

Dear Pastors,

It's that time of year to begin the process of reviewing staff. The review process is an important tool to facilitate conversations about the job performance of your staff over the last 12 months as well as giving you some raw data to use in making compensation decisions when it comes time for creating your budget.

There are two types of reviews – one for pastors and directors of ministries, and one for clerical or support staff. You need to forward the appropriate files to any staff/directors under your supervision at your worship center, and arrange times to perform each review.

Here are the basic instructions:

Pastors –

- Fill out the **CTK Leader Review** and send to your supervisor.
- Send the **CTK Leader Feedback Form** to 2 or 3 leaders at your worship center. These should be filled out and sent back to Human Resources – not to you.
- Send the **CTK Leader Spouse Feedback Form** to your spouse. This should be filled out and sent to Human Resources – not to you.
- **It is the responsibility of the supervising pastor to schedule and complete the review.**
- **Supervisor sends a signed copy of the completed review to Human Resources.**

Directors of Ministries –

- Fill out the **CTK Leader Review** and send it to their supervisor.
- **It is the responsibility of the Pastor to schedule and complete reviews with Directors (required for paid staff, optional but recommended for volunteers).**
- **Supervisor sends a signed copy of the completed review to Human Resources.**

Clerical/Support Staff –

- Fill out the **CTK Staff Review** and send it to their supervisor.
- **It is the responsibility of the Pastor to schedule and complete reviews with clerical/support staff (required for paid staff, optional but recommended for volunteers).**
- **Supervisor sends a signed copy of the completed review to Human Resources.**