



*"...go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28:19)*

## Annual Review

A Guide for Assessing and Strengthening Your Team

### Reflecting on the Past Year

1. List your "highlights" of the past ministry year
2. List your "low points" of the past ministry year
3. What goals (set together during last year's review) have you accomplished?
4. What goals are left unfinished?
5. How has God advanced (a) you personally, (b) your relationships, and (c) your role?

6. Have you experienced any noteworthy relational rough spots with other members of the team? If so, are they resolved? What has God taught you through these experiences?
  
7. What noteworthy barriers or challenges have you faced in the ministry?
  
8. What would you have liked (or been helpful) from your team members (including me) but did not receive?

### **Looking Forward to the Coming Year**

9. What key ministry goals should you focus on?
  
10. In what areas of your personal "tree" does God desire you to advance (that is, in areas of motivation, character qualities, understanding of calling, passions, roles, skills, expertise, relationships, or practices)? How can I help you accomplish these?
  
11. What can I do (keep doing, stop doing, or start doing) to help you be more successful in ministry?

## Instructions for Reviewers

1. The form is filled out by the team member prior to his/her annual review.
2. In preparation for the review meeting, as the reviewer, you should prayerfully develop your own answers to these questions for the team member being reviewed.
3. The form serves as an agenda for the review meeting.
4. During the meeting, the team member being reviewed shares his/her responses to each question and discuss it together as appropriate. Hopefully, his/her responses closely match your own. You should share any of your own thoughts that he/she failed to raise. Follow this process for each question on the review form.
5. By following this agenda, the team member is basically doing their own review. It gives you as the supervisor an opportunity to hear their perspectives before sharing any of your own thoughts. You should only share your thoughts if they miss something or have a different perspective than your own.
6. If a team member is failing in some area, it is very important to explain the failure clearly. You should incorporate your comments into the most appropriate question above, and then address it as that question is discussed. Include what your expectations are, how they are not being met, what steps need to be taken going forward, and when you will again review progress in this area with them. This is relatively easy to do if they themselves put the issue on the table. If they are blind to the failure, then you must raise it. That's a bit more difficult but is a necessary step to grow the team member and advance the ministry.
7. Record and maintain detailed notes of this and all other employee review meetings.
8. Most importantly, be humble and prayerful as you prepare for the evaluation meeting (Galatians 6:1-5). Be ready to receive critical feedback from your team member; invite them to provide feedback that will help you develop in your practice of leadership.