

## **Presbytery of San José**

### **POLICY: JOB DESCRIPTION/PERFORMANCE REVIEW FOR PASTORS**

#### **Policy Statement**

The session personnel committee shall provide each pastor or associate pastor with a current (or updated) job description and reasonable performance standards/objectives to be mutually confirmed and reviewed with him/her annually.

#### **Rationale**

Pastors need the expectations of their sessions to be clearly defined and mutually agreed upon as to the nature and priority of their work of ministry. Session needs the expectations and priorities of their pastors to be clearly defined and evaluated annually. (G-10.0102 m).

#### **Committee on Ministry Responsibilities**

COM shall: assure that each church has an active personnel committee provided with all necessary guidance; review and approve all job descriptions for pastors and associate pastors as submitted by their sessions or Pastor Nominating Committees; and include in its triennial visits to each session counsel concerning pastor job descriptions and expectations.

#### **Minister Responsibilities**

Ministers should encourage sessions to form a personnel committee if one is not in existence; and should inform COM of any difficulties encountered in working with their personnel committees.

#### **Session Responsibilities**

Session shall: establish and give oversight to an active personnel committee; advise COM of any alternate plan for this responsibility; entertain a triennial visit of COM representatives; and make available pastor job description(s) at this triennial visit.

#### **Additional Responsibilities/Information**

Personnel committees shall provide an annually updated job description for all pastors; meet annually with each pastor to review job description, expectations and performance; and establish an annual priority of tasks and agree on an equitable plan for measuring accomplishment.

A booklet, "Guidelines for a Session Personnel Committee" is a resource for specific information and sample "position descriptions" and "performance reviews", available from Presbytery and denominational offices.