**Performance Planning and Development (annual)**

CONFIDENTIAL

# SECTION 1: Minister details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  |  |
| **Role** |  |  |  |
| **Presbytery / Congregation** |  |
| **Manager / Reviewer** |  |  |  |
| **Review date** |  |  |  |

**SECTION 2: Achievements / Progress**

In this section please refer to your goals for the year identified in your last PPD\* and comment on achievements or progress towards those goals.

 \* If you have been working in your role for under one year, please refer to the key functions of your role as described in your Position Description.

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| **Key goals** | **Comments** |
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**SECTION 3: About your position: Achievements / Progress / Challenges**

*(Minister to complete then to be reviewed with manager)*

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| Identify what you have done well or have been proud of in the last 12 months. |  |
| List what has been challenging or difficult. Can you identify why certain aspects of your position were challenging or difficult? |  |
| Identify what could you have done better? |  |
| Can you identify areas you need more support, training or resources? |  |
| Can you identify any amendments needed? |  |
| How would you describe your current level of job satisfaction? |  |
| What could your director/manager do differently to help you become more effective in your role? |  |

**Section 4: COMPETENCIES**

This section has been designed to provide the opportunity to consider a range of competencies/attributes. It is not necessary to provide comments for every item, unless ticking “Always exceeds expectations” or “Opportunity for Development”. **This section to be completed by the Minister and then to be reviewed with the manager.**

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| --- | --- | --- | --- |
| **Competencies** | **Rating Scale** (see below) | **Actions / Comments** | **Completion Date (if required)** |
| Always exceeds expectations | Often exceeds expectations | Meets expectations | Opportunity for development |
|  **PD:** *Insert key competencies*  |  |  |  |  |  |  |
| **PD:**  *Insert key competencies* |  |  |  |  |  |  |
| **PD:**  *Insert key competencies* |  |  |  |  |  |  |
| **PD:**  *Insert key competencies* |  |  |  |  |  |  |
| **Pastoral Care** - ….  |  |  |  |  |  |  |
| **Communication skills**- interpersonal, listening-written & verbal,  |  |  |  |  |  |  |
| **Organise work*** planning & project skills
* organising work
* meeting deadlines
 |  |  |  |  |  |  |
| **Team skills** |  |  |  |  |  |  |
| **Technical knowledge & skills**relevant to profession/role |  |  |  |  |  |  |
| **Managing self*** insight and resilience
 |  |  |  |  |  |  |
| **Managing others / Leadership** |  |  |  |  |  |  |
|  **Displaying Synod workplace** **Values and Ethos**  |  |  |  |  |  |  |
|  **Problem Solving**  |  |  |  |  |  |  |

Rating Scale:

1. ***Development Opportunity.****Does not always meet expectations that are appropriate for the position. Additional direction, support and/or training would assist to meet all role requirements.*
2. ***Meets Expectations.****Consistently meets expectations and sometimes exceeds expectations. Achieves the majority of core goals for the role.*
3. ***Often Exceeds Expectations.****Regularly exceeds expectations. Requires little to no additional direction to achieve all core goals of the role.*
4. ***Always Exceeds Expectations.****Consistently exceeds expectations and delivers to, or beyond, the goals of the position. Influences others to perform better.*

# SECTION 5: Goals and Professional Development opportunities for the next 12 months - [insert year]

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| --- | --- | --- |
| **Goal/Professional Development opportunity** | **Actions for the next 12 months** | **Timeline** |
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# SECTION 7: General

Comments may include overall performance, any need for additional support and/or any particular performance needs or impediments.

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# SECTION 8: Signatures

Both the Minister and the Congregation may maintain a completed, signed copy.

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| **Minister** |  |
| **Manager** |  |
| **Date for next review** |  |