

# Supervised Ministry Lay Committee

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Guidelines for Completing  
*The Semester End Evaluations*

# Welcome and Purpose

- Pathway to Supervised Ministry Documents
  - College Homepage: <http://www.moravian.edu>
  - Student/Faculty/Staff
  - Seminary Homepage (purple banner)  
or go directly to Seminary Homepage:  
  
<http://www.moravianseminary.edu>
  - Student/Faculty/Supervisors (blue banner)
  - MDiv Supervised Ministry
  - List of all documents pertaining to SM

# Welcome and Purpose

- Documents for Completing Sem-End Evals
  - Power Point presentation – Guidelines for Completing Sem End Evals
  - List of all documents pertaining to SM
  - Directions for Completing SM LC Member Sem End Evals
  - Sem End Eval by Individual LC Member
  - Instructions for Completing the Form (Recorder)
  - Sem End Eval by SM Lay Comm (Recorder)

# Completing Individual Forms

- **Introductory Information**

- Student Intern
- Semester Evaluated
- Lay Committee Member

- **1. The Lay Committee Meeting**

- Nature of Lay Comm meetings (composite form only)
- Purpose of Lay Comm meetings

# Completing Individual Forms

- **2. Pastoral Effectiveness**
- Desired Outcomes
  - Proclamation of the Gospel
  - Pastoral Care and Counseling
  - Personal Development
  - Appreciation of Faith Tradition
  - Missional Leadership
  - Cross Cultural Awareness

# Completing Individual Forms

- **2. Pastoral Effectiveness**

## The Assessment Grid

- Is not functioning effectively
- Struggles periodically
- Shows ongoing growth
- Demonstrates competency
- Shows consistent sophistication

# Completing Individual Forms

- **2. Pastoral Effectiveness**
  - 2.a. Proclamation of Gospel
  - 2.b. Congregational Leadership
  - 2.c. Pastoral Identity and Character
  - 2.d. Living Our Faith Tradition
  - 2.e. Pastoral Care

# Completing Individual Forms

- **3. Growing Edges**
  - 3.a. Ways your student has grown
  - 3.b. Areas needing ongoing attention
  - 3.c. Final observations and reflections

# Completing Composite Form

- Current version of Adobe Reader 9
- Gather all individual response forms
  - Average assessment grid responses
  - Describe the breadth of individual responses (if necessary)
- Complete and e-sign the form in one sitting
- Click and type on each blue field
- e-Sign and send to student and seminary
- Follow-up with student about evaluation
- Student e-signs and sends to seminary