



**The United Church of Canada
L'Église Unie du Canada**

Ministry Vocations, Ministry and Employment Unit
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

Supervised Ministry Education Evaluation

General Information

Attached is a copy of the questions for the Supervised Ministry Education evaluation. This is an important part of the experience and should be completed, signed, and mailed halfway through the Supervised Ministry Education experience and at the end, before the supervisee leaves the learning site.

The evaluation is considered a part of the Supervised Ministry Education experience. It does take some time to complete the form thoughtfully, so time should be taken *during the placement or appointment*. *The evaluation is not something to fill out after the supervisee has left the learning site.*

The evaluation form attached is divided into three sections:

- A. description of the experience
- B. assessment of growth and learning based on the learning goals
- C. future learning opportunities

Each section includes questions to guide your thinking and help you reflect on your experience. Feel free to modify the questions if they are not helpful to your situation. The completed evaluation should have four parts:

- 1. Supervisee's self-evaluation
- 2. Supervisor's evaluation
- 3. Lay Supervision Team's evaluation
- 4. Copy of the latest Learning Covenant

All parties to the Learning Covenant (Lay Supervision Team, supervisor, and supervisee) are **required** to read one another's comments and sign the evaluation, noting that it has been read. If in sharing the comments there is disagreement about wording or about an observation, the contentious point may be changed by mutual agreement of all involved, or a comment can be added by the person signing, indicating their disagreement.

When the evaluation form is complete, make copies and mail them as outlined below. A copy should be given to the supervisee before she or he leaves the learning site.

Any questions you have about the evaluation process may be directed to your Conference Committee on Internship and Educational Supervision (CIES) or the Conference personnel minister.

Thank you for your participation in this ministry of supervision and learning.



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Supervised Ministry Education Evaluation

Completed by: **Supervisee** **Supervisor** **Lay Supervision Team**

Name of Supervisee: _____

Address (for acknowledgement) _____

_____ Postal Code

Theological School (if applicable): _____

Home Presbytery/District _____

Learning Site _____

Conference of Learning Site _____ Supervisor _____

Supervisor Address _____

_____ Postal Code

This form is for (check one):

- Matched Placement Mid-Term Appointment Mid-Term Alternative Placement Mid-Term
 Matched Placement Final Appointment Final Alternative Placement Final
 Other _____

Attach your responses to this form.

A. Description of the Supervised Ministry Education Experience

1. Describe the experience as follows:

*Please feel free to respond to **any aspect of the learning experience** outlined below. If this is a second evaluation on this site, add only those comments that reflect any changes since your last evaluation.*

For Supervisor – Preparation for SME

- The matching process
- Preparation for the SME experience
- Information prior to arrival

For Lay Supervision Team – Logistics and Support

- Housing/office space
- Prospects/concerns for those accompanying the supervisee
- Support offered by Conference Internship Committee

For Supervisee – Preliminary Experience

- Welcoming
- Developing the Learning Covenant

For All – SME Process (as applicable)

- Supervision/reflection time
- Meeting with the Lay Supervision Team

2. Reflect on how it has felt to be a part of this Supervised Ministry Education experience.
3. What spiritual image or biblical character best describes the experience for you? Please explain your choice.

B. Evaluation

1. The Learning Covenant (*attach a copy of the latest Learning Covenant*)

Mid-Term

- a. Comment on each of your learning goals, how they have or are being achieved, and what has been learned.
- b. Comment on how the learning goals of the other members of the Learning Covenant have or are being achieved.

Final

- a. Comment on each of your learning goals, to what degree the goals have been met, and what evaluation was offered about each goal.
- b. Comment on how the learning goals of other members of the Learning Covenant have been met.

2. The SME Experience

For Supervisor

- a. Describe your work with the supervisee.
- b. How have you been able to challenge, affirm, and critique the supervisee?
- c. Comment on their faith development and growth in identity as a minister witnessed during the course of this supervised ministry experience.

For Lay Supervision Team

- a. How did the committee work as a group and as individuals to provide feedback and support to the supervisee?
- b. How have you been able to challenge, affirm, and critique the supervisee?
- c. Comment on their faith development and growth in identity as a minister witnessed during the course of this supervised ministry experience.

For Supervisee

- a. In what ways were you made to feel "part of the ministry" during this experience?
- b. At what times did you feel most affirmed, most challenged?
- c. Name one of the important areas of learning during this experience. Name the least helpful area of learning.
- d. How has this Supervised Ministry experience affected your understanding of ministry and your own development of identity as a minister?

3. Comment briefly on the supervisee's skill and learning in the following areas as applicable.
 - a. Administration (planning, carrying out tasks, working with committees)
 - b. Time management (meeting deadlines, balancing commitments, time for study, self-care)
 - c. Dealing with stress (dealing with competing agendas, overwork, anger)
 - d. Preaching (preparation, delivery, clarity, theological appropriateness, ability to receive feedback)
 - e. Presiding in worship (preparation, presence, appropriateness, ability to receive feedback)
 - f. Pastoral care (counselling, telephone contacts, pastoral presence with people)
 - g. Home/hospital visits (pastoral presence, follow-up)

- h. Sacraments and other ceremonies (e.g., baptism, marriage, funeral)
- i. Crisis intervention (awareness, objectivity, ability to refer)
- j. Adaptability to local/cultural context (learning local history, entering in the community, awareness of local culture and traditions)
- k. Small group leadership (preparation, listening skills, group process)
- l. Sensitivity to "isms" (e.g., racism, sexism, ageism, classism, heterosexism)

C. Future Learning Opportunities

What further experience or educational opportunities for the supervisee would be helpful following this supervised ministry experience (e.g., academic courses, time management skills, pastoral care courses)?

The evaluation is signed by the supervisee, supervisor, and Lay Supervision Team to indicate that all have read and discussed the comments.

Distribution

Make copies of this form with attachments and distribute as follows:

- One copy to the supervisee's home presbytery/district E&S Committee*
- One copy to the director of field education (or equivalent) at the supervisee's theological school (if applicable)*
- One copy to the Conference Committee on Internship and Educational Supervision (where the site is located)*
- One copy to the General Council Office, Ministry and Employment Unit*