



Westminster Seminary California

Form 2: Intern - Supervisor Evaluation Form

The intern should complete pages 1-7, signing page 7. The supervisor should review the form, record his reflections and evaluations on pages 8-9, and sign page 9.

Intern's Section

Name: _____	Phone Number: _____	Email: _____
Name of Church: _____		Period of service evaluated (starting month & year - ending month & year) _____
Supervisor's Name & Address: _____ _____		Total Number of hours served in this period: _____

This evaluation is in three parts. The first part quantifies WHAT you did; the second qualifies HOW WELL you did it; the third seeks to identify your disposition to the work. It is essential that you go over the evaluation with your supervisor.

Part I. WHAT DID YOU DO?

Review the field education agreement form that listed the expectations of work for this time period. What parts of the expectations were met? What parts were not met? What else was done that was not anticipated? Do this for each of the areas of work (use additional paper as needed):

It is not necessary that you do all of these categories in the time period of each evaluation. Put down "0" if not done during this time period. However, in the course of the field education work, we would expect that all categories be experienced.

PREACHING:

Number of times you preached:		Age group of congregation:	Did you use evaluation sheets?
0	4	Youth Only	No
1	5	All Ages	Yes
2	6+		
3			

LEADING WORSHIP:

Number of times you led worship:		Did you prepare the worship program one or more times?	Check all that you did:
1	5	No	Music
2	6+		Prayer
3	N/A	Yes	Scripture Reading
4			Announcements
			Other _____



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ADMINISTRATION:

Number of times you attended a session (governing board) meeting:		What assignments were you given in administration, if any?
1	4	
2	5	
3	6+	

CHRISTIAN EDUCATION:

Describe your participation in Christian education: classes and age groups that you taught, curriculum developed, scheduling and planning, training and/or supervision of other teachers, etc.

VISITATION:

How many member visits did you participate in? <hr/>	With whom did you go? <hr/>
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What was the purpose of these visits?

EVANGELISM:

Describe your involvement in evangelism:



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DIACONAL MINISTRIES:

In what diaconal ministries is the congregation involved?

In which ones did you participate?

How many meetings of the deacons did you attend?

DISCIPLING:

Tell of your involvement in the discipling of another person:

COUNSELING:

Were you able to observe the pastor in a counseling situation?

Were you able to counsel another person?

If you counseled another, was this supervised?

CROSS-CULTURAL MINISTRY:

Describe the nature of your cross-cultural experience:

SEMINAR(S) HELD ON CAMPUS:

Did you attend a denominational campus meeting or lunch?

No

Yes

If so, what help was the seminar to you?



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Describe the geography (region, location) and demographics (age, gender, ethnic composition, language, cultural backgrounds, economic status, education levels, etc.) of your internship setting.

Assess the effect of the congregation's geography, demographics, and cultural context on the ministry you observed and performed in this internship.

Part II. HOW DID YOU DO?

Please summarize your estimate of how well you did in the above experiences by answering the following questions:

1) In which areas of ministry did you experience growth?

2) In which did you encounter difficulties or challenges? Please describe them.

3) Did this internship help to confirm your call to pastoral ministry? If yes, how? If no, how is your sense of call changing?



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4) Which ministry areas above do you believe are your greatest strengths?

5) Which ministry areas are your most serious weaknesses?

6) Are your weaknesses related to giftedness, inexperience, or both?

7) What could the church or your pastoral supervisor have done to make this internship more helpful to you?

8) Have you discussed the answers above with your supervisor?

No

Yes



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Part III. HOW ARE YOU GROWING IN CHRISTIAN MATURITY?

Complete the following self evaluation.

	Never	Seldom	Sometimes	Frequently	Consistently
I carry out responsibilities without follow-up					
I am sensitive to the context of my ministry					
I act as needed without specific instructions					
I complete tasks promptly and with excellence					
I have regular devotional time of Bible reading and prayer					
I seek creative, biblical solutions and implement them					
I adjust well to new and changing situations					
I lead my family daily in family worship (if applicable)					
I get along well with others and foster harmonious relationships					
I keep an even temperament and express emotions in mature ways					
I seek daily to grow in grace and in personal holiness					
I use my time efficiently					
I meet deadlines for assignments					
I pay all my bills on time					
I accept evaluation and criticism and the decisions of my supervisor					
I help others develop their leadership potential					
I delegate responsibility appropriately by providing training and oversight					
I give to the Lord's work as He prospers me					
I am faithful to my church and its leadership					



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	Never	Seldom	Sometimes	Frequently	Consistently
I seek to be obedient to the scriptures					
I am willing to confess my sins to God and those offended					
I am content in the circumstances in which God has placed me					
I seek the fruit of the Spirit (Galatians 5:22-23)					
I pursue the righteousness, godliness, faith, love, perseverance, gentleness					
I do all my work with honesty and integrity					
I acknowledge that every gift, talent and opportunity is from God					
I pray for rulers and for all in authority					
I manage my household well (if applicable)					

I affirm that the above information provided for the Pastoral Internship Program at Westminster Seminary California is true and complete.

Intern's Signature:

Intern's Name (printed):

Intern's Signature:

Date:

When you have completed this form ask your supervisor to complete his review on the next pages. Make a copy for your records and return the original copy to the Field Education Director.



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Supervisor's Section

Directions: Please review the intern's report of activities and self-evaluation on pages 1-7, then complete these questions to offer your evaluation of the intern's activities, maturity, and preparedness for pastoral ministry.

The intern and I have gone over this evaluation together.

No

Yes

I certify that the intern completed the hours and activities reported above, except as indicated below:

No

Yes

Comment _____

I concur with the intern's self-evaluation except as indicated below:

No

Yes

Comment _____

The intern completed all of the assignments given to him as stated in the "agreement".

No

Yes

Comment _____

Please comment on the intern's understanding & application of Scripture:



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Please comment on the intern's interaction with God's people:

Please comment on the intern's teachability in response to counsel and correction:

Please comment on the intern's conscientiousness and consistency in pursuing ministry opportunities and responsibilities:

Please comment upon the intern's character and integrity:

Supervisor's Signature:

Date:
