

★ **The Episcopal Diocese of Texas**

LAY LEADER REFLECTION AND FEEDBACK

INSTRUCTIONS:

The purpose of the Lay Leader Reflection and Feedback Form is to provide an opportunity for reflection, valuation, and discussion of the overall work of lay leaders in the Episcopal Diocese of Texas. The form is designed to be used in an open, two-way conversational format highlighting achievements 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. The lay leader's participation in this process is entirely voluntary.

The feedback is to be provided by the Rector, Staff person, and/or Senior Warden.

The review process includes the following:

1. Preparation.

- Request participation in the voluntary discussion.
- Set a time for the discussion, and the period of time being considered agreed upon.
- 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.
- 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 volunteer's work has supporting these.

2. Form Completion

- The lay leader completes the reflection on his/her work and transmits the completed form to the person providing feedback. Comments should be descriptive and include examples. We recommend using email to simplify exchange and gathering of information on a common document.
- The reviewer reviews the volunteer's comments and completes the second part of the reflection, giving feedback appropriate to the position and engagement. The completed form is then sent back to the volunteer prior to a face to face meeting.

3. Discussion Meeting

- The volunteer and person providing feedback meet 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.
- Open the meeting with a reflection, prayer, a Psalm or some other reading that sets the discussion in a spiritual context.
- A follow up meeting is recommended in 3 to 6 months to support agreements reached.

LAY LEADER 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? Do you need something 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 FOR LAY LEADER

1. What are the key accomplishments achieved in the last year by this lay leader?
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 will you do to support this person?
5. What would you like to see done differently in the future? Please be specific. What do you think 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 this lay leader's contribution to the Church in their current role?

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:

Lay Leader _____ (signature)

Reviewer _____ (signature)

Date: _____