

***Please read these instructions before your proceed!***

## Instructions for filling out this form

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Do **not** complete this form within a web browser. If you are viewing this form from within a web browser, please go back to the original document link and save the PDF file to your computer. To do this with a PC, right-click on the document link and select either "Save Target As" or "Save Link As" and save. On a Mac, use Command-Click to save locally. If you try to complete this form from within a browser, some features such as saving your completed document may be unavailable. If after saving the file on your hard disk, you click to open the document and it *still* opens in a browser, you may have to open Adobe Reader as your first step, and then browse your hard disk to find the form file to open.

### FILLING IN THE FORM

This form can be filled out and saved for later editing, printing, or emailing. To fill out this form, position your cursor within a light blue field, click and begin typing. When you have completed a field, tab or click to the next. Periodically save your work. The first time you may be prompted to save with a different file name; you may name your file anything you want. If you include your name in the file name, that will make it easier to identify your file among other submissions. To ensure success, fill out a small portion of the form, save and exit. Open the form again and verify that your entries were saved.

### STILL HAVING TROUBLE FILLING OUT AND SAVING THIS FORM?

If you are still having trouble completing and saving this form, please contact the churchwide unit responsible for the form.



## WORD AND SACRAMENT FINAL EVALUATION SUPERVISOR

Seminary: \_\_\_\_\_ Congregation/Institution: \_\_\_\_\_

Name of Intern: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_  
CITY STATE POSTAL CODE

Dates of Internship – From: \_\_\_\_\_ To: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

The Evangelical Lutheran Church in America requests a single paragraph that can be shared with the appropriate synodical/churchwide personnel as part of the approval and assignment process. Keeping within the limited space below, provide as much substantive detail as possible, noting strengths, weaknesses and growth edges. A statement only affirming strengths is not as helpful as is needed.

Speak to such issues as pastoral and theological competence, personal faith and commitment to ministry, and personal characteristics and interpersonal skills

**(You may wish to complete the balance of this page after completing the following pages.)**

Please check one of the following, which will summarize your recommendation to the seminary:

- Unconditional recommendation for pastoral ministry in the ELCA
- Conditional recommendation for pastoral ministry in the ELCA
- Not recommended for pastoral ministry in the ELCA

**Summary recommendation** (Limit 800 characters)

**PART 1 — ASSESSMENT OF SKILLS NEEDED FOR PASTORAL LEADERSHIP: COMPETENCY LEVELS**

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“Competent” refers to the level of performance expected of a first call pastor.

**A. Leadership**

Consider the intern’s leadership in serving God’s mission in the world (for example: through the congregation, in partnership with the ELCA - including synods and churchwide - and with ecumenical partners).

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**B. Theological Articulation**

Consider the intern’s ability to speak clearly and with insight about the Christian faith from a Lutheran perspective.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**C. Leading Worship**

Consider the intern’s poise and presence, voice and language as s/he reads scripture, leads prayer and conducts liturgy.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**D. Preaching**

Consider biblical interpretation, connection to the congregation/community, use of illustrations and organizational clarity, as well as delivery of sermons.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**E. Teaching Adults**

Consider teaching methods including the ability to facilitate discussion and create a comfortable learning environment as well as the quality, depth and presentation of concepts.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**F. Teaching Youth and Children**

Consider both material and presentation for various age groups.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**G. Evangelism**

Consider the ability to welcome and interact with strangers as well as offering a witness to Jesus Christ.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**H. Pastoral Care**

Consider the ability to develop trusting relationships, listen empathetically, respond to crisis and grief situations, discern the needs of people and respect confidential information.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**I. Administration**

Consider the intern's ability to work with committees, deal with change and conflict, respond constructively to criticism and accomplish tasks in a timely manner.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**J. Stewardship Leader**

Consider the intern's ability to articulate and model Christian stewardship of life, talents and money in pastoral leadership and personal life.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**K. Leadership of Social Ministry**

Consider the intern's sensitivity to issues of need and justice in the community and her/his ability to empower others to respond out of their faith commitment.

**Level of Competence:**       Not yet competent       Competent

**Please explain:**

**PART 2 — ASSESSMENT OF PERSONAL CHARACTERISTICS NEEDED FOR PASTORAL MINISTRY**

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A. How would you describe the intern's sense of "call to ministry?"

B. How effective has the intern been in accomplishing his/her learning/service goals?

C. How prepared do you think the intern is for the realistic demands of ministry?

D. Describe the nature and quality of the intern's relationship with:

1. The internship committee.

2. The pastor/supervisor.

3. The staff.

E. How would you describe the intern's general temperament/disposition as has been experienced in the congregation (e.g. - angry, nervous, confident, casual, careless, serious, joyful, flexible, controlling, adaptive, etc?)

F. How would you describe the intern's ability for self-awareness and response to feedback?

G. How would you describe the intern's work habits?



H. Please describe the intern's best gifts and passions for ministry.

I. Please identify areas which need further growth. What new insights, knowledge, or skills does the intern need to become more fully competent for pastoral ministry?

Supervisor's Signature: \_\_\_\_\_  
To unlock form, right-click on signature and select Clear Signature.



Date: \_\_\_\_\_  
MM/DD/YYYY

**PART 3 — INTERN'S RESPONSE**

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- I have read my internship supervisor's assessment and agree that it is a fair evaluation of me and my internship experience.
- I have read my internship supervisor's assessment and agree with the evaluation with the following exceptions or additions:

**Intern's Signature:** \_\_\_\_\_  
To unlock form, right-click on signature and select Clear Signature.



**Date:** \_\_\_\_\_  
MM/DD/YYYY