

April 2019

Dear Peace Family:

We want to hear from you!

As part of the review process, the personnel committee wants to invite everyone in the congregation to provide feedback regarding the ministry of the pastoral staff. Annual reviews are a means of celebrating past successes and exploring future opportunities.

There are a couple of ways you can help us by providing your feedback and insight.

- This email will take you to a fillable form that contains all the questions OR you can access the documents from [www.peacepresbyterian.org](http://www.peacepresbyterian.org) and click on the “About Us” tab, then “Staff”, and then “Staff Evaluations”.
  - Your response will be sent directly to Betty Shafer when you click on the submit button at the bottom of the form
  - You may print your responses and return it to personnel chair, Betty Shafer, or leave it in a sealed envelope in the office (please write Personnel on the front).
  - You may email your responses to Betty Shafer at [bshafer@suddenlink.net](mailto:bshafer@suddenlink.net).
- OR - There are some paper copies of the evaluation on the sideboard in the narthex if you prefer paper over computer. Please complete and return to Betty Shafer.
- We would like for you to sign your comments so that the personnel committee has a means to follow up if needed. **Comments will be summarized and names withheld before sharing with the person being evaluated.**
- The evaluation document contains 7 questions for each person being evaluated. It also lists the responsibilities from the Pastor’s, Administrative Assistant’s and Director of Music Ministries job descriptions.
- Please respond only to those questions about which you have specific knowledge or would like to address. This process is intended to be constructive for all concerned.
- Please return your responses by April 21.

Thank you for taking the time to give us your feedback.

Peace Personnel Committee  
Betty Shafer, Chair  
252-321-6087  
[bshafer@suddenlink.net](mailto:bshafer@suddenlink.net)













