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| WELLBEING AND EFFECTIVENESS REVIEW |  |

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| Team Member (TM) Name | Team Leader (TL) Name | WER Meeting Date and Time |
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| Instructions1. TM and TL agree on a date and time for WER meeting at least two weeks in advance.
2. TM completes relevant sections of this form and returns it to TL at least one week before meeting.
3. TL then completes remaining sections of this form and brings two copies to WER meeting.
4. At the WER meeting, TL leads a 60-90 minute discussion through all WER form responses.
 |

# DIMENSIONS OF WELLBEING[[1]](#footnote-2)

We want to care for our Team Members in a wholistic way. However, if there is any topic in this section the TM doesn’t want to discuss, that row may be left blank and the topic will not be raised. Otherwise, TM may use ‘TM#’ to rate level of wellbeing in the relevant area (1 = Least Well, 5 = Most Well) adding comments as desired.

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|  | TM# | TM Comments | TL Comments |
| EmotionalCoping and relationships |  |  |  |
| EnvironmentalWorkplace, housing |  |  |  |
| FinancialPresent and future needs |  |  |  |
| OccupationalDevelopment, satisfaction |  |  |  |
| PhysicalDiet, exercise, medical |  |  |  |
| SocialFamily, Friendships |  |  |  |
| SpiritualRelationship with God |  |  |  |

Put an ‘x’ in one column below to indicate how you feel about your work level over the last three months.

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| --- | --- | --- | --- | --- |
| **Very Underworked** | **Slightly Underworked** | **Healthy Work Level** | **Slightly Overworked** | **Very Overworked** |
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# KEY RESPONSIBILITIES

Responsibilities should be transferred from TM’s position description or agreed by TM and TL in advance. For each responsibility, TM should use ‘TM#’ to rate a sense of the TM’s own effectiveness (1 = Least Effective, 5 = Most Effective) adding comments as desired. TL should do likewise with respect to TM’s effectiveness.

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| Responsibility | TM# | Team Member Comments | TL# | Team Leader Comments |
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Does TM or TL believe the TM’s responsibilities / role description should be modified in any way? If there is agreement on this, the TM’s role description should be updated and re-signed by TM and TL.

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| TM Comments on Modifying Responsibilities | TL Comments on Modifying Responsibilities |
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# MINISTRY DEVELOPMENT[[2]](#footnote-3)

TM comments optional. TL should provide feedback that is specific, fair and kind, and should endeavour to restrict significant critical feedback to two or three areas so as not to overwhelm the Team Member.

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| Character | TM Comments | TL Comments |
| Maintains spiritual disciplines e.g. Bible reading, prayer and devotional reading. |  |  |
| Demonstrates the character of a Christian leader (1 Timothy 3.1-13, Titus 1.5-9). |  |  |
| Demonstrates humility and teachability, including pursuing self-development. |  |  |

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| Ministry | TM Comments | TL Comments |
| Proclaims God’s word publicly and privately to multiply and mature Christian disciples. |  |  |
| Provides or arranges Christian care for ministry contacts in times of distress. |  |  |
| Capably handles administrative work to facilitate own ministry and that of others. |  |  |

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| Teamwork | TM Comments | TL Comments |
| Shows supervisor repect and support, especially regarding direction and feedback. |  |  |
| Encourages colleagues / team members, neither underfunctioning nor overfunctioning. |  |  |
| Discusses and disagrees graciously and works cooperatively to resolve problems. |  |  |

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| Leadership | TM Comments | TL Comments |
| Upholds and communicates the vision, generating engagement and commitment. |  |  |
| Plans, executes and evaluates programs or activities that achieve their purposes.  |  |  |
| Recruits, trains, develops and supports other people to participate in the ministry.  |  |  |

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| FEEDBACK FOR TEAM LEADER | TM to complete |

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| What’s been helpful about the TL’s leadership over the last 3-6 months? |  |
| In what way(s) do you think your TL could better help you in your role? |  |
| What is one thing you think might improve relationships in this team? |  |
| What is one change that you think would most improve this ministry? |  |

# REFLECTION QUESTIONS

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| --- | --- |
| What responsibility or other aspect of your role do you enjoy the most? |  |
| What responsibility or other aspect of your role do you enjoy the least? |  |
| What’s one thing you’ve achieved in your role over the last year? |  |
| What’s something you wish you’d done differently over the last year? |  |
| What might people involved in this ministry say is a strength for you? |  |
| What might people involved in this ministry say is a growth area for you? |  |
| Is there anything else you would like to raise with the TL at this time? |  |

**Finally, TM and TL asterisk (\*)one item in this form each most wants to discuss.**

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| GOALS | To be completed during WER meeting |

Optionally, TM and TL may agree on 1-3 goals to develop TM’s wellbeing and/or effectiveness, including steps and/or support required to achieve them. TM and TL review goals together in accordance with the timeframe.

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| Goal | Steps / Support | Timeframe |
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1. Joseph Detrano, ‘Mapping Mental Health: Dr. Swarbrick & The Eight Wellness Dimensions’, https://alcoholstudies.rutgers.edu/mapping-mental-health-dr-swarbrick-the-eight-wellness-dimensions. [↑](#footnote-ref-2)
2. Adapted from Sydney Diocesan Secretariat, ‘Performance appraisals of ministry workers 54/22 Ministry Wellbeing and Development, https://www.sds.asn.au/sites/default/files/Performance%20Appraisals%20of%20Ministry%20workers%20Report%20%28with%20template%29%20-%2014%20August%202023.pdf?doc\_id=Njc5NDg=, Accessed 26 November 2024. [↑](#footnote-ref-3)