

# **COUNCIL AND STAFF GOAL/PRIORITY PROCESS**

## **Council:**

- April – brainstorm possible goals/discuss priorities for the next program year.
- May – continue brainstorming
  - Executive Committee – refines and consolidates the list
- June – vote on top 3 goals/priorities
  - Executive Committee – articulates 3-5 goals/priorities from the vote.

## **Program Staff:**

- Summer – reviews Council Goals/Priorities/Emphases
  - Develops 2-3 Goals that support the Council Goals/Priorities or
  - Develops 2-3 Goals that support the Mission Statement and/or addresses the Guiding Principles of Trinity Lutheran.
- August – reviews Goals with the Chair of the staff members mutual ministry committee and the supervisor.
- September 1 – goals due to the Sr. Pastor

## **A & P Committee:**

- September – receives and reviews Council Goals/Priorities and the Staff Goals for the Program Year.
- Council Goals – included in newsletter and bulletin publications.

## **Next Year:**

- March – solicit goals/priorities from the committees of the church to broaden the involvement and buy-in.

## **Evaluation and Review Process:**

- Council – Staff Goals Presented in September; Council Goals Reviewed at 6 and 9 months.
- Staff – 3 months oral review with supervisor; 6 months one page review of progress; 9 months written and verbal review in preparation for Personnel Performance Review.