



Review, Feedback and Discussion Form – Leaders and Volunteers

Purpose

It is important to regularly review the ministries approved by the church council. An initial review happens after a probationary period. Further reviews should be conducted regularly. It is also important to provide an opportunity for leaders and volunteers to reflect on their involvement in these ministries. This form can be used when meeting with leaders and volunteers. The completed form should be shared with the person involved and a copy kept on file.

Congregation: _____

Position: _____

Name of Leader / volunteer: _____

Date: _____ Date of next review: _____

Name of Church Council member / Safe Church Officer: _____

The conversation could focus on questions about:

- the joys, surprises, and struggles of the ministry they are engaged in
- their expectations of their role and how they have/have not been met
- if this is still the right role for them
- how the church council could help them develop their gifts and skills
- any concerns they have around issues of child safety
- any recommendations to the church council

Record of Conversation:
