

PROGRAM PLAN FEEDBACK SURVEY

INSTRUCTIONS TO THE STUDENT TAKING THE IF/LM 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 the 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 your technical knowledge are unimportant for either your grade or your work in the church.
- At the heart of this competency exercise is your presentation of a program plan to the body in your congregation that ordinarily would decide to implement the program (whether a committee or council or board). They do not have to make a decision about the program, but you need to present the plan and they discuss it with you as if they were going to make such a decision. Then each member of that group should complete an evaluation form that provides feedback on how you did. So you need to ask the relevant committee, council or board if they will agree to do this, and then you need to give these evaluation forms to the chair or some other member of that group to distribute and collect. 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 all members of the committee/council/board to complete following the your presentation
 - * 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 people completing the survey (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 congregations receive and reflect on the ministry you offer in interpretation of the past and leadership into mission.

PROGRAM PLAN FEEDBACK SURVEY

INSTRUCTIONS TO THE VOLUNTEER ADMINISTERING THE PROGRAM PLAN FEEDBACK SURVEY.

- In advance of the committee or council meeting in which the Lexington Theological Seminary student is presenting a program plan for consideration, she or he has asked you to administer a survey seeking feedback on that plan and presentation. You should have been provided with
 - 1) enough copies of the surveys for all the members of the committee/council to complete following the presentation; 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, he or she 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 interpretation of the church's history and leading it into mission.

- In advance of the meeting when the student will present the plan, docket enough time on the agenda and make sure that the committee/council members are willing to commit to completing the surveys in the meeting after the student presents the plan and the group discusses it.
 - The survey should only take them 15-20 minutes to complete.

- For the meeting itself:
 - Have pens/pencils available.
 - 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.

PROGRAM PLAN FEEDBACK SURVEY

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

Getting honest, helpful feedback about what was strong in the student's work and what needed improvement is the best way for pastors 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.

The survey asks your assessment of the program plan the student has presented to you, the student's presentation of that plan and her or his response to your group's discussion of the plan.

There are two types of questions in the survey:

1. Rating Questions

Some questions ask you to rate an aspect of the student's plan and presentation on a scale of 1 to 10 (with 1 being the lowest and 10 being the highest score). Two descriptions of what the lowest and highest numbers mean are offered for each question as guides.

2. Comment Questions

Following each rating question is one or more open-ended questions related to the same category. There is no right or wrong answer to these. Please respond as your memory and experience of the plan and presentation 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.

PROGRAM PLAN FEEDBACK

Student's Name _____

THE PLAN FOR A NEW PROGRAM RESPONDING TO AN UNMET NEED IN THE CONGREGATION OR ITS SURROUNDING COMMUNITY										
There is no clear need for the program.			The Need Addressed						There is a clear and compelling need.	
1	2	3	4	5	6	7	8	9	10	
What advice would you give the student to improve the definition of the need addressed by the program?										
The program has no clearly defined goals.			The Goals of the Proposed Program						The goals are clear, realistic and appropriate.	
1	2	3	4	5	6	7	8	9	10	
What advice would you give the student to improve the definition of the goals of the program?										
The reasons presented were totally unconvincing.			The Rationale for the Proposed Program						The reasons for this program are compelling.	
1	2	3	4	5	6	7	8	9	10	
What advice would you give the student to improve the reasons for the program?										
There was no budget.			The Budget for the Proposed Program						The budget was clear, realistic and appropriate.	
1	2	3	4	5	6	7	8	9	10	
What advice would you give the student to improve the budget for the program?										
There was no definition of persons and other resources needed.			The Staffing and Other Resources Needed for the Proposed Program						There was a clear and realistic statement of personnel, etc. needed.	
1	2	3	4	5	6	7	8	9	10	
What advice would you give the student to improve the description of the staffing and other resources needed for the program?										
This has no value at all for our congregation.			The Value of the Proposed Program						This program would be a highly valuable addition to what we do.	
1	2	3	4	5	6	7	8	9	10	

THE PRESENTATION OF THE PLAN

The presentation of the plan did not help you understand it or the need for it.	The Effectiveness of the Presentation										The presentation of the plan persuaded you of that this was important to do.
1	2	3	4	5	6	7	8	9	10		

What advice would you give the student to improve the definition of the need addressed by the program?

The student's responses to discussion was completely unhelpful.	Responsive to Questions and Comments										The student's responses to discussion were a major help to the group's thinking.
1	2	3	4	5	6	7	8	9	10		

What advice would you give the student to improve the definition of the need addressed by the program?

COMMENTS

In the space provided below, add any comments you would like to make about the plan and its presentation.