**AUTHORISED LAY MINISTRY**

**Annual Health Check**

The **ALM Annual Health Check (AHC)** is a tool aimed at helping ALMs and their Supporting Ministers to stop and reflect together upon the ministry and role of the ALM and also their personal spiritual growth and development.

**As suggested** **good practice**, ALMs and their Supporting Ministers should complete this process annually as part of reviewing and updating the ALMs Ministry Role Description (MRD). At the very least this needs to be done every three years as part of the ALMs reauthorisation cycle.

**Our prayer** is that the AHC will enable ALMs to feel equipped in their ministry and also empowered as disciples of Jesus to live out their faith confidently and courageously in every aspect of their lives.

**Three Steps**

The AHC is based around the ALMs Ministry Role Description (MRD) and follows three simple steps:

**1. Preparation**

A mutual date should be agreed and booked in to complete the AHC. In the meantime, the ALM and Supporting Minister should read the ALMs most recent Ministry Role Description and then prayerfully go through the first 5 AHC questions making notes in preparation for the meeting.

**2. Meeting**

In the main meeting, the ALM and Supporting Minister should go through the first 5 AHC questions together. This should not be rushed and needs to be done in the spirit of encouragement and prayerful discernment. Following this, an action plan should be completed before then signing off any final comments and agreeing the next meeting date.

**3. Next Steps**

Following the meeting, it is the responsibility of the Supporting Minister to update the ALMs Ministry Role Description and to send this to the ALM for approval. A final copy then needs to be signed off by the PCC and kept on record.

**Ongoing Support**

ALMs and their Supporting Minister are encouraged to be repeat this process annually to make sure that the ALMs Ministry Role Description remains relevant and updated. However, in terms of more regular personal support and discipleship, we encourage all ALMs to have a mentor, Spiritual Director or Faith Companion. This does not have to be the Supporting Minister and we offer a separate **Discipleship Action Plan** tool for these purposes, if desired.

**Annual Health Check**

**ALM:**

**Supporting Minister:**

**Date of Meeting:**

**1. Working Well**

Make a note below of any aspects of the ALMs current ministry and role that you feel are working really well.

**2. Not Working Well**

Make a note below of any aspects that you feel are not working so well. This can include things that are draining, discouraging or unhelpful. Once done, please note any ideas or suggested actions for addressing these issues.

**3. Supervision, Support & Care**

Do you feel that there is enough supervision, support and care in place to ensure that the ALM can carry out their role effectively and sustainably? If not, what needs to be added or changed?

**4. Further Training & Development**

Do you feel that the ALM is getting enough ongoing training and development? Do you feel that there are any significant gaps? If so, how might these be filled?

**5. Personal Discipleship**

How is the ALM’s personal relationship with God? Are they getting enough spiritual growth and discipleship development? If not, what needs to be put in place?

**Further Comments**

Please list any final comments, thoughts or reflections that may be useful to consider.

**Action Plan**

Based on the questions above, please use the tables below to list any key actions and any subsequent updates needed on the ALMs Ministry Role Description. If you need more tables, please copy and paste the pro-forma or list on a new page.

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| --- |
| **ACTION-** Please describe and name who is responsible for delivery |
| **WHY** is this action so important? |
| **WHAT** steps need to put in place to achieve this? And are there any particular obstacles that need planning for? |
| **WHO** else may be needed for help and support**?** |
| **WHEN** is the deadline for this action? |
| **UPDATES** for ALMs Ministry Role Description |

|  |
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| **WHEN** is the deadline for this action? |
| **UPDATES** for ALMs Ministry Role Description |

**Final Comments**

Please note below any final comments, reflections or encouraging insights based on your time together.

**Next Meeting**

Please note the purpose of your next meeting and the agreed time, date and venue.

**Signed**

Supporting Minister

Authorised Lay Minister

*"And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.”***Hebrews 10:24**