



BACKGROUND

Annual goals and objectives are essential in order to ensure that:

- Staff efforts are aligned with the organizational goals,
- Staff understands what they will focus on for the year and how that supports the church's mission,
- There is a standard framework for assessing performance.

In the past, this process has been infrequent and inconsistent. Implementing a straightforward and consistent goal setting and evaluation process will ensure that all staff is working to most effectively support the mission of the church.

Each year, UUCWC sets forth its goals and objectives for the upcoming year. Part of this process includes establishing individual goals and objectives for the church staff to facilitate the delivery of our shared vision for this church and its members.

GOALS and Objectives

Goals are statements of general direction or intent.

Objectives are specific statements that describe results to be achieved, when, by whom and to what standard. Objectives support the goals.

Goals for Church Staff are organized into 5 primary categories, as follows:

1. Goals that can influence the positive communal and/or spiritual experience of our church members and visitors
2. Goals that result in Professional growth and development
3. Goals that improve the administrative processes of our Church
4. Goals that reflect the importance of growth in membership and influence in the communities we serve
5. Special goals of importance that can influence all or some of the above

Within each category, it is important to indicate not only the objective, but also:

- A. Why it is important to the individual or our Church as a whole, and
- B. How success in achieving the objective can be seen, in the short and/or long term.

Specifically, it is helpful to use the S.M.A.R.T goal format as a guideline.

Therefore, each goal should be: Specific, Measurable, Achievable, Relevant and Timed.



While each category of goal setting has value, the importance and emphasis of one category over another is dependent upon the individual and their role within our Spiritual Community.

Goal Setting Calendar and Process

By May 31: Year End Self-Assessment and Draft Goals and Objectives

Church Staff submits to the Minister the following:

- Self-assessment of current year's Goals and Objectives;
- Draft Goals and Objectives for upcoming fiscal year (beginning in July)

The Minister's documents are submitted to the Board of Trustees.

By July 31: Finalize Goals and Objectives

- Minister meets with the Board President and the Board Liaison to the Personnel Committee to discuss assessment and to finalize Goals and Objectives for upcoming year.
- Other members of the Church Staff meet with Minister to discuss assessments and to finalize Goals and Objectives for upcoming year.
- Then, the Board of Trustees approves the final Goals and Objectives.

By December 31: Mid-Year Self-Assessment

Church Staff:

- Submit self-assessment on progress toward current year's Goals and Objectives;
- Meet with appropriate person(s) (see above) to discuss.