



Performance Management Discussion Record

C/2.1.3.3

Performance relates to a lay worker's (volunteer or helper) compliance and ability to perform their role outlined in the role description, maintaining the boundaries of the Statement of Personal Commitment and work or volunteer with vulnerable groups in our communities and congregations. This form is for documenting discussions about performance issues and is to be used in conjunction with the Responding to Complaints and Concerns procedure.

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 ___/___/___

Respondent’s signature: _____

Church council delegate’s signature: _____

Observer’s signature: _____



Revisions

Document number		C/2.1.3.3			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		30.01.2025			