

# REVIEWEE INSTRUCTIONS



## DETAIL PLANNING PREPARATION

1. Determine possible dates for the peer review.
2. Determine and secure a facilitator (through the SOE office) and two-four other reviewers from at least three organizations for the peer review.
3. Determine the schedule for the peer review in coordination with the facilitator. Inform SOE office of peer review plans and schedule.
4. Secure facility, lodging, food, and transportation as needed.

## WRITTEN MATERIAL PREPARATION:

Assemble the following material below in a notebook and mail a copy to each reviewer a minimum of 2 weeks prior to the peer review. Download the [Peer Review Notebook Template](#) to guide you in your notebook assembly.

### 1. Short-term mission historical time line.

A time line is simply an historical narrative of the life of the STM area as the reviewees remember it and can piece it together. What has been significant in the life of the STM area? What have been significant historical events in the life of the agency, church or school and what role did STM play? This should be brief — maximum of 2 pages.

### 2. Organizational structure.

An organizational chart that includes not only professional staff but also leaders, volunteers, and students is helpful for reviewers to have a framework for the discussion.

- a. Structure of the organization and of the department. How does the STM area fit into the entire organization/church/school?
- b. Staffing. What level of staffing is provided? (list staff and brief job descriptions)
- c. How effective is this structure?

### 3. Resources.

- a. What level of financial resources are available? Is it adequate?
- b. What level of office resources, technology, office space, or other tools are available? Level of adequacy?
- c. Prayer and other support?

### 4. SOE PEER REVIEW ASSESSMENT FORM

For each standard, give your assessment of how each Key Quality Indicator (KQI) is being met. Be sure to familiarize yourself with SOE terms and definitions before completing the KQI's ([www.stmstandards.org/definitions](http://www.stmstandards.org/definitions)).

### 5. Supporting materials

Appropriate supporting materials such as charts, publicity examples, training, materials, applications, evaluations, etc. should be included for each standard.

### 6. Annual Renewal Form(s)

Annual Renewal Form(s) from each year since initial membership or last review.

### 7. Schedule

Include a schedule for the peer review.

**NOTE:** Reviewee is responsible to keep a copy of the folder/notebook on file until their next peer review. Copyrighted or confidential materials should be returned to the reviewee unless other arrangements are made.

## HOSTING RESPONSIBILITIES:

1. Reviewees serve as the on-site hosts regarding facilities, meals, etc.
2. Reviewees answer questions during the review and provide information requested.
3. Reviewees are responsible for the costs of their organization's review (including reviewer's expenses of transportation, lodging, meals, etc.).

## POST-REVIEW RESPONSIBILITIES:

The Reviewee must return the final page of the [Peer Review Final Report Form](#) to the SOE Office within 60 days of the date of the peer review with agreement to proceed and be held accountable to the report and findings of the peer review.

## SOE PEER REVIEW SCHEDULE

### Day One:

5:00pm	Meet for dinner; Introductions and catching up with one another
6:30pm	Overview of schedule, orientation by the facilitator, and prayer
7:00pm	Overview of reviewee's STM program; Standards 1 & 2
9:00pm	Go to hotel

### Day Two:

7:30am	Breakfast at hotel
8:00am	Standards 3 & 4
9:30am	Break; reviewers meet to evaluate process if necessary
10:00am	Standard 5
11:15am	Tour of the organization
12:00pm	Lunch
1:00pm	Standards 6 & 7
3:00pm	Break
3:30pm	Optional additional review (panel of goer-guests, focus group, partner church, interview, etc.)
4:00pm	Reviewers meet to discuss and prepare initial peer review report
5:30pm	Verbal presentation of peer review report and recommendations
6:30pm	Dinner
Evening	Open for reviewers to work on final written report or relax

### Day Three:

Reviewers leave for home or the next conference