

SUNDAY SCHOOL LESSON FEEDBACK SURVEY

INSTRUCTIONS TO THE STUDENT TAKING THE IP/LF COMPETENCY EXERCISE.

- Getting congregational feedback is an important part of competency exercises given that the MDiv curriculum at LTS is skills-based. You will note in the questions asked in the survey that not all areas covered by the competency receive attention in the survey. This focus keeps the survey manageable for volunteers completing it. The faculty seeks congregational input about some ministerial skills taught in courses. You should recognize the substance of the questions asked from course content even if the language used in the survey is different. This approach to the survey is not meant to signal in any way that other areas of the exercise or your technical knowledge are unimportant for either your grade or your work in the church.
- At least two weeks in advance of the Sunday School lesson you will lead as part of your competency exercise, recruit someone in the church who will attend the Sunday School lesson to administer the survey. Make sure the person is responsible and will follow through.
- You should provide this person with the following (*read carefully*):
 - 1) Enough copies of the surveys for 7-20 (preferably at the higher end of this number spectrum) Sunday School lesson participants to complete following the Sunday School lesson:
 - * Copies of the survey proper (the final two pages of this document) should be made on one page, double-sided.
 - * Copies of the instructions for the respondents (the third page of this document) should be stapled to the front of the survey proper. This will allow professors to remove this sheet with respondents' personal information before sharing the results with you. (So make sure you do not copy part of the survey on the back side of the instructions.)
 - 2) An envelope large enough to hold all of the completed surveys, with postage paid and addressed to Dean Martell using the seminary address (LTS, Dr. Martell, 230 Lexington Green Circle, STE 300, Lexington, KY 40503).
 - 3) The instructions for the survey administrator on page 2 of this document.
- Once you have assembled these materials and given them to the volunteer administering the survey, you should have no more role in the survey. This helps guarantee that the survey remains anonymous and free of influence. Your faculty will use the results of the survey not to determine your grade but to shape the feedback they provide and to help you analyze how congregations receive and reflect on the ministry you offer in church history and formation.

SUNDAY SCHOOL LESSON FEEDBACK SURVEY

INSTRUCTIONS TO THE VOLUNTEER ADMINISTERING THE SUNDAY SCHOOL LESSON FEEDBACK SURVEY.

- At least two weeks in advance of the Sunday School lesson the Lexington Theological Seminary student is leading, she or he has asked you to administer a survey seeking feedback to that Sunday School lesson. You should have been provided with
 - 1) enough copies of the surveys for 7-20 Sunday School lesson participants to complete following the Sunday School lesson; and
 - 2) an envelope large enough to hold all of the completed surveys, addressed and with postage paid.

- Once the student has given you these materials, he or she should no longer be involved in the process of administering the surveys. This helps guarantee that the survey remains anonymous and free of influence. Seminary faculty will use the results of the survey in shaping the feedback they provide to the student. The data of the surveys (excluding all personal information provided) will be shared with the student to help him or her analyze how congregations receive and reflect on the ministry offered in church history and formation.

- In advance of the day of the Sunday School lesson, recruit 7-20 people who will commit to completing the surveys immediately after the Sunday School lesson in the church building (in other words, not leaving and returning them to you later).
 - The survey should only take them 15-20 minutes to complete.
 - Please recruit a diverse group of respondents as appropriate to your congregation—different ages (ranging from upper teens through the various stages of adulthood); different levels of engagement with the life of the church; different levels of relationship with the student, etc.
 - Make sure the volunteers know where to gather after the Sunday School lesson to complete the survey. (If some fail to show up, do not feel the need to find new recruits at the last minute.)

- For the day of the Sunday School lesson the student will lead:
 - Secure space(s) for respondents to come after the Sunday School lesson to complete the survey that will provide some privacy and quiet. This may take place in the same room as the Sunday School lesson.
 - Have pens/pencils available.
 - You do not have to wait until all have gathered to distribute the survey. People can fill them out individually. But do not pass out the survey prior to the Sunday School lesson. To do so would lead respondents to listen to the Sunday School lesson with our questions in mind instead of listening and participating as they would do so normally.
 - Once everyone has completed the survey, place them in the envelope provided and drop them in the mail as soon as possible so that the students can get timely feedback from the faculty. Do not share them with the student; the faculty will discuss the results as part of their conversation with her or him.

SUNDAY SCHOOL LESSON FEEDBACK SURVEY

Thank you for taking time to complete the attached anonymous survey.

Getting honest, helpful feedback is the best way for pastors to improve their knowledge and skills in serving a congregation. Exaggerated praise or critique do not offer ministers a true picture of their strengths and growing edges.

There are two types of questions in the survey:

1. Rating Questions

Some questions ask you to rate an issue related to church history or an element of the Sunday School lesson on a scale of 1 to 10 (with 1 being the lowest and 10 being the highest score). Two descriptions of what the lowest and highest numbers mean are offered for each question as guides.

2. Comment Questions

Following each rating question is one or more open-ended question related to the same category. There is no right or wrong answer to these. Please respond as your memory and experience of the Sunday School lesson lead you.

Please provide the following personal information to help faculty analyze the results of the surveys. This information will be removed before students see the data from the surveys.

Age (Mark one)

- 10-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70-above

Gender (Mark one)

- Female
- Male

Church Role (Mark all that apply)

- Lay person
- Clergy
- Church Staff
- Congregational leader/officer

Lexington Theological Seminary is grateful to you and your congregation for all the ways you contribute to the preparation of this student for a successful ministry in service to God and the church.

SUNDAY SCHOOL LESSON FEEDBACK

Student's Name _____

ELEMENTS OF THE SUNDAY SCHOOL LESSON

Had no clear learning objective.	Learning Objective								Intended learning objective was clear to all.
1	2	3	4	5	6	7	8	9	10

In one sentence, name what you heard to be the central message of the Sunday School lesson.

I did not feel at all engaged in the Sunday School lesson.	Engagement								I was completely engaged in the Sunday School lesson.
1	2	3	4	5	6	7	8	9	10

Name the time at which you felt most engaged in the Sunday School lesson.

Lacked unity and the flow was difficult to follow.	Coherence								Was strongly unified and easy to follow from beginning to end.
1	2	3	4	5	6	7	8	9	10

What activity, idea, or comment will you most remember from the Sunday School lesson?

Poorly delivered.	Delivery								Delivered very well.
1	2	3	4	5	6	7	8	9	10

Comment on the strengths and areas needing improvement concerning the leader's use of voice, eye contact, body language, and overall confidence with the material and educational activities.

Failed to relate to contemporary world/life.	Relevance of the Sunday School lesson for Today								Related to contemporary world/life in a profoundly significant way.
1	2	3	4	5	6	7	8	9	10

In one sentence, name the greatest strength of this Sunday School lesson.

If you were to suggest changing any one thing about the Sunday School lesson, what advice would you give the leader?

CHURCH HISTORY IN THE SUNDAY SCHOOL LESSON

Provided no new information for understanding the Church's history.	New Insights into the Past						Provided significant information for understanding the Church's history.		
1	2	3	4	5	6	7	8	9	10

In one sentence, name the new historical information in the lesson that was most engaging/informative.

Did not identify the main historical idea.	The Main Historical Idea						Named the main historical idea clearly.		
1	2	3	4	5	6	7	8	9	10

In one sentence, name what you understand to be the main historical idea presenting in this Sunday School lesson.

Educational activities did not introduce church history in an engaging fashion.	Communicating and Engaging the Past						Educational activities used expertly introduced church history in an engaging fashion.		
1	2	3	4	5	6	7	8	9	10

In one sentence, name your understanding of how the main idea of the historical element informed the leader's teaching.

Did not name the significance of church history for today's Church.	Relevance of the Past for Today						Persuasively named the significance of Church history for today's Church.		
1	2	3	4	5	6	7	8	9	10

In one sentence, name what you understand to be the significance of the part of church history discussed in the lesson for the life of the Church today.

COMMENTS

In the space provided below, add any comments you would like to make about the Sunday School lesson and/or the historical information offered in the Sunday School lesson.