

Service Report Form

Worship Leader :

Signature:

This is a form to help **all** worship leaders to share in reflecting on and evaluating an act of worship and to receive feedback in order to help development in worship leading. It will be particularly useful for those on probation and at the time of the three year review.

Guidelines on using the form

- An order of service should be provided for the assessor(s).
- Both the assessor(s) and Worship Leader 'on probation' should meet to compare reflections, evaluations and suggestions for further development as specified on the Summary Sheet.
- Once agreed and signed, the completed Service Report Form and Summary Sheet can be kept as part of the Worship Leader's development portfolio, or submitted as a report to a Local Preachers' Meeting.

If applicable, points for development from the previous Service Report Form:

1. The Context

| | | |
|---|-------|-------|
| Place of worship: | Date: | Time: |
| Description of worship area: | | |
| Time of liturgical year, Particular circumstances: | | |

2. The Congregation

| | | |
|-------------|------------|----------------------|
| Numbers: | Age range: | Gender distribution: |
| Background: | | |

In what ways was the worship led by the Worship Leader appropriate/inappropriate to this kind of congregation?

3. Relationships

a. With the Preacher and other Worship Leaders

(i) In what ways had the Worship Leader been involved in the preparation and planning of the service?

(ii) In what ways (and how well) did the Worship Leader relate to the Preacher and other Worship Leaders during the service?

b. With the congregation

In what ways (and how well) did the worship leader relate to the congregation during the service?

What feedback did the congregation give after the worship?

4. The Service

a. Leading worship

In what aspects of the worship (prayers, music, readings etc) was the Worship Leader involved?

How well were these ingredients of worship handled?

How well did the Worship Leader's contribution to the service fit in with the overall theme and style of the worship?

In what ways (and how well) was the congregation helped to worship, encounter and respond to God?

b. Strengths and opportunities for further development

What do you think were the two strongest aspects of the worship led by the Worship Leader?

1. _____

2. _____

What aspects of worship leading do you feel could be developed further? *

* What action could be taken to help such development? By whom? When?

Name of Worship Leader :

If applicable, points for development from the previous Service Report Form:

Summary Sheet

| |
|--|
| |
|--|

1. The Context

| | | |
|---|-------|-------|
| Place of worship: | Date: | Time: |
| Description of worship area: | | |
| Time of liturgical year, Particular circumstances: | | |

2. The Congregation

| | | |
|-------------|------------|----------------------|
| Numbers: | Age range: | Gender distribution: |
| Background: | | |

The two strongest points of the worship led by the Worship Leader were:

1. _____
2. _____

The following points were noted for further work:

1. _____
2. _____

If applicable, report on action taken regarding points noted in previous services:

Signed

| | |
|----------------|-------------|
| Worship Leader | Assessor(s) |
|----------------|-------------|

(A copy of this form should be retained by the Worship Leader for their portfolio and, if appropriate, copies given to the assessors.)