

Annual Review of Youth Worker/Youth Minister

The annual review is a crucial part of the management process. It is however in addition to, not a substitute for, proper and regular management meetings.

The review is a two way process. This means that both reviewer and reviewee should complete the form at least a week before the review and exchange documents. This exchange of documents should list all the items for the review and should ensure that there are no surprise items. (NB This form is for the review of youthwork. The reviewer should reflect primarily on the work of the person being reviewed and list items to be discussed.)

This Staff Review Form should be completed at the end of the review by either the reviewee or reviewer (decided by mutual agreement) and be signed by both. Should both parties feel unable to sign agreement, they should list areas of agreement and disagreement and decide on a process to proceed.

Date

Job Holder.....**Line Manager**.....

1. Is the job description up to date and does it fairly represent the work at present? If not, what changes are needed? Are there any areas of uncertainty in understanding the requirements of the job?

2. Which areas of your work have gone well? And why?

3. Which are the areas of your work that have not gone well? And why?

4. Are there any things that can be done to improve the situation?

5. Thinking about the work, are there ways in which you would like to see it develop?

6. Are there ways in which the relationship between the youth work/ministry and the church needs to develop?

7. What do you consider are your priorities for the next year?

8. Are there good communications between the person reviewed and

- Immediate manager
- Clergy/ministry team
- Those responsible to her/him (volunteers and staff)
- The church congregation

Are there any ways in which these can be improved?

9. List the priorities and actions from the previous annual review. How successfully have these been addressed?

10. As you think about the job, is there any training and development which you think would be useful?

11. Are there any other matters which should be discussed?

Name of Reviewee:

Name of Reviewer:

Date agreed for review discussion:

Name of Reviewee:.....Name of Reviewer:.....

Date of Review discussion:.....

Areas of work covered

Priorities Agreed and Action planned

Training and development needs identified

(1)* Agreement to this report.

(2)* We cannot agree on this report.

Points of agreement.....

Points of disagreement.....

**(1) and (2): Please delete as appropriate*

Signed.....(Reviewee) (Date).....

Signed:.....(Reviewer) (Date).....