

Presbytery Staff Assessment Tool

Instructions

The leadership of the Presbytery wants to know what you think about your work environment and experience as a staff member. We are interested in your views and beliefs in a variety of areas. You will find statements about how you see things related to your work. We also need to know some things about you and you will find questions designed to help us understand you better. Finally, we want to know what you believe are important priorities for the future in the series of questions found at the end of the survey. **We want you to feel free to be honest in this survey. Therefore it is completely anonymous. If you are anxious that the personal information in questions #39-#40 will identify you, leave them blank.**

In each case, YOUR impressions, feelings, and opinions are important for future planning. In some cases, you may feel that your opinions are not well informed. Please give your impression as it is now, even though you realize it could change by talking with others. Use the "Don't Know" response only in those rare cases where you have no impression at all.

I. Work Experience

In the blank by each of the following statements, write the number from the scale that best expresses your view:

1	2	3	4	5	6	7
Strongly Disagree	Disagree	Tend to Disagree	Tend to Agree	Agree	Strongly Agree	Don't Know

- ___ 1. I have the materials and equipment I need to do my work right.
- ___ 2. We intentionally adapt our work to meet the changing needs of our clergy and congregations.
- ___ 3. In the last seven days I have received recognition or praise for doing good work.
- ___ 4. We have been trained to be more effective as a staff by working as a team.
- ___ 5. There is a disturbing amount of conflict among the staff members in our Presbytery office.
- ___ 6. I know what is expected of me at work.
- ___ 7. In the last year I have had opportunities at work to learn and grow.
- ___ 8. I feel safe in my workplace.
- ___ 9. Our staff members welcome changes in the way we do things.
- ___ 10. My supervisor or someone on the staff seems to care about me as a person.
- ___ 11. My co-workers are committed to doing quality work.
- ___ 12. Leaders show a genuine concern to know what staff members are thinking.
- ___ 13. I believe that God has called me to the work I am doing in the Presbytery.

1
Strongly
Disagree

2
Disagree

3
Tend to
Disagree

4
Tend to
Agree

5
Agree

6
Strongly
Agree

7
Don't
Know

- ___ 14. We have a healthy tolerance of differences among staff members.
- ___ 15. There is a positive relationship between staff members and those who oversee their work.
- ___ 16. There is someone at work that encourages my development.
- ___ 17. I have been trained to know what to do in emergencies such as fire or threat of violence.
- ___ 18. I experience the presence of God in my life.
- ___ 19. The work I do for the Presbytery is important to my community and the larger world.
- ___ 20. Meetings are effectively used to make good decisions in a timely manner.
- ___ 21. Problems among staff members are usually resolved through mutual effort.
- ___ 22. The application of policy is generally fair and reasonable.
- ___ 23. In the last six months someone has talked to me about my progress.
- ___ 24. My spiritual experiences often impact the way I view life.
- ___ 25. One the whole, I am satisfied with how things are with our staff.
- ___ 26. In general we are good at identifying and building on the strengths and gifts of our staff members.
- ___ 27. Within our staff, there is frequently a small group that opposes the decisions that are made.
- ___ 28. I have the opportunity at work to do what I do best every day.
- ___ 29. I am given regular opportunities to make significant achievements in my work.
- ___ 30. I have a best friend among the staff members at work.
- ___ 31. The person I report to on staff is competent and appropriately trained to oversee my work.
- ___ 32. The assignment of work is fair and balanced between the needs of the Presbytery and the needs of the individual.
- ___ 33. The Presbytery Executive takes steps to deal with problem employees who are negatively impacting others.
- ___ 34. My work with the Presbytery often feels like it is making it harder for me to have a vital spiritual life.

II. Ministry Challenges

In this section we want to know how often you encounter various types of challenges from the persons you serve. Using the scale below, please indicate how often you deal with each challenge by placing a number in the blank next to the question number that best describes your experience.

- | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|-------|-------------------|-------------|--------------|--------------|-------------|-----------|------------|
| | Never | Once in my career | Once a year | Twice a year | Once a month | Once a week | Every day | Don't Know |
- ___ 35. How often do you experience anger from members over programs, policies, or procedures that you are responsible for implementing?
- ___ 36. How often do you experience members who have unrealistic expectations regarding what you are able to provide given your own budget, time constraints, and scope of responsibilities?
- ___ 37. How often do you find it necessary to spend an excessive amount of time recruiting clergy and lay leaders to work in your ministry area?

III. About You

Questions #38 through #40 give us important information about you. The information from these questions will help us better understand our Presbytery staff. **If you are anxious that answering any of these questions will compromise your anonymity please skip them and go on to the next section.**

- ___ 38. Compared with how I felt about my work in the Presbytery 3 years ago, today I feel
- | | 1 | 2 | 3 | 4 |
|--|----------------|----------------|----------------|------------------------------|
| | Less Satisfied | About the same | More Satisfied | Don't know or not applicable |
- ___ 39. My age is
- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|----------|---------|---------|---------|---------|---------|-----|
| | Below 19 | 19 – 24 | 25 – 34 | 35 – 44 | 45 – 54 | 55 – 64 | 65+ |
- ___ 40. Approximately how many years have you worked at the Presbytery?
- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|------------------|-----------|-----------|------------|-------------|-------------|-----------|
| | Less than 1 year | 1-2 years | 3-4 years | 5-10 years | 11-15 years | 16-20 years | 20+ years |

IV. Future Goals

The Presbytery is interested in discovering ways to **increase your effectiveness as a staff member and the quality of your work experience**. A number of possible goals for the future are listed below. We would like to know how likely it is that each item will **increase your effectiveness or the quality of your work experience**. Please give careful consideration to each item and use the following scale to rate *how likely* it is to **increase your effectiveness or the quality of your work experience**.

1	2	3	4
Very Unlikely	Unlikely	Likely	Very Likely

- ___ 41. Develop better communication among the staff.
- ___ 42. Improve supervisory skills of those managing others through training and coaching.
- ___ 43. Provide more opportunities for the professional development of the staff.
- ___ 44. Give more attention to building staff members into a team.
- ___ 45. Improve the assignment and scheduling of work.
- ___ 46. Provide more training to staff members on how to manage volunteers effectively.
- ___ 47. Do more to equip staff members to make better use of technology.
- ___ 48. Provide more up-to-date equipment for staff members.
- ___ 49. Provide better workspaces or workstations for staff members.
- ___ 50. Develop more clarity regarding expectations of staff members.
- ___ 51. Work to develop the spiritual vitality of the staff through spiritual discipline, retreats, and other shared experiences.
- ___ 52. Modify job responsibilities so that the work better matches the spiritual gifts of the staff member.
- ___ 53. Involve staff members in a planning process so that more clarity regarding long-term vision and direction.