

**EVALUATION
FOR
ALL SUPERVISED MINISTRIES**

Instructions:

- 1) The student, lay committee (if applicable) and supervisor complete their respective parts of the evaluation independently of each other.**
- 2) The supervisor collects all three parts and then meets with the student to discuss the evaluation as a whole.**
- 3) Comments are made by each individual on the signature page and both are required to sign in the designated space. (The signature of the Lay Committee should appear in the designated space on their part of the evaluation.)**
- 4) The entire evaluation (supervisor section, student section, lay committee section, and signature page) is then returned to the appropriate seminary office by the appointed deadline.**

This evaluation is confidential. No copies will be given by those associated with the Supervised Practice of Ministry Program to any source without the written consent of the student. It is the student's responsibility to retain a copy of this evaluation for any further use.

PRESBYTERIAN STUDENTS ONLY:

In compliance with G-14.0308 in the Book of Order, all Presbyterian students evaluations are to be sent to their Committee on Preparation for Ministry each term. The Contextual Education Office will send these to the committee chair, with your permission.

I hereby give my permission to release my SPM evaluations to my CPM:

Presbytery of _____
Chair of Committee _____
Address _____

Signed

Date

EVALUATION
(to be completed by the student)

University of Dubuque Theological Seminary
Field Education Office

Student: _____

Setting: _____

Supervisor: _____

MINISTRY ABILITIES

For each item below, decide which of the following performance levels best describes your abilities. Circle the appropriate number at the left of the item.

N	1	2	3	4
No basis for judgment	Not effective			Exceptionally effective

A. *Role as Pastoral Care-Giver*

N 1 2 3 4 **Listening** to people without personal agenda intruding

N 1 2 3 4 **Accepting** people who are **different** from yourself

N 1 2 3 4 **Understanding** and discerning the needs of people and situations

N 1 2 3 4 Respecting **confidential information** in appropriate way

N 1 2 3 4 **Relating** to others in a friendly, positive manner

N 1 2 3 4 Being at ease in **one-on-one relationships**

N 1 2 3 4 Being at ease in **group relationships**

N 1 2 3 4 Developing **trust**

N 1 2 3 4 Responding with **empathy and resourcefulness** to people in times of need

N 1 2 3 4 Showing **appropriate initiative** in responding to pastoral needs of persons

N 1 2 3 4 Visiting with members in **non-crisis** situations

B. Role as Worship Leader and Preacher

N 1 2 3 4 **Planning** well-coordinated worship

N 1 2 3 4 Leading **public prayer**

N 1 2 3 4 Using **appropriate language** in worship and preaching (e.g., grammar, inclusive language, level of abstractions, slang)

N 1 2 3 4 Using **voice** in leading worship and preaching (volume, clarity, inflection)

N 1 2 3 4 Using **body gestures** appropriately

N 1 2 3 4 Interpreting **biblical text** faithfully in sermons

N 1 2 3 4 **Organizing** sermons with clarity

N 1 2 3 4 Using **illustrations** in sermons

N 1 2 3 4 Making sermons **relevant** to the needs of the people

N 1 2 3 4 Demonstrating **poise** and **personal comfort** in role of worship leader/preacher

C. Role as Teacher

N 1 2 3 4 **Involving learners** in the educational process

N 1 2 3 4 Setting clear **goals and objectives**

N 1 2 3 4 Selecting concepts appropriate for **learners' ages and needs**

N 1 2 3 4 **Sequencing** teaching activities in a logical order

N 1 2 3 4 **Communicating** Christian beliefs to persons of various age levels

N 1 2 3 4 Using appropriate variety of **teaching methods**

N 1 2 3 4 Using well-stated **questions** to stimulate learning

N 1 2 3 4 Leading **group discussions** in a purposeful way

N 1 2 3 4 Creating an appropriate **physical environment** for teaching

D. Role in the World

- N 1 2 3 4 **Identifying and analyzing** social or community issues
- N 1 2 3 4 **Relating biblical and theological insights** to community/world issues
- N 1 2 3 4 **Developing** strategies for social change
- N 1 2 3 4 **Enabling members** to become aware of and participate in the ministry of the congregation to the community and world
- N 1 2 3 4 **Integrating concern** for personal faith/ethics with concern for social justice
- N 1 2 3 4 **Identifying** with and caring for needy persons in the community
- N 1 2 3 4 Relating the Christian faith to **persons outside the church**
- N 1 2 3 4 **Utilizing the resources** of the church to deal with social issues or community problems

E. Role as Leader and Administrator

- N 1 2 3 4 **Supporting** the total ministry of the congregation with enthusiasm and a cooperative spirit
- N 1 2 3 4 Communicating in an **open, honest, and straightforward** manner
- N 1 2 3 4 **Analyzing** the congregation's formal and informal **decision-making** processes
- N 1 2 3 4 Exercising **authority** in appropriate ways
- N 1 2 3 4 Accepting and learning from **criticism**
- N 1 2 3 4 Dealing constructively with **conflict**
- N 1 2 3 4 Empowering **lay leadership**
- N 1 2 3 4 Making **positive contributions** in working with groups and committees
- N 1 2 3 4 **Planning** and **developing** programs
- N 1 2 3 4 **Implementing** programs
- N 1 2 3 4 **Evaluating** programs
- N 1 2 3 4 Demonstrating a positive, constructive attitude about the **denomination**

F. Personal Work Habits

N 1 2 3 4 Developing disciplines for **spiritual growth**

N 1 2 3 4 **Managing time** for study, work, family/friends, and self

N 1 2 3 4 Being **dependable**

N 1 2 3 4 Being **prepared**

N 1 2 3 4 Setting realistic **work objectives**

N 1 2 3 4 **Completing** tasks

N 1 2 3 4 Working under **pressure**

N 1 2 3 4 Being **punctual** and keeping appointments

N 1 2 3 4 **Dressing appropriately** and neatly

N 1 2 3 4 Observing **etiquette** appropriate to the setting

GENERAL ASSESSMENT

A. Ministry Responsibilities and Covenant

1. Briefly describe your ministry responsibilities and tasks in your field education setting.

2. In relation to the learning goals and objectives in your covenant, assess your personal and professional growth.

3. What other things have you learned about yourself? (e.g. personal and professional identity, faith, decision making, authority, authenticity)

B. Relationships

1. Describe your relationship to members of a congregation, to institutional structures, to people in authority, and to persons experiencing conflict. Supply specific examples commenting on the dynamics involved.

C. Future Steps

1. Based on this field education experience, what goals and strategies are appropriate next steps for you?

D. Integration/Congruence

1a. Reflect upon how your experience in this setting has helped you understand the nature and mission of the church.

1b. In light of this reflection, comment upon your image of yourself and your role in the church.

2. Describe experiences, images, or resources that have helped you understand the reality of God in the midst of your ministry.

This concludes the student's section of the final evaluation. The remaining sections have been given to your supervisor and lay committee (if applicable) to complete. Please return this form to your supervisor. Once he/she has compiled all parts, both of you should meet to review and discuss the entire evaluation. Your supervisor has a signature page on which you will be given an opportunity to comment on the evaluation if you so desire. You will be asked to acknowledge your review of the evaluation by signing that page. Please see your supervisor for further details.