

**YEARLY
REVIEW**

**STEVENS
CREEK
CHURCH**

Employee: _____

YEARLY REVIEW INSTRUCTIONS

Stevens Creek ministry team members must complete a strengths assessment and yearly review before their scheduled review date with their ministry leader or team. Use the appropriate links provided by the HR Department and the attached form. Then, schedule a one-hour meeting to review the information thoroughly. The review form and strengths assessment should serve as a conversation starter and provide an opportunity to discuss the team member's year at Stevens Creek Church.

Each team member should initiate discussion and lead the conversation through the form while each person within the meeting takes note of areas of concern, disagreement, or surprises. These notations will then create an opportunity for further discussion and development. Each member is encouraged to be transparent and honest throughout the process to ensure the most productive outcome for the team member and the SCC team.

Use each appropriate moment to write down 2-3 action steps for growth and greater effectiveness in the future. Once the review is complete, make two additional copies, staple each group together, keep the original, return one copy to the reviewer, and turn the final set into the HR department.



Employee: _____

EMPLOYEE ENGAGEMENT QUESTIONS

Use the following questions to assess your engagement and satisfaction in your ministry area. Then, use the color system below to assign your appropriate rating. Write your rating in the margin, left of each question.

RED: At a standstill.

YELLOW: Slowing down or struggling for traction.

GREEN: Moving forward.

BLUE: All systems go!

- _____ 1. I have the materials, resources, and support needed to do my job effectively.
- _____ 2. At work, I have the opportunity to do what I do best every day.
- _____ 3. In the last 30 days, I have received recognition or praise for doing good work.
- _____ 4. My team or coworkers care about me as a person, more than *only* about what I do for the church.
- _____ 5. There is someone at work who encourages and cultivates my development and growth.
- _____ 6. At work, my opinions and suggestions seem to count.
- _____ 7. The mission and purpose of SCC makes me know and feel that my job is essential.
- _____ 8. My team and coworkers are committed to doing excellent work.
- _____ 9. I have at least one strong friendship at work.
- _____ 10. In the last six months, someone at work has talked to me about my progress and offered feedback to encourage, challenge, and affirm me.
- _____ 11. This last year, I have had opportunities at work to learn, grow, and develop in who I am and in what I do.

Additional Comments or Feedback:



Employee: _____

CRITICAL MINISTRY SKILLS

1. In one sentence, what's the VISION of your ministry area(s)?

2. What do you enjoy most about what you do and/or about SCC?

3. What have been your proudest accomplishments over the previous six months?

- 1) _____
- 2) _____
- 3) _____

4. What have been your most challenging moments or growth opportunities over the previous six months?

- 1) _____
- 2) _____
- 3) _____

5. Using Clifton Strength Assessment, what are your *Top 5 Strengths*?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

6. What can we do to empower your strengths and giftings better?

- 1) _____
- 2) _____
- 3) _____

7. How do you use your strengths and giftings in your current position?

- 1) _____
- 2) _____
- 3) _____



Employee: _____

8. What is the Lord doing in your life?

9. How is your family and personal life?

10. What have been the best and most valuable components of your experience with your direct report?

11. In what ways can your direct report provide more support and guidance for you in your work setting?

Additional Comments or Feedback:



Employee: _____

GOAL SETTING

1. What are your top strategic ministry goals for the next 6 to 12 months?

2. Evaluate your progress made on your previous ministry goals (when applicable).

3. As much as possible, use **SMART** goal setting as a guide:
(Specific, Measurable, Attainable, Relevant, and Time-Based)

4. What are your most pressing issues and most significant challenges within your ministry? Would you like to discuss anything confusing, overwhelming, or consistently frustrating?



Employee: _____

5. What can I be praying for you about – family, personal life, ministry, or anything else?

6. Is there anything else you'd like to discuss, ask about, or address?

Thank you for your commitment to SCC and its staff. We pray this review revives, inspires, and produces new dreams within your spirit and ministry. We dedicate this time and discussion to foster trust and to maximize ministerial effectiveness for your calling. Do not hesitate to revisit this document within the coming months. Thanks!

Employee Signature

Supervisor Signature

Date of Meeting

