

**FIELD EDUCATION LAY/FEEDBACK
COMMITTEE GOALS
FE 2014-2015**

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

1. Why have a Lay/Feedback Committee?

- To provide a warm welcome for the student
- To help the student define what effective ministry means to a congregation or agency
- To provide a support mechanism for student and supervisor
- To provide an arena where any tension existing between the supervisor and student might be addressed
- To allow more ownership by those involved in ministry for the learning process
- To allow laity to define how they wish to be a teaching and learning church or agency
- To provide opportunity for a steady flow of mutual feedback about the student experience for all parties involved
- To provide feedback for preaching or teaching experiences for students pursuing specific ministries
- 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

3. How often should the Committee meet?

- Approximately every six weeks, including those meetings needed to perform evaluations

4. What is included in a meeting?

- First meeting (September):
Get acquainted, share faith journeys, family information, offices and roles in the ministry setting, 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):
Discuss specific ways the student is progressing. Become acquainted with the Mid-Term Evaluation so you are aware of what aspects of ministry you will be assessing in January.
- Third Meeting (January):
Gather to assess the student by completing the Mid-Term Evaluation. This 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. Provide feedback to the student, areas of strength and ways they can improve. Students will evaluate themselves and all parties will review all three of the evaluations (self, supervisor and lay/feedback committee)
- Last Meeting (early in April):
Complete final evaluation. Discuss how the student's call has evolved during the year. Ask for suggestions from the student about improvements for the next student experience. Determine which lay committee member will write the final review for the 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.