

## **Memorial Baptist Church Evaluation Process**

### **Possible Evaluation Tools** *(Choose from at least "one" of the following tools)*

#### **1. Participant Survey**

Participant Survey is an evaluation tool that evaluates or reviews an event based upon the experience of the participants. Surveys should be concise and specific in feedback requested. Questions can be either objective or subjective in nature. The sample survey pool (respondents) should be varied across event participants. In other words, the sample should be as diverse as possible. Surveys can be online, hand written, or interview in format. Ministry leadership develops questions in keeping with the objectives of the event and ministry. Once respondents have returned questionnaires, the responses will be compiled and a report of the findings shared with appropriate staff, leadership, and committee or team personnel. This information is be utilized in a review process which helps to create better planning and events for the future.

#### **2. Task Completion (Check-off List)**

Prior to an event, a check-off list is created to indicate which tasks must be completed in the process of the ministry event. The event or ministry is evaluated or reviewed on the completion of tasks or event.

#### **3. Objective Measurement**

Objective measurement requires setting objective goals for an event or ministry task. These objective goals serve as a standard for evaluation and review. These goals are quantitative in nature and can be expressed numerically. The objective goals are established prior to an event and serve as a target for a specific event or ministry. A determination of the data will indicate whether goals where met in the execution of the event.

#### **4. Expert Review**

Expert review requires the enlistment and critique of an expert in the field of the program or ministry work being evaluated. The criterion for an expert is an individual possessing a competency or skill set in the field to be reviewed based on credentials, experience, or knowledge base. The expert shall review or evaluate a ministry or event based upon his or her own expert knowledge and experience. The expert will provide written or verbal opinion for review and consideration of ministry leadership and for the planning of future events.

## **5. Sponsor Review**

In Sponsor Review evaluation, the sponsoring team or committee would review the event or ministry based upon a series of observations, opinions, and critiques. This process walks through an entire event reviewing and evaluating the effectiveness of various aspects. An official evaluation reflecting both written and verbal feedback from event leadership should be retained for future event planning.

### **The Review Process**

The Staff Member in coordination with Ministry Leader, Team Leader, or Committee Chairperson determines which evaluation tool(s) will be utilized for a specific event or ministry work. Every Ministry Leader, Team Leader, or Committee Chairperson relates to an assigned Staff Member. In the absence of a relating Staff Member, one will be assigned.

The Ministry Leader, Team Leader, or Committee Chairperson will work in coordination with their respective Ministry, Team or Committee to create and implement the review process. The relating Staff Member can serve as a liaison during this process. Appropriate criteria for review and evaluation will be established during the planning process for an event or ministry. Stated criteria will assist in the overall event planning and execution.

Following the event or ministry activity, the Ministry Leader, Team Leader, or Committee Chairperson will work in coordination with their respective Ministry, Team, or Committee, to complete the review and evaluation process via the previously selected evaluation model and tools. Records and findings of the review should be made available for future event and activity planning. The Ministry Leader, Team Leader, or Committee Chairperson will work in conjunction with the relating Staff Member to complete the evaluation and review process.