

## MINISTRY PERFORMANCE REVIEW<sup>1</sup>

This appraisal is designed to give ministry leaders an opportunity to review their performance in consultation with their Ministry Co-ordinator or delegate. It may be completed annually or at the discretion of the Ministry Co-ordinator.

Please consider each of the areas below and identify strengths and areas for improvement.

After you have considered each area, discuss your ratings and the following questions with your Ministry Co-ordinator:

- Do I still feel called to serve God and others in this ministry?
- Why do I want to hold this ministry position?
- Am I fulfilling my role to the best of my ability?
- How could my Ministry Co-ordinator assist me to address my areas for improvement?

Name of Ministry Leader				
Ministry Position				
<b>Not a true reflection of my practice</b> <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>A good reflection of my practice</b> <b>5</b>
<b>My ministry calling</b>				
I still feel called to serve God by working with children in this ministry				
1	2	3	4	5
I feel I am using my gifts to their potential when fulfilling my ministry role				
1	2	3	4	5
I feel passionate about ministering to children as they grow in their understanding and love of God				
1	2	3	4	5
<b>Personal presentation</b>				
I demonstrate appropriate personal presentation and grooming when fulfilling my ministry role				
1	2	3	4	5
<b>Attendance and punctuality</b>				
I attend my ministry position regularly and punctually				
1	2	3	4	5

<sup>1</sup> Adapted from **TOWARDS SAFE PLACES IMPLEMENTATION PACK**, ACC-NSW, 2007.

Follow instructions and complete required tasks				
I follow instructions and complete tasks required by my head of department or ministry co-ordinator				
1	2	3	4	5
Communication / interaction				
I use appropriate verbal and non-verbal communication skills when interacting with children or young people in my care and other leaders.				
1	2	3	4	5
Teamwork				
I work well with other members of my ministry team.				
1	2	3	4	5
Authority				
I submit to the authority of my ministry co-ordinator and all members of the senior church leadership.				
1	2	3	4	5
Diocesan & local church policies				
I embrace and uphold the Diocesan and local church policies and guidelines				
1	2	3	4	5

Ministry Leader Action Plan ( <i>Areas for development</i> )				

Ministry Leader responsibilities	
Ministry Co-ordinator responsibilities	
Date for follow up	
Ministry Leader's name and signature	
Ministry Co-ordinator's name and signature	
Date of appraisal	