

**UNBOUND MINISTRY LEADER OBSERVATION FORM**

MINISTRY LEADER SKILLS	Y/N	COMMENTS- AREAS OF STRENGTH/ AREAS FOR IMPROVEMENT
Communicates love, care and discretion (inc. a warm greeting, briefly explain what will happen in the session, and why you are taking notes)		
Brief prayer before starting inviting the Holy Spirit		
Open-ended first interview question (Exs. Where are you stuck right now? What brought you here today?)		
Listened well during interview (active listening posture, alert to emotional cues and non verbal communication)		
Asked about relationship with parents when little; Asked questions to gain understanding without digging (asking questions unrelated to the story)		
Kept the person focused on their story during the interview and ended the interview in a timely manner		
Built connection with person		
Does not start ministry before completing interview (leader may go back and do further interview if needed later in session)		
Helped person to see connections and common responses in their story by reflecting and reading back what you heard and wrote down		
Explained clearly before leading through the Keys what would happen during ministry and received agreement from person before beginning		
Asked permission to move your chair closer if necessary. Asked permission before placing a hand on the person's shoulder or arm.		
Maintained active listening posture with eyes open during ministry		
1st Key- Gave person words to repeat to express repentance and faith		

1st Key- Exercised the option to give person opportunity to express repentance and faith ideas that came to mind that leader did not mention		
2nd Key- had person forgive all people from interview and gave person words of what to forgive others for		
2nd Key- Exercised the option to give the person opportunity to forgive each person for any other things that came to mind		
2nd Key- Exercised the option to give the person opportunity to forgive anyone else not already covered		
3rd Key- Led the person in what to renounce based on the notes, using the person's own words if possible		
3rd Key- Exercised the option to give person opportunity to renounce anything else that came to their mind		
4th Key- Asked person to be quiet and aware of their thoughts before speaking the command correctly		
4th Key- Asked person what came to their mind		
Went back and did further interview/ more forgiveness/ more renouncing if needed		
Led the person to express thanksgiving for what the Lord did		
5th Key- Blessed the person in ways related to their story- focusing on the Father's love and delight over the person's identity, purpose and destiny		
Ripped up notes or gave notes to the person if appropriate		
Gave brief instructions of how to hold on to freedom		
Did not counsel		
Other Notes		