ARMIDALE DISTRICT BAPTIST CHURCH
Sharing Christ's Love in Community

Ministry Review Form

*To be completed **2 months before** a new Ministry starts and annually in **October** for all other Ministries.*

Approved: 12 July 2026

Purpose of this form

Review is an important part of every ministry. To reflect and evaluate how the ministry is going, and whether it is achieving its goals for the glory of Jesus Christ, is 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. As Ministry Reviews are completed in October, they also prepare and focus the Ministry for the coming year.

For **new ministries** the Review 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 no later than **2 months** before the expected start of the Ministry. This provides enough time for modification of the new ministry.

Name of Ministry:	Ministry Leader:
Venue:	Target Group for the Ministry:
Are Children involved? YES / NO How many do you expect?	Number of People needed to Run the Ministry:
First Aid Arrangements:	

What is the Vision/Mission of your Ministry?

What do you believe that God wants you to achieve through this ministry in the next 12 months?

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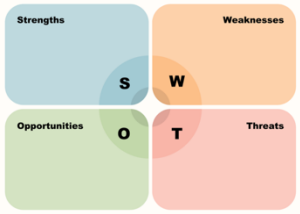
What are your specific Goals for the next 12 months to fulfill your Vision/mission?

Make your goals S.M.A.R.T. That is Specific, Measurable, Achievable, Results-based and Time dependant *(e.g. By the start of June we will have 10 children able to read the first 8 chapters of Mark's Gospel for themselves and show how these chapters reveal that Jesus is God on earth.)*

Goal 1:
Goal 2:
Goal 3:
Goal 4:
Goal 5:
Goal 6:
Goal 7:
Goal 8:

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



On this page perform a S.W.O.T. review of your ministry. There are 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. After listing your S.W.O.T. comments place an **X** within the grid showing your overall summary of your analysis of the Ministry.

Questions to help you with your S.W.O.T. review are on the next page (page 4).

Strengths	**Weaknesses**
Opportunities	**Threats**

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Questions to help you with the S.W.O.T review above.

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?
  - 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?
  - Do we have the funds to run this ministry?
  - Is there 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 ministry?
- Do we have safe practices in place in the ministry?
- 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?
- 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? Can they be improved?
- Are there people to participate in the ministry? 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?
- Are we taking advantage of current technology?

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 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?

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What is the ministries greatest strength moving forward?

What is the ministries greatest need moving forward?

Should this ministry start / continue for another year?

Who in Church Leadership do you report to?

List of the staff and volunteers in the Ministry and their roles.

Budget requirements

Prepare here a statement of your Budget requirements that needs to be submitted to the Church Treasurer by the end of October. (Attach pages if needed)

Declaration

This is an accurate review of the _____ Ministry

Name: (Block Letters)	Role in Ministry:
Signature	Date Review Submitted:

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Safe Church Team	
Are there enough people to run the Ministry for 12 months?	Yes / No (comment)
Are there any Child or vulnerable people safety issues?	Yes / No (comment)
Do the Safe Church Team endorse this ministry?	Yes / No (reason)
Date Received:	Signed:
The Safe Church Team endorsement is passed on to the Church Leadership (Elders and Deacons) who have the final say in the continuance and development of church Ministries. *They will report back to you after their assessment.*	

Church Leadership Assessment	
Assessment of Ministry Vision/Mission and Goals	
Does this Ministry have the support of the church Leadership and People?	Yes / No (comment)
This Ministry is:	Continued / Discontinued
Reason:	
Additional Comments:	
Needs of this Ministry have been incorporated in the Budget for next Year	Yes / No (comment)
Signed:	Date:

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