

## Position

**Directions:** Check the number which reflects your assessment of the Intern Using number 1 as the highest (Superior) level of rating and number 5 as the lowest (Inadequate). Use letters NB as no basis for evaluation.

1. Punctual, dependable
2. Positive attitude
3. Team player
4. Initiative
5. Friendly
6. Self-disciplined
7. Honest
8. Organizational skills
9. Detail oriented
10. Creative, original
11. Decisive
12. Goal oriented
13. Cooperative
14. Sense of humor
15. Self-confidence
16. Christian character
17. Ability to accept criticism
18. Respects opinions of others
19. Has convictions and will
20. Ability to evaluate parish programs objectively
21. Ability to evaluate own participation in program activities
22. Accepts responsibility and fulfills obligations
23. Ability to give and receive constructive criticism

[illegible]

## II. Personal and Professional Descriptors:

**Directions: Choose a circle on the continuum above the statement that you feel best describes the Intern. By choosing a circle anywhere to either side of the median line signifies performance a bit weaker or stronger than the description reads.**

### The Intern as a Person

1. Living Christian convictions			
	Seems unsure of gap between words and actions	Aware of gaps, struggles to live a more congruent life	Personal life exemplary reflects a spirit of love and concern
2. Sensitive to people's needs			
	Tends to overlook and ignore people's needs at times	Attempts to be aware and is responsive most of the time	Keenly aware of others' needs
3. Manages time, work			
	Seems unable to organize time; needs direction and guidance	Occasionally seems lost, unable to get going	Well organized; self-starter who works well on his/her own
4. Health and energy			
	Lacks energy; projects an image of weariness; good health questionable	Energetic most of the time generally ready to start the day with vitality, average health	Radiates good health and vitality to others; energetic and ready to go when day begins
5. Concern about personal appearance			
	Careless in dress and appearance; makes unfavorable impression	Usually well groomed; makes acceptable appearance	Neat and appropriately dressed; makes favorable impression

### The Intern as Communicator

6. Speaking and listening in front of groups			
	Comes across ill-at-ease and unable to function effectively	Able to express self and respond reasonably well	Poised in front of groups communicates & listens well
7. Communicates one to one			
	Comes across ill-at-ease and unable to function effectively	Able to express and respond reasonably well	Puts people at ease; communicates & listens well

### The Intern as Administrator

8. Planning			
	Unfamiliar with a planning process; seems unable to plan long or short range	Still refining planning approach reasonably effective at present	People understand approach; able to effectively plan long or short term
9. Clarify expectations of others			
	Asks people to undertake tasks without clarifying expectations	Gives people some idea of what's expected of them; occasionally cloudy	People know exactly what is expected of them
10. Dealing with conflict			
	Ineffective; either avoids or responds inappropriately.	Some kinds of conflict situations are confronted and manages; others aren't	Aware of conflicts; uses appropriate approaches for situation
11. Facilitate other people's ministry			
	Rarely attempts to do so; doesn't seem to know how	Seems effective with some people; not with other's ministry	Sensitive to what people need to help them be in ministry

### **The Intern as Theological Teacher**

12. Grasp of scriptural content/message			
	Grasp is shaky; doesn't seem to know how	Seems to have a fairly solid grasp of scriptural content/message	Solid grasp; comes across clearly and accurate
13. Gets to the heart of an issue effectively			
	Has real trouble sifting through and getting to the heart of an issue	On certain concerns he/she displays the ability to work through issue	Consistently displays the ability to get to the heart of issues

### **The Intern as a Future DCE**

14. Understands the role/philosophy of DCE Ministry			
	Has unrealistic picture	Developing, refining understanding	Realistic, work understanding
15. Understands "how congregation operates"			
	Little understanding; has hard time working with boards, etc.	Beginning to develop understanding	Realistic, work understanding
16. Relates to a variety of age groups			
	Feels comfortable with only one or two age groups	Willing to work with all ages but most comfortable with one	Comfortable with all age groups he/she had a chance to work with

### **The Intern as Team Minister**

17. Willing to share information/plans with teammate			
	Tends to be closed, secretive	Shares what is asked for	Willingly shares information and plans
18. Sensitive to pastoral role			
	Tends to be critical & callused	On certain issues he/she is sensitive	Understands the strains, demands, placed on a pastor

### **The Intern as Teacher**

19. Able to diagnose student learning needs			
	Doesn't seem interested in or able to meet student needs	Effective with some, others not	Willing and able to address student needs
20. Type of classroom atmosphere and order, does he/she create and maintain?			
	Characterized by frequent conflict and disorder; lack of any pattern of control; tightly controlled by use of threat and misuse of law	Conflict and disorder minimal; major emphasis on quietude; usually has cooperative and respectful class	Classroom atmosphere usually free of undue restraint; excellent attention, order cooperation and respect obtained without too much effort
21. To what degree does he/she help to stimulate pupils?			
	Secures limited participation; many pupils indifferent and uncooperative	Generally secures participation; some evidence of pupil concern in teacher-pupil planning	Secures willing participation; happy cooperative climate; involves children in planning class and individual activities
22. Imaginative teaching procedures			
	Displays little imagination in teaching procedures; overuses traditional techniques, not willing to try new techniques	Attempts to do reasonably well in established areas but weak initiating new programs	Is highly imaginative, using a wide variety of techniques which are very successful and meaningful

### **The Intern as Education Resource**

23. How does he/she assess the education needs of the parish?			
	Doesn't seem to know how to start	Able to do reasonably well in established areas but weak initiating new programs	Has a good grasp of how to get needs of wide range of ages and programs
24. Knowledge in materials			
	A weak area does not even seem familiar with Synod's materials	Has fair grasp of what's available from the various educational agencies	Quite resourceful; knows what is available for the various individual educational agencies
25. Select, supervise and motivate teaching staffs			
	Seems uncomfortable giving leadership to this phase of program	Learning how to be much more effective in selecting, supervising, and maintaining volunteer teachers	Exercises sound judgment in the whole process of selecting and maintaining teachers

### **Intern as Youth Worker**

26. Ability to respond to needs of all youth			
	Is sensitive to and most effective with a narrow segment of parish youth	Attempts to be responsive to all types of youth; not always; successful	Able to effectively respond to a wide variety, especially shy, uninvolved
27. Articulate philosophy of youth ministry			
	Wouldn't know he/she had one	Working to put the pieces together	Has a clear and understandable philosophy
28. Willing to let youth assume leadership roles			
	Has a hard time letting youth take a responsible role	Willing to try but sometimes doesn't give them enough support	Very facilitative; gives youth responsibility and helps them succeed
29. Work with lay youth volunteers			
	Has real trouble sharing the kids and being clear about expectations	Has grown in his/her ability to delegate and share kids	Positive and facilitative relationships

### **The Intern as a Musician**

30. Utilize own or other's material			
	Seems to avoid the whole area	Tries to involve others; sometimes overlooks potential	Well integrated into his total ministry

### **The Intern as a Caller/Visitor**

31. Willing to spend time with people on their turf			
	Seems hesitant, afraid; stays in the office too much	Is willing but needs occasional push	Sees this as a vital part of ministry, spends time with people

### **The Intern as Evangelist**

32. Articulates Christian Faith appropriately			
	Doesn't have good sense of how and when, and where to express self	Continues to work at being more effective	Has sensitivity and timing regarding how and what to say to others
33. Willing to initiate visits and bring appropriate closure			
	Fights getting out and initiating contacts	No strength, but puts best effort forth	A go-getter; makes strong helpful impact

### **The Intern as Counselor**

34. Use of basic skills			
	Doesn't seem comfortable in helpful relationship	Works at listening to people and responding to their concerns	Able to listen empathetically and provide needed support and guidance
35. Understand own limitations in helping relationships			
	Not able to discriminate and often gets in over his/her head	Tries to discriminate and only occasionally gets in too deep	Discriminates well and is able to maintain boundaries

### **The Intern as Worship Leader**

36. Plan and lead a worship experience.			
	Appears unable to develop a meaningful worship experience	Learning how to help others respond in meaningful worship forms	Excellent sense of appropriate worship forms and content. People really respond

### **The Intern as Group Facilitator**

37. Able to help groups function effectively			
	Seems oblivious to group dynamics and at time is the group's bottleneck	Can deal with most group dynamics, although gets stuck at times	Able to help groups get where they want to go; sensitive to task and maintenance needs

### **III. Please identify the following characteristics of the Student Intern as a prospective DCE**

1. Areas of strength – outstanding qualities:

2. Areas of limitation – deficiencies needing attention:

3. If this person was available for permanent placement, would you recommend him/her for placement?

**Yes**

**No**

- Mentor \_\_\_\_\_ Position \_\_\_\_\_  
(Signature)

Intern \_\_\_\_\_ Date of Evaluation \_\_\_\_\_  
(Signature)