

**TO:** Key First Church Sabbatical Leaders

**FROM:** Drew

**RE:** Sabbatical Evaluation proposal

**DATE:** November 13, 2003

Both the congregation and I are investing considerable amounts of time, money and energy to insure that we all have a good experience during this time. I believe we will be well served afterwards to have the opportunity to reflect together on how it went. This will also serve to help shape my re-entry into the life of the congregation. Drawing on a book called *Journeying Toward Renewal* by Melissa Bane Sevier (published by the Alban Institute, 2002), I would like to propose the following key questions and the following process for such an evaluation.

**The key questions:**

1. What was the best part of the sabbatical experience?
2. What was the most difficult part of the sabbatical experience?
3. What have I (we) learned (or how have I/we grown) as a result of this sabbatical experience?
4. What should we do differently next time?

**The Re-entry & Evaluative Process:**

1. By Monday, May 24, 2004, the following people will be asked to submit to Jean Johnson their responses (preferably in electronic form) to the “key questions” (above) with the understanding that they may be shared with the Board of Trustees, the staff (including me), and others. Jean will forward them on to Drew.
  - a. The Sabbatical Committee chair, Joy B.
  - b. The Worship Associates chair (to be selected).
  - c. The Pastoral Care Associates Coordinator, Jeanne L.
  - d. The Reverend Ruppert L. and Mark W.
2. The week of May 24 – 28 will be my re-entry to the office week. During that week, I would like to meet individually with Sharon, Lisa, Beryl, and Jean (core staff members). I would also like to meet with Jack and Christian (musicians) together, if possible. At these various meetings, in

order to more quickly come up to speed, I would appreciate being briefed on whatever you think I ought to know, but including the following:

- a. Orientations, membership stats, and canvass results from Lisa.
  - b. Annual Meeting, Nominating Committee results, rites of passage, and budget from Jean.
  - c. Sunday morning 9:15 & 11:15 adult attendance averages, January 11 - May 23, 2004 from Sharon. For comparison, I'd also like to see the Sunday 9:15 & 11:15 morning adult attendance averages for: (a) January 12 - May 25, 2003 and (b) the pulpit guest averages for the 2002 -2003 church year.
  - d. Sunday morning 9:15 & 11:15 children's attendance average, January 11 - May 23, 2004 from Beryl. For comparison, I'd also like to see the Sunday morning children's attendance averages for: (a) January 12 - May 25, 2003 and (b) the Sunday morning children's attendance averages on pulpit guest Sundays for the 2002 -2003 church year.
  - e. Additionally, at these individual conferences I would like you to respond to the four "key questions."
3. On June 1, I will meet with the staff to report on my sabbatical experience. I will respond to the four "key questions." Having already met with the staff members individually, we will see if the staff can respond as a group to the four "key questions," which will then be forwarded to the Board of Trustees.
  4. At the Staff Retreat on June 14-15 we will seek to focus on "Next steps on Vision 2010."
  5. At the Board Retreat (which I would propose moving from June 12 to June 19), I propose that the meeting be devoted to three things:
    - a. Team building, warm-ups, etc. (relatively short time e.g. 30-60 minutes)
    - b. Sabbatical Evaluation (major piece of time #1, say, 2 hours?)
      - i. For this portion of the meeting, I'd suggest the Sabbatical Committee chair, Joy B., and Jean J., representing the staff, join us.
      - ii. All present would hopefully have already read
        1. The reports noted in #1 above.
        2. The staff report noted in #3 above.
      - iii. I would share my responses to the "key questions."
      - iv. Drawing on the submitted reports and personal experience, the facilitator would tease out of the Board and guests their consensus regarding the "key questions."

- v. The Board would figure out how to share their consensus (and by whom) about the 4 “key questions” with the congregation at a proposed “Breaking Bread, Building Community” evening.
  - c. Next steps on Vision 2010 (major piece of time #2, 2 hours?)
    - i. For this portion of the meeting, Drew and Jean Johnson would share the staff’s sense of next steps (having worked on it on our staff retreat). Perhaps we will distribute something in writing to be read before the retreat.
    - ii. All present would have re-read the Vision 2010 report.
    - iii. The Board would revise, tweak, or elaborate upon whatever the staff has suggested as next steps.
6. At a “Breaking Bread, Building Community” evening open to all congregational members and friends on June 21 or 22:
- a. I would share my responses to the 4 “key questions.”
  - b. The Board would share their responses to the 4 “key questions.”
  - c. A facilitator (who?) could then open it up to members of the congregation for their responses to the 4 key questions.
  - d. (As a bonus, someone from the Board could share some of the Board’s next steps on Vision 2010?)
  - e. Someone from the Board will report the BBBC results in the next available Chanticleer (mid-summer edition probably).

[Sabb Eval process3.doc]