

What should an annual ministry review include?

Some dos and donts

Dos – set a good amount of time for honest sharing and review of ministry, feedback should be both positive, constructive and not hold surprises, mutuality of feedback should be encouraged, an outline for the review should be provided by the reviewer and the mode of communication should reflect the needs of both reviewee and reviewer. Pray together.

Donts – finish an important topic if time runs out without offering a follow up meeting, introduce hard feedback insensitively, avoid problem areas that need addressing, avoid conversations about a person's future development or change in ministry focus without due notice.

Review meeting preparation and questions

The reviewer to give this set of questions to the reviewee at least two weeks before the meeting. Both of you are to formulate personal responses to these questions to discuss at the review.

During the review the reviewer should be preparing to note salient points after the meeting. Both the reviewer and the reviewee should be thinking through potential changes to their ministry agreement that can be incorporated following the meeting.

1. The Celebration questions:

- Describe some good things that have happened as a result of your ministry over the last 12 months.
 - o What has brought satisfaction, and for what are you thankful?
 - o What are some specific things in your ministry that have gone well?
- What areas of personal development have strengthened and flourished in this time?
 - o Here think about areas of personal and ministerial growth in your life and ministry.
 - o These are areas of encouragement.
- What good 'people things' have you been involved in?
 - o Here think about the ways you have worked with people in your ministry context.

2. The Swampy Areas questions:

These questions relate to the difficult and, perhaps, tedious things you have had to cope with and tend to; like wading through a swamp – rather not, but has to be done. In fact, on reflection, they can be fertile places for personal and ministry growth.

- What ministry difficulties have you had to contend with over the last year?
 - o Particularly challenging things that you have had to contend with.
- How have you coped under the stress of these things?
 - o What words or phrases could best describe your feelings and thoughts – e.g. withered, grown, become tired, kept a sense of humour, become anxious or angry, shrugged it off... ?
- What support have you found helpful?
 - o Consider support you have received from the parish, the diocese, family, friends, other individuals, courses or training.

3. The Development questions:

- What particular gifts and strengths have developed over the last period of time?

- What gifts and abilities have you been able to exercise fruitfully?
- What areas for growth and development would be helpful?
 - How might your gifts, skills and abilities be developed?
- What resources might be beneficial?
 - Think about people, time, input, retreat, reading, mentoring, spiritual accompaniment, courses...

4. Outcomes of the review meeting

- Record any key points from the meeting
- List any agreed areas for future personal development
- Identify areas to include or leave out of the future ministry agreement

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