

**Guidelines for the Staff Parish Relations (PPR) Committee
In the Evaluation of Clergy and Church Staff**

(Copies of this page should be distributed to all members of the Committee.)

Prior to this feedback session, prayerfully consider ways you have experienced the clergy/church staff as he/she lives out these roles and responsibilities in ministry. Also, keep in mind the following guidelines as you offer feedback:

- Begin and end your meeting with prayer.
- The role of the chair of the committee is key. The chair sets the tone by asking the questions in a caring and loving manner.
- As a committee member, speak out of your own experience. Giving specific examples out of your own experience is helpful.
- Not every committee member has to answer every question.
- Share spontaneously but the chair should make sure that every committee member is invited to share and that a few people do not dominate.
- Be clear about and state the confidentiality of this feedback session.
- Be aware of the physical setting and create a comfortable and caring climate where you will not be interrupted. Sitting in a circle of chairs or round a table together may be most helpful.
- Have adequate time, at least 1 ½ hours, for this session. For a multiple staff church, the committee may need to divide into smaller groups.
- Note these differences between judgment-based feedback and relationally-based feedback:
 - Judgment-based feedback
 - Focuses on performance and skills
 - Participants as observers
 - Objectifies and isolates
 - Draws conclusions and makes decisions
 - Relationally-based feedback
 - ✓ Focuses on identify, roles, and performance
 - ✓ Participants as companions
 - ✓ Draws participants closer
 - ✓ Clarifies strategies for ministry.