

**ANGLICAN CHURCH DIOCESE OF SYDNEY**

**CONFIDENTIAL REPORT BY RECTOR/ SUPERVISING MINISTER ON  
STIPENDIARY LAY WORKER**

**FOR ARCHBISHOP'S MINISTRY CHAPLAINS**

Name of Stipendiary Lay Worker .....

Parish .....

Rector .....

Address .....

..... Phone .....

Date of Report .....

**NOTES FOR THE PERSON COMPLETING THIS FORM**

**OBJECTIVES OF THIS REPORT**

- a) To assist the Archbishop's Ministry Chaplains in their task of selecting suitable people for ordination / commissioning in the Diocese.
- b) To identify areas to which special attention should be given by the Stipendiary Lay Worker to help them further develop ministry.

**QUESTIONS**

- 1. How long has the Stipendiary Lay Worker been working in your parish? .....
- 2. Do you anticipate he/she will be with you next year? .....
- 3. How often have you met with your Stipendiary Lay Worker to share your own insights into ministry, providing feedback and listening to his/her concerns?  
.....

**IT IS ESSENTIAL YOU SHARE THIS REPORT WITH THE STIPENDIARY LAY WORKER**

Please ensure that both you and your Stipendiary Lay Worker sign here to indicate the report has been seen and shared:

Rector .....

Stipendiary Lay Worker .....

## APPRAISAL OF STIPENDARY LAY WORKER

1. PREACHING/TEACHING:	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	NOT OBSERVED	Evidence (Please illustrate your assessment)
	How often have you heard your student minister teach the Bible this year?						1-4   5-8   9-12   12+ (please circle)
a) Ability to convey thoughts and understanding, convictions and enthusiasm.							
b) Level of preparation; ability to understand the passage of Scripture and convey its message and meaning.							
c) Ability to apply the Bible's teaching to life; ability to illustrate helpfully and appropriately.							
d) Physical aspects of presentation: voice, body language, mannerisms, style.							
e) Ability to manage the group, read the level of interest, interact and win a hearing.							

Please tick:

2. SERVICES/MEETINGS							
How often have you heard your student minister lead a service/meeting? Frequency:							
a) Skills with which he/she leads services. Consider voice; ability to read clearly & accurately; empathy with congregation.							
b) Attitudes to and understanding of different styles of meetings.							
c) Understanding of the place of music in services/meetings.							

3. LEADERSHIP	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	NOT OBSERVED	Evidence (Please illustrate your assessment)
a) Ability to inspire and motivate others.							
b) The way he/she accepts the authority of others.							
c) The way he/she exercises authority.							
d) Reliability, willingness to accept responsibility, consistency and punctuality.							
e) Ability to plan and establish priorities.							
f) The ability to take initiative and the necessary steps to get things done and to organise action without constant supervision.							
g) Ability to assess situations well and to know how to act appropriately.							
h) Ability to delegate responsibility to others.							
i) Ability to be flexible, to adapt to changes of plans, etc.							

4. FAMILY (if applicable)	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	NOT OBSERVED	Evidence (Please illustrate your assessment)
a) Spouse's coping with partner's commitment to ministry.							
b) Spouse's handling of any tension between family and parish work.							
c) Student minister's understanding of spouse's needs and feelings.							

5. PERSONAL RELATIONSHIPS							
a) Is he/she able to develop friendly relationships with people from a range of age groups and interest groups?							
b) Appropriate response in various situations when and where stress is evident or likely.							
d) Ability to be light-hearted when the occasion warrants it. Can he/she laugh at himself/herself?							
e) Appropriate appearance, tact and behaviour in the congregation.							
f) Appropriate relating to members of the opposite sex.							

**Personal Godliness**

Please comment on your student minister's progress in personal godliness in any area not covered above:

**Further Comments:**

**After Ordination / Commissioning**

If possible, would you be prepared in the future to welcome this minister back on the staff of your church?

Please circle one:

**No      Possibly      Probably      Yes, certainly**