Event Evaluation Process

Approved SOP — April 2026 | Owner: Pastor / Servants Council | Review: Annually at April meeting

Purpose

This document establishes a simple, repeatable process for evaluating events at Mayflower Church. Consistent evaluation ensures that every event serves the church's vision — "*To Know Christ and Make Him Known*" — and that we are faithful stewards of the time, energy, and resources God has entrusted to us.

Scope

This process applies to all church-sponsored events, including:

- **Special events** — Easter services, Christmas Eve, Fall Kickoff, VBS, community outreach
- **Recurring programs** — Bible Fellowship Groups, discipleship classes, missions activities
- **Ministry Team events** — Hospitality, Children's Ministry, or any ad hoc Ministry Team event

Governance Alignment

Per the Mayflower Constitution and Bylaws:

- **Servants Council** is responsible for evaluating the effectiveness of the church's strategic plan (Bylaws, Art. II, Sec. B, §4(c)(2)). Event evaluations feed directly into this responsibility.
- **Ministry Team Leaders** report activities to the pastor or his delegate (coach, deacon, elder, etc.), who includes them in monthly reports (Bylaws, Art. II, Sec. B, §15(j)). The completed debrief form serves as part of that report.

The Evaluation Process

There are three steps. The entire process should take no more than 30 minutes per event.

Step 1 — Complete the Debrief Form (Event Lead, within 7 days)

The person who led the event fills out the Mayflower Church Event Debrief Template within one week of the event. This is a short form covering what happened, what went well, what to improve, and whether the event served the mission. It should take 10–15 minutes.

If the event involved volunteers, the lead should gather quick informal feedback from 2–3 volunteers before completing the form. A brief conversation or group text is sufficient — no survey required.

Step 2 — Review with Pastor (within 14 days)

The event lead shares the completed debrief with the pastor (or his delegate) within 14 days. This can happen at the next regular team meeting or via a brief one-on-one conversation.

The pastor (or his delegate) and event lead together decide on any action items: repeat the event as-is, modify it next time, or discontinue it.

Step 3 — File and Report (within 30 days)

The completed debrief form is saved to the church's designated storage location (see Storage below). The Clerk includes a brief summary in the next monthly board report, which is posted per Bylaws §15(i).

Once per quarter, the Servants Council reviews event evaluations from the prior quarter as part of its strategic plan evaluation responsibility.

Timeline Summary

When	What	Who
Within 7 days	Complete debrief form	Event Lead
Within 14 days	Review with Pastor	Event Lead + Pastor

When	What	Who
Within 30 days	File form + include in board report	Clerk
Quarterly	Review evaluations at Servants Council	Servants Council

Storage

All completed debrief forms should be stored in a single, accessible location. Stored as follows:

- **Google Drive shared folder** — Place in "Event Evaluations" within the Servants Council shared drive, organized by year.

Per the Bylaws, the Clerk is responsible for preserving official written communications and administering a records management policy (§12(c)(5–6)). The Clerk should be informed of where event evaluations are stored.

What the Debrief Form Covers

The companion *Event Debrief Template* asks five straightforward questions:

1. **Vision Alignment** — How did this event serve our vision of knowing Christ and making Him known?
2. **Wins** — What went well? What should we celebrate or repeat?
3. **Improvements** — What would we do differently next time?
4. **Stewardship** — Was the investment of time, volunteers, and money proportional to the impact?
5. **Recommendation** — Repeat as-is, modify, or discontinue?

The form also captures basic facts: event name, date, lead, attendance, and budget vs. actual spend.

Annual Review

As part of preparing plans and programs for the coming year (Bylaws §15(f)), each Board and Ministry Team should review the year's event evaluations before the October Biannual Meeting. This review should answer:

- Which events most effectively served the mission?

- Which events should be continued, modified, or retired?
- Are we trying to do too many events? (Aim for 3–4 major special events per year.)
- Are events scheduled at times when families and members can realistically attend?

Document Control

Field	Value
Document	Event Evaluation Process
Version	1.0
Date	April 2026
Owner	Pastor / Servants Council
Review Cycle	Annually at April Meeting

The source .docx is attached to this page for printing and further editing.

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