

MORAVIAN THEOLOGICAL SEMINARY
Supervised Ministry
Semester End Evaluation of Student Intern by Supervisor

Instructions for Completing this Form

Note: In order to fill out the editable PDF below, you **MUST** have the current version of Adobe Reader 9 or Acrobat 9 installed on your computer. Download Adobe Reader 9 for free at <http://get.adobe.com/reader/>.

For Supervisors:

1. Click on each blue field and complete by typing in requested information (the blue box will disappear when you type).
2. Please try to tailor your information to fit the field available. But, if your response is slightly longer than the available space, the font size will automatically adjust to fill the field.
3. When all the information is recorded, attach your electronic signature (see below for setting up your digital signature) and save to your computer with your **student's last name and "Sem.End.Assess" followed by the semester and year** (ex: Jones.Sem.End.Assess.Spring.10). Your electronic signature will permanently lock all the information you have written. It is advisable to complete and sign the form in one session.
4. Send as an attachment to your student for his/her review, discussion and electronic signature; send also to the Director of Supervised Ministry (crweber@moravian.edu).

For Students:

1. Your Supervisor has completed this semester end assessment as a PDF. After you review the information and discuss it together, attach your electronic signature (see below for setting up your digital signature) and save the changes to your computer with your last name and "signed.Sem.End.Assess" followed by the semester and year (ex: Jones. signed.Sem.End.Assess.Spring.10).
2. Send the signed document to the Director of Supervised Ministry (crweber@moravian.edu).

Instructions for setting up a digital signature:

1. Click on the Digital Signature field.
2. Select "I want to sign this document using: A new digital ID I want to create now"
3. Choose PKCS#12 digital ID file
4. Enter your information (name, organization, email and country)
5. Choose a password and confirm
6. Sign document by entering your password and clicking "Sign"

Moravian Theological Seminary
Supervised Ministry
Semester End Assessment of Student Intern by Supervisor

Student Intern: _____ Semester in SM _____

Evaluation Period: Fall Spring Year Number of Sessions _____

Supervisor: _____ Supervision Site: _____

INSTRUCTIONS - For each of these six competencies within the M.Div program:

1. *describe the student's overall growth in engagement and effectiveness during this semester;*
 2. *assess the student's progress in reaching competency for the specified skill sets within each competency by selecting the appropriate box in the assessment grid;*
 3. *recommend next steps for growth in each particular pastoral responsibility.*
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1. PROCLAMATION OF THE GOSPEL [Worship Leadership, Preaching, Teaching, Integrated Living]
Describe ways your student has grown in this competency.

1.a. Leading Worship:

*In congregational settings where you have experienced your student leading worship, evaluate her/his capacity **to inspire worshipers in the worship experience.***

NOT FUNCTIONING EFFECTIVELY	STRUGGLES PERIODICALLY	SHOWS ONGOING GROWTH	DEMONSTRATES COMPETENCY	SHOWS CONSISTENT SOPHISTICATION	NOT APPLICABLE THIS SEMESTER
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*What meaningful next steps would you offer to encourage the student's growth in **leading worship**?*

1.b. Preaching:

*In congregational settings where you have experienced your student preaching, evaluate her/his capacity **to articulate and share the Christian gospel with listeners.***

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*What meaningful next steps would you offer to encourage the student's growth in **preaching**?*

1.c. Teaching:

*In congregational settings where you have experienced your student teaching, evaluate her/his capacity **to nurture and nourish participants' Christian education and faith formation.***

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*What meaningful next steps would you offer to encourage the student's growth in **teaching**?*

2. PASTORAL CARE & COUNSELING [Ministry of Presence, Crisis Care & Life Transition Ministry, Pastoral Counsel & Guidance, Assessing Individual, Family, and Community Issues]

Describe ways your student has grown in this competency.

2.a. Pastoral Relationship:

Among congregational members (seniors, adults, youth, children), evaluate your student's capacity to create and sustain caring, compassionate, balanced relationships.

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*What meaningful next steps would you offer to encourage the student's growth in **pastoral care**?*

3. PERSONAL DEVELOPMENT [Spiritual Growth, Personal Theological Reflection, Pastoral Identity, Communication Skills, Critical Thinking]

Describe ways your student has grown in this competency.

3.a. Communication Skills:

*In situations where you have read your student's pastoral **writing**, and have heard your student's public **reading**, assess her/his potential to clearly articulate ideas to others.*

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*What meaningful next steps would you offer to encourage the student's growth in **written and oral communication**?*

3.b. Pastoral Identity:

Wherever you have encountered your student, whether or not at a church sponsored function, assess his/her **authenticity in conveying a cohesive personal/pastoral identity**.

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What meaningful next steps would you offer to encourage the student's growth in **pastoral authenticity**?

4. APPRECIATION OF FAITH TRADITION [Articulating Theology, Worship and History of Tradition, Ecumenical/Interfaith Identity, Appreciating Artistic and Musical Expressions of Tradition]

Describe ways your student has grown in this competency.

4.a. Articulating Denominational Tradition:

In congregational programs as well as everyday conversations, evaluate your student's capacity to understand, communicate, and utilize your denomination's traditions, theology and history.

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What meaningful next steps would you offer to encourage the student's growth in **denominational heritage**?

5. MISSIONAL LEADERSHIP [Discerning Congregational Call & Mission, Understanding Systems Theory & Group Dynamics, Embracing Administrative Responsibility, Mobilizing Ministries, Developing Mission-minded Leadership]

Describe ways your student has grown in this competency.

5.a. Administrative Responsibility:

*In church events where you have experienced your student's organizational skills, group facilitation, or program planning, evaluate her/his capacity to **demonstrate effective administrative leadership.***

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*What meaningful next steps would you offer to encourage the student's growth in **congregational administration?***

5.b. Mobilizing Ministries:

*In congregational visioning, assess your student's potential to **envision, inspire, and initiate new expressions of ministry and mission in collaboration with individuals and groups of the church.***

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*What meaningful next steps would you offer to encourage the student's growth in **inspiring new congregational ministries?***

6. CROSS CULTURAL AWARENESS [Open to Diversity, Guiding Congregation on Diversity Issues, Awareness of Global World and Our Place in It, Understanding Cultural Dynamics within Parish, Ecumenical and Interfaith Contact]

Describe ways your student has grown in this competency.

6.a. Diversity Issues:

In settings where you have observed your student's interactions with others, assess her/his sensitivity toward being inclusive of differences (gender, theological, age, cultural, etc.) present.

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*What meaningful next steps would you offer to encourage the student's growth in **diversity sensitivity**?*

Student Learning Goals: Reflect on ways the student's personal goals (from the Learning Covenant) were met during this semester:

Supervisor

Student

***Electronic return of this document requires acknowledgement by both parties that it has been reviewed.
When signed, permission is granted for the Director of Supervised Ministry to share this evaluation at his discretion.***