**New Year Evaluation and Goals**

In the New Year Evaluation & Goals process, we begin with reflection over the last year, followed by an evaluation process that ends with setting individual ministry goals with specific action steps. (See outline of the process below!)

**Step 1: Self-Reflection**

*This first step will encourage self- reflection on the past year through answering specific questions. Questions Include:*

1. What do you feel are your top 3 gifts/talents? Is there is a talent that you feel you have that you would like to use more this year?
2. What do you feel are your top 3 accomplishments at work this year?
3. What do you feel are your top 3 challenges you need to work on, or areas of improvement you feel you'd like to focus on?

Make a list of the following things I can do to help you:

* What should I continue doing that you feel is helpful or you like?
* What should I start doing that I am not right now?
* What should I stop doing?

**Step 2: One-on-One Review**

*Team member will review their previous year ministry goals and the answers to the self-reflection questions above with their Directional Leader.*

**Step 3: Family Ministry Formal Evaluation**

*This is formal performance evaluation form completed on behalf of the team member by both the team member and their Directional Leader. (Formal evaluation through Develop.me)*

**Step 4: S.M.A.R.T. Goals**

*This is a one page worksheet that each team member will complete for each of the three goals that should begin to be identified through the steps above, to be reviewed with their Directional Leader during their next 1-on-1. This process is the most time-intensive (S.M.A.R.T. Goals Worksheet) and helps create goals that are Specific, Measurable, Attainable, Relevant, and Timely.*

**Step 5: One-on-One Review of S.M.A.R.T. Goals**

*At this 1-on-1, team member S.M.A.R.T. goal worksheets are reviewed with team member’s Directional Leader. Any adjustments needed are made at this time.*

**Mid-Year Review (summer)**

*by team member’s Directional Leader in order to create accountability and make any readjustments needed.*