

Postsession Checklist for the Supervision Coordinator

Stephen Ministry® Form

Date of supervision session _____

- Review your "Notes on Supervision Group Members" (L-6[13]), the "Supervision Group Facilitator Report" (L-6[31]) forms, and the copies of "Questions for Regular Supervision Group Evaluation" (L-6[20]) that you received from Supervision Group Facilitators.

- ✓ Names of Stephen Ministers who need, or will soon need, care receivers

_____ needs a care receiver now
 _____ will need a care receiver on _____
 date
 _____ needs a care receiver now
 _____ will need a care receiver on _____
 date

- Report to the Referrals Coordinator the names of Stephen Ministers needing new care receivers and the dates by which they need them.

- ✓ Names of Supervision Group Facilitators who have members needing referrals to other caregivers

_____ Date contacted _____
 _____ Date contacted _____

- ✓ Names of Supervision Group Facilitators who have members needing individual supervision

_____ Date contacted _____
 _____ Date contacted _____

- ✓ Needs for continuing education

- Report to the Continuing Education Coordinator needs for continuing education that Supervision Group Facilitators reported.

- ✓ Supervision Group Facilitators with special needs

_____ Date contacted _____
 _____ Date contacted _____

- ✓ Supervision Group Facilitators who need the Supervision Coordinator to facilitate their groups while they give in-depth reports at the next supervision session

(continued on the next page)



- Follow up with Supervision Group Facilitators who reported members needing referral to another caregiver, members needing individual supervision, or special needs.
- If necessary, meet privately with Supervision Group Facilitators to share the "Supervision Coordinator's Supervision Group Evaluation" forms you filled out about them and their groups. (It might be necessary to meet privately if the forms deal with serious, confidential, or potentially embarrassing issues.)
- Note issues from this checklist to bring up with Supervision Group Facilitators at the next Supervision Group Facilitators in-depth meeting.

- Note any other issues (for example, problems with the room, planning refreshments, or lining up devotion leaders) you need to deal with before the next supervision session.
