



The Office of Field Education
 PASTOR PARISH RELATIONS COMMITTEE (or Personnel Committee)
 EVALUATION OF STUDENT PASTOR

Student's Name: _____
 Church/Charge: _____
 Pastor Parish/Personnel, Chair: _____
 Date: _____

This form is provided to assist the Pastor Parish Relations Committee or Personnel Committee in rendering constructive and helpful observations of the student pastor. All of us need to see ourselves, as much as possible, as others see us. This is particularly true for the person who aspires to the very public vocation of ordained minister. The perspectives and views you provide in this document will be among the very few this Duke student will receive prior to ordination. Your help is requested specifically and solely to assist this person 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 honest in your work. Seek to phrase your comments in ways which will enable the student to hear them, not hurt feelings and turn him/her away. Say things as you would want them said to you. Students long for honest, helpful observations and comments. If there is a concern not covered in this form, congregations should feel free to communicate that 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 should be present to complete this review adequately. It is recommended the committee receive this form in advance and bring a completed draft to the meeting. At the meeting the committee members will share their observations with the student pastor and form a composite evaluation for the Office of Field Education.

This form must be completed jointly and signed by those persons who complete it. No one should, under any circumstance, sign a blank or incomplete form. The signatories should see the completed form before they sign it. The student should see the completed form before she/he signs it. The student should see that the form is forwarded to the Divinity School punctually.

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___

Demonstrates authenticity in worship leadership.

Very Effective___ Effective___ Less Effective___

Organizes and plans worship services with skill and care.

Very Effective___ Effective___ Less Effective___

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___

Has the student completed a preaching course in Divinity School? Yes___ No___

Is an effective preacher.

Very Effective___ Effective___ Less Effective___

Preaches the gospel with clarity.

Very Effective___ Effective___ Less Effective___

Preaches the gospel with power and reverence.

Very Effective___ Effective___ Less Effective___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

3. Administration:

Uses time well and appropriately prioritizes duties.

Very Effective___ Effective___ Less Effective___

Works well within committees and other small group teams.

Very Effective___ Effective___ Less Effective___

Completes required tasks in a timely manner.

Very Effective___ Effective___ Less Effective___

Is a good listener.

Very Effective___ Effective___ Less Effective___

Balances and manages the demands experienced:

working in high-stress situations

Very Effective___ Effective___ Less Effective___

working under time pressure with irregular schedules,

Very Effective___ Effective___ Less Effective___

responding to needs (reacting to emergencies)

Very Effective___ Effective___ Less Effective___

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

Very Effective___ Effective___ Less Effective___

Gives adequate attention to the expectations of the annual conference/synod/association.

Very Attentive___ Attentive___ Less Attentive___

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___

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

Very Effective___ Effective___ Less Effective___

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

Very Effective___ Effective___ Less Effective___

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

Very Effective___ Effective___ Less Effective___

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___

Teaches the gospel with clarity.

Very Effective___ Effective___ Less Effective___

Teaches the gospel with power and reverence.

Very Effective___ Effective___ Less Effective___

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___

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

Very Effective___ Effective___ Less Effective___

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

Very Effective___ Effective___ Less Effective___

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___

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___

Demonstrates appropriate pastoral presence (boundaries, empathy, accessibility).

Very Attentive___ Attentive___ Less Attentive___

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

Very Attentive___ Attentive___ Less Attentive___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth

7. Leadership:

Understands his/her pastoral role and its function within the church.

Very Effective___ Effective___ Less Effective___

Demonstrates initiative (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___

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

Very Effective___ Effective___ Less Effective___

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

8. Relationship Building

Works with congregation by making her/himself available to people.

Very Attentive___ Attentive___ Less Attentive___

Recognizes the authority of others.

Very Attentive___ Attentive___ Less Attentive___

Has a sense of self-awareness.

Very Attentive___ Attentive___ Less Attentive___

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

Very Attentive___ Attentive___ Less Attentive___

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

Very Attentive___ Attentive___ Less Attentive___

Is sensitive to the distinctive cultural context of the congregation.

Very Attentive___ Attentive___ Less Attentive___

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:

Pastor Parish/Personnel Committee, Chair (please sign) _____

Phone # _____ Email: _____

Student Pastor (please sign) _____ Date: _____