



The Office of Field Education  
**MENTORING TEAM**  
**FINAL EVALUATION**

**(Student: Please make a copy for your Middler and Senior Reviews.)**

*Date:* \_\_\_\_\_

**Student (please print) -** \_\_\_\_\_

**Field Education Site -** \_\_\_\_\_

**Lay Mentor(s)/Community Advisor(s) (please print) -** \_\_\_\_\_

This form is provided to assist Lay Mentors/Community Advisors 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 persons called to community leadership and the public vocation of ordained or consecrated ministry. The perspectives and views that laity and community members 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 their growth in ministry and leadership. You provide important perspectives in this document, perspectives 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. All Lay Mentors 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 they should function only as moderator for the process.

Confidentiality: This form is retained in the files of the Office of Field Education. No one other than the student, 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 Office of Field Education.

*Please note: our students pursue field education in a range of settings, and not all aspects of this form will be relevant to all settings. Consider whether your setting offered the opportunity for students to exercise these skills and grow in these areas. If it did not, it is acceptable to mark "not applicable."*

**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).

- 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 presenter. Sets stage for focused, centered group gathering.

Very Effective Effective Less Effective Not applicable

Demonstrates authenticity in worship leadership.

Very Effective Effective Less Effective Not applicable

Organizes and plans worship services/reflections 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/presenter.

Very Effective Effective Less Effective Not applicable

Preaches the gospel/presents 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/or Bible study leader/presenter.

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)/supporting the work of the non-profit to engage and participate by setting an example through their work with the organization.

Very Effective    Effective    Less Effective    Not applicable

Demonstrates competence in basic theology, biblical studies, and Christian practices/their knowledge of the non-profit's history and on-going mission and service.

Very Effective    Effective    Less Effective    Not applicable

Demonstrates a comprehensive spiritual knowledge needed to perform the primary tasks of ministry/an ability to perform the primary tasks of the internship per the learning contract.

Very Effective    Effective    Less Effective    Not applicable

Thinks critically and theologically in a way that is both faithful to the tradition and responsive to the challenges of our times/connecting the goals and values of the non-profit to the church.

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/Non-Profit Organization:**

Takes seriously the mission and vision of the church/non-profit.

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 and others 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 their role and its function within the church/non-profit 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

Engages relationships with staff persons appropriately.

Very Effective     Effective     Less Effective

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 about the practices of the church/non-profit and about the world in which the church finds itself.

Very Effective     Effective     Less Effective     Not applicable

Shows potential to be an agent of transformation in the practices of the church/non-profit and about the world in which the church finds itself.

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 themselves 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 the world.

Very Receptive     Receptive     Less Receptive

Comments:

Suggestions/Goals for Development and Improvement:

Examples of Growth:

Name of Student (please sign) \_\_\_\_\_

Lay Mentor/Community Advisor (please sign) \_\_\_\_\_