



Episcopal Diocese of Texas

VESTRY / BISHOP'S COMMITTEE MEMBER

REFLECTION AND FEEDBACK FORM

INSTRUCTIONS:

The purpose of the Vestry Member Reflection and Feedback Form is to provide an opportunity for reflection, valuation, and discussion of the overall work of Vestry Members in the Episcopal Diocese of Texas. The form is designed to be used in an open, two-way conversational format, highlighting contributions and strengths, as well as under-utilized capabilities and opportunities for development. The spirit of the review is intended to be prayerful, supportive, and enlightening. The review should be carried out in awareness of its spiritual context.

If the review is of a Senior Warden or Chair of the Bishop's Committee, the feedback is to be provided by the Rector or Vicar and may be carried out in a mutual dialogue with the clergy performance review found on the Diocese of Texas website. If the review is of other vestry members, it may be carried out by the Rector and/or Senior Warden.

The review process includes the following:

1. Preparation.

- Request participation in the voluntary discussion. All vestry members may engage in this review at the same time, and the discussion may take place in a single meeting or vestry members may provide mutual review and reflection in smaller groups of pairs or threes.
- Set a date and time for the discussion, and agree on the period of time being considered. Distribute the form at least two weeks ahead of the discussion.
- Agree on the areas of work or service that will be discussed. This may include specific goals or areas of focus for the period under discussion. Agree on whether the optional rating portion of the form will be used.
- Material related to the congregation's values, mission, and vision may be included as part of the context of the discussion, to discern ways in which the vestry member's work has supporting these.

2. Form Completion

- The vestry person receiving feedback first completes the form with reflection on their work. The form is transmitted with their comments to the person/s providing feedback. Electronic completion and transmittal is recommended so that all comments will appear on the same form at the conclusion of the process.
- The reviewer may solicit input from others, including other vestry members, congregants, or church staff.
- The reviewer provides feedback, including any input gathered from others. Comments should be descriptive and include examples.
- The form is then returned to the vestry person participating in the reflection prior to a face to face meeting or general vestry review meeting.

3. Discussion Meeting

- The clergy or senior warden providing feedback meet with the vestry person in a location conducive to open dialogue for a period of about one hour. All elements of the form should be discussed ensuring that both individuals have an opportunity to express their perspectives. It is not necessary for the two people to agree, but both should have the opportunity to discuss what is working well and where opportunities for enhancement exist.
- The discussion meeting should open with a reflection, prayer, a Psalm or other Biblical passage appropriate to the discussion and providing a spiritual focus.
- If the discussion is with the vestry as a whole, then a facilitator may be beneficial in guiding the discussion.

VESTRY MEMBER REFLECTION

1. What accomplishments in the last year are you most proud of or satisfied by?
2. What do you see as your strengths and capabilities in your current role in the Church?
3. What has frustrated you or been difficult during the year?
4. Where have you needed more or different support?
5. What would you like to do differently in the future? Is something needed to be able to do that?
6. What do you see as important areas of learning and development for yourself in carrying out this or future roles in the Church?
7. Are there new roles you would like to pursue in the future?
8. Overall, how would you describe your contribution to the church in your current role?

FEEDBACK GIVER COMMENTS

1. What are the key accomplishments achieved in the last year by this vestry person?
2. What strengths and capabilities do you see in the way this person carried out their current role with the Church?
3. Where have you seen this lay leader frustrated or having difficulty during the year?
4. What do you think is needed for this person in the way of support? What are you willing to do to support this person?
5. What would you like to see done differently in the future? Please be specific. Do you think something is needed for the person to do that?
6. What do you see as important areas of learning and development for this person in carrying out this or future roles in the Church?
7. Are there new roles you would like to see this person pursue in the future?
8. Overall, how would you describe your contribution to the Church in their current role?

KEY RESPONSIBILITIES FOR VESTRY MEMBER (OPTIONAL)

A list of the key responsibilities of vestry persons in this church follows. The vestry person and feedback-giver should each provide a rating on a scale of 1 to 3 based upon how well individuals have carried out those responsibilities. Circle or underline the rating that applies.

- 3 = consistently and effectively carries out responsibility**
- 2 = sometimes carries out responsibility and is moderately effective**
- 1 = rarely carries out responsibility and/or is not effective**

AREA OF RESPONSIBILITY	Vestry Member Rating			Clergy Rating		
1. Understands role on vestry, and operates within the boundaries of that role.	1	2	3	1	2	3
2. Attends vestry meetings, including special called meetings.	1	2	3	1	2	3
3. Attends key church events, as specified by Rector/Vicar (but not to exceed 7 per year).	1	2	3	1	2	3
4. Actively engages in discussion in an open and constructive manner at vestry meetings.	1	2	3	1	2	3
5. Completes vestry assignments and carries out responsibilities as expected.	1	2	3	1	2	3
6. Interacts with others on the vestry in a collegial, respectful manner.	1	2	3	1	2	3
7. As a vestry member, regularly interfaces with other church members, including soliciting input.	1	2	3	1	2	3
8. If conflict arises, handles the issues objectively and appropriately, neither escalating nor suppressing.	1	2	3	1	2	3
9. Engages appropriately with rector and church staff.	1	2	3	1	2	3
10. Models the values of the church and the spirit of Christ in actions and interactions.	1	2	3	1	2	3

AGREEMENTS

Based on the discussion of the lay ministry work of _____ (person), we are mutually committed to the following:

To continue and enhance these strengths and capabilities:

To find avenues for learning and development in these areas:

To do the following differently, as described below:

To look for new opportunities in the future in these areas:

Vestry person _____ (signature)

Reviewer _____ (signature)

Date: _____