LAY TRAINNG PATHWAY ANNUAL MINISTRY REVIEW

The **Annual Ministry Review (AMR)** is a tool aimed at helping Lay Leaders (Pastoral Visitors/Assistants, Service Leaders and Occasional Preachers) and their Supporting Ministers reflect together upon their ministry and role and their personal spiritual growth and development.

**As suggested** **good practice**, there should be an annual review conversation, which includes updating the Ministry Role Description.

**Our prayer** is that these review conversations will enable lay leaders to feel equipped in their ministry and also empowered as disciples of Jesus to live out their faith confidently and courageously in every aspect of their lives.

# Three Steps

The AMR is based around the Role Description and follows three simple steps:

## 1. Preparation

A mutual date should be agreed and booked in to complete the AMR. In the meantime, the Lay Leader and Supporting Minister should read the most recent Role Description and then prayerfully go through the first 5 AMR questions making notes in preparation for the meeting. In the case of Service Leaders (WSLs) or Occasional Preachers (OPs), the Supporting Minister may also wish to ask others within the parish for some feedback, using the relevant Ministry feedback form.

## 2. Meeting

In the main meeting, the Lay Leader and Supporting Minister should go through the first 5 AMR questions together. This should not be rushed and needs to be done in the spirit of encouragement and prayerful discernment. Following this, an action plan should be completed before then signing off any final comments and agreeing the next meeting date.

## 3. Next Steps

Following the meeting, it is the responsibility of the Supporting Minister to update the Role Description and to send this to the lay leader for approval. A final copy then needs to be signed off by the PCC and kept on record.

# Ongoing Support

Lay Leaders and their Supporting Minister are encouraged to be repeat this process annually to make sure that the Role Description remains relevant and updated.

# Annual Ministry Review

**Lay Leader and role:**

**Supporting Minister:**

**Date of Meeting:**

## 1. Working Well

Make a note below of any aspects of the current ministry and role that you feel are working really well.

## 2. Not Working Well

Make a note below of any aspects that you feel are not working so well. This can include things that are draining, discouraging or unhelpful. Once done, please note any ideas or suggested actions for addressing these issues.

## 3. Supervision, Support & Care

Do you feel that there is enough supervision, support and care in place in order to carry out the role effectively and sustainably? If not, what needs to be added or changed?

## 4. Further Training & Development

Do you feel there is enough ongoing training and development? If not, where are the gaps? And how might these be filled?

## 5. Personal Discipleship

How is their personal relationship with God? Are they getting enough spiritual growth and discipleship development? If not, what needs to be put in place?

## Further Comments

Please list any final comments, thoughts or reflections that may be useful to consider.

## Action Plan

Based on the questions above, please use the table below to list any key actions and any subsequent updates needed on the Ministry Role Description.

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| **ACTION** Please describe and name who is responsible for delivery |
| **WHY** is this action so important? |
| **WHAT** steps need to put in place to achieve this? And are there any particular obstacles that need planning for? |
| **WHO** else may be needed for help and support**?** |
| **WHEN** is the deadline for this action? |
| **UPDATES** for Role Description |