

Ministry Review of Objectives and Goals of [past year]

Purpose: To encourage and affirm each staff person and establish more effective communication between staff and church leadership, and to design clear, realistic goals and objectives for the upcoming year.

This form is to be filled out by the one being reviewed: (Name)

Part I. JOB DESCRIPTION

- Include your Job Description as the next page in this document.
- Read through the Job Description and make any comments or suggested changes, as desired.

Part II. GOALS AND OBJECTIVES of the past year

For _____ through _____
(month) (year) (month) (year)

NEW GOALS AND OBJECTIVES:
(New initiatives from the past year)

Progress: _____
(Review Date)

- 1.
- 2.
- 3.

RE-ESTABLISHED GOALS AND OBJECTIVES:
(Renewed initiatives)

- 1.
- 2.
- 3.

PROFESSIONAL DEVELOPMENT or OUTSIDE MINISTRY
(Schooling or additional ministry opportunities)

- 1.
- 2.
- 3.

GOALS AND OBJECTIVES for the coming year

For _____ through _____
(month) (year) (month) (year)

NEW GOALS AND OBJECTIVES:
(New initiatives for the following year)

Progress: _____
(Review Date)

- 1.
- 2.
- 3.

RE-ESTABLISHED GOALS AND OBJECTIVES:
(Renewed initiatives from a previous year)

- 1.
- 2.
- 3.

PROFESSIONAL DEVELOPMENT or OUTSIDE MINISTRY
(Further educational or additional ministry opportunities)

- 1.
- 2.
- 3.

FREE SAMPLE