

**MORAVIAN THEOLOGICAL SEMINARY**  
**Supervised Ministry**  
Semester End Evaluation of Seminary Intern by SM Lay Committee

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 Lay Committee Recorder:

\* Before you open the form, make sure you have all the responses from individual members.

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.Lay.Com.Assess" followed by the semester and year** (ex: Jones.Sem.End.Lay.Com.Assess.Spring.10).
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](mailto:crweber@moravian.edu)).

For Students:

1. Your Lay Committee 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.Lay.Com.Assess" followed by the semester and year (ex: Jones. signed.Sem.End.Lay.Com.Assess.Spring.10).
2. Send the signed document to the Director of Supervised Ministry ([crweber@moravian.edu](mailto: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 Program

## ***Semester End Evaluation***

*of Seminary Intern*

*by SM Lay Committee*

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Student Intern:

Teaching Church:

Address:

Semester Evaluated:

Fall

Spring

Year

Lay Committee Recorder:

Email:

Lay Committee Members:

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### 1. THE LAY COMMITTEE MEETING

1.a. Describe the nature of your Lay Committee meetings this semester (number, frequency, length and location of meetings, how the agenda is set, who convenes and leads the sessions).

1.b. Describe the purpose of your Lay Committee meetings this semester (what were the major themes or issues discussed with your student and how do you believe the Lay Committee was helpful to your student).

2. PASTORAL EFFECTIVENESS

2.a. **Proclamation of the Gospel:**

*In congregational settings where you have experienced your student leading worship, preaching, teaching, or making another public presentation, **evaluate her/his capacity to share the Christian faith with listeners.***

Is not functioning effectively	Struggles periodically	Shows ongoing growth	Demonstrates competency	Shows consistent sophistication
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*Give examples of those congregational activities where you have observed her/his faithful **Christian witness.***

2.b. **Congregational Leadership:**

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

Is not functioning effectively	Struggles periodically	Shows ongoing growth	Demonstrates competency	Shows consistent sophistication
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*Give examples of those church events in which you have observed your student's **leadership skills.***

2.c. **Pastoral Identity and Character:**

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

Is not functioning effectively	Struggles periodically	Shows ongoing growth	Demonstrates competency	Shows consistent sophistication
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*Give examples where you have observed the quality of character in your student's **pastoral identity.***

2.d. **Living Our Faith 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.***

Is not functioning effectively	Struggles periodically	Shows ongoing growth	Demonstrates competency	Shows consistent sophistication
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*Give examples of those encounters where you have observed her/his **grasp of denominational heritage.***

2.e. **Pastoral Care:**

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

Is not functioning effectively	Struggles periodically	Shows ongoing growth	Demonstrates competency	Shows consistent sophistication
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*Give examples of moments you have personally experienced or witnessed her/his **pastoral care.***

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3. GROWING EDGES

3.a. Describe ways your student has grown in their pastoral role and responsibility this semester.

3.b. Describe areas of ministry which may need additional experience and ongoing attention.

3.c. Please offer any other observation or reflection about your student's ministry in your congregation.

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LC Recorder:

Student:

Electronic signatures on this document confirm that both parties have reviewed all information contained therein.  
When signed, permission is given the Director of Supervised Ministry to share this evaluation at his discretion.