



Annual review – feedback and discussion

The purpose of this form is to help volunteers fulfil their potential and help congregations better utilise volunteers in safe ministry with children. As this is a two-way discussion, coordinators are encouraged to ask the volunteer for feedback **and** to provide the volunteer with feedback. At the conclusion of the discussion, the coordinator and volunteer can agree on required actions (including further training) and responsibilities. This review should be completed annually.

Volunteer: _____

Coordinator: _____

Position: _____

Team: _____

Date: _____

1. Do you feel that you have a good understanding of the following:

- | | |
|---|--|
| <input type="checkbox"/> Our mission and values | <input type="checkbox"/> The range of acceptable behaviours |
| <input type="checkbox"/> Our organisational structure | <input type="checkbox"/> Your role in maintaining safe relationships |
| <input type="checkbox"/> Your role in delivering safe programs | <input type="checkbox"/> Policies and processes |
| <input type="checkbox"/> Your role in maintaining boundaries and reporting concerns | |
| <input type="checkbox"/> Other: | |

Comments:

2. Tell me about your experience in the children’s ministry team during the past year.

3. What elements of the role interest you the most?

4. What elements of the role interest you the least?

5. What are some of your achievements in your children’s ministry role?



6. What parts of the role do you find particularly easy or difficult?

7. What sorts of training or support would be of benefit to you in the next year?

8. Reflection: Both you and your coordinator consider and rate yourselves in the areas listed below. Discuss your ratings. Ratings: NS = Needs support, G = Good, E = Excellent

How would you rate yourself in the following area?	Coordinator	Volunteer	Support action plan
Communication skills			
Interpersonal relationships			
Attendance			
Living the values			
Working with policies and procedures			

9. Goal setting: What would you like to achieve in the next twelve months? What support do you need to achieve this goal?

10. Further Coordinator comments:

11. Further Volunteer comments:

Volunteer signature:

Date: / /

Coordinator signature:

Date: / /

Coordinator use only: Review outcome

Please ensure that the volunteer receives a copy of any agreed **action plan**. Return all forms to the church council secretary for secure storage. The date of this interview is to be recorded on the [Register of workers](#).

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager 	Associate general secretary
Due	22.01.2017	Review cycle – every year		