ARMIDALE DISTRICT BAPTIST CHURCH
Sharing Christ's Love in Community

Ministry and Event Review

Approved: 12 July 2026

Purpose

Assessment and review are an important part of every ministry and event. To reflect upon and evaluate how the ministry is going and whether it is achieving its goals for the glory of Jesus Christ is to be an essential part of every program. This is also necessary to ensure that each Ministry of Armidale District Baptist Church is child safe and a positive environment for vulnerable people. We encourage every ministry to complete the *4.6 Ministry Review Form* annually. As Ministry Reviews are **completed in October**, they also prepare and focus the Ministry for the coming year.

For Events the *4.7 Event Application form* is to be handed to the Safe Church Team two months before the event is to be held. For new ministries the *4.6 Ministry Review form* must be completed and handed to the Safe Church Team for evaluation before the Ministry starts. We encourage new ministries to do the startup review 2 months before the expected start of the Ministry. This provides enough time for modification of the new ministry and safe church evaluation of the team.

Review Paradigm

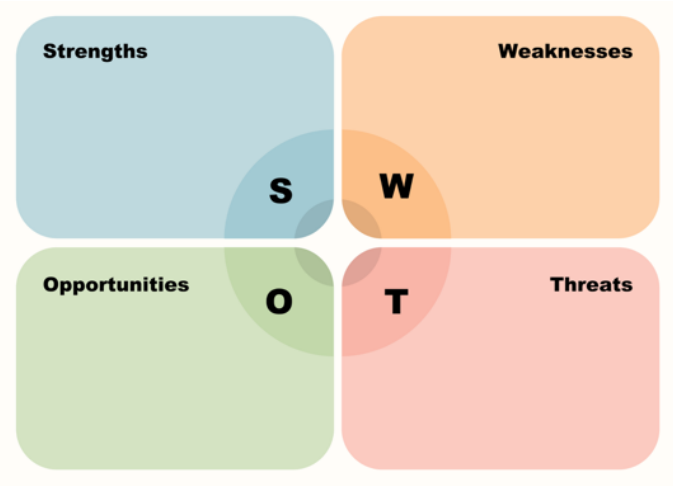
There are many ways to conduct a review of a ministry or event. We will be applying the S.W.O.T. Analysis to Christian Ministry. See the *4.6 Ministry Review Form* to conduct this process for your ministry or the *4.7 Event Application form* for an event.

S.W.O.T. Analysis As The Review Paradigm

S.W.O.T. is an acrostic that explains the four key areas of review. Two of these areas are within the ministry (Strengths and Weaknesses) and two are imposed upon the ministry from outside (Opportunities and Threats). It is in the review of these four areas that the ministry can be objectively evaluated.

Strengths (Internal, Positive) are all positive resources, personnel and capabilities within the ministry. To discern these, ask yourself questions like;

- What is our Ministry Team like?
  - Is the number of leaders and volunteers sufficient to run the ministry?
  - Do the leaders and volunteers have the skills and spiritual gifts needed to run the ministry?
  - Are our leaders and volunteers strong, passionate and committed?



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    - Are our Leaders and Volunteers teachable?
    - Do we have the team that can run this ministry long term?
- Do we have the resources to run this ministry or event?
    - Do we have the funds to run this ministry or event?
    - Sufficient training of leaders and volunteers?
    - Do we have enough leaders to keep participants (especially children) safe. For children you need at least 2 leaders and in a ratio of 1 leader for every 8 children, sometimes more leaders required based on venue and activities. Every child and leader should always be visible to the other leaders.
    - Have we met all the Safe Church requirements for our leaders and volunteers?
    - What extra support is available from the church (practical, transport, prayer etc)
- Do we have an appropriate venue for this event or ministry?
- Do we have safe practices in place in the ministry or event?
- What are our ministry goals and are they achievable?

Weaknesses (Internal, Negative) asks what internal factors may hinder the ministry or place you at a disadvantage. Ask;

- What abilities are we lacking?
- Where might we struggle?
- How can we overcome issues?
- How do we build in regular training for the team?
- What's in our "blind-spot"?
- What will be the greatest challenge for people who attend our ministry or event?
- Do we have proper systems in place to record attendance?
- Can we address first aid issues?

Opportunities (External, Positive) looks at external factors that can benefit the Ministry

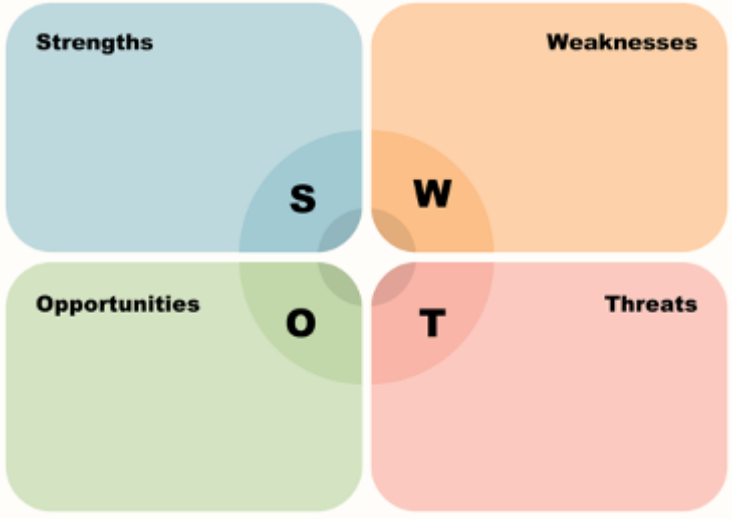
- Are the buildings a positive environment for the ministry or event? Can they be improved?
- Are there people to participate in the ministry or event? Does it address a current need?
- In the current cultural climate, what is in our favour?
- Do we have the support of the church leadership and people? Are they supporting and praying for us?
- What goals are currently in reach?
- Are the funds currently available to run the ministry or event?
- Are we taking advantage of current technology?

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Threats (External, Negative) are external factors that could cause trouble for the ministry.

- What external factors (buildings, attitudes, time and ministry clashes etc) might make the ministry or event hard?
- What "headwinds" do we face?
- What could go wrong?
- What is going wrong?
- Do we feel supported?
- What is most discouraging for the team?

As you answer questions like the ones above you prepare a S.W.O.T. grid that will help you identify whether the ministry or event will "work" and whether it is God's will to start, or continue, this ministry or event. Always work towards increasing your strengths and opportunities and decreasing your weaknesses and threats.



Having read this document, now complete either;

- The *4.6 Ministry Review Form* for Ministries.
- The *4.7 Event Application Form* for Events.

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