



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

**Ministry Vocations, Ministry and Employment Unit**  
3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4

**Supervised Ministry Education Mid-year Evaluation  
for Atlantic School of Theology Summer Distance Students in Year 1**

**General Information**

Attached is a copy of the questions for the Supervised Ministry Education mid-year evaluation for students in their first year of the Atlantic School of Theology Summer Distance program. This evaluation must be completed, signed, and mailed by December of year 1.

The evaluation is considered an important part of the Supervised Ministry Education experience. It does take some time to complete the form thoughtfully, so please schedule time to dedicate to this task.

The evaluation questions are designed 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 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.

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 Mid-Year Evaluation  
for Atlantic School of Theology Summer Distance Students in Year 1**

Completed by:     Supervisee             Supervisor             Lay Supervision Team

Name of Supervisee: \_\_\_\_\_

Address (for acknowledgement) \_\_\_\_\_

Postal Code

Home Presbytery/District \_\_\_\_\_

Learning Site \_\_\_\_\_

Conference of Learning Site \_\_\_\_\_ Supervisor \_\_\_\_\_

Supervisor Address \_\_\_\_\_

Postal Code

*Attach your responses to this form.*

1. Please share your experience in the following areas:

**For Supervisor – Preparation for SME**

- The matching process
- Preparation for the SME experience
- Information prior to arrival
- Development of the learning covenant
- The experience of supervision
- Any concerns

**For Lay Supervision Team**

- Housing/office space
- Prospects/concerns for those accompanying the supervisee
- Support offered by Conference Internship Committee
- Do you feel confident in your ability to do this work or do you require additional training?
- The experience of meeting with the supervisee
- Any concerns

**For Supervisee**

- Welcoming
- Housing and Office Space
- Developing the Learning Covenant (Please attach a copy of your learning covenant)
- Brief overview of your initial progress on your learning goals
- Supervision/reflection time
- Name one of the important areas of learning during these first 4 months.
- Name your greatest challenge during these first 4 months

2. Reflect on how it has felt to begin this Supervised Ministry Education experience.
3. What spiritual image or biblical character best describes the experience for you? Please explain your choice.
4. What are you most looking forward to in the next four months?

**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 Atlantic School of Theology*
- One copy to the Conference Committee on Internship and Educational Supervision (where the site is located)*