

Duke Divinity School Field Education
LAY COMMITTEE'S FINAL EVALUATION

Student (please print) _____
Field Education Site _____
Lay Committee, Chair (please print) _____ *Date* _____

This form is provided to assist the Lay Committee in rendering constructive and helpful observations of the intern. All of us need to see ourselves, as much as possible, as others see us. This is particularly true for the person who is called to the public vocation of ordained or consecrated ministry. The perspectives and views the laity provide in this document will be among the most important a Duke student will receive prior to graduation. Your help is requested specifically and solely to assist this intern in his/her growth into Christian ministry. You provide important lay perspectives in this document, perspectives which this person may never receive if you do not provide them now.

Please be forthright in your work. Seek to phrase your comments in ways which will enable the student to hear them. Students long for honest, helpful observations and comments.

This form will not fail a student or cost an intern ordination or employment. School and church officials use information from many different sources in making decisions on a student's progress in school and ministry. If there is an item of concern not covered in this form, feel free to communicate it in writing to the school with a copy to the student.

Setting: Work in a private and comfortable place. You will need 1-2 hours to do a careful and faithful review. At least three committee members must be present to adequately complete this review. Work may be done with or without the supervisor's presence. The supervisor will complete an additional evaluation. If the supervisor is present she/he should function only as moderator for the process.

Confidentiality: This form is retained in the files of the Field Education Office. No one other than staff, administration, and Divinity School Faculty have access to this document, unless a student waives confidentiality. This material belongs to the intern and is used by the Divinity School to assess student growth and counsel students regarding their place and growth in ministry. This form must be completed jointly and signed by those persons who complete it. No one should, under any circumstances, sign a blank or incomplete form. The signatories should see the completed form before signing it. The intern should see that the form is forwarded punctually to the Divinity School.

1. Spiritual Formation and Self-Care:

Demonstrates a commitment to living a life ordered towards holiness, justice, peace, and reconciliation.

Very Attentive___ Attentive___ Less Attentive___

Evidences a commitment to personal prayer, Bible study, and reading for spiritual growth.

Very Attentive___ Attentive___ Less Attentive___

Observes a Sabbath for personal renewal.

Very Attentive___ Attentive___ Less Attentive___

Is open to receiving spiritual direction from others.

Very Attentive___ Attentive___ Less Attentive___

Models and communicates healthy life-styles (spiritual, physical, and emotional) for strengthening individual and family health.

Very Attentive___ Attentive___ Less Attentive___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

2. Worship Leadership:

Has the student completed a worship course in Divinity School? Yes ___ No ___

Is an effective worship leader.

Very Effective___ Effective___ Less Effective___ Not applicable___

Demonstrates authenticity in worship leadership.

Very Effective___ Effective___ Less Effective___ Not applicable___

Organizes and plans worship services with skill and care.

Very Effective___ Effective___ Less Effective___ Not applicable___

Shows promise for an ability to read Scripture and the great texts of the Christian tradition with attentiveness, humility, and a lively imagination.

Very Effective___ Effective___ Less Effective___ Not applicable___

Has the student completed a preaching course in Divinity School? Yes ___ No ___

Is an effective preacher.

Very Effective___ Effective___ Less Effective___ Not applicable___

Preaches the gospel with clarity.

Very Effective___ Effective___ Less Effective___ Not applicable___

Preaches the gospel with power and reverence.

Very Effective___ Effective___ Less Effective___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

3. Administration:

Uses time well and appropriately prioritizes duties.

Very Effective___ Effective___ Less Effective___ Not applicable___

Works well within committees and other small group teams.

Very Effective___ Effective___ Less Effective___ Not applicable___

Completes required tasks in a timely manner.

Very Effective___ Effective___ Less Effective___ Not applicable___

Is a good listener.

Very Effective___ Effective___ Less Effective___ Not applicable___

Balances and manages the demands experienced:

working in high-stress situations

Very Effective___ Effective___ Less Effective___ Not applicable___

working under time pressure with irregular schedules,

Very Effective___ Effective___ Less Effective___ Not applicable___

responding to needs (reacting to emergencies)

Very Effective___ Effective___ Less Effective___ Not applicable___

Possesses qualities of adaptability, flexibility, and the ability to function in the face of uncertainty.

Very Effective___ Effective___ Less Effective___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

4. Teaching:

Is an engaging teacher and Bible study leader.

Very Effective___ Effective___ Less Effective___ Not applicable___

Encourages those in the church to grow in and practice their faith (Bible Study, Vacation Bible School, Sunday School).

Very Effective___ Effective___ Less Effective___ Not applicable___

Demonstrates competence in basic theology, biblical studies, and Christian practices.

Very Effective___ Effective___ Less Effective___ Not applicable___

Demonstrates a comprehensive spiritual knowledge needed to perform the primary tasks of ministry.

Very Effective___ Effective___ Less Effective___ Not applicable___

Thinks theologically in a way that is both faithful to the tradition and responsive to the challenges of our time.

Very Effective___ Effective___ Less Effective___ Not applicable___

Teaches the gospel with clarity.

Very Effective___ Effective___ Less Effective___ Not applicable___

Teaches the gospel with power and reverence.

Very Effective___ Effective___ Less Effective___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

5. Mission of the Church:

Takes seriously the mission and vision of the church

Very Effective___ Effective___ Less Effective___ Not applicable___

Demonstrates ability and sensitivity to think ecumenically and globally considering the church in the wider world.

Very Effective___ Effective___ Less Effective___ Not applicable___

Engages in mission and evangelism by encouraging the church to invite others into Christian discipleship.

Very Effective___ Effective___ Less Effective___ Not applicable___

Invites the church to take seriously the needs of homeless, hungry, and lower income persons, and those in poverty and prison.

Very Effective___ Effective___ Less Effective___ Not applicable___

Is sensitive and understands the denominational traditions and practices in the field education setting within an ecumenical context.

Very Effective___ Effective___ Less Effective___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

6. Pastoral Care:

Is attentive to the ministries of caring (including hospital and home visitation, funerals, contacting homebound persons, etc.)

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Demonstrates appropriate pastoral presence (boundaries, empathy, accessibility)

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Enables and partners with the laity in the caring ministry of the church.

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth

7. Leadership:

Understands his/her role and its function within the church as defined in the Learning Serving Covenant.

Very Effective___ Effective___ Less Effective___

Demonstrates initiative appropriate to the field education context (self-motivated, creative, anticipatory)

Very Effective___ Effective___ Less Effective___

Uses appropriate language.

Very Effective___ Effective___ Less Effective___

Honors confidentiality.

Very Effective___ Effective___ Less Effective___

Dresses appropriately for both the task and the context.

Very Effective___ Effective___ Less Effective___

Engages relationships with staff persons appropriately.

Very Effective___ Effective___ Less Effective___ Not applicable___

Engages relationships with lay leaders appropriately.

Very Effective___ Effective___ Less Effective___

Understands and manages conflict in a constructive manner.

Very Effective___ Effective___ Less Effective___

Respects and honors all persons.

Very Effective___ Effective___ Less Effective___

Is punctual and prepared.

Very Effective___ Effective___ Less Effective___

Acts with compassion and is able to speak the truth in love.

Very Effective___ Effective___ Less Effective___

Thinks critically – both about the practices of the church and about the world in which the church finds itself – and *shows potential* to be an agent of transformation in both.

Very Effective___ Effective___ Less Effective___ Not applicable___

Demonstrates an integration of integrity, authenticity, and the practice of faith in life and ministry..

Very Effective___ Effective___ Less Effective___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

8. Relationship Building

Works with supervisor and others by making her/himself available to people.

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Recognizes the authority of others.

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Has a sense of self-awareness.

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Communicates in diverse and challenging situations (e.g., preaching, visitation, teaching, worship leadership, and group facilitation.)

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Communicates empathetically and sensitively with individuals, groups, families, and congregations.

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Is sensitive to the distinctive cultural context of the congregation.

Very Attentive___ Attentive___ Less Attentive___ Not applicable___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

9. Vocational Clarity

Maintains openness to vocational discernment within the church and the world.

Very Receptive___ Receptive___ Less Receptive___

Is pursuing appropriate steps in vocational discernment within the church and in the world.

Very Receptive___ Receptive___ Less Receptive___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

Name of Student (please sign) _____

Lay Committee, Chair (please sign) _____

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