

# BEYOND THE PLATFORM

## ALL-MINISTRY DEVELOPMENT SERIES

### LARGE-PRINT FILLABLE WORKBOOK

Training • Assessment • Debriefing • Development

**Prepare the person. Strengthen the team. Serve the ministry.**

### HIGHWAY TABERNACLE OF PRAYER

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# MINISTRY TEAM PROFILE

Large-print electronic and printable edition

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Ministry or Department:

Team Member:

Role or Assignment:

Team Leader:

Pastoral Overseer:

Review Period:

Date Completed:

## Purpose of This Workbook

- ☐ New-member orientation
- ☐ Annual ministry review
- ☐ Leadership development
- ☐ Quarterly team evaluation
- ☐ Corrective development plan
- ☐ Post-event debrief
- ☐ Volunteer readiness review
- ☐ Other ministry purpose

**Other purpose or special instructions:**

# THE MINISTRY SERVICE COVENANT

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Every ministry team serves one church, one vision, and one spiritual assignment. Check each statement to confirm your understanding and agreement.

- ☐ I will treat ministry as a sacred responsibility, not a personal stage.
- ☐ I will prepare spiritually, practically, relationally, and administratively.
- ☐ I will honor pastoral leadership and the leaders assigned over my ministry.
- ☐ I will communicate promptly, clearly, and through proper channels.
- ☐ I will receive correction without retaliation or unnecessary defensiveness.
- ☐ I will protect unity and refuse gossip, cliques, favoritism, and private campaigns.
- ☐ I will arrive prepared and fulfill assignments with reliability and excellence.
- ☐ I will protect confidential information and respect ministry boundaries.
- ☐ I will evaluate my service honestly and make practical corrections.
- ☐ I will serve people with dignity, patience, fairness, and Christian character.
- ☐ I understand that participation is a responsibility, not an entitlement.
- ☐ I will support the full ministry of the church, not only my department.

**Electronic Signature:**

**Date:**

# LESSON ONE: THE SERVANT BEFORE THE ASSIGNMENT

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## CENTRAL TRUTH

Public service cannot be separated from private character. Before a person carries ministry responsibility, the condition of the servant matters.

### Character Carries the Assignment

Skill may qualify a person to help, but character determines whether responsibility can be carried safely. Ministry exposes habits, attitudes, and unresolved patterns.

### Private Devotion Strengthens Public Service

Prayer, Scripture, repentance, and personal worship create spiritual substance. Service should flow from relationship with God rather than replace it.

### Emotional Maturity Is Ministry Readiness

Unmanaged anger, insecurity, jealousy, grief, or resentment can distort communication and teamwork. Self-awareness and accountability protect the ministry.

### Humility Keeps Gifts Useful

A servant asks how the gift can support the assignment. Humility accepts instruction, shares responsibility, and serves even without visibility.

### Integrity Builds Trust

Confidentiality, honesty, consistency, and follow-through make a person safe for ministry. Trust is built through repeated conduct, not titles.

## Personal Response

- ☐ I understand the principle.
- ☐ I need clarification.
- ☐ This identifies a current strength.
- ☐ This identifies an area requiring growth.

# LESSON 1 WORKSHEET

---

What does this lesson require from you personally?

What does your ministry team currently do well in this area?

What pattern is weakening your team?

What specific change should be made before the next assignment?

What support, training, or clarification is needed?

**Commitment status:** ☐ Completed ☐ In progress ☐ Needs follow-up

# LESSON TWO: UNDERSTANDING THE MINISTRY ASSIGNMENT

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## CENTRAL TRUTH

Every department exists to serve the mission of the church. A ministry team must understand why it exists, who it serves, and how its work supports the whole.

### Mission Before Activity

A busy team is not automatically an effective team. Every activity should connect to the church's spiritual mission and pastoral direction.

### People Are the Purpose

Procedures, schedules, technology, money, music, security, transportation, and administration are tools. The purpose is to serve people faithfully.

### Roles Require Clarity

Confusion grows when responsibility is assumed rather than defined. Each person should know the assignment, authority, limits, and reporting process.

### The Department Is Not Independent

No ministry should operate as a separate church. Decisions must support the calendar, budget, policies, leadership, and needs of the whole congregation.

### Effectiveness Must Be Measured

Success should be evaluated by whether the ministry fulfilled its objective, served people well, protected order, and supported the larger service.

## Personal Response

- ☐ I understand the principle.
- ☐ I need clarification.
- ☐ This identifies a current strength.
- ☐ This identifies an area requiring growth.

# LESSON 2 WORKSHEET

---

What does this lesson require from you personally?

What does your ministry team currently do well in this area?

What pattern is weakening your team?

What specific change should be made before the next assignment?

What support, training, or clarification is needed?

**Commitment status:** ☐ Completed ☐ In progress ☐ Needs follow-up

# LESSON THREE: SUBMISSION, COMMUNICATION, AND ACCOUNTABILITY

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## CENTRAL TRUTH

Healthy ministry requires clear authority, direct communication, and a willingness to be corrected.

### Authority Establishes Order

Pastoral and delegated leadership provide direction, approve activity, and protect the church from competing agendas.

### Contribution Is Not Control

Team members should offer ideas, but mature servants can accept when leadership chooses another direction.

### Correction Is Development

Specific correction should produce changed behavior. Defensiveness, withdrawal, retaliation, or recruiting supporters prevents growth.

### Proper Channels Protect Unity

Concerns should be addressed with the responsible leader. Gossip and side conversations multiply confusion.

### Documentation Creates Clarity

Schedules, approvals, reports, budgets, incident notes, and action plans protect both the ministry and the people involved.

### Personal Response

- ☐ I understand the principle.
- ☐ I need clarification.
- ☐ This identifies a current strength.
- ☐ This identifies an area requiring growth.

# LESSON 3 WORKSHEET

---

What does this lesson require from you personally?

What does your ministry team currently do well in this area?

What pattern is weakening your team?

What specific change should be made before the next assignment?

What support, training, or clarification is needed?

**Commitment status:** ☐ Completed ☐ In progress ☐ Needs follow-up

# LESSON FOUR: EXCELLENCE, RELIABILITY, AND STEWARDSHIP

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## CENTRAL TRUTH

Excellence is disciplined stewardship: the consistent use of time, resources, skill, and preparation to serve well.

### Preparation Prevents Avoidable Disorder

Review instructions, gather materials, test equipment, confirm schedules, and prepare before the assignment begins.

### Punctuality Affects the Whole Team

Repeated lateness shifts pressure to others, delays readiness, and damages trust.

### Details Matter

Accurate information, clean spaces, working equipment, proper attire, respectful language, and completed follow-up all shape the ministry experience.

### Resources Must Be Protected

Money, property, data, keys, equipment, vehicles, and confidential records should be handled according to policy.

### Excellence Remains People-Centered

Efficiency should never become coldness. Strong systems must still leave room for patience, compassion, and pastoral care.

## Personal Response

- ☐ I understand the principle.
- ☐ I need clarification.
- ☐ This identifies a current strength.
- ☐ This identifies an area requiring growth.

# LESSON 4 WORKSHEET

---

What does this lesson require from you personally?

What does your ministry team currently do well in this area?

What pattern is weakening your team?

What specific change should be made before the next assignment?

What support, training, or clarification is needed?

**Commitment status:** ☐ Completed ☐ In progress ☐ Needs follow-up

# LESSON FIVE: SERVING WITH AWARENESS AND ADAPTA

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## CENTRAL TRUTH

A prepared team must recognize what is happening in the moment and adjust without creating confusion.

### Awareness Begins With Attention

Watch leadership, observe people, listen to instructions, and remain aware of the environment.

### Plans May Require Adjustment

A service, meeting, emergency, guest need, technical problem, or pastoral direction may require a different response than expected.

### Do Not Manufacture Urgency

Not every problem is a crisis. Calm, truthful communication protects people from unnecessary fear and confusion.

### Know When to Escalate

Safety, misconduct, financial irregularity, threats, medical emergencies, and serious conflicts must be referred to the proper authority.

### Remain Engaged Until the Assignment Is Complete

Service includes setup, execution, cleanup, reporting, follow-up, and review - not only the visible portion.

## Personal Response

- ☐ I understand the principle.
- ☐ I need clarification.
- ☐ This identifies a current strength.
- ☐ This identifies an area requiring growth.

# LESSON 5 WORKSHEET

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**What does this lesson require from you personally?**

**What does your ministry team currently do well in this area?**

**What pattern is weakening your team?**

**What specific change should be made before the next assignment?**

**What support, training, or clarification is needed?**

**Commitment status:** ☐ Completed ☐ In progress ☐ Needs follow-up

# ALL-MINISTRY TEAM ASSESSMENT

## Large-print self-assessment and leadership review

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Rate each statement according to consistent observed behavior. Use the same standard for every person and include written evidence for low ratings.

- 1** Requires immediate attention
- 2** Needs significant development
- 3** Developing consistency
- 4** Meets ministry expectations
- 5** Demonstrates strong ministry leadership
- N/O** Not observed or not applicable

### Assessment Type

- ☐ Self-assessment
- ☐ Leadership assessment
- ☐ Annual review
- ☐ New-member readiness
- ☐ Corrective development review
- ☐ Quarterly review

# SPIRITUAL CHARACTER AND INTEGRITY

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|                                                                    | SELF                 | LEADER               | PRIORITY                 |
|--------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I demonstrate conduct consistent with Christian ministry.          | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I maintain appropriate personal devotion and spiritual discipline. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I am honest when reporting problems, mistakes, or limitations.     | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I protect confidential information.                                | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I demonstrate humility concerning my title, gift, or assignment.   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I accept responsibility when I am wrong.                           | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# ATTENDANCE AND RELIABILITY

|                                                                     | SELF                 | LEADER               | PRIORITY                 |
|---------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I attend scheduled meetings, rehearsals, services, and assignments. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I arrive early enough to be fully ready at the stated start time.   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I notify leadership promptly when I cannot serve.                   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I complete preparation before the assignment.                       | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I follow through without repeated reminders.                        | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| My attendance pattern strengthens the team.                         | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# COMMUNICATION AND TEAMWORK

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|                                                            | SELF                 | LEADER               | PRIORITY                 |
|------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I respond to messages within the expected time.            | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I communicate respectfully with leaders and team members.  | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I bring concerns directly to the appropriate person.       | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I avoid gossip, side conversations, and private campaigns. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I ask questions when instructions are unclear.             | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I help resolve confusion rather than increase it.          | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# SUBMISSION AND ACCOUNTABILITY

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|                                                          | SELF                 | LEADER               | PRIORITY                 |
|----------------------------------------------------------|----------------------|----------------------|--------------------------|
| I honor pastoral and delegated leadership.               | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I follow approved procedures and ministry policies.      | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I can accept when my idea or preference is not selected. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I receive correction and demonstrate change.             | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I respect role boundaries and reporting lines.           | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I do not treat participation as an entitlement.          | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# PREPARATION AND COMPETENCE

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|                                                                   | SELF                 | LEADER               | PRIORITY                 |
|-------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I understand my role and responsibilities.                        | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I arrive with the required materials, information, and equipment. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I maintain the skill level needed for my assignment.              | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I seek help when I do not know how to complete a task.            | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I follow established checklists and procedures.                   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I continue developing my ministry-related skills.                 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# PEOPLE CARE AND PROFESSIONAL CONDUCT

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|                                                                               | SELF                 | LEADER               | PRIORITY                 |
|-------------------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I treat members, guests, children, seniors, and coworkers with dignity.       | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I remain patient under pressure.                                              | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I avoid harsh, embarrassing, dismissive, or disrespectful communication.      | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I recognize when a concern requires pastoral care or leadership intervention. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I maintain appropriate boundaries.                                            | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I represent the church well in public and online.                             | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# STEWARDSHIP AND SECURITY

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|                                                                           | SELF                 | LEADER               | PRIORITY                 |
|---------------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I handle money, property, data, equipment, keys, and records responsibly. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I follow authorization and approval requirements.                         | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I report loss, damage, shortages, or irregularities promptly.             | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I protect private information and access credentials.                     | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I avoid using ministry resources for unauthorized personal purposes.      | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I complete required documentation accurately.                             | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# SAFETY AND RISK AWARENESS

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|                                                                     | SELF                 | LEADER               | PRIORITY                 |
|---------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I know the emergency and incident-reporting procedures for my role. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I recognize when a situation should be escalated.                   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I do not take unnecessary risks or exceed my authority.             | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I help maintain safe, orderly spaces.                               | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I protect vulnerable people and follow supervision requirements.    | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I document serious incidents factually and promptly.                | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# MISSION ALIGNMENT AND SERVICE EFFECTIVENESS

---

|                                                                              | SELF                 | LEADER               | PRIORITY                 |
|------------------------------------------------------------------------------|----------------------|----------------------|--------------------------|
| I understand how my ministry supports the church's mission.                  | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I make decisions that serve the whole church rather than only my department. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I can identify the intended outcome of my assignment.                        | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I remain flexible when pastoral direction changes.                           | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I complete follow-up after the visible assignment ends.                      | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I evaluate whether our work actually served people well.                     | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# GROWTH AND LEADERSHIP POTENTIAL

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|                                                       | SELF                 | LEADER               | PRIORITY                 |
|-------------------------------------------------------|----------------------|----------------------|--------------------------|
| I participate seriously in training.                  | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I can identify my strengths and growth areas.         | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I implement feedback over time.                       | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I help others without controlling them.               | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I demonstrate readiness for greater responsibility.   | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| I remain teachable regardless of experience or title. | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

**Evidence, examples, or comments:**

# ASSESSMENT SUMMARY

|                                             |                                       |                                          |                                 |
|---------------------------------------------|---------------------------------------|------------------------------------------|---------------------------------|
| Spiritual Character And Integrity           | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Attendance And Reliability                  | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Communication And Teamwork                  | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Submission And Accountability               | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Preparation And Competence                  | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| People Care And Professional Conduct        | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Stewardship And Security                    | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Safety And Risk Awareness                   | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Mission Alignment And Service Effectiveness | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |
| Growth And Leadership Potential             | <div><div>Self</div><div></div></div> | <div><div>Teacher</div><div></div></div> | Priority <div><div></div></div> |

## Three strengths to preserve:

## Three areas requiring development:

# INDIVIDUAL DEVELOPMENT PLAN

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**Development Priority 1**

**Area or concern:**

**Required action:**

**Support or training needed:**

**Responsible person:**

**Deadline:**

# INDIVIDUAL DEVELOPMENT PLAN

Priority 2

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Development Priority 2

Area or concern:

Required action:

Support or training needed:

Responsible person:

Deadline:

# INDIVIDUAL DEVELOPMENT PLAN

## Priority 3

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### Development Priority 3

Area or concern:

Required action:

Support or training needed:

Responsible person:

Deadline:

### Leadership Determination

- ☐ Continue in current assignment
- ☐ Continue with coaching
- ☐ Additional training required
- ☐ Temporary reassignment
- ☐ Pastoral review required
- ☐ Other

Review Date:

Leader Initials:

# ALL-MINISTRY DEBRIEFING TOOL

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Ministry or Department:

Service, Meeting, Project, or Event:

Date:

Team Leader:

Debrief Facilitator:

## Debrief Type

- ☐ Routine weekly review
- ☐ Special event
- ☐ Project completion
- ☐ Incident review
- ☐ Quarterly ministry review
- ☐ Other

**What was the intended objective?**

# PREPARATION AND CLARITY

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|                                                                               |                              |                             |                              |
|-------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Did everyone understand the assignment and expected outcome?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Were schedules, instructions, approvals, and materials provided early enough? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Did the team have the people, time, budget, equipment, and access needed?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Were changes communicated effectively?                                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**Notes, evidence, or examples:**

# EXECUTION AND SERVICE

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|                                                              |                              |                             |                              |
|--------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Did the ministry begin and end as expected?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Were responsibilities fulfilled accurately and respectfully? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Did the team serve people well?                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Did any delay, confusion, or unnecessary conflict occur?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**Notes, evidence, or examples:**

# COMMUNICATION AND TEAM DYNAMICS

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|                                                     |                              |                             |                              |
|-----------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Was communication clear, timely, and respectful?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Did team members cooperate and support one another? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Were disagreements handled through proper channels? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Did anyone's conduct weaken trust or unity?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**Notes, evidence, or examples:**

# STEWARDSHIP, SAFETY, AND POLICY

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|                                                                                    |                              |                             |                              |
|------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Were money, property, data, equipment, keys, records, and spaces handled properly? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Did any safety, security, supervision, or confidentiality concern arise?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Were required approvals and documentation completed?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Does any matter require escalation or pastoral review?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**Notes, evidence, or examples:**

# MISSION AND OUTCOME

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|                                                                   |                              |                             |                              |
|-------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Did the work support the church's mission and pastoral direction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Was the intended objective achieved?                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| What evidence shows that people were served effectively?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| What follow-up remains incomplete?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

**Notes, evidence, or examples:**

# DEBRIEF RESULTS

---

What worked well and should be repeated?

What did not work and should be corrected?

What did the team learn?

# CORRECTIVE ACTION PLAN

---

**Action Item 1**

**Issue or need:**

**Corrective action:**

**Responsible person:**

**Deadline:**

**Status:**

☐

Open

☐

In progress

☐

Completed

# CORRECTIVE ACTION PLAN

## Action Item 2

---

**Action Item 2**

Issue or need:

Corrective action:

Responsible person:

Deadline:

Status:

☐

Open

☐

In progress

☐

Completed

# CORRECTIVE ACTION PLAN

## Action Item 3

---

**Action Item 3**

**Issue or need:**

**Corrective action:**

**Responsible person:**

**Deadline:**

**Status:**

☐

Open

☐

In progress

☐

Completed

**Follow-up Meeting Date:**

**Reviewed By:**

# TEN-MINUTE MINISTRY DEBRIEF

---

**1. What was the objective?**

**2. What worked well?**

**3. Where did confusion, delay, or conflict occur?**

**4. Did we serve people effectively? What evidence supports the answer?**

**5. Was any policy, safety, stewardship, or confidentiality issue identified?**

**6. What one correction must be made before the next assignment?**

**7. Who is responsible for the correction?**

**8. What follow-up remains incomplete?**

# TEN-MINUTE MINISTRY DEBRIEF

Continued

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9. What should be intentionally repeated?

10. Does any matter require pastoral review?

# MINISTRY INCIDENT OR REFERRAL FORM

---

Date and Time:

Location:

Ministry or Department:

Person Reporting:

Persons Involved:

## Type of Concern

- ☐ Safety
- ☐ Medical
- ☐ Security
- ☐ Conduct
- ☐ Financial
- ☐ Property
- ☐ Confidentiality
- ☐ Child or vulnerable person
- ☐ Conflict
- ☐ Other

## Factual description of what occurred:

# INCIDENT FOLLOW-UP

---

**Immediate action taken:**

**Notifications Made**

- ☐ Pastor
- ☐ Ministry leader
- ☐ Security
- ☐ Emergency services
- ☐ Parent or guardian
- ☐ Insurance
- ☐ Other

**Instructions received:**

**Required follow-up:**

# LEADERSHIP REVIEW AND IMPLEMENTATION

---

Primary ministry strength:

Most urgent development need:

Training to be scheduled:

Policy or procedure requiring clarification:

Measurable goal for the next 90 days: