION RESPONSIBILITY

List and evaluate all of the employee's major tasks and responsibilities, primarily from the employee's current job description. Also, include tasks currently listed in the job description. Describe the employee's overall performance. Identify major accomplishments, areas of improvement and obstacles that have occurred. This discussion may result in an updated job description which should be completed by the employee and supervisor.

1 - Outstanding; 2 - Exceeds expectations; 3 - Meets expectations; 4 - Needs improvement

Major Tasks and Responsibilities	1	2	3	4
1. power				
2.				
3.				
4. authority				
5.				
6.				
7. turf				
8.				
9.				
10. communication				

3.							
4.							
5.							
6. Trainings recommended by supervisor							

JOB DESCRIPTION RESPONSIBILITIES EVALUATION

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1 - Outstanding; 2 - Exceeds expectations; 3 - Meets expectations; 4 - Needs Attention; 5 - Unsatisfactory

Major Tasks and Responsibilities	1	2	3	4	5	Comments
1. power						accountability
2.						
3.						
4. authority						
5.						
6.						old stuff
7. turf						
8.						
9.						
10. communication						owneriness





Unitarian Universalist Association Performance Appraisal by Supervisor

Human Resources Only
Rec'd/Rev'd by: _____ (initials)
Date Rec'd: _____



Employee's Name:	Job Title: <u>Director of Religious Education</u>
Supervisor's Name:	Staff group:
Evaluation period:	Type of Evaluation: (circle one)
Date of Review:	Six month Annual

In "Comments" section throughout this form, write as much as necessary; form will expand.

PROGRESS TOWARD PREVIOUS GOALS							
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1 - Goal exceeded 2 - Goal met 3 - Satisfactory progress toward goal							
4 - Insufficient progress toward goal 5 - No progress toward goal NA - Not Applicable							
Goals (list in order of priority)	1	2	3	4	5	NA	Comments
1.							
2.							
3.							
4.							
5.							
6. Trainings recommended by supervisor							



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1 - Outstanding; 2 - Exceeds expectations; 3 - Meets expectations; 4 - Needs Attention; 5 - Unsatisfactory						
Major Tasks and Responsibilities	1	2	3	4	5	Comments
1. <u>power</u>						<u>accountability</u>
2.						
3.						
4. <u>authority</u>						
5.						
6.						<u>old stuff</u>
7. <u>turf</u>						
8.						
9.						
10. <u>communication</u>						<u>openness</u>



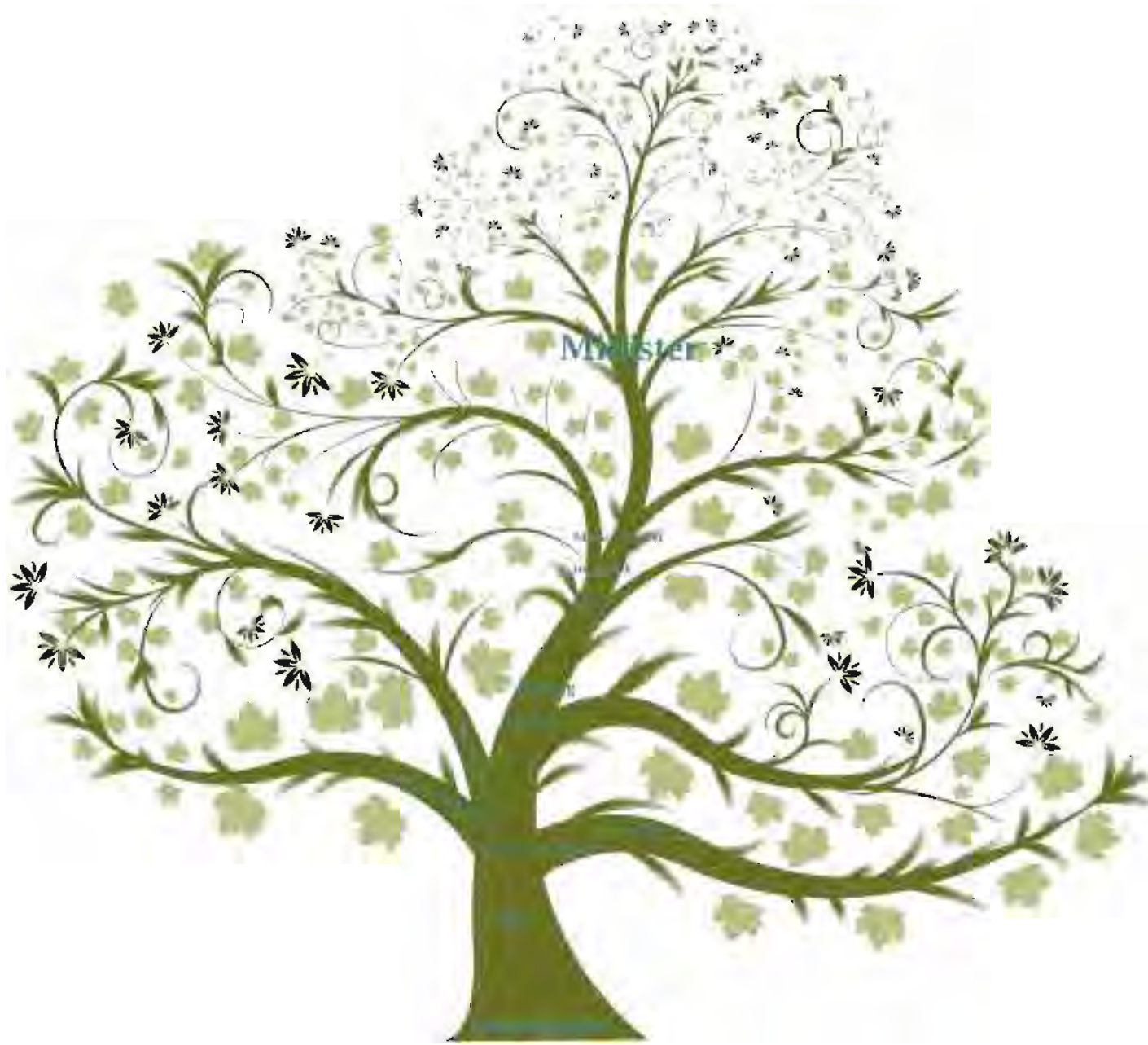
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WHO IS IN CHARGE?







Unitarian Universalist Association Performance Appraisal by Supervisor

Human Resources Only
Rec'd/Rev'd by: _____ (initials)
Date Rec'd: _____

Employee's Name:	Job Title: Director of Religious Education
Supervisor's Name:	Staff group:
Evaluation period:	Type of Evaluation: (circle one)
Date of Review:	Six month Annual

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PROGRESS TOWARD PREVIOUS GOALS

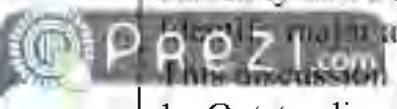
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UNITARIAN UNIVERSALIST
ASSOCIATION

Updated: May 11, 2011
Position Title: Ministerial Credentialing Assistant
Staff Group: Ministers and Faith Development - Ministerial Credentialing Office
Reports To: Ministerial Credentialing Director
Location: Boston, Massachusetts (onsite)
Grades: 7 (Provides 35 hours per week with benefits)
Start Date: July 1, 2011 - expected

Basic Purpose: To provide administrative support to the Unitarian Universalist Association's (UUA) Ministerial Credentialing Office

Principal Responsibilities

1. Under the direction of the Ministerial Credentialing Director, supports the work of the Ministerial Credentialing Office, with particular emphasis on helping to create and to implement systems and resources for the administration of the Regional Sub-Committee on Candidacy (RSCC)
2. Assists individuals preparing for Unitarian Universalist (UU) ministry by providing information about requirements for UU ministerial fellowship
3. Provides support to applicants seeking to become applicants within the framework of the RSCC system
4. Communicates as the first line of e-mail contact for those considering obtaining fellowship with the UUA
5. Maintains and updates electronic files and database for those seeking ministerial fellowship
6. Updates information listed on the UUA website
7. Develops the Ministerial Credentialing Office's capability to host forms online
8. Performs additional duties as requested by supervisor: the Director of Ministries and Faith Development, the Vice President for Ministries and Congregational Support, or the President

Qualifications: This is a non-exempt Grade 7 position (entry \$17,200; mid-point \$20,743). The ideal candidate will be highly organized and exhibit strong computer programming skills. A record of experience with electronic filing and form submissions is desirable. Candidate should have background in Unitarian Universalist theology and practice. The ability to interact with a variety of individuals and constituencies with excellent maturity and to manage sensitive confidential information is a must. High proficiency in Microsoft Windows, Word, Excel, Access, and Outlook is expected.

How to Apply: People with disabilities, people of color, Hispanic/Latino and LGBTQ/TTQQ candidates are encouraged to apply. Send cover letter and resume via e-mail (preferable) to careers@uua.org, via fax to (617) 367-3217, or to Human Resources, UUA, 25 Beacon Street, Boston, MA 02116. Please indicate "Ministerial Credentialing Assistant" in the subject line.

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination headquartered in Boston's Beacon Hill. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal full-time workweek is 35 hours; we pay 80% contribution towards health insurance, premiums; 11% towards retirement (after 1 year); and have generous paid time-off policies. We are a great place to work and are seeking to increase the diversity of our staff. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org



Unitarian Universalist Association Performance Appraisal by Supervisor

Employee's Name:	Job Title
Supervisor's Name:	Staff gro
Evaluation period:	Type of E
Date of Review:	Six

In "Comments" section throughout this form, write as much as nec

PROGRESS TOWARD PREV

List previously agreed-upon goals for this evaluation period from th





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Performance Appraisal
In the appropriate box to

Comments

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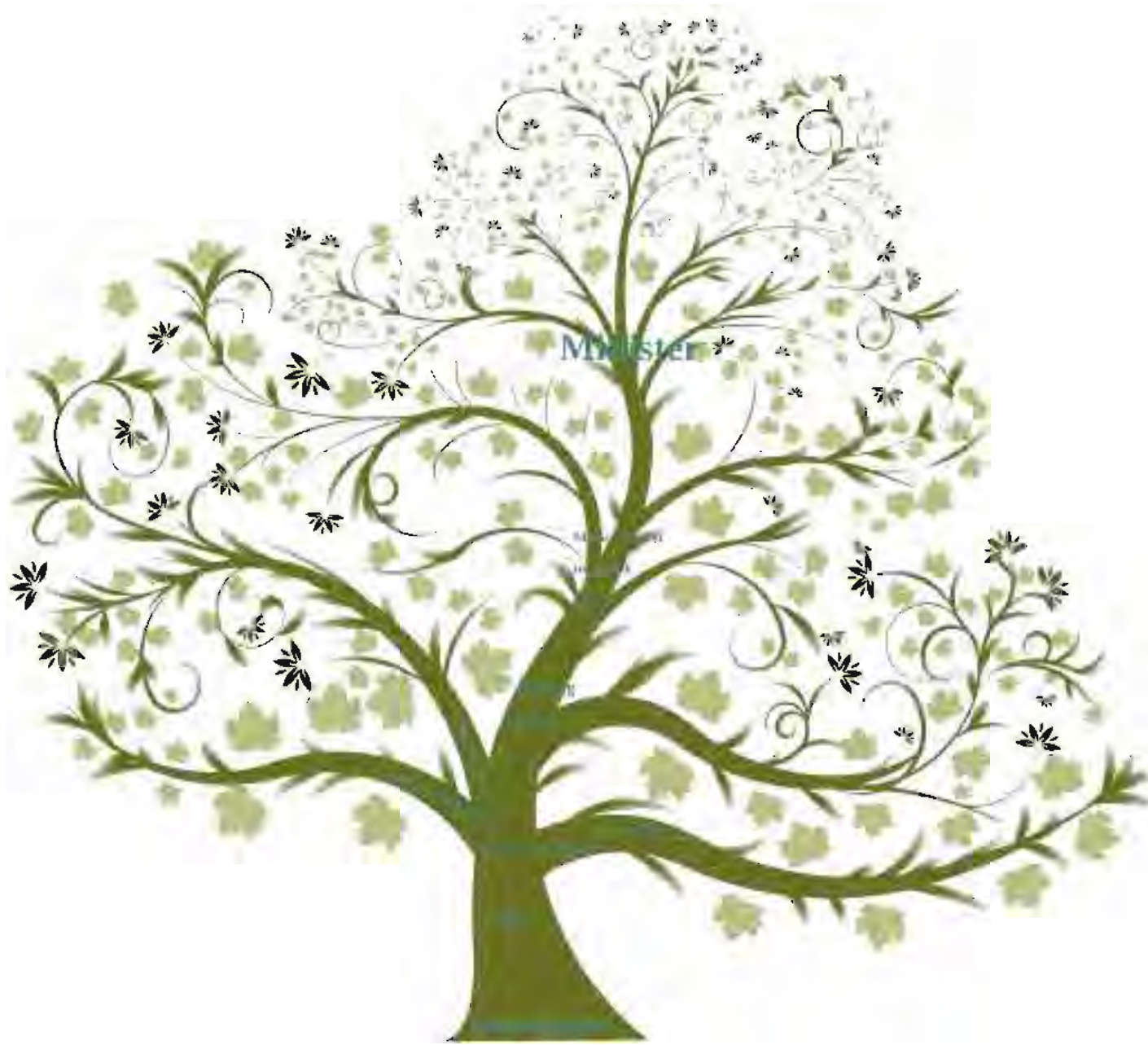
should be taken
employee does that are not
performing these tasks.
employee's performance.



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Major Tasks and Responsibilities	
1.	power
2.	
3.	
4.	authority
5.	
6.	
7.	turf
8.	
9.	
10.	communication





Evaluating Congregational Ministries

Rev. Sue Phillips



Mass Bay-Clara Barton District website

<http://www.cbd-mbd-uaa.org/content/workshop-presentation-materials>