

WELLBEING AND EFFECTIVENESS REVIEW

Team Member (TM) Name	Team Leader (TL) Name	WER Meeting Date and Time

Instructions

1. 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.

1 DIMENSIONS OF WELLBEING¹

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.

	TM#	TM Comments	TL Comments
Emotional Coping and relationships			
Environmental Workplace, housing			
Financial Present and future needs			
Occupational Development, satisfaction			
Physical Diet, exercise, medical			
Social Family, Friendships			
Spiritual Relationship with God			

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>.

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

Very Underworked	Slightly Underworked	Healthy Work Level	Slightly Overworked	Very Overworked

2 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.

Responsibility	TM#	Team Member Comments	TL#	Team Leader Comments

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.

TM Comments on Modifying Responsibilities	TL Comments on Modifying Responsibilities

3 MINISTRY DEVELOPMENT²

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.

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.		

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.		

Teamwork	TM Comments	TL Comments
Shows supervisor respect 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.		

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.

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.		

4 FEEDBACK FOR TEAM LEADER

TM to complete

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?	

5 REFLECTION QUESTIONS

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.

6 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.

Goal	Steps / Support	Timeframe