

# FACILITATOR INSTRUCTIONS

## FACILITATOR ROLE

The facilitator guides the peer review process (discussion, pace, etc.) conferring with the reviewee, host and other participants whenever needed to:

- Work with the reviewee host to determine the schedule of the peer review
- Officially begin sessions, facilitate discussion and end sessions
- Insert prayer or whatever else is deemed important
- Adjust the schedule as necessary
- Overview the process and clarify any details or questions prior to beginning
- Review purposes and guidelines of peer review at the beginning of the process
- Encourage appropriate use of SOE terms and definitions ([www.stmstandards.org](http://www.stmstandards.org)).

## PURPOSE OF THE PEER REVIEW *(adapted from SOE Website)*

1. To encourage, motivate, and challenge the reviewee toward greater excellence in all of their short-term mission efforts through
  - 1.1 Constructive feedback and evaluation
  - 1.2 Peer mentoring
  - 1.3 Relationships
  - 1.4 Accountability
2. To increase the reviewee's understanding of their program/organization through
  - 2.1 Compiling review materials
  - 2.2 Receiving evaluations of reviewers
3. To learn from one another and gain broader viewpoints on STM-related issues.
4. To assist the reviewee in communicating the quality of the organization's programs to members and leaders.
5. To determine whether the reviewee will be granted Covenant Member status.

## GOALS OF THE PEER REVIEW.

- Make observations from the written work, verbal explanations, and conversations.
- Identify strengths, challenges and opportunities of the program.
- Offer encouragement to reviewee.
- Offer recommendations for reviewee consideration.
- Make a decision regarding approval for SOE membership.

## PEER REVIEW GUIDELINES

- It is the reviewers' responsibility through questions and clarifications to gather the information needed to adequately understand how the reviewee is addressing the standard.
- The focus of the review is to learn about the reviewee's program. Their current program is being assessed. While there may be some brainstorming and/or idea generation, the main purpose is to assess the current program.
- Reviewers are listeners and discerners as well as question-askers.
- Confidentiality should be maintained before, during, and after the peer review. Information should only be shared with permission.

## DETERMINING RECOMMENDATIONS AND WRITING THE FINAL REPORT

The facilitator is responsible for writing the final report and for contacting the SOE office. Reviewers must come to consensus on the overall rating for each standard, strengths and challenges in each standard, overall recommendations, and the recommendation for Covenant membership.

- **Ratings:**
  - Individual reviewers will rate each KQI on the Peer Review Assessment form and then summarize each standard on the Assessment Summary form.
  - **SOE Peer Review Final Report Form.** All reviewers will discuss their ratings and then determine one representative overall rating for each standard to be recorded on the Peer Review Final Report Form. .
- **Strengths and challenges:**
  - Strengths and challenges for each standard should be determined through KQI ratings.
- **Recommendations:**
  - Overall recommendations should be determined through KQI ratings or themes that are seen running throughout the standards.
  - Recommendations should be stated objectively as something to be examined or improved. The recommendation should not tell the reviewer *how* to do them. The process and structure of improvement needs to be determined by the reviewee to fit their organization. (*Informally, at the request of the reviewee, reviewers can provide practical suggestions, resources, ideas and contact information. This does not need to be included in the final report.*)
- **Template for final report: SOE Peer Review Final Report Form will serve as a template)**
  - **Details**
    - Date(s) of review
    - Name of reviewee agency, church or school
    - Reviewee(s) present
    - Reviewers present
  - **Observations Regarding**
    - Historical Time Line
    - Organizational Structure
    - Resources
  - **Rating of each standard**
    - Strengths and challenges of each standard
  - **Overall or recurring themes**
  - **Recommendations**
  - **Covenant Membership Determination**
    - Approved or Not approved