



PRISM

A FEEDBACK TOOL FOR MINISTRY

Observer Selection Definition and Worksheet

Selecting observers to provide you feedback

The most essential aspect of the Prism process is selecting individuals to provide you feedback. These persons are called observers. It is important to give some thought regarding whom you select. Ideally you should pick a balance of people. That means you should have individuals ranging from your most ardent supporters that think you can do no wrong to those individuals you have difficulty dealing and working with.

We need the e-mail address of each of your observers so that we can send them an email with the information they need to provide you feedback. Because Prism is an on-line system, it is necessary that each observer have an e-mail address. Observer identity is not identified in your feedback report so your observer's names are not required.

Enter all the necessary data on your worksheet (below) before entering it into your computer. Once the data has been transmitted to the Prism web site, it is virtually impossible to make changes or *add additional observers at a later time*.

You will need to divide your observers into different groups. In the area on your screen (and/or worksheet) described as **Define Observer Types**, there are four boxes listed under the word Description.

Superior has only one observer. This observer is either your superior or a mentor.

Typically, the superior role is a formal organizational position—he or she has some type of formal responsibility for your work or ministry. This individual is frequently a direct supervisor. In some religious traditions it could be a bishop or superintendent. In "free church" traditions it might be the chairperson of the deaconate or deacon body or the head of the Elders or the board. Frequently the superior is a pastor or senior minister.

If you do not have a formal superior, you may want to include a personal mentor. This is someone that provides you guidance or direction in your ministry. It is someone who knows your work and you trust beyond question. The mentor relationship may be a formal relationship such as a spiritual director or an informal relationship.

Insert this individual's email address in the **Superior/Mentor** description box.

A special note regarding confidentiality and superior/mentor feedback - is not anonymous. When you receive your feedback report, his or her exact responses will be identified. This individual will be informed that his or her feedback will be identified on your feedback report. Before assigning your mentor or superior to their position, it is highly advisable to confirm their willingness to forfeit their anonymity.

Group 1 must *have no less than three observers and no more than five*. Identify a category for these individuals. Categories might include staff members, deacons, elders, committee chairs, committee members from specific committees, peers from outside of your congregation, family members, or associates from the community.

Observers in groups one, two, three and four should have known your work for a period of time and represent a particular perspective. Insert a descriptive word in box #1 such as staff, chairpersons or Rotary Club colleagues.

Group 2 must have *no less than three observers and no more than five*. This group should represent as second set of individuals representing a different perspective from group#1. Insert a descriptive word for this observer group in box #2.

Group 3 is like groups #1 and #2. It must have *no less than three observers and no more than five*. It should represent a third observer perspective. In box #3, insert a word that describes this group.

Group 4: You do have the option of a forth observer group. In most cases, participants find three groups are ample. However, if you chose to add a forth observer group, you must have at least three observers and no more than five.

After defining your observer types, insert the e-mail address of each observer in the rectangular boxes titled **Email Address**. After entering the addresses, classify each into one of the four observer types by clicking the appropriate number in the drop down box next to each address. (You may also select the appropriate classification by pressing your numbered keys on the keyboard—1, 2, 3 or 4.)



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Observer Selection Worksheet

Once you have completed all the necessary information on this sheet, visit the website to enter your data.

Define Observer Types
1:
2:
3:
4: (optional)

Observer Name (For reference only)	Email Address	Phone Number	Observer Type
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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