**Feedback form for.... Ministerial Development Review**

Many thanks for being prepared to offer feedback on ....’s ministry as part of her/his ministerial review. The first part of the form has some important principles for giving feedback, the area/s of reflection .....has chosen to request feedback on from you and some questions.

I would be grateful if you returned this form by .... so I can circulate it a week in advance of the review meeting.

**Principles**

The following are important principles for you to consider when providing feedback:

* *Avoid vague, ambiguous statements.*
* *Be specific and provide examples as far as is possible.*
* *Be as objective as possible.*
* *Avoid labels, criticism and judgements of the person.*
* *Focus on the person’s actions rather than the person.*
* *Provide encouragement.*

**Area/s of reflection**

**Questions**

Which of ......’s gifts and skills are particularly valued in these committees?

Be specific. How do you know this?

Where has .... made particularly noteworthy contributions?

Explain why and how.

Are there any concerns/issues/needs related to these committees that would contribute to ......’s growth in ministry? Be specific. How do you know?

Date of feedback: