



**KORTRIGHT PRESBYTERIAN CHURCH**  
55 Devere Drive, Guelph, Ontario N1G 2T3  
office@kortrightchurch.org • www.kortrightchurch.org

## Oversight and Encouragement Team Feedback Form

Thank you for being a part of adult ministries at KPC! Your feedback will provide a valuable resource to future coordinators, encourage future ministries, and help KPC provide the best possible support to adult ministries! Please complete the following, disregarding any questions that are not applicable to your event/small group /outreach. Please return to KPC office within 2 weeks. Thank you.

Name of Ministry:

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Coordinators: \_\_\_\_\_ Phone: \_\_\_\_\_

Date & Time Held: \_\_\_\_\_

Place/Facility:

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Brief Description:

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1. PUBLICITY- What publicity did you use? Did you think there was sufficient publicity, and that it addressed the target audience? (i.e. posters, flyers, word of mouth etc.).
  
2. VOLUNTEERS – How did you recruit, include, delegate, reorganize, thank etc.? How many volunteers were involved?
  
3. FUNDS - Were there sufficient funds? If not, in what area were funds lacking and by how much? Were there any unforeseen costs?

4. FACILITY - Was the facility appropriate for the event? If not, why?

5. What worked well?

6. What would you change?

7. Were there any unforeseen problems ?

8. What comments and feedback did you receive from participants (ie. group members, outreach recipients, event attendees)

9. What aspects of the ministry did you find the most rewarding?

10. What aspects of the ministry did you find the most challenging?

11. Do you feel that the ministry was reflective of the goals of the church (spiritual formations, opportunities to serve, godly relationships, reaching outwards)? Is there anything you would change to more accurately reflect these goals?

12. Do you feel the ministry should continue or be offered again? Please explain.

13. How could the Adult Ministries Oversight Team better support your ministry?

Any other comments/recommendations:

If you have any other resources, contact sheets, promo info etc that you feel would be of use to future ministries, please attach to this form! Feedback forms and resources will be stored in a binder as a reference for future coordinators.

**Thank you so much for your feedback!**

*Please return to Frank Pollari's hanging file.*

OET

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