



BC Conference United Church of Canada
 Candidacy and Admission Board
 Supervised Ministry Experience
 Evaluation-CAB SME 225

General Information:

Below is a copy of the questions for the internship evaluation. This is an important part of the internship and should be completed and sent to Brenda Wolff at bwolff@bc.united-church.ca half-way through the SME and before the Internship is completed. Evaluations are required every six months plus a final evaluation for a two-year internship.

The Internship Evaluation is divided into three sections:

- A. Assessment of growth and learning based on the learning goals
- B. Future learning opportunities.
- C. Copy of the latest Learning Covenant

Each section includes questions to guide your thinking and help you reflect on your experience. The completed evaluation should have four parts:

- 1. Intern's self-evaluation
- 2. Supervisor's evaluation
- 3. Lay Supervision Team evaluation
- 4. Copy of the latest learning covenant

The internship evaluation is considered a part of the internship experience. It takes time to complete the form thoughtfully, so progress on learning goals should be an ongoing process during the Internship. The evaluation is not something to fill out at the last minute before it is due. This applies equally to the intern, supervisor and Lay Supervision Team.

All parties to the Learning Covenant (LST, Supervisor and Intern) are **required** to meet face to face to read one another's comments and include their names in this evaluation, noting that it has been read together. If in sharing the comments there is a disagreement about wording or about an observation, the contentious point may be changed by mutual agreement of all involved, or a comment can be added by the person signing, indication his/her disagreement.

When the evaluation form is complete, make copies and attach or mail this form to Brenda Wolff, bwolff@bc.united-church.ca or mail to BC Conference Office, 4383 Rumble Street, Burnaby, BC, V5J 2A2.

Any questions about the evaluation process can be directed to the BC Conference Candidacy and Admission Board Internship Committee or the Conference Personnel Minister.

yes, I agree In submitting this form you confirm that the information is accurate, to the best of your knowledge

Name of Person filling out this form: _____ Email: _____
 Internship Site (congregation): _____ Church Email: _____
 Phone: _____

Is this the: Intern's Report Supervisor's Report Lay Supervision Team Report

Is this a: Mid-Term (First) Evaluation Final Evaluation Other

Date: _____

Describe the internship as follows (*please feel free to respond to any aspect of the internship outlined below. If this is a second evaluation on this site, add only those comments that reflect any changes since your last evaluation*):

A. For All:

1. Reflect on how it has felt to be part of this internship experience.
2. What spiritual image or biblical character best describes the internship experience for you? Please explain your choice.

B. Evaluation of the Internship

1. Learning Covenant: *Please attach the latest Learning covenant.*

If this is a Mid-Term Evaluation:

- a. Please comment on your learning goals, how they have or are being achieved, and what has been learned.
- b. Comment on how the learning goals of the other members of the Learning Covenant have been or are being achieved.

If this is the Final Evaluation:

- a. Comment on each of your learning goals, to what degree the goals have been met, and what evaluation was offered about each goal.
- b. Comment on how the learning goals of the other members of the Learning Covenant have been met.

2. The Supervised Ministry Experience (please answer for both mid-term and final evaluation)

The Intern:

- a. In what ways do you understand yourself as 'minister'?
- b. At what times did you feel most affirmed, most challenged?
- c. Name one of the important areas of learning during this internship? Name the least helpful area of learning during this internship?
- d. How has this internship affected your understanding of ministry and your own development of identity as a minister?

The Supervisor:

- a. Describe your work with the Intern
- b. How have you challenged, affirmed, and critiqued the Intern?
- c. Comment on the Intern's faith development and growth in identity as a minister witnessed during this internship.

The Lay Supervision Team:

- a. How did the committee work as a group and as individuals to provide feedback and support to the Intern?
- b. How have you -challenged, affirmed and critiqued the Intern? Give an example.
- c. Comment on the Intern's faith development and growth in identity as a minister witnessed during the internship?

3. (Supervisor & LST) Comment briefly on the Intern's skill and learning in the following areas as applicable (please answer for both mid-term and final evaluation).

If the supervision is off-site, please find opportunities to evaluate as many of the following as possible. Possibilities include requesting verbatims of pastoral visits, crisis intervention, inviting the intern to preach, preside, assist with sacraments, etc.

- a. Administration (planning, carrying out tasks, working with the committee's).
- b. Time Management (meeting deadlines, balancing commitments, time for study, self-care).
- c. Dealing with stress (dealing with competing agenda's, overwork, anger).
- d. Preaching in worship (preparation, delivery, clarity, theological appropriateness, ability to receive feedback).
- e. Presiding in worship (preparation, presence, appropriateness, ability to receive feedback).
- f. Pastoral care (counselling, telephone contacts, pastoral presence with people).

- g. Home/hospital visits (pastoral presence, follow up).
- h. Sacraments and other ceremonies (e.g. baptism, marriage, funeral).
- i. Crisis intervention (awareness, objectivity, ability to refer).
- j. Adaptability to local/cultural context (learning local history, entering the community, awareness of local culture and traditions).
- k. Small group leadership (preparation, listening skills, group process).
- l. Sensitivity to 'isms' (e.g. racism, ageism, classism, heterosexism).

C. Future Learning Opportunities (for Supervisor and LST).

1. What further experiences or educational opportunities for the Intern would be helpful following this internship (i.e. academic courses, time management skills, pastoral care courses?)
2. Further comments important for the SME group to know about this internship. (For Intern, Supervisor and LST)

Please list the names everyone who has read this evaluation:

Intern: _____

Supervisor _____

Lay Supervision Team:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____