MOTIVATION
CHECKLIST

GOAL DATE
TO COMPLETE:

1. I take time every quarter to understand the physical, psychological and spiritual needs of my subordinates
2. As a leader we train my team leaders annually on how to understand and identify needs with their respective subordinates.
3. As a team we annually identify the needs of the ministry and look to identify the needs of individual with ministry, rearranging where appropriate.
4. We have a recruitment policy and active plan in place, which identifies future needs and skills required for each department, 2- 3 years out.
5. As a leader I have reviewed all:
   - Remuneration's are at market rate and remuneration is agreed to with each employee.
   - A plan is in place to reward and thank all staff (including volunteers) and celebrate their involvement in the ministry.
   - Working conditions have been inspected and we do not expect anyone to complete tasks or to work in any conditions that we as leaders would accept.
   - We have a system in place where all workers are able to voice concerns and frustrations in a safe environment, whether via team leaders or anonymous suggestion box.
   - Goals and vision of the ministry are clearly identified and communicated to all workers.
   - All staff understands what is expected of them, and what standard is required to meet expectations (job descriptions and output specifications).
   - Annual reviews are completed with all staff where their individual goals are communicated.
   - Each staff member whether employed or volunteer has a personal development plan.
   - Review the organization as a functioning unit, which gives opportunity to identify limiting behaviors and growth behaviors.
   - Organizational culture is reviewed annually by the team to maintain a God honoring atmosphere where people want to work.
6. The following behaviors are actively avoided
   - Manipulation
   - Negative reinforcement, or extinction behavior
7. Annual staff training plan for leaders is in place, which includes intentional up-skilling of church leaders.
8. I demonstrate a character of loyalty to others, to truth and to God, which invites peoples' loyalty and commitment.