**Congregational Ministry Review**

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| --- | --- | --- | --- | --- | --- |
| Calling body |  | | | | |
| Chair |  | | | | |
| Pastor |  | | | | |
| Other congregational leader/s |  | | | | |
| Review date |  | | | | |
| **Prayer** | | | | | |
| Set aside time for private prayer before the review meeting as you work through the sections that follow.  Make time at the beginning of the review meeting to pray together. | | | | | |
| **Ministry review** | | | | | |
| **General discussion** | | | | | |
| Congregational life and ministry highlights from the previous year | | | | | |
| Congregational health and wellbeing considerations | | | | | |
| Congregational spiritual life considerations | | | | | |
| Pastor ministry highlights from the previous year | | | | | |
| Pastor personal health and wellbeing considerations | | | | | |
| Pastor personal spiritual life considerations | | | | | |
| **Outcomes** – Select three key responsibilities or key ministry outcomes to focus on from the ministry plan or agreed mission and ministry areas from the past 12 months. Include an additional item from the pastor call document. | | **Assessment** – Review participants, independently consider progress, strengths, barriers and potential future goals/plans before meeting and then discuss and document the agreed position during and/or after meeting together. | | | |
| 1. | | Comments on current progress | | | |
| Strengths identified | | | |
| Barriers identified | | | |
| Agreed goal/s or plan/s for the next 12 months | | | |
| 2 | | Comments on current progress | | | |
| Strengths identified | | | |
| Barriers identified | | | |
| Agreed goal/s or plan/s for the next 12 months | | | |
| 3 | | Comments on current progress | | | |
| Strengths identified | | | |
| Barriers identified | | | |
| Agreed goal/s or plan/s for the next 12 months | | | |
| Pastor Call Document item review | | Comments on current progress | | | |
| Strengths identified | | | |
| Barriers identified | | | |
| Agreed goal/s or plan/s for the next 12 months. | | | |
| **Continuing Education for Pastor plans** | | | | | |
| **Agreed continuing education/vocational development goal 1** | | | | | |
| Actions and outcome | | | By whom | By when | |
| **Agreed continuing education/vocational development goal 2** | | | | | |
| Actions and outcome | | | By whom | By when | |
| **Hopes/plans for shared ministry in the coming year** | | | | | |
|  | | | | | |
| **Congregational Child Safety plans for coming year summary** | | | | | |
| Include Safe Church Training status review | | | | | |
| **Essential details checklist – not all items may be applicable** | | | | | |
| All participants have reviewed the Letter of Call document | | | | |  |
| All participants have read the congregation/parish ministry plan (or other foundational documents) | | | | |  |
| All participants have read the Congregational Ministry Review Framework document | | | | |  |
| Workplace health and safety concerns are discussed and recorded as required | | | | |  |
| Working with Children Checks are up to date (and/or other check as required) | | | | |  |
| Safe Church Training is up-to-date or scheduled as required | | | | |  |
| Other certifications/licences are up to date | | | | |  |
| Continuing Education for Pastors (CEP) log completed | | | | |  |
| Professional Pastoral Supervision Annual Acknowledgement completed (if applicable) | | | | |  |
| **Chair’s comments** | | | | | |
| **Pastor’s comments** | | | | | |
| **Other congregational leaders comments** | | | | | |

This document reflects the agreed record of the meeting between:

|  |  |
| --- | --- |
|  | **Signature** |
| **Pastor** |  |
| **Chair** |  |
| **Other congregational leader/s** |  |

Share with the calling body council, and submit this form along with the CEP Log and PPS acknowledgement in the Ministry Review section of the LCA Portal for forwarding to the relevant district bishop.