

When did you start observing?*

7:25 PM

When did you finish observing?*

8:25 PM

The tone of the meeting is (during your observation)

Positive*



Negative*



Tense*



Open*



Other*



If Other is selected above - Please elaborate

When does the committee turn to prayer?*

- ☐ Beginning of the meeting day
- ☐ End of the meeting day
- ☐ Before a vote
- ☐ After a vote
- ☐ When there is tension in the room
- ☐ Other

If Other is selected above - Please elaborate

Worship and Worshipful Work*

- ☐ A diversity of voices are evident in leadership
- ☐ Any tensions are managed well
- ☐ The committee works toward common goal
- ☐ Commissioners and Advisory delegates listen well to one another
- ☐ Commissioners and Advisory delegates interact with respect for one another
- ☐ Worship is appropriate
- ☐ Opportunities to build community are taken

What methods were used to make decisions?**Consensus*** ▼**Robert's Rules of Order*** ▼**Committee of the Whole*** ▼**Other*** ▼**If Other is selected above - Please elaborate****When does the committee rely on Robert's Rules of Order?***

- ☐ To protect minority voices

- ☐ To control the room
- ☐ For efficiency
- ☐ There is disagreement
- ☐ A vote needs to be recorded
- ☐ To speed up decision making
- ☐ For discernment
- ☐ Other

If Other is selected above - Please elaborate

When are other processes used for decision-making?*

- ☐ To protect minority voices
- ☐ To control the room
- ☐ For efficiency
- ☐ There is disagreement
- ☐ A vote needs to be recorded
- ☐ To speed up decision making
- ☐ For discernment
- ☐ Other

If Other is selected above - Please elaborate

What patterns of participation do you notice?

Women***Men*****Younger persons
(under 45)*****Persons over 65*****Asian/Pacific
Islander/Native
Hawaiian
Persons*****Black/African
American/African
Persons*****Hispanic/Latinx
Persons*****Native
American/Indigenous,
Middle Eastern, or
Multicultural
Persons*****White/Euro-
American
Persons*****What patterns of participation do you notice?**

**Ruling Elders
(REC)*****Teaching Elders
(TEC)*****Young Adult
Advisory
Delegates
(YAAD)*****Other advisory
delegates (TSAD,
MAD, EAD)*****Who speaks more?***

- ☐ Men
- ☐ Women
- ☐ White persons
- ☐ Persons of color
- ☐ Younger persons
- ☐ Middle aged persons
- ☐ Older persons
- ☐ Teaching Elder Commissioners
- ☐ Ruling Elder Commissioners
- ☐ Advisory Delegates
- ☐ Committee Leadership
- ☐ Resource persons
- ☐ Other

If Other is selected above - Please specify

Who speaks less?*

- ☐ Men
- ☐ Women
- ☐ White persons
- ☐ Persons of color
- ☐ Younger persons
- ☐ Middle aged persons
- ☐ Older persons
- ☐ Teaching Elder Commissioners
- ☐ Ruling Elder Commissioners
- ☐ Advisory Delegates
- ☐ Committee leadership
- ☐ Resource persons
- ☐ Other

If Other is selected above - Please specify**Do you notice non-verbal communication (particularly body language) effecting communication?***

-----▼

Does non-verbal communication affect committee operations and participation?*

-----▼

How is non-verbal communication affecting participation?*

- ☐ Shortened discussion
- ☐ Lengthen discussion
- ☐ Lightened the mood
- ☐ Contributed to conflict
- ☐ Had no affect that I noticed
- ☐ Other

If Other is selected above - Please elaborate**Who participates MORE in committee and work and discussion?****Male TEC***

-----▼

Female TEC*

-----▼

Male REC***Female REC*****Male YAAD*****Female YAAD*****TSAD*****MAD/EAD*****If Other is selected above - Please elaborate****Whose voices are MOST influential by race?*****Whose voices are MOST influential by age?*****Whose voices are MOST influential by gender and role?*****Where were frequent participators sitting in relation to the Committee Moderator?****Front Row*****Middle Row (if applicable)*****Back Row***

Regarding persons participating in discussion/debate, the vote reflects the direction of:*



If Other is selected above - Please elaborate

How attentive are members to the business before committee and to one another?*



If Other is selected above - Please elaborate

How does the committee generally make decisions?

**Hand Vote
(raising hands)***



Voice Vote*



Paper Ballot*



**Electronic Voting
Pads***



Acclimation*



Consensus*



Other*

▼

If Other is selected above - Please elaborate

Influence of Individuals' Participation

White men*

▼

Men of Color*

▼

White women*

▼

Women of color*

▼

Younger white
persons*

▼

Younger POCs*

▼

Older white
persons*

▼

Older POCs*

▼

Impact of Individuals' Participation

White men*

▼

Men of Color*

▼

White women*

▼

Women of color***Younger white
persons*****Younger POCs*****Older white
persons*****Older POCs*****Did you notice side conversation?*****The Side Conversations are:***

- ☐ effectively breaking tension
- ☐ keeping committee members engaged
- ☐ minimal and/or nondistracting
- ☐ entertaining and/or funny
- ☐ ignored by most
- ☐ disruptive
- ☐ demanding interruption by Moderator
- ☐ Other

If Other is selected above - Please elaborate**Which advisory delegate groups have the most side conversation?****Male YAAD*****Female YAAD*****Other Advisory**

Delegates***If there are more than one - please specify****Which commissioners groups have the most side conversation****Male TEC***

-----▼

Female TEC*

-----▼

Male REC*

-----▼

Female REC*

-----▼

If there are more than one - please specify**How did the committee rely on its designated leaders and/or support team?****Moderator***

-----▼

Vice Moderator*

-----▼

Parliamentarian *

-----▼

Committee Assistant*

Resource Coordinator*

Recorder/Transcriptionist*

How often did the committee use it's Resource Persons?

ACC Members*

GA Standing Committee Members*

Special Committee/Task Force Members*

Staff - PCUSA Members*

Others*

If there are others, please specify

When a Resource Person was engaged, they answered the question(s)...

ACC Member*

GA Standing Committee Members*

Staff - PCUSA Members*

Others*

▼

If there are others, please specify**What else did you notice about the PROCESS of the committee and its effect on participation?****Are there acknowledged persons with disabilities in this committee?***

▼

I observed persons with the following disabilities in this committee:*

- ☐ Other
- ☐ Requiring accommodation, having assistance
- ☐ Mobility issues
- ☐ Blindness
- ☐ Hearing impairment
- ☐ Requiring accommodation, not receiving assistance
- ☐ Limited visual capacity
- ☐ Deafness
- ☐ N/A

If Other is selected above - Please elaborate

When I observed interpretation assistance being provided, it was...*

- ☐ Spanish
- ☐ Korean
- ☐ American Sign Language
- ☐ Other
- ☐ No Interpretation

If Other is selected above - Please elaborate

Adequate time was given for the committee member (using a interpreter) to participate*

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What else do you want to share with us?

Save