

AGENDA FOR THE MEETING OF THE COACHING/EQUIPPING TEAM

1. Community and Spiritual Formation:

- a. Begin with a time of Dwelling in the Word and prayer
- b. Orientation to the C/E Process as needed
- c. Celebrate the gifts of the staff member given in faithful service

2. Evaluation of the Previous Work Plan Cycle

- a. The staff member shares life-giving and life-draining in accomplishing their work.
- b. Review of the position description for accuracy and identification of any needed updates.
- c. Review of the staff member's fulfillment of the position description, including the performance factors common to all staff members.
- d. Express gratitude for work that has been accomplished and goals that have been met.
- e. Identify challenges, frustrations, and parts of the work plan that have not been fulfilled, including whether to carry goals forward, or to develop a different approach.

3. Establish the New Work Plan for The Coming Cycle

- a. Receive feedback from the team, and adjust the goals/action plans as mutually negotiated.
- b. Decide how the team will track movement forward.
- c. Assign any remedial goals to focus job performance and accountability where goals have not been met or performance factors need to be improved in a structured and documented process.

4. Plans for Continuing Education, Paid Time Off, and Compensation Review

- a. Review of continuing education plans, if continuing education funds are part of the compensation package.
- b. Review of plan for paid time off
- c. Recommendations for any further actions in accordance with the Employee Handbook.

5. Next Meeting and Documentation

- a. Schedule the next meeting of the C/E team (at least two per year).
- b. Plan for documentation resulting from the C/E Team meeting. An annual written report will be submitted to the Administration Committee summarizing goal accomplishment and next steps.
- c. The meeting concludes with prayer and the sending of the staff member to their work.