

Staff Care Check-In Guide

Healthy ministry requires healthy teams. This guide offers a simple way to check in on the emotional and spiritual well-being of your staff or key ministry leaders. You can use it quarterly or during demanding seasons. Adjust the timing and questions to fit your context.

Suggested agenda (about 60 minutes)

- Welcome and opening grounding (5 minutes): A brief prayer, reflection, or moment of silence.
- Round-robin check-in (15 minutes): Each person responds to one or two simple prompts.
- Deeper reflection and discussion (25 minutes): Guided questions about workload, stress, and support.
- Naming needs and next steps (10 minutes): Clarify what support is needed and what is possible.
- Closing (5 minutes): Affirmation, prayer, and any follow-up notes.

Opening check-in prompts

Invite each person to answer one or two of the following:

- “One word or phrase that describes how I am arriving today is...”
- “Something that has given me life or energy in ministry lately is...”
- “Something that has been heavy or draining for me is...”

Guided questions for deeper reflection

- Where are you feeling most stretched or tired in your role right now?
- What part of your work feels most meaningful in this season?
- Are there responsibilities that no longer fit your capacity or call?
- What support from leadership would help you serve more sustainably?
- Where are you noticing signs of stress in your body, emotions, or relationships?
- What boundaries or practices are helping you stay grounded?

Naming needs and next steps

Use these prompts to shift from reflection to action:

- “Based on what we have shared, what is one thing we can adjust as a team?”
- “Is there any task, event, or expectation we need to postpone, delegate, or release?”
- “Who might benefit from additional support such as time off, coaching, or counseling?”

Record any commitments you make together, such as:

- Changes to assignments or timelines.
- Agreements about communication or meeting rhythms.
- Steps toward rest, training, or additional support.

Follow-up guidance

After the meeting, consider sending a brief summary of the actions you named, checking privately with anyone who seemed distressed or overwhelmed, and setting a date for the next staff care check-in so this becomes a normal part of your culture, not a one-time event.