



Pastoral Year Evaluation – Part I

Part I of this evaluation is to be prepared collaboratively by the student and supervisor, and a copy is to be submitted to the Director of Field Education within one week of the end of the internship. A separate Part II evaluation form is attached to this evaluation. This form (attached in triplicate) is to be completed separately by the student, the supervisor, and the student's lay committee. It should then be submitted to the Director of Field Education, who will also fill out a copy of the Part II form. Additional copies of all forms can be found on the Aquinas field education web site (<http://www.ai.edu/careers/fieldform.html>)

In order to complete the course, the student intern must submit: 1) the Part I evaluation signed by both intern and supervisor; 2) separate Part II evaluations from supervisor, student, and lay committee; 3) signed time sheets recording their hours of ministry on-site; 4) two case studies incorporating feedback from peers; and 5) at least five "Preaching Feedback" forms (or other means of feedback from preaching.) Students are encouraged to keep copies of all materials submitted to the Director of Field Education for themselves.

Student's Name _____

Ministry Site _____

Residence Phone _____ work phone _____ email _____

Supervisor _____

Position/Title _____

Supervisor's Mailing Address _____

Telephone _____ fax _____ email _____

For use by Director of Field Education:

Evaluation Received: _____

Comments:

Stip/Class Preference: _____

Institutional Devel. Transfer: _____

I. Learning Objectives

Restate below each of the learning objectives determined in the learning contract. Note if any was renegotiated or altered during the course of the internship. Review each one and note what progress was made toward the objective and what remains as an area for future growth. Where possible, note concrete steps that the student took toward meeting this objective.

Learning Objective 1

Objective:

Progress and Opportunities for On-going Growth:

Learning Objective 2

Objective:

Progress and Opportunities for On-going Growth:

Learning Objective 3

Objective:

Progress and Opportunities for On-going Growth:

Learning Objective 4

Objective:

Progress and Opportunities for On-going Growth:

Learning Objective 5

Objective:

Progress and Opportunities for On-going Growth:

Learning Objective 6

II. Means of On-going Feedback for the Student

A. **Supervisory Relationship:** Describe the nature and regularity of your supervisory relationship and evaluate its quality and usefulness. How have you made use of the supervisory relationship?

B. **Lay Committee:** Describe and evaluate the Lay Committee, its meeting schedule and structure, its work with the intern, and the intern's relationship with the committee. What particular insights arose in the context of the student's lay committee work. *(If the lay committee were not utilized, describe other means by which student was able to experience leading theological reflection.)*

C. **Preaching Feedback:** Describe and evaluate the role that preaching feedback (or other preaching evaluation tool) played in the student's internship. What particular insights came out of this evaluative process?

D. **On-line Work &/or Meeting with Peers:** Describe and evaluate the role that on-line case study work &/or meeting with M.Div. ministry peers played in the student's internship. What particular insights came out of this process?

III. Additional Comments: The student and supervisor each are invited to address additional personal observations or concerns by letter to the Director of Field Education at the time of this evaluation.

Supervisor's Signature

Signed _____ Date _____

Student's Signature

Signed _____ Date _____



Pastoral Year Evaluation – Part II

Student's Name: _____

A copy of this form is to be completed by the student intern, the student's on-site supervisor, and the field education instructor. In the column on the right, each of the three categories is to be given a mark of 0 – 10; zero reflecting no evidence of this competency/trait in the student's ministry, ten reflecting an extremely high level of this competency/trait in the student's ministry. These evaluations will be supplemented with a portfolio including the student's written case studies & preaching feedback forms.

<p>Pastoral Leadership: Student demonstrates skills & dispositions needed to “shepherd” a community of faith – including:</p> <ul style="list-style-type: none"> ▪ Capacity to identify and help meet the needs of the particular community in which the student ministered ▪ Strong pastoral presence (marked by good listening skills, comfort with silence, ability to be with and minister to a diversity of persons experiencing a diversity of emotions, ability to convey compassion & empathy) ▪ Strong leadership presence (marked by a healthy understanding & expression of authority; conflict management and confrontation skills; capacity to endure in difficult situations; consideration of the needs of all; the ability to lead communities in prayer, decision-making and change) ▪ Community acknowledges the leadership of the intern (coming to him/her with problems; asking for his/her ministry; welcoming his/her ministerial presence) ▪ Ethical lifestyle befitting a public minister 	<p>Points 0-10</p>
<p>Effectiveness: Student demonstrates use of tools and approaches that maximize the impact of one's ministry and aide the long-term health & wellbeing of the minister.</p> <ul style="list-style-type: none"> ▪ Knows ways of maintaining balance and optimistic outlook even in stressful or ambiguous situations ▪ Good time management ▪ Collaborative approach that empowers and trusts the gifts of others ▪ Ability to prioritize among many tasks & to make appropriate decisions about what most needs one's attention when ▪ Avoids both “burn-out” (no self care) or “rust-out” (too much self care); good balance between personal life and ministerial commitments 	
<p>Service: Student demonstrates desire and capacity to place one's ministry at the service of the Church & world:</p> <ul style="list-style-type: none"> • Possesses a spirit of helpfulness, flexibility, “other-centeredness” • Demonstrates good professional boundaries; meets personal needs in another forum outside ministerial relationship 	

<ul style="list-style-type: none"> • Perceives ministry at the service of the community and not vice versa • Respects and works with the communal culture rather than taking a hostile or critical stance • Takes initiative and welcomes responsibility 	
<p>Integration: Student demonstrates capacity for and commitment to theological reflection through:</p> <ul style="list-style-type: none"> ▪ Solid grasp of scripture, doctrine, liturgy, and history that can be drawn upon with ease ▪ Heightened awareness of culture’s influence in ministry ▪ Heightened understanding of the way one’s life history & spirituality is affecting and being affected by ministry ▪ Ability to see for oneself ready and meaningful connections between every day ministerial events and theology ▪ Ability to help others make connections between their faith and life in casual conversation, preaching, and structured theological reflection ▪ Sees implications of ministerial experience for the study of theology ▪ Regular, prepared participation in theological reflection ▪ Ability to identify and articulate feelings 	
<p>Commitment to Ministry of the Word: Student demonstrates commitment to the ministry of the Word through:</p> <ul style="list-style-type: none"> ▪ Commitment to preaching (in some form) at least five times during internship ▪ Simple, clear and articulate public speaking (especially preaching, but also teaching, presenting, lecturing, etc...) ▪ Commitment to on-going study & prayer in the midst of ministry for the sake of becoming a better preacher ▪ Rootedness in scripture and openness to the Word present in life 	
<p>Comments:</p>	<p>Total Points:</p>

Name of person completing this evaluation: _____

Date: _____



Pastoral Year – Part II

Student's Name: _____

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Name of person completing this evaluation: _____

Date: _____