



# ANNUAL LEADERSHIP REVIEW

## Lay and Ordained

At Diocesan Synod 2001, diocesan priorities were adopted which included the strengthening of parishes ministry and leadership. Motions were passed which called for us to: “*..develop the tools necessary to affirm parishes in their ministries*”, and “*..care for and nurture all those in positions of responsibility by clarifying organizational structures, naming expectations, and providing tools for evaluation.*”  
(Excerpts from Motions 5 and 6).

**It is a diocesan expectation that annual reviews will be carried out for clergy and staff, and it is recommended that this be extended to senior lay leadership in the parishes.**

The Wardens, with the support of the Parish Priest, initiate the process on an annual basis. It is recommended that a summary of the results be sent to the Diocese with the Annual Reports.

### Suggested Process:

- Adapt as necessary, and in answering be as specific as possible with examples.
- Reviews be done for all leaders in significant positions of responsibility.
- All persons to be reviewed be given the questions in advance.
- Begin the review with prayer, remembering that we are in ministry together and are responsible not only for ourselves, but each other and our relationship.

### Questions:

- Is there a Position Description in place, and/or a Covenant in Ministry?
- What are the two most important priorities in ministry and mission in this particular parish church? How does this person’s position fit into these priorities?
- Where do you perceive this person putting most time and energy in ministry in this particular parish? Answer both ideally and in reality.
- How do you think this person’s strengths are being best used in this parish?
- What do you think gives this person the most energy in this ministry? Where do you see this person being most effective and in what ways does the parish encourage and support these strengths?
- What do you think is most difficult for this person? What are the obstacles within the parish to this person’s effective ministry?
- Where do you see this individual needing greater support, from whom? Where do you see this person needing individual action, i.e. study, additional training, etc.?
- In what ways has this person’s ministry been ‘effective’, or ‘not effective’ over the past year? Give specific reasons for your answers.
- As you anticipate the next year, what do you think are the two or three major priorities for the parish which would most benefit from this person’s ministry?
- How might these be named as specific goals? What resources and commitments are necessary to make this happen?
- Any further comments: