



## MINISTRY EVALUATION WORKSHEET

This worksheet is a tool to help us look at the ministries we now have in existence. **We believe every ministry should be regularly evaluated, so our whole church can continue to improve!** This evaluation takes the subjective process of asking, "How is this ministry doing?" Should we keep doing it this coming year? Are we making progress?" It then offers us an evaluation process which makes what was subjective, very objective. Use one worksheet per ministry within the church.

1. Name of Ministry: \_\_\_\_\_

2. Ministry target group: \_\_\_\_\_

3. The purpose of this ministry is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The measurable results of this ministry are:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

5. Briefly state the ministry plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Date Begun: \_\_\_\_\_

How long has it been in operation? \_\_\_\_\_

Date projected to Complete? \_\_\_\_\_

7. Leadership Requirements:

a. How many leaders are necessary in order to effectively implement this ministry? \_\_\_\_\_

b. What skills/abilities will be required of them?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

c. What training is required to equip these leaders? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Support Workers:

a. How many support workers are necessary in order to effectively implement this ministry? \_\_\_\_\_

b. What skills/abilities will be required of these workers?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

c. What training is required to equip these workers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Facilities needed:

a. How much space will be required in order to effectively implement this ministry?

\_\_\_\_\_

b. What special facilities or arrangements may be required?

\_\_\_\_\_

\_\_\_\_\_

10. Budget:

a. What is the total cost (estimated) of this ministry? \$ \_\_\_\_\_

What is the yearly cost? \$ \_\_\_\_\_ Monthly? \$ \_\_\_\_\_

b. What is the revenue (estimated) from the ministry? \$ \_\_\_\_\_

What is the revenue yearly? \$ \_\_\_\_\_ Monthly? \$ \_\_\_\_\_

11. Other insights concerning this ministry are: \_\_\_\_\_  
\_\_\_\_\_

12. During the past year, how many people hours have been invested?

a. Planning/supervision (leaders)  $\frac{\text{_____}}{\# \text{ ldrs}} \times \frac{\text{_____}}{\text{hrs}} = \frac{\text{_____}}{\text{people-hrs}}$

b. Implementation (workers)  $\frac{\text{_____}}{\# \text{ ldrs}} \times \frac{\text{_____}}{\text{hrs}} = \frac{\text{_____}}{\text{people-hrs}}$

c. Participation (recipients)  $\frac{\text{_____}}{\# \text{ ldrs}} \times \frac{\text{_____}}{\text{hrs}} = \frac{\text{_____}}{\text{people-hrs}}$

13. What degree of success have we seen in each area of measurable results that we have previously identified? (see info in # 4, then circle what you feel is the appropriate number in each measurable area.)

Measurable Result Area	Great Success	No Success
a. _____	10 9 8 7 6 5 4 3 2 1	
b. _____	10 9 8 7 6 5 4 3 2 1	
c. _____	10 9 8 7 6 5 4 3 2 1	
d. _____	10 9 8 7 6 5 4 3 2 1	
e. _____	10 9 8 7 6 5 4 3 2 1	

14. When the time, energy and money spent on this ministry are related to the effectiveness of the ministry, it can be rated as follows: (rate the ministry on a scale of 10 to 1, 10 being very effective, 1 being every ineffective)

10 9 8 7 6 5 4 3 2 1  
 very effective                                  neutral                                  very ineffective

15. Given what we have now learned through this ministry evaluation, this ministry should be:

- \_\_\_\_\_ terminated.
- \_\_\_\_\_ studied more closely.
- \_\_\_\_\_ begun / continued as planned
- \_\_\_\_\_ expanded.

16. Date of this evaluation \_\_\_\_\_

17. This evaluation was done by \_\_\_\_\_

(person or group)