

Ministry Team Meeting – Evaluation Form
“PRAE”—Process Review At End

(Adapted from The Policy Governance Fieldbook, p.148)

Complete this form at the conclusion of each meeting by reading each point aloud to the Team and making an evaluation of the Team’s meeting.

Meeting Date: _____

Ministry Team: _____

Meeting Attendance Number: _____

Evaluator: _____

Instructions: Circle the proper response.

1. The Ministry Team was prepared for the meeting. **Satisfactory - Improving – Unsatisfactory**
2. The Ministry Team’s time was appropriately spent on agenda items. **Satisfactory - Improving – Unsatisfactory**
3. Each Ministry Team member participated in discussion and decision-making. **Satisfactory - Improving – Unsatisfactory**
4. The Ministry Team’s treatment of each other was courteous, dignified and fair. **Satisfactory - Improving – Unsatisfactory**
5. The Ministry Team:
 - a. Encouraged diversity in viewpoints. **Yes - No**
 - b. Exercised strategic leadership by incorporating more people in ministry instead of doing ministry itself as individuals or as a team. **Yes - No**
 - c. Consulted the annual agenda. **Yes - No**
 - d. Devoted time to the Team’s action items. **Yes - No**
 - e. Looked to the future. **Yes - No**
6. An agenda/minutes form was completed for the office. **Yes – No**
7. Dates for the next 2 meetings: Month/date/time: _____
Month/date/time: _____

+ Please leave in the Church office with your completed Agenda/Minutes Form +