



Performance management discussion record

Performance relates to a volunteer's compliance and ability to perform their role outlined in the role description, maintaining the boundaries of safe ministry with children. This form is for documenting discussions about performance issues and is to be used in conjunction with [Systems for handling concerns](#).

Name of congregation: _____

Respondent's name: _____

Church council delegate or minister's name: _____

Observer's name: _____

Date of meeting: _____

Issue/s (to be discussed)

Summary of discussion (record of comments made by volunteer and overseer)	
Respondent	Delegate/minister



Future actions/outcomes	
Respondent	Delegate/minister

Review date: _____

Respondent's statement

I agree to work/behave within the policy and procedures of the Uniting Church in Australia, Queensland Synod. I understand and agree to alter my conduct and/or work performance to ensure that I am able to meet the agreed future actions/outcomes by the review date mentioned above.

I understand that if I do not alter my work performance/behaviour, the church may be required to take further disciplinary action up to and including performance improvement planning, termination of volunteer status, and notification to the regulatory body (e.g. Blue Card Services) and/or statutory authority (e.g. police) as warranted.

Respondent's signature

I confirm that the above information is an accurate record of the discussion conducted on / /
(date)

Respondent's signature:

Church council delegate or minister's signature:

Observer's signature:

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	09.02.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers processes	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager 	Associate general secretary
Due	09.02.2017	Review cycle – every year		