

## District Superintendent Minor Performance Review

### Background

**WHEREAS** the District Superintendent (DS) receives a “major” performance review from the **President of The Christian & Missionary Alliance in Canada (C&MA)** National Ministry Centre (NMC) in the fourth year of **their** his term if seeking reelection, and

**WHEREAS** regular performance reviews can be a helpful tool for enhancing performance in their position, and

**WHEREAS** the **District Executive Committee (DEXCOM)** is responsible to review the progress and potential threats to our district, including the performance of the DS,

This process is to be implemented as a “minor” review at approximately the halfway point of the DS’s term.

### Process

At the DEXCOM meeting immediately prior to the DEXCOM meeting at which the DS Minor Review is to occur, DEXCOM will appoint an ad-hoc committee (“committee”) made up of two or three DEXCOM members to oversee the DS Minor Review process. One of the committee members shall be the Chief Governance Officer (CGO). Should the CGO also be the DS, the Assistant Governance Officer (AGO) shall be appointed to the committee in their place.

Prior to the in camera DEXCOM meeting at which the DS will be reviewed, the committee shall ensure that information from the following sources is obtained and provided to DEXCOM. If the DS also serves as CGO, they will not be included in this distribution list.

The performance review will include information from the following sources:

#### District Superintendent

- **Ends/Strategic Priorities Report** – The DS will provide a 1–2-page report on how they are progressing with meeting the stated Ends/strategic priorities of the District.
- **Self-Care Report** – The DS will provide a 1–2-page report on how they remain emotionally, physically, and spiritually healthy in their role.



## Lead Team

- Lead Team members will be requested to give feedback on the DS's performance. Sample questions would be:
  - What do you perceive the DS's strengths to be? (Please give an example.)
  - From your perspective, what are one or two areas the DS could strengthen to be more effective in **their** his role? (Give an example if one comes to mind.)
    - NOTE: Perhaps include particular areas/characteristics and ask Lead Team members to circle any applicable choices.
  - From your perspective, how is the DS progressing with meeting the stated Ends/strategic priorities of the District?
  - Is there anything that you would like to communicate to DEXCOM as it relates to your experience working with the DS?

## DEXCOM

- Executive Limitations Compliance Reports – In keeping with our Policy Governance structure, the Compliance Reports provided to DEXCOM since the last DS Minor Performance Review this document will be reviewed by the committee and any affirmations or concerns will be noted. Should it be the DS's first minor performance review, compliance reports provided to DEXCOM since the DS was first elected will be reviewed.
- If applicable, DEXCOM shall have available to it a copy of the last DEXCOM approved DS Minor Performance Review report.

### At the In Camera DEXCOM meeting:

- DEXCOM will hold a roundtable discussion about the performance of the DS as they've observed, centred around the following questions:
  - From an executive limitations point of view, has the DS complied with the limitations and, if not, have **they** he provided sufficient rationale for **their** his non-compliance?
  - Is there anything raised by the Lead Team that DEXCOM would like to further understand or pursue?
- From your perspective, how is the DS progressing with meeting the stated Ends/strategic priorities of the District?
  - From your experience, how do you feel the DS is doing in **the** his role?



- If the DS is also the CGO, from your perspective, how do you feel the DS is doing in the his role of CGO of DEXCOM?
- If applicable, has the DS progressed with, improved upon, and/or rectified any matters of concern noted in the previous DS minor performance review report?

## Reporting

The information will be reviewed for themes, and a one page review document will be prepared with sections on strengths and affirmations, growth areas, and a concluding statement.

This information will be reviewed with DEXCOM, and a two member team will review it with the DS. DEXCOM will also be given opportunity to share encouragements and prayer with the DS.

DEXCOM will review the information for themes and any matters of concern. The committee will then prepare a draft one-page DS Minor Performance Review Report for DEXCOM's approval that will include sections on strengths and affirmations, growth areas, and a concluding statement.

Once the draft report has been approved by DEXCOM, at least two members of the committee will meet with the DS to provide them with a copy of the written report and to discuss it with them. At this same time, on DEXCOM's behalf, the committee members meeting with the DS will also be given an opportunity to share encouragements and prayer with the DS.

A copy of the DEXCOM-approved DS Minor Performance Review Report is also to be provided to the President of the C&MA.

**NOTE:** A sample DS Minor Performance Review template is attached.



## District Superintendent Performance Review

[Date]

This performance review involved consultation with Lead Team members, review of the District Superintendent's report on executive limitations and self-care, and a DEXCOM roundtable. From these components, the following themes emerged in strength and growth areas.

### Strengths and Affirmations

- **THEME** - Description
- **THEME** - Description
- **THEME** - Description
- **THEME** - Description

### Growth Areas

- **THEME** - Description
- **THEME** - Description

### Conclusion

[Concluding statement about the ministry and work of the DS. Perhaps include in this section any goals that DEXCOM and the DS have agreed on together.]

