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**Member/Colleague Review for United Parish Ministers and Staff**

*Speaking the truth in love, we will grow to become in every respect the mature body of the one who is the head, that is, Christ. From Christ the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work. Ephesians 4:15-16*

For the sake of transparency and healthy Christian community practice, we only consider personnel reviews with full and open attribution for both the employee and supervisor. Please offer constructive feedback as you would like to receive it yourself. ***Due Date: May 21, 2021.***

**Employee:**

**Job Title:**

**Date of Review:**

**Your name:**

**Your volunteer role or staff title:**

1. What is the nature of your interaction with this staff member?

2. What do you value about this employee? What do you see as their greatest strengths?

3. In what areas do you see the employee working very effectively in the job?

4. In what areas do you see room or the need for adjustment? Why?

5. Are there ways that this employee can more fully support you in your work or participation in the life and ministry of this congregation? If so, how?

6. How do you see this employee’s work helping us in the United Parish mission to “Call-Equip-Serve” (Call people to ministry, equip them to do ministry and send them forth to serve others) through Exalting in Worship, Deepening in Christian faith, Gathering in Community, Stretching into Justice, and Stewarding our Resources?

7.  Any other comments?

Once complete, please submit this form to the individual’s *immediate* supervisor. If you do not know the person’s immediate supervisor, please contact Parish Administrator, Sarah Fitzpatrick, office@upbrookline.org.

If this is for the Senior Pastor, Kent French, please return to the Human Relations Ministry Team, humanrelations@upbrookline.org.