



## SAMPLE APPRAISAL DOCUMENT

### My church ministry review and plan for the future

Period being reviewed:

Appraiser:

Appraiser's Role:

Date of review:

What is being reviewed? Whole Church/Aspect of Church Ministry/Individual's role/My own role/Other

Details of what/who is being reviewed (e.g. name/role):

#### Outline of the vision/role:

Refer or attach other documents if available such as mission statements, individual job descriptions. If not appropriate – explain why.

#### Part 1: Objectives for the period

List or reference the main objectives for the period and summarise what has been achieved and what has given the greatest satisfaction

Objectives	Achievements/Results

## **Part 2: Factors affecting the ministry during the period**

Note any special developments during the period under review, including those which have helped the church move forward.

### **1. Personal Growth over the last year**

Note particular aspects under the headings which have contributed to your personal growth over the last year

1.1 Personal walk with God

1.2 Reading and in-service training

1.3 Family life

1.4 Time management and leisure

### **2. Use of gifts**

Comment on the skills, knowledge and experience used and what would help to improve effectiveness (e.g. training). Be encouraging. Be honest

2.1 Worship, preaching, teaching

2.2 Pastoral care, dealing with people, teamwork

2.3 Mission and community

2.4 Connexional, local and other links (e.g. fraternals)

2.5 Other special gifts needed for the role

2.6 Team leadership if appropriate, decision making and use of initiative

2.7 Communication

2.8 Personal organisation (Organising work logically, establishing priorities, time management, problem solving)

2.9 Dealing with change

2.10 Other

### **3. Disappointments, frustrations and sadness**

Using the above headings note key areas that did not go as well as intended and try to identify why. (There might be personal matters which might be dealt with better in some other setting.)

### **4. For the record**

Note any further matters of significance relating to the last year, and any other areas of involvement which have not been touched on above.

### **Part 3: Summary of Review:**

Reviewers Signature:

Date:

Comments on the appraisal by person being reviewed or other person:

Name:

Signature:

Date:

### **Part 4: Looking ahead: Plans for the next period**

#### **1. What are the most important challenges/changes/opportunities/problems likely to affect the individual or the church's ministry?**

Sensitivity is called for where the review might not be the place to raise some personal concerns.

#### **2. What are the greatest strengths?**

#### **3. What needs most attention/development?**

#### 4. Objectives

Based on Parts 1, 2 and 3 and the above review, note any personal or general aspects which might be developed over the next year and beyond.. The objectives should be specific (not just a job description) and challenging, designed to help the work of the church move forward.

Personal Objectives	How success would be measured	Actions to be taken
Ministry Objectives		

#### 5. Training requirements of the year ahead

Note any training which is being planned, or any that might be helpful, and consider future years too. (Be realistic in terms of what might be available and the time it will take.)