

(CHURCH XX) TEAM MEMBER REVIEW

INSTRUCTIONS FOR REVIEW PROCESS AND SELF-APPRAISAL QUESTIONNAIRE

What will happen in my Team Member Review?

Your 12 month Team Member Review is now due. At the review you will be able to discuss the past year, and talk about how your potential may be developed to the full.

Team Member Reviews give you the opportunity to:

- Reflect on your work over the past year
- Receive appreciation and recognition for your achievements
- Raise problems and resolve issues arising from your work
- Discuss your hopes and expectations for the next year
- Set goals for the future and
- Look at training and development opportunities you may need to do fulfill your ministry role better.

What do I need to do before the Team Member Review?

To get the most out of your Review you need to prepare by completing the Self-appraisal Questionnaire attached and returning it to the reviewer at least two days before your review.

The Self-appraisal Questionnaire enables you to spend time reflecting on your achievements and challenges over the past year, looking at:

- **Your achievements:** What have you done best, or with greatest satisfaction? How could these strengths be built on?
- **The challenges you have faced:** What you would have done differently? What have you done least well, or with least satisfaction? How could this be overcome?
- **Circumstances:** Were there any obstacles or circumstances which hindered you from accomplishing what you wished? Are they likely to recur? If so, how do you think they could be eliminated?
- **Your Role Description:** Whether your role has changed — is your Role Description still current?
- **Opportunities for improvement:** To improve your overall performance, what additional things could be done by yourself or others on the team?
- **Your plans for the next year:** What do you think should be the key goals in your work for the next year?
- **Your future:** What do you hope to be doing in (say) two years' time? How do you see your ministry role developing? (We cannot make any promises but may be able to help with advice).

Remember! *Acceptance before performance but not without performance;
Intimacy with Jesus before performance but not without performance;
Beloved child before performance but not without performance.*

NOTE: Please return completed self-appraisal questionnaire to your Reviewer by:
Date: _____ Date of Review is : _____

TEAM MEMBER REVIEW FORM PART 2: SELF-APPRAISAL QUESTIONNAIRE

A. Clarity of Your Role:

Is there anything in your role that you feel should be clarified or changed?
If YES, describe briefly:

Sense of Team

12345678910

LowMediumHigh

Comments:

Personal Role Satisfaction

12345678910

LowMediumHigh

Comments:

Work Conditions

12345678910

LowMediumHigh

Comments:

Resources

12345678910

LowMediumHigh

Comments:

B. The year in review

How would you rate your work this year?

12345

Not meetingMeetingExceeding

requirementsrequirementsrequirements

What have been the highlights of this past year in ministry? Where do you celebrate with thankfulness God at work?

Can you identify any major concerns, disappointments or lost opportunities?

Do you believe you “self manage” i.e. know what needs to be done and organize yourself and others confidently?

Comments:

How do you feel about the following aspects of your work?

	Increased a lot	Grown	Remained the same	Decreased Slightly	Significantly Decreased
My knowledge in my main area of ministry has					
My skills have					
My motivation has					

How do you rate the following?

	Very Good	Good	Average	Un- satisfact ory	Highly Unsatisf actory
My relationship with my team mates					
The opportunity to exercise my gifts					

Please comment on your response:

C. The Future

If you were given the opportunity to re-shape or change your role, what would be the priorities you would identify?

What training/development /education would assist you into the future?

Thank you!

Please take a copy of this form for your own reference and return the original to the Reviewer at least two days before your review.