

TEAM LEADER EVALUATION FORM

The Outreach Department would like your feedback on your short-term team this past year. Below is a questionnaire that we desire for all team leaders to fill out and return to our offices. The more complete your answers, the more it helps to make changes, continue improving programs, and grow!

If multiple team leaders comment on similar items, we will definitely take a closer look at the procedures/programs to help streamline the process and make it more user friendly, while at the same time maintaining integrity and following SBC rules. We can not do this, however, with out your feedback!

All evaluations will be reviewed by the Outreach Pastor and Outreach Project Coordinator prior to the start of the 2011 Team Season.

NAME: _____ **TEAM:** _____

Please use the following rating for each question then add your own comments.

- 5 = Strongly Agree
- 4 = Somewhat agree
- 3 = Neither agree nor disagree
- 2 = Somewhat disagree
- 1 = Strongly disagree

1. **Trip Preparation** (from the time you started to organize your team till you left for the country of service):
 - a. Information: You feel you were given all the relevant information/forms in a timely manner to prepare you for the team trainings. 5 4 3 2 1

Comment:

 - b. Training:: Your team meetings were productive and helpful for your team members. 5 4 3 2 1

Comment:

 - c. Fundraising: You feel your team did their best on fundraising activities and support-raising. 5 4 3 2 1

Comment: (If you did something that was very effective, please share with us so we can pass it on to others that struggled).

- d. Group Relationship: You feel you facilitated meetings and activities that promoted group unity, relationship and personal interaction with everyone on the team. 5 4 3 2 1

Comment: (If not, how can the Outreach department assist in helping you prepare in the future?)

- e. Logistics: You feel the field host organized the accommodations and travel well prior to your team's arrival. 5 4 3 2 1

Comment:

- f. Goals: You feel the goals of your team were focused, Godly, clearly communicated, and achieved where possible. 5 4 3 2 1

Comment:

- g. Spirituality: You were able to maintain a Christ centered, mission oriented approach to the team experience. 5 4 3 2 1

Comment:

- h. Support: You had a co-leader on your team that helped assist with team issues, situations that arose, and other miscellaneous details. 5 4 3 2 1

Comment: (If not, why did you choose not to have one?)

- i. Finances: You feel that the process of turning in finances and receiving team financial reports on a periodical basis were helpful and beneficial for maintaining Godly stewardship. 5 4 3 2 1

Comment:

- j. Forms: You understood what forms to turn in when/where to the Outreach Project Coordinator. 5 4 3 2 1

Comment:

- k. Communication: You feel that the Outreach Project Coordinator responded to your e-mails, questions, and needs in a timely fashion with helpful information. 5 4 3 2 1

Comment:

- l. Resources: I feel the Outreach Department provided appropriate resources for flight agents, vaccinations, visas, packing, etc. 5 4 3 2 1

Comment: (If there is a resource that you think would have been beneficial to have included that was not given in your team leader packet or country training booklet, please explain.)

2. **Trip Experience** (the time you were in country):

- a. Growth: You feel you grew spiritually as a result of leading this team. 5 4 3 2 1

Comment (please explain how):

- b. Character: The field workers demonstrated good character (humble, high integrity, faithful, demonstrated fruits of the Spirit, etc) before and during the team experience. 5 4 3 2 1

Comment:

- c. Stewardship: The field staff demonstrated good stewardship of the funds given, of the teams' time while in country, of the gifts of the team, etc. 5 4 3 2 1

Comment:

- d. Finances: The per diem amounts needed for the field were reasonable for our team logistics and details 5 4 3 2 1

Comment:

3. Debriefing Experience (defines time either on field or after returning home):

- a. Debriefing: Please describe what type of debriefing you conducted for your team and how you feel it benefited them.

- b. Rest and Relaxation: Describe what your team did for R&R and how the field staff assisted with those details.

- c. Resources: Describe what resources you used for debriefing (ie. a book that was particularly helpful, training guide, etc)

4. Overall:

- a. Future Service: Please describe your overall team experience and let us know if you would recommend future teams serving in a similar manner in this country.

- b. Are you interested in leading a team in 2011? Yes No

- c. Are you interested in leading a team to the same country? Yes No

If not, where are you interested in leading a team to? _____

- d. What are some areas you think the Outreach Department did well during the preparation/on-field/post-field experience for you and your team?

- e. What are some areas you think the Outreach Department can better assist you in as a team leader? Do you have some suggestions to how these ideas might be carried out?

