**Focal Ministry: Review Form**

On completion, signed copies should be retained by both the Focal Minister and the Oversight Minister.

A copy of the each years review form should be sent to the Focal Ministry Team at [focalministry@sheffield.anglican.org](mailto:focalministry@sheffield.anglican.org)

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| --- | --- | --- | --- |
| Name of Focal Minister |  | | |
| Name of Oversight Minister |  | | |
| Parish / Mission Area |  | | |
| Date of Authorisation |  | | |
| Date of Review |  | | |
| Type of Review (please tick) | First year | Second year | Third Year |
| Area of responsibility |  | | |

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| Highlights of your ministry over the past year? |  |
| Any difficulties you have encountered in your ministry this year and what have you learnt from them? |  |

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| What ministry learning have you engaged in over the year? |  |
| What ministry development do you require?  (please make a note of any resources or training you need) |  |

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| How confident do you feel about your ministry?  (please tick your answer) | **1** | **2** | **3** | | **4** | | **5** | **6** | **7** |
| Not confident | | | |  | | Very confident | | |
| Comments: | | | | | | | | | |
| How well equipped do you feel to carry out your ministry?  (please tick your answer) | **1** | **2** | **3** | | **4** | | **5** | **6** | **7** |
| Not resourced | | |  | | Very well resourced | | | |
| Comments: | | | | | | | | | |

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| How many new people have become engaged in local ministry during the year, in your parish? | (This can sometimes be hard to count, if this is the case please give a rough estimation) |

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| Is your DBS up to date? | Yes | No | Date: | | |
| Is your safeguarding training up to date? If no, what needs renewing? (this needs renewing every three years) | Basic | | Yes | No | Date: |
| Foundation | | Yes | No | Date: |
| Leadership | | Yes | No | Date: |

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| Note of any changes to Ministry Agreement |  |
| Actions following review |  |

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| Signed  (Focal Minister) |  | Date |  |
| Signed  (Oversight Minister) |  | Date |  |