

## Personnel Questionnaire

---

It is the goal that your ministry at \_\_\_\_\_ be meaningful and rewarding to you as well as effective for the mission of the church. To that end the Personnel Committee would like to review your relationship with the church on a routine basis. It is the hope that this review can improve your satisfaction with your ministry as well as addressing needs and/or concerns of either you or the church.

Even if your position at \_\_\_\_\_ may not be pastoral, we consider your work to be a ministry to God and to the church. We thank you for your ministry and want to do what we can to make it the best it can be for you and the church.

We would ask that you complete this questionnaire. This will help you organize your thoughts and concerns as well as be a guide in our conversation with you. Do not feel that you need to give comprehensive answers – a few words, phrases, or examples are all that are necessary.

1. What things do you believe are going well in your ministry at \_\_\_\_\_? What things have happened that make you happy? What are the “pluses” in your ministry?
2. What concerns do you have about your ministry? What things could be improved? What were some challenges or difficulties?
3. As you look at what you understand to be your job description, what are the most challenging items to do? What areas of the job description need to have more attention? What areas need to be looked at and why?
4. What things would you like to see accomplished in your ministry in the next six months? What things in the next year? What things can the church do to help you accomplish those goals?
5. Since your personal, family, and spiritual health affects your ministry, what are some goals that you would have in those areas? What are some concerns in those areas?
6. Are there other items that need to be addressed by the personnel committee that can help you in your ministry?