

REVIEWER INSTRUCTIONS



REVIEWEE'S INFORMATION PACKET

Each reviewer receives a folder or notebook of information from the reviewee a minimum of two weeks prior to the peer review. It includes information about the organization as well as their response to the Key Quality Indicator (KQI) questions for each standard.

The reviewer will review the material prior to the peer review. This material is the reviewer's copy on which to highlight, write questions, etc. If the reviewer receives copyrighted or confidential materials from the reviewee, they should be returned to the reviewee unless other arrangements are made. Be sure to familiarize yourself with SOE terms and definitions before reading through the reviewee materials (www.stmstandards.org/definitions)

Each KQI question on the SOE **Peer Review Assessment Form** requires a rating by each reviewer. The ratings are as follows:

- **Exceeds expectations:** Outstanding efforts are made in this area. Exemplary. Little could be done to improve. Wow.
- **Meets general expectations:** There is evidence that these areas have been considered and actions have been taken toward fulfilling the standard. While there may be things that could be streamlined or improved upon, the general standard is being met. Things are fine. They are doing a good job.
- **Needs improvement:** While there are some visible efforts in this area, more is needed to bring it up to par.
- **Fails to meet expectations:** Inadequate. There is no evidence that this area has been considered. Failure in this area is detrimental to the entire outreach or program.

SOE ASSESSMENT SUMMARY FORM

Each reviewer will use this form to summarize the KQI ratings from each standard marked on the SOE Assessment Form and to note strengths, challenges and themes. This form will serve as the pre, during, and post review place for the reviewer's notes. These will be helpful as the reviewers gather to consider recommendations.

DURING THE REVIEW

Reviewers will have opportunity to clarify, examine, and challenge through their questions and comments to the reviewee.

- Each review team will include a facilitator previously selected by the reviewee who will guide the peer review.
- It is the reviewer's responsibility through questions and clarifications to gather the information needed to adequately understand how the reviewee is addressing each 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 REPORT

Reviewers must reach consensus on the overall rating for each standard, strengths and challenges in each standard, overall recommendations, and the recommendation for Covenant Membership.

- The facilitator will oversee a process where reviewers will discuss their ratings and then determine an overall rating for each standard.
- Strengths and challenges for each standard should be determined through KQI ratings.
- Overall recommendations should be determined through KQI ratings or themes that are seen running throughout the standards. Recommendations should be stated as objective. Recommendations 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.
- The **facilitator** is responsible for the writing of the final report and for contact with the SOE office.

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