

FIELD EDUCATION LAY COMMITTEE/FEEDBACK COMMITTEE INTRODUCTION

The Lay/Feedback Committee is specifically designed for students placed in parish Field Education settings. This committee supplements the work of the Supervisor with the student in order to enrich the student's learning/serving in his/her placement.

1. Why have a Lay/Feedback Committee?

- To provide a warm welcome for the student including an installation service during worship
- To help the student define what effective ministry means to a congregation
- To provide a support mechanism for student and supervisor
- To provide an arena where any tension existing between supervisor and student might be addressed
- To allow more ownership by the laity for the learning process
- To allow laity to define how they wish to be a teaching and learning church
- To provide opportunity for a steady flow of mutual feedback about the student experience for all parties involved
- To account for two preaching experiences, minimum, for those students pursuing a ministry of worship leadership and preaching, and provide feedback
- To perform a midterm and final review of the student

2. Who should be on the Committee?

- Persons of varying age, race, gender and background
- 3-5 laity in a smaller parish/4-7 committee in a larger parish
- At most 1 Personnel or P/SPRC (staff/pastor parish relations committee) member, and 2-5 additional members representing a cross-section of the parish.
- Persons included in the committee need to be involved with the student's ministry in some aspect on site

3. How often should the Committee meet?

- Every six weeks, including those meetings needed for review twice in the program.

4, What is included in a meeting?

- First meeting (**September**):
 - A. Get acquainted, share faith journeys, family information, offices and roles in the parish, explore the history, if any, of the Field Education program at the parish. **Work together with the Student and their Supervisor to create the Learning/Serving Covenant.** Share 5 characteristics of church professionals that you have found helpful in the past. Committee members might wish to tell the student what she or he will do to help them in their ministry. For example, attend a bible study the student leads or take notes during the sermon.

 - Second Meeting (November):
 - B. Complete mid-term evaluation as outlined in packet. Mid-term evaluation provides the student with a way to determine progress or identify changes that need to be made. This work is a very important part of the process for the student. Allow the student time to debrief experiences from one meeting to the next. Provide feedback to the student, areas of strength and ways they can improve.

 - Third Meeting (January):
 - C. Discuss specific ways the student is progressing in this role. Allow student to share experiences about their ministry in this setting. Begin to prepare for final evaluation which the lay/feedback committee will work on in April, which includes a comfortable and private space for that meeting.

 - Last Meeting (early in April):
 - D. Complete final evaluation. Talk about call and definition of ministry for parish and student. Be ready to hear suggestions from the student about improvements for the next student experience. Determine which lay committee member will write the final review for the April 28th or 29th due date. Share one way the student has impacted your life with their presence. Student shares about ways those on the committee have impacted them.
5. Please let the Field Education office know the contact information for the chair of the Lay/Feedback Committee, along with information on each committee member (name, address, phone number, e-mail address).