



Staff Meeting Surveys and Meeting Schedules

To create an effective staff support structure, you need a systematic approach to several aspects of staff involvement.

Annual Job Assessment

Every leader should review staff performance annually through a formalized assessment process. You can select an assessment from various options online or join the Church Accelerator Community (churchacceleratorcommunity.com) and use our Annual Assessment.

Staff Annual Assessment System: [Download the full assessment framework here](#)



Anonymous Satisfaction Survey

Annually survey the team on overall satisfaction, feeling valued and appreciated, satisfaction with peers and supervisors, opportunities for growth, organizational culture, and pride in the organization.

Here is a sample survey. Use an anonymous Google form to request responses:

WORKING SATISFACTION SURVEY

OVERALL SATISFACTION

- On a scale of 1 to 5, how happy are you at work?
- On a scale of 1 to 5, how would you rate our organization's culture?
- On a scale of 1 to 5, how would you rate your work-life balance?
- Would you refer someone to work here?
- Do you have a clear understanding of your career or promotion path?

FEELING VALUED AND APPRECIATED

- On a scale of 1 to 5, how valued do you feel at work?
- Has a supervisor given you any recognition in the past two weeks?
- Do you believe you can influence the direction of your job, your department, and the organization?

SATISFACTION WITH PEERS and SUPERVISORS

- On a scale of 1 to 5, how would you rate your colleagues and team members?
- On a scale of 1 to 5, how would you rate the performance of your direct supervisor?

OPPORTUNITIES FOR GROWTH

- On a scale of 1 to 5, how much opportunity do you have for professional growth in this organization?
- Do you believe you'll be able to reach your full potential here?
- If you were given the chance, would you reapply to your current job?
- Do you believe the leadership team takes your feedback seriously?



ORGANIZATIONAL CULTURE

- On a scale of 1 to 5, how comfortable do you feel giving upward feedback to your supervisor?
- Do you feel like leadership here is transparent?
- Do you have fun at work?

PRIDE IN YOUR COMPANY

- On a scale of 1 to 5, how likely is it that you would recommend our organization's products or services to a friend or colleague?
- On a scale of 1 to 5, how well do you think we service our guests? Volunteers? Community?



Engagement Survey

A quarterly survey that provides a structured yet candid conversation between supervisors and direct reports.

STAFF ENGAGEMENT SURVEY

1. Have I recently done or said anything that robbed you of your passion or energy?
2. What is something you wish I would continue to do? Wish I would stop doing? Wish I would start doing?
3. Do you feel you have the latitude you need to make decisions that are important to your role?
4. What could I do personally to help you be more successful?
5. What's one thing I could do to encourage you?
6. If you were me, what would you do differently?



One-on-One Meetings

Ongoing individual meetings between a supervisor and direct reports. One-on-one meetings should happen consistently, weekly, twice a month, or monthly, depending on the role and person.

ONE-ON-ONE MEETING STRUCTURE

- Personal connection: Take time to ask about family, etc.
- Any updates?
- What problems or obstacles are blocking your progress?
- What critical decisions or information do you need from me?
- What progress have you made on your goals?
- How can I help?

Additionally, you can incorporate one Staff Engagement Question as appropriate.



Skip-Level Meetings

Structured conversations to learn about the organization between leaders and team members one layer lower in the organizational chart. Send the below content and questions to the person you're planning to meet a few days before the encounter.

SKIP-LEVEL MEETING QUESTIONS

Discovering what adversely impacts our mission and team is challenging in a growing organization. One of the most difficult leadership challenges is uncovering what is happening across the entire organization, from top to bottom. As part of our team, you can help me and our organization be the best we can be.

Here's how you can help: Below, you will see a few questions. I would love to meet with you over a meal or coffee to discuss some of these. You don't necessarily need to answer all these questions - they are only a guide to frame our conversation.

But it is essential that you feel safe to be honest. Our conversation is confidential. So when we meet, please don't worry about what you say - I only want to learn from your experiences.

Here are some questions for you to consider:

1. What is the best part of your job? What do you enjoy the most?
2. What is most frustrating about your job? About our organization?
3. Is it clear what we are trying to accomplish and your role within that?
4. Is there anything getting in the way of you being able to do your job well?
5. Is there anything we do that doesn't make any sense?
6. What would you change if you could?
7. If you were me, what would you do differently?

We might not make it through all of these questions, but thank you in



advance for being open and honest about your job, our team, and our organization. Thanks!