

## FEEDBACK SURVEY

### INSTRUCTIONS TO THE STUDENT TAKING THE IB/LC COMPETENCY EXERCISE.

- Getting congregational feedback is an important part of competency exercises, given that the MDiv curriculum at LTS is skills-based. You will note in the questions asked in the survey that not all areas covered by the competency receive attention in the survey. This focus keeps the survey manageable for volunteers completing it. The faculty only seeks congregational input about some ministerial skills taught in courses. You should recognize the substance of the questions asked from course content even if the language used in the survey is different. This approach to the survey is not meant to signal in any way that other areas of the exercise or the student's technical knowledge are unimportant for either your grade or your work in the church.
- Before your training session, recruit someone in the group to administer the survey. Make sure the person is responsible and will follow through.
- You should provide this person with the following (*read carefully*):
  - 1) Enough copies of the surveys for each participant to complete following the session
    - \* Copies of the survey proper (the final two pages of this document) should be made on one page, double-sided.
    - \* Copies of the instructions for the respondents (the third page of this document) should be stapled to the front of the survey proper. (So make sure you do not copy part of the survey on the back side of the instructions.)
  - 2) An envelope large enough to hold all of the completed surveys, with postage paid and addressed to one of the professors administering this competency exercise using the seminary address (230 Lexington Green Circle, Suite 300, Lexington, KY 40503)
  - 3) The instructions for the survey administrator on page 2 of this document.
- Once you have assembled these materials and given them to the volunteer administering the survey, you should have no further role in the survey. This helps guarantee that the survey remains anonymous and free of influence. Your faculty will use the results of the survey not to determine your grade but to shape the feedback they provide and to help you analyze how the group received and reflected on the ministry you offered through this training.

## FEEDBACK SURVEY

### INSTRUCTIONS TO THE VOLUNTEER ADMINISTERING THE FEEDBACK SURVEY:

- You have been asked to administer a survey seeking feedback on a student-led ministry workshop. You should have been provided with:
  - 1) enough copies of the surveys for participants to complete following the session; and
  - 2) an envelope large enough to hold all of the completed surveys, addressed and with postage paid.
  
- Once the student has given you these materials, she or he should no longer be involved in the process of administering the surveys. This helps guarantee that the survey remains anonymous and free of influence. Seminary faculty will use the results of the survey in shaping the feedback they provide to the student. The data of the surveys (excluding all personal information provided) will be shared with the student to help him or her analyze how congregations receive and reflect on the ministry offered in theology and congregational care.
  
- Before the meeting begins, ask for volunteers to stay afterwards and complete a survey about the session. It would be ideal if at least half of the participants are able to do this.
  - The survey should only take them 15-20 minutes to complete.
  - Ideally, have the individuals complete it then rather than trying to return it later, as this would be complicated.
  
- For the evaluation:
  - Allow the student to leave the room before the evaluation begins
  - Have pens/pencils available.
  - Remember to ask everyone to answer honestly, as this will help the student when constructive feedback is offered.
  - Once everyone has completed the survey, place them in the envelope provided and drop them in the mail as soon as possible so that the students can get timely feedback from the faculty. Do not share them with the student; the faculty will discuss the results as part of their conversation with her or him.

## FEEDBACK SURVEY

*Thank you for taking time to complete the attached anonymous survey.*

*Getting honest, helpful feedback is the best way for ministers to improve their knowledge and skills in serving a congregation. Exaggerated praise or critique does not offer ministers a true picture of their strengths and growing edges.*

*There are two types of questions in the survey:*

*1. Rating Questions*

*Some questions ask you to rate an issue on a scale of 1 to 10 (with 1 being the lowest and 10 being the highest score). Descriptions of what the lowest and highest numbers mean are offered for each question as guides.*

*2. Comment Questions*

*Some questions ask you to respond with your opinions and/or experiences. There is no right or wrong answer to these. Please respond as your memory and experience of the session lead you.*

*Please provide the following personal information to help faculty analyze the results of the surveys. This information will be removed before students see any data from the surveys.*

Age (Mark one)

- 10-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70-above

Gender (Mark one)

- Female
- Male

Church Role (Mark all that apply)

- Lay person
- Clergy
- Church Staff
- Congregational leader/officer

*Lexington Theological Seminary is grateful to you and your congregation for all the ways you contribute to the preparation of this student for a successful ministry in service to God and the church.*

**EVALUATION**

**Student's Name** \_\_\_\_\_

LEARNING OBJECTIVES									
Provided no new information				Knowledge		Provided much new information			
1	2	3	4	5	6	7	8	9	10
In one or two sentences, sum up what you learned from this training session.									
Did not discuss the significance of pastoral care for the church				Ministry of Care		Thoroughly discussed the significance of pastoral care for the church.			
1	2	3	4	5	6	7	8	9	10
In <u>one</u> sentence, state the reason why you believe church members should engage in pastoral care.									
Feel unprepared to use the caring skills presented				Pastoral Care Skills		Feel very prepared to use the caring skills presented			
1	2	3	4	5	6	7	8	9	10
Name the caring skills that you learned about and practiced in the training.									
No mention of the ethical issue(s) involved				Ethical Issue		Good discussion of the ethical issue(s) involved			
1	2	3	4	5	6	7	8	9	10
Describe how the training invited you to think about ethics or an ethical issue(s) in a new way.									

## TRAINING FEEDBACK

Training lacked organization and was difficult to follow.	Organization										Was strongly organized and easy to follow from beginning to end.
1	2	3	4	5	6	7	8	9	10		

What will you most remember from the session?

If you were to suggest changing one thing about the session, what change would you suggest?

Did not discuss questions or concerns that were raised	Discussion										Plenty of time to discuss questions and concerns
1	2	3	4	5	6	7	8	9	10		

What lingering questions or concerns do you still have after the training?

Name one or two things the presenter needs to improve. (We know this may be a hard question to answer, but please give constructive criticism as it will help the student!)

## COMMENTS

In the space provided below, add any comments you would like to make about the session or the presenter.