

# 8. Evaluations

Section 4.3 of the Policy Book contains policies on evaluations conducted by the Board.

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# Ministry Evaluation

The Board has an evaluation conversation with the Senior Minister on how well the church is collectively accomplishing its mission and vision. This typically happens leading up to the June Congregational Meeting.

# Board and Senior Minister Partnership Evaluation

The Board asks itself and the Senior Minister how well they are working together. This discussion typically happens at the June end of year meeting where the Board concludes monitoring and evaluation of the previous year.

# Senior Minister Evaluation

Every third year, the Board collaborates with the Senior Minister to create an ad hoc committee of four members (one member is currently on the Board) to conduct a performance review of the Senior Minister. This review provides an opportunity to get input from people beyond the Board who engage with the Senior Minister in their various roles and responsibilities. The committee compiles a report to the Board and the Senior Minister with feedback on what is going well and areas for growth or consideration. The triannual performance review was last completed in 2023 and will be completed during the 2026-27 Board year.

In years when a triannual review is not performed, the end of year Ministry Evaluation of vision implementation is conducted.

# Board and Committee Evaluation

Annually the Board reviews its effectiveness and compliance with Board policies as Board Self-Monitoring takes place throughout the year.

Committees of the Board provide an annual self-evaluation in conjunction with the Board and Board President to ensure their ongoing effectiveness and relevance.

Ad Hoc Committees provide self-evaluation with the Board and Board President at their conclusion.

# Policy Review and Revision Procedure

The Board will review all Board Policies at a minimum of once per year.

Revision to a current policy can be suggested by: a Board member, congregational member, ministers, staff or members of the Policy Committee

Policy Committee is available to assist the Board with an annual policy review. Revisions and suggestions may be proposed at any time and/or via an annual policy review and summary to the Board President.

Suggested revisions are communicated to the Board and included as an official meeting agenda item for Board discussion and consideration

With Board consensus and approval, a policy revision is recorded in the meeting minutes

At time of approval, the Board determines which stakeholders need to be notified and how

The Board Secretary is responsible to work with church staff to assure that any updated policies are updated and posted on all Governance resources in a timely manner.

Per Board Policy, the Board will conduct a major review at least once every 5 years. Policies underwent a major revision during the 2024-25 Board year and were approved in September 2025

# By-Laws Review and Revision Procedure

The Board will review the By-laws at a minimum of once per year

Any revisions to the By-laws are first affirmed by the Board.

Board-affirmed revisions are presented at a Congregational Meeting for church member vote of approval.

The Board Secretary works with church staff to assure that approved By-law revisions are updated and posted on all Governance resources in a timely manner.

# Senior Minister Salary Review

The Board is responsible for an annual review of the Senior Minister's salary.

In September, the Board reviews related materials including: the most recent UUA salary guidelines for our region, information on the Senior Minister's pay and professional expenses over the last year, (including percentage increase, if applicable) information about the pay of the rest of the staff (including percentage increases, if applicable) and the Senior Minister's contract.

Following this review, the Board meets with the Senior Minister and Executive Director to discuss the budget, what pay increases are proposed for the staff, the ministers' housing allowance and any other pertinent information. The Senior Minister leaves the meeting and the Board members discuss the compensation for the Senior Minister. The Senior Minister is informed of the compensation changes following the Board decision.