

he interviewing process. It must be read, reviewed periodically and discussed with the employee's supervisor as questions arise regarding position responsibilities and authority levels.

All current versions of employee Leadership Position Descriptions are included in the FirstChurch Organizational Manual by staff classification. Under each classification, they are filed alphabetical by position name. Organizational Charts are also maintained in the Organizational Manual by ministry departments. A current copy of this manual is maintained in the Office Manager's and Minister of Administration's office.

#### **4.0 PERFORMANCE EVALUATIONS**

Employees will receive their first written performance evaluation after approximately 6 months from the end of the probationary period, and approximately every year thereafter. The evaluations will be performed by the employee's immediate supervisor. If an employee reports to more than one supervisor, then both supervisors shall be involved in the review process.

The purpose of the performance evaluation is to inform the employee how well they are doing, while considering their length of time in the position in relation to the performance requirements for the position. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. The employee will also be provided space on these evaluations to make personal comments, as they deem necessary.

#### **5.0 TRANSFERS AND PROMOTIONS**

Ministry vacancies normally will be filled by the transfer or promotion of qualified employees within the Church.

#### **6.0 TERMINATIONS**

##### **6.1 Voluntary Termination**

A voluntary termination is a termination that is initiated by the employee (also know as resignation).

##### **6.1.1 Ministerial and Administrative/Management Staff**

Ministerial and administrative/management staff positions should submit a resignation letter to the Senior Minister with a copy also provided to their