



Ministry Shadowing Checklist

Clarify the Purpose

- ☐ Share why the ministry matters.
- ☐ Define today's shadowing goal.

Set Expectations

- ☐ Confirm arrival time, location, attire.
- ☐ Explain the 'observe, ask, try' process.
- ☐ Review safety, privacy, and boundaries.

Prepare Resources

- ☐ Provide materials (schedule, handbook, supplies).
- ☐ Assign one simple responsibility.

Welcome & Orientation

- ☐ Personally greet and introduce to the team.
- ☐ Give a tour of space and flow.
- ☐ Pray or center the team (if applicable).

Model (I do, you watch)

- ☐ Demonstrate key tasks.
- ☐ Explain what and why during actions.
- ☐ Highlight best practices and unwritten rules.

Assist (We do together)

- ☐ Invite to help with a small task.
- ☐ Give encouragement and small corrections.

Lead (You do, I watch)

- ☐ Give ownership of a segment/task.
- ☐ Observe and step in only if necessary.

Pause & Reflect

- ☐ Ask what feels natural.
- ☐ Ask what feels confusing.
- ☐ Identify one adjustment for next time.

Stretch Opportunity

- ☐ Assign a slightly more challenging task.
- ☐ Debrief immediately afterward.

Wrap-Up Debrief

- ☐ Affirm strengths noticed.
- ☐ Name one growth area.
- ☐ Clarify next steps.

Follow-Up

- ☐ Send thank-you and encouragement.
- ☐ Share resources or checklist.
- ☐ Schedule the next shadow/lead opportunity.

Progression Path (30/60/90)

- ☐ Month 1: Observe and assist.
- ☐ Month 2: Lead portions with coaching.
- ☐ Month 3: Lead fully and mentor others.