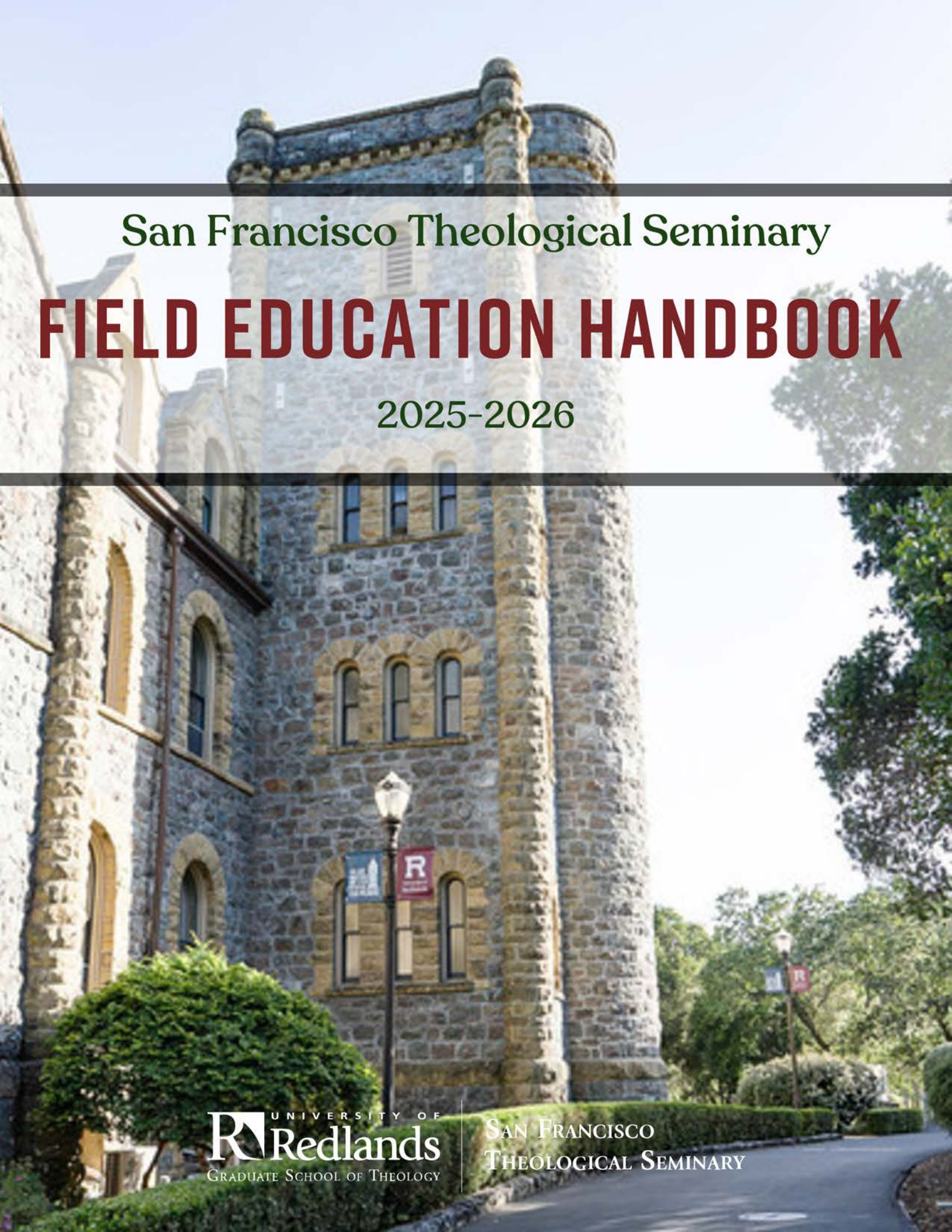




San Francisco Theological Seminary

FIELD EDUCATION HANDBOOK

2025-2026

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Goals of Field Education

A Master of Divinity (M. Div.) degree prepares Interns for Church ordination or to pursue other professional ministries where knowledge of theology and advanced leadership skills are essential. These professions include congregational pastor, healthcare and military chaplaincy, campus ministry, spiritual direction, pastoral counseling, non-profit executive leadership, global missions and NGOs, religious education, private school educators, and other community-based services. Unlike some master's programs, the M.Div. combines academic disciplines: Biblical studies, theology, history, homiletics, liturgics, counseling, Christian spirituality, applied ethics, chaplaincy, religious education, and field education.

The M. Div Field Education program will fulfill several of the M. Div Learning Goals:

1. Lead and order services of Christian worship
2. Reflect theologically on Christian faith, the Church, and the world
3. Provide pastoral care and spiritual formation for individuals and communities
4. Equip churches and communities for mission and ministry in a multicultural and pluralistic context

The Field Education program is one of the many ways the Seminary supports well-rounded preparation for ministry. A Field Education Internship is required to be fulfilled while one is an Intern in the M. Div program to allow for integration of one's academic studies, fresh theological reflection, and practical experience. All M. Div candidates, regardless of their status in the ordination process or prior ministry experience, are required to participate in some form of field education during their degree program.

The Field Education Internship

The Field Education Internship can be a nine-month, part-time Internship that runs concurrently with seminary coursework. For this option Interns will work a minimum of 10 hours/week for a total of 400 hours at their Internship site. Alternatively, Interns may complete a three-month, full-time summer Internship (40 hours/week) for a total of 400 hours that does not overlap with coursework.

Field Education Internship Sites

Internship sites can be either in congregational or non-profit ministry settings.

Congregational Internships typically will include M. Div program goals:

- Lead and order services of Christian worship
- Reflect theologically on Christian faith, the Church, and the world

And can include, as time and opportunity allow:

- Provide pastoral care and spiritual formation for individuals and communities
- Equip churches and communities for mission and ministry in a multicultural and pluralistic context

Non-Profit Ministry Internships typically will include M. Div program goals:

- Reflect theologically on Christian faith, the Church, and the world
- Equip churches and communities for mission and ministry in a multicultural and pluralistic context

And can include, as time and opportunity allow:

- Provide pastoral care and spiritual formation for individuals and communities

FE-4011

Interns will enroll in Section I the semester prior to starting an Internship to work in consultation with Seminary staff to develop an Internship plan and secure an Internship ministry site. During the Internship for both Fall and Spring semesters for the 9-month option or Summer semester for the 3-month option, Interns will enroll in Section II. FE-4011 is a pass/fail course. Successful completion of Section I & II and 400 hours of onsite work will result in a passing grade and fulfil the Field Education requirement. FE-4011 is a non-tuition bearing course that can be taken for variable unit course credit.

Internship Stipend Guidelines

Compensation Guidelines

Wages

The Ministry Site, whether a church or a non-profit agency, is responsible for providing adequate compensation in accordance with State and Federal minimum wage guidelines to the Intern.

As the employer, the Ministry Site is responsible for reporting earnings, withholding income tax as appropriate, and paying appropriate social security and Medicare, providing a W-2 to the Intern, and complying with all other employment and wage laws.

SFTS recommends a stipend of \$6,600 for a 400-hour Internship. Churches or agencies may choose a higher compensation rate, but compensation should never be below the minimum wage.

Expenses

SFTS recommends that the Ministry Site reimburse certain agreed upon expenses that may be incurred by the Intern. Such expenses may include supplies, meal/coffee costs for meetings with congregants/constituents, or mileage for required meetings or pastoral care visits, but not for travel to and from the Internship location itself.

Ministry Site Mentor

The Ministry Site Mentor is a required component of the Field Education Internship. For Congregational Internships the Pastor will serve as the Ministry Site Mentor. For Non-Profit Ministry Internships a suitable mentor may be from the site or may be secured from beyond the site. Seminary staff will assist in identifying appropriate mentors for Non-Profit Ministry Internships.

Ministry Site Mentor Requirements:

1. A Master of Divinity degree (or its equivalent) from an ATS accredited Theological Seminary (or Graduate School program).
2. Have a minimum of 3-5 years' experience in a ministry setting following graduation.
3. In a leadership role for at least two years in their present ministry
4. Be in good standing with their denomination.
5. Have time for a weekly meeting with the Intern for theological reflection, the completion and discussion of the 3 Intern evaluations, 2 reflection papers, and 1 sermon.

The Role of the Mentor

Mentors should seek to practice and inculcate the following habits:

- Knowledge of and respect for the church of Jesus Christ and its role in God's ecumenical mission; knowledge of, respect for, and intelligent use of the church's manifold traditions; a sense of how and why theological reasoning has been done in the past and in the present by others.
- Historical and theological responsibility in the interpretation of Scripture and all communication; the ability to represent accurately the words and meanings of others and to account for one's interpretation.
- Personal integrity, reflecting a healthy sense of self and healthy relations with others, in which one behaves ethically and exercises compassion.
- Commitment to ongoing spiritual formation and a well-nurtured relationship with God, and commitment to fostering that relationship in others.
- Critical awareness of the impact of social, political, economic, and cultural contexts on life and thought, critical interpretation of evidence on which historical knowledge is founded.
- An ability to ground theology in practical reality; awareness that theological reflection builds on practical wisdom and those theological propositions must be tested by their consequences for the individuals or congregations that hold them.
- Sensitivity to contrasting experiences and cultures and respect for otherness, in the Christian faith and outside it.

Appendix-1

FE-4011-1 Sample Syllabus Spring Semester

INSTRUCTOR INFORMATION

The Rev. Dr. Linda Lane-Bortell, M. Div, D. Min.
Director of Field Education
linda_lane-bortell@redlands.edu

OFFICE HOURS

Available by appointment.

COURSE MEETINGS

Wednesdays, 9:30 ó 11:30 a.m. three times during the semester
Location: SFTS campus and/or via Zoom

COURSE DESCRIPTION

FE-4011, Section I applies to Interns who need to secure a Field Education Internship for the Summer or Fall semesters. During this course Interns will

- Identify and secure an Internship Ministry Site
- Identify and secure a suitable Internship Ministry Site Mentor
- Submit Ministry Site Mentor's Resume to Seminary staff
- Write an Internship Description
- Complete a Supervised Practice of Ministry Agreement Form

CLASS TIME

Class meetings are required. Interns will receive all the information necessary to set up a Field Education Internship.

ENROLLING IN FE-4011, SECTION II

Successful completion of this class is a prerequisite for enrolling in FE-4011 Section II.

GENERAL NOTICE OF NONDISCRIMINATION

The University of Redlands prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located on the University's Title IX webpage, [here](#).

Schedule and Due Dates

Please submit all assignments on Moodle per the following schedule:

SPRING SEMESTER

Date / Time		Topic / Location	What's due
February XX Class		FE-4011 Section I Orientation	
February XX			Internship Questionnaire
March X Class		Internship Description Supervised Practice of Ministry Mentors	
April XX			Internship Description Draft Supervised Practice of Ministry Draft Potential Mentor Resume
April XX Class		Review of Drafts Check-in about concerns/challenges	
May X			Internship Description - Final Supervised Practice of Ministry – Final

Appendix-2

FE-4011-2 Sample Syllabus Fall, Spring, Summer Semesters

INSTRUCTOR INFORMATION

The Rev. Dr. Linda Lane-Bortell, M. Div, D. Min.
Director of Field Education
linda_lane-bortell@redlands.edu

OFFICE HOURS

Available by appointment.

COURSE MEETINGS

Fall & Spring: Wednesdays, 9:30 ó 11:30 a.m. three times each semester
Summer: five meetings, TBA
Location: SFTS campus and/or via Zoom

COURSE DESCRIPTION:

The purpose of this class is to enable Interns to integrate their divinity studies with the arts and skills of ministry through a field education Internship. The work of the class will include reflection papers, evaluations, class discussions, and class attendance.

ASSIGNMENTS:

Theological Reflection Papers (4)

Each paper shall be 3 pages, double spaced in length.

- Identify and describe an event or critical incident that happened during the Internship in accordance with the Paper Topics listed below.
- Reflect on the ministry issues, the implications for the Internship and/or the future.
- Discuss the theological foundation for your response and/or questions.

Paper Topics:

- Paper 1: Leading Reformed Worship **OR**
Leading a Non-Profit Ministry activity from a Reformed Theological Perspective
- Paper 2: Educate a Congregation in the Faith **OR**
Educate Non-Profit Ministry participants in Faithful Action
- Paper 3: Manage the Practical Affairs of a Congregation **OR**
Manage the Practical Affairs of a Non-Profit Ministry
- Paper 4: Preaching literate, thoughtful, scripture-based sermons **OR**
A teaching moment, supported by your divinity studies

CLASS TIME

Class meetings are required and will include practical and theological discussion of the reflection paper topics and other ministry issues that may arise during the Internship.

EVALUATIONS

Self-Evaluations

The Intern will complete a self-evaluation form for the beginning, middle, and end of the Internship. Each evaluation will be submitted to the Ministry Site Mentor for their input and then followed-up with an Intern-Mentor discussion. All Evaluation forms will be submitted to Seminary staff via Moodle.

Ministry Site Mentor Assessment

At the conclusion of the Internship, the Intern will complete the Assessment of the Internship Mentor Form.

Sermon Evaluations (Congregational Interns only)

Interns working in congregations will preach at least 3 sermons during the Internship. For each sermon the Intern will find 3-5 people to complete a Sermon Evaluation form. The Internship Mentor is expected to evaluate at least one sermon. All Evaluation forms will be submitted to Seminary staff via Moodle.

Teaching Evaluations (Non-Profit Ministry Interns only)

Non-Profit Ministry sites Teaching Evaluation forms will be created during FE-4011 Section I. For each teaching opportunity the Intern will find 3-5 people to complete a Teaching Evaluation form. The Internship Mentor is expected to evaluate at least one teaching opportunity. All Evaluation forms will be submitted to Seminary staff via Moodle.

GRADES

Receiving a Passing Grade

This is a pass/fail course. Each assignment and your attendance in the class meetings each semester is worth 100 points. An average of 70 or higher from the Fall and Spring semesters or Summer semester will result in a passing grade for FE-4011 and successful completion of Intern requirement. Assignments that do not fulfill the assignment criteria will not be graded and will be returned for resubmission or receive a zero.

Late Assignments

5 points will be deducted for each week (or fraction thereof) past the due date for each assignment. Assignments, originally received on time, but returned for re-submission that are returned within one week will not have late points deducted. Resubmissions not received after one week has passed will then have 5 points deducted for each succeeding week it is not resubmitted.

Assignments Unsubmitted

Assignments not submitted will receive zero. Assignments turned in after the last day of the semester will receive zero. Interns will not be allowed to register for FE-4011 spring semester unless Fall assignments that fulfill the assignment criteria have been received by the last day of the semester.

General Notice of Nondiscrimination

The University of Redlands prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located on the University's Title IX webpage, [here](#).

Schedule and Due Dates

Please submit all assignments on Moodle per the following schedule:

FALL SEMESTER

Date / Time	Topic	What's due
September X 9:30-11:30 a.m.	Orientation Class	
September XX		Leading Reformed Worship OR Leading a Non-Profit Ministry activity from a Reformed Theological Perspective Reflection Paper #1
October X 9:30-11:30 a.m.	Leading Reformed Worship OR Leading a Non-Profit Ministry activity from a Reformed Theological Perspective Discussion	First Month Evaluation
October XX		Educate a Congregation in the Faith OR Educate Non-Profit Ministry participants in Faithful Action Reflection Paper #2
November X 9:30-11:30 a.m.	Educate a Congregation in the Faith and Educate Non-Profit Ministry participants in Faithful Action Discussion	Sermon & Non-profit option Evaluations #1

SPRING SEMESTER

Date / Time	Topic	What's due
February XX 9:30-11:30 a.m.	Mid-Internship Reflection	Mid-Internship Evaluation
February XX		Manage the Practical Affairs of a Congregation/Non-Profit Reflection Paper #3
March X 9:30-11:30 a.m.	Manage the Practical Affairs of a Congregation/Non-Profit Discussion	Sermon & Non-profit option Evaluations #2
April X		Preaching literate, thoughtful, scripture-based sermons OR A teaching moment supported by your divinity studies Reflection Paper #4
April XX 9:30-11:30 a.m.	Preaching literate, thoughtful, scripture-based sermons and teaching moments supported by your divinity studies Discussion	Sermon & Non-profit option Evaluations #3
May X		Final Evaluation and Assessment of Internship Mentor

SUMMER SEMESTER

Date / Time	Topic	What's due
June X 9:30-11:30 a.m.	Orientation Class	
June XX		Leading Reformed Worship OR Leading a Non-Profit Ministry activity from a Reformed Theological Perspective Reflection Paper #1
June XX 9:30-11:30 a.m.	Leading Reformed Worship OR Leading a Non-Profit Ministry activity from a Reformed Theological Perspective Discussion	
July X		First Month Evaluation Sermon & Non-profit option Evaluations #1
		Educate a Congregation in the Faith OR Educate Non-Profit Ministry participants in Faithful Action Reflection Paper #2
July XX 9:30-11:30 a.m.	Educate a Congregation in the Faith and Educate Non-Profit Ministry participants in Faithful Action Discussion	
July XX		Post Mid-Internship Evaluation to Moodle
July XX		Manage the Practical Affairs of a Congregation/Non-Profit Reflection Paper #3
July XX 9:30-11:30 a.m.	Manage the Practical Affairs of a Congregation/Non-Profit Discussion	Sermon & Non-profit option Evaluations #2
August XX		Preaching literate, thoughtful, scripture-based sermons OR A teaching moment supported by your divinity studies Reflection Paper #4
August XX 9:30-11:30 a.m.	Preaching literate, thoughtful, scripture-based sermons and teaching moments supported by your divinity studies Discussion	Sermon & Non-profit option Evaluations #3
August XX	Final Evaluation and Assessment of Intern Supervisor	Final Evaluation and Assessment of Internship Mentor

Appendix-3

Supervised Practice of Ministry Agreement

Intern: _____

Denomination: _____ Student ID# _____

Phone _____ Email: _____

Ministry Site Mentor: _____

Ministry site: _____ Denomination: _____

Address: _____

Phone _____ Email: _____

The above parties along with San Francisco Theological Seminary form an educational partnership and establish a part-time (10-12/hours/week, 400 total hours) or full-time (40/hours/week, 400 total hours) Field Education Internship in a ministry setting, and agree to the following terms for this supervised practice of ministry:

Starting date (M/D/Y): _____ Concluding date (M/D/Y): _____

Including the following pre-planned absences from Internship: (do not leave blank)

Internship Description is attached

The Ministry site will uphold the expectations of the Internship Description, this agreement, pay the Intern the agreed cash stipend, include the Intern as paid staff, and report earnings as required by taxing authorities.

The Ministry Site Mentor will supervise the ministry of the Intern, meet regularly for pastoral and theological reflection, will provide administrative oversight of the Intern's work and complete evaluations, sermon evaluations, and read and discuss with the Intern 2 of their reflection papers.

The Intern will recognize the authority of the duly established governing body of the ministry site (board, session, etc.) during this Internship, communicate in advance with the candidacy oversight agency of their denomination about this Internship.

The Intern will fulfill the responsibilities of the Internship established in the Internship Description and this agreement as a minimal expectation for service with the congregation and will prepare for and participate in regularly scheduled meetings with the mentor.

To terminate a supervised ministry experience (regardless of who originates the request) the following steps must be taken:

- The Intern, the mentor, and Seminary staff will meet to discuss the issues.
- The goal will be to reach a mutual decision regarding termination, if possible

If termination is agreed upon, severance pay or other financial considerations shall be considered and the Intern will have an exit interview with Seminary staff following the termination.

** If a mutual decision regarding termination is not achieved, Seminary staff will determine the next steps, ordinarily culminating in the termination of the Internship. There may arise a circumstance in which Seminary staff determines that the Internship needs to be terminated independent of a request by the Intern and/or Site Mentor. Under such circumstances, Seminary staff will discuss (to the degree appropriate) the rationale with the Intern and Site Mentor prior to officially terminating the Internship.*

The *Ministry Site*, in support of this Internship, agrees to provide the following compensation:

Cash Stipend: \$ _____ Ministry Expenses: \$ _____ Other: \$ _____
(meals, mileage)

I certify that I have read and agree to the above terms for this Internship.

Intern

Date (M/D/Y)

Site Mentor

Date (M/D/Y)

Director of Field Education

Date (M/D/Y)

Appendix-4

First Internship Evaluation Form

Intern: _____

Student ID#: _____

Ministry Site: _____

The Intern should complete the form first and submit it to their Ministry Site Mentor. After the Mentor has completed the form the two should meet to discuss their ratings and comments. The Intern shall post the Form to the FE-4011 Moodle site.

Scale: (5) Definitely (4) Most of the time (3) Sometimes (2) Rarely (1) Definitely not

Intern and Mentor have a clear understanding of position and expectations:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Learning objectives as set forth in the Internship Description are appropriate and clear:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Strengths are emphasized and appreciated:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Weaknesses are recognized, and efforts are being made to strengthen them:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Feedback has been given, received, and acted upon:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Communication is open and honest:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Intern takes initiative and is highly motivated:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Intern-Mentor meetings have been:

a. Well-planned

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

b. Scheduled as agreed upon in Internship Description:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

c. Mutually beneficial:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

The Ministry Site is upholding its share of the agreement:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

Intern demonstrates a deepening sense of call and vocational commitment:

Intern rating: ____	Mentor rating: ____
Comments:	Comments:

We have discussed this evaluation, and the Intern will submit it via Moodle.

SIGNATURES:

Intern: _____ Date: _____

Mentor: _____ Date: _____

Appendix-5

Mid-Internship Evaluation Form

Intern: _____

Student ID#: _____

Ministry Site: _____

The Intern should complete the form first and submit it to their Ministry Site Mentor. After the Mentor has completed the form the two should meet to discuss their ratings and comments. The Intern shall post the Form to the FE-4011 Moodle site.

Scale:

- (4) Exceptionally effective
- (3) Reasonably Effective
- (2) Effective
- (1) Not effective
- (N) No basis for judgment

Role as Pastoral Caregiver

Ability	Intern	Mentor
Listening to people without personal agenda intruding		
Accepting people who are different from yourself		
Understanding and discerning the needs of people and situations		
Respecting confidential information in appropriate way		
Relating to others in a friendly, positive manner		
Being at ease in one-on-one interactions		
Being at ease in group interactions		
Developing trust		
Responding with empathy and resourcefulness to people in times of need		
Showing appropriate initiative in responding to pastoral needs of persons		
Visiting with members in non-crisis situations		
Intern Comments	Mentor Comments	

Role as Worship Leader and Preacher (skip if working at a Non-profit Site)		
Ability	Intern	Mentor
Planning well-coordinated worship		
Leading public prayer		
Using appropriate language in worship and preaching (e.g., grammar, inclusive language, level of abstractions, slang)		
Using voice in leading worship and preaching (volume, clarity, inflection)		
Using body gestures appropriately		
Interpreting biblical text faithfully in sermons		
Organizing sermons with clarity		
Using illustrations in sermons		
Making sermons relevant to the needs of the people		
Demonstrating poise and personal comfort in role of worship leader/preacher		
Intern Comments	Mentor Comments	

Role as Teacher

Ability	Intern	Mentor
Involving learners in the educational process		
Setting clear goals and objectives		
Selecting concepts appropriate for learners' ages and needs		
Sequencing teaching activities in a logical order		
Communicating Christian beliefs to persons of various age levels		
Using appropriate variety of teaching methods		
Using well-stated questions to stimulate learning		
Leading group discussions in a purposeful way		
Creating an appropriate physical environment for teaching		
Intern Comments	Mentor Comments	

Role in the World

Ability	Intern	Mentor
Identifying and analyzing social or community issues		
Relating biblical and theological insights to community/world issues		
Developing strategies for social change		
Enabling members to become aware of and participate in the ministry of the congregation to the community and World		
Integrating concern for personal faith/ethics with concern for social justice		
Identifying with and caring for needy people in the Community		
Relating the Christian faith to persons outside the church		
Utilizing the resources of the church to deal with social issues or community problems		
Intern Comments	Mentor Comments	

Role as Leader and Administrator

Ability	Intern	Mentor
Supporting the total ministry of the organization with enthusiasm and a cooperative spirit		
Communicating in an open, honest, and straightforward manner		
Analyzing the organization's formal and informal decision-making processes		
Exercising authority in appropriate ways		
Accepting and learning from critique		
Dealing constructively with conflict		
Empowering lay leadership		
Making positive contributions in working with groups and committees		
Planning and developing programs		
Implementing programs		
Evaluating programs		
Demonstrating a positive, constructive attitude about the Denomination		
Intern Comments	Mentor Comments	

Personal Work Habits

Ability	Intern	Mentor
Developing disciplines for spiritual growth		
Managing time for study, work, family/friends, and self		
Being dependable		
Being prepared		
Setting realistic work objectives		
Completing tasks		
Working under pressure		
Being punctual and keeping appointments		
Dressing appropriately and neatly		
Observing etiquette appropriate to the setting		
Intern Comments	Mentor Comments	

Narrative Evaluation

How effective have you been in accomplishing your learning objectives as outlined in the Internship Description? Are any refinements or adjustments needed?

Intern Comments	Mentor Comments

Please summarize your gifts and greatest strengths for ministry as demonstrated in the Internship thus far.

Intern Comments	Mentor Comments

Please identify an area in which you need further growth during this Internship. What steps might need to be taken to achieve this growth?

Intern Comments	Mentor Comments

We have discussed this evaluation, and the Intern shall post them to the FE-4011 Moodle site.

SIGNATURES:

Intern: _____ Date: _____

Mentor: _____ Date: _____

Appendix-6

Final Internship Evaluation Form

Intern: _____

Student ID#: _____

Ministry Site: _____

The Intern should complete the form first and submit it to their Ministry Site Mentor. After the Mentor has completed the form the two should meet to discuss their ratings and comments. The Intern shall post the Form to the FE-4011 Moodle site.

Scale:

- (4) Exceptionally effective
- (3) Reasonably Effective
- (2) Effective
- (1) Not effective
- (N) No basis for judgment

Role as Pastoral Caregiver

Ability	Intern	Mentor
Listening to people without personal agenda intruding		
Accepting people who are different from yourself		
Understanding and discerning the needs of people and situations		
Respecting confidential information in appropriate way		
Relating to others in a friendly, positive manner		
Being at ease in one-on-one relationships		
Being at ease in group relationships		
Developing trust		
Responding with empathy and resourcefulness to people in times of need		
Showing appropriate initiative in responding to pastoral needs of persons		
Visiting with members in non-crisis situations		
Intern Comments	Mentor Comments	

Role as Worship Leader and Preacher (skip if working at a Non-profit Site)

Ability	Intern	Mentor
Planning well-coordinated worship		
Leading public prayer		
Using appropriate language in worship and preaching (e.g., grammar, inclusive language, level of abstractions, slang)		
Using voice in leading worship and preaching (volume, clarity, inflection)		
Using body gestures appropriately		
Interpreting biblical text faithfully in sermons		
Organizing sermons with clarity		
Using illustrations in sermons		
Making sermons relevant to the needs of the people		
Demonstrating poise and personal comfort in role of worship leader/preacher		
Intern Comments	Mentor Comments	

Role as Teacher

Ability	Intern	Mentor
Involving learners in the educational process		
Setting clear goals and objectives		
Selecting concepts appropriate for learners' ages and needs		
Sequencing teaching activities in a logical order		
Communicating Christian beliefs to persons of various age levels		
Using appropriate variety of teaching methods		
Using well-stated questions to stimulate learning		
Leading group discussions in a purposeful way		
Creating an appropriate physical environment for teaching		
Intern Comments	Mentor Comments	

Role in the World

Ability	Intern	Mentor
Identifying and analyzing social or community issues		
Relating biblical and theological insights to community/world issues		
Developing strategies for social change		
Enabling members to become aware of and participate in the ministry of the congregation to the community and World		
Integrating concern for personal faith/ethics with concern for social justice		
Identifying with and caring for needy people in the Community		
Relating the Christian faith to persons outside the church		
Utilizing the resources of the church to deal with social issues or community problems		
Intern Comments	Mentor Comments	

Role as Leader and Administrator

Ability	Intern	Mentor
Supporting the total ministry of the organization with enthusiasm and a cooperative spirit		
Communicating in an open, honest, and straightforward manner		
Analyzing the organization's formal and informal decision-making processes		
Exercising authority in appropriate ways		
Accepting and learning from critique		
Dealing constructively with conflict		
Empowering lay leadership		
Making positive contributions in working with groups and committees		
Planning and developing programs		
Implementing programs		
Evaluating programs		
Demonstrating a positive, constructive attitude about the Denomination		
Intern Comments	Mentor Comments	

Personal Work Habits			
Ability		Intern	Mentor
Developing disciplines for spiritual growth			
Managing time for study, work, family/friends, and self			
Being dependable			
Being prepared			
Setting realistic work objectives			
Completing tasks			
Working under pressure			
Being punctual and keeping appointments			
Dressing appropriately and neatly			
Observing etiquette appropriate to the setting			
Intern Comments	Mentor Comments		

General Assessment

How would you describe your general **temperament/disposition** as you have interacted with your Internship site (e.g., angry, nervous, confident, casual, careless, serious, joyful, warm, etc.)?

Intern Comments	Mentor Comments

How would you describe your level of **psychological and spiritual maturity**?

Intern Comments	Mentor Comments

--	--

Assess your **leadership style** by circling the words below that best describe you.

thoughtful	directing	reserved	adapting
modest	quick to act	economical	flexible
trusting	self-confident	practical	socially skillful
cooperative	seeks change	factual	tactful
idealistic	persuasive	tenacious	enthusiastic
helpful	forceful	steadfast	dealing
receptive	competitive	thorough	inspiring
responsive	risking	methodical	animated
urgent	analytical	fun	appropriate

How do you evaluate your sense of **"call to ministry"** at this point in your Internship?

Intern Comments	Mentor Comments

As a result of your Internship experience what have you discerned to be your greatest **strengths** for ministry?

Intern Comments	Mentor Comments

--	--

Please identify and comment on any area in which you need further **growth**. What new insights, knowledge, or skills do you need to develop before ordination?

Intern Comments	Mentor Comments

We have discussed this evaluation, and the Intern shall post them to the FE-4011 Moodle site.

SIGNATURES:

Intern: _____

Date: _____

Mentor: _____

Date: _____

Appendix-7

Sermon Evaluation Form

(Make additional copies ó 3-5 evaluators per sermon presentation)

In answering the questions below, please be as honest as you can, as this will be the best way in which the Intern will receive valuable preaching feedback

Intern's name: _____ Date of Sermon: _____

Your Name (evaluator): _____

What was the main idea of the sermon? _____

Rate the sermon on the following items, using the adjacent scale:

5óExcellent 4óGood 3óAdequate 2óPoor 1óWeak

Was there a clear structure to the sermon?	5	4	3	2	1
Was there a central theme or idea?	5	4	3	2	1
Did the sermon hold your interest?	5	4	3	2	1
Was the Scripture faithfully interpreted in the sermon?	5	4	3	2	1
Was Scripture effectively applied to contemporary life?	5	4	3	2	1
Did the sermon touch you/your life?	5	4	3	2	1
Did the Intern show enthusiasm?	5	4	3	2	1
Did the speaker use variation in tone, pitch, loudness?	5	4	3	2	1
Was there sufficient eye contact with the congregation?	5	4	3	2	1
Could you hear the speaker clearly?	5	4	3	2	1
Did the sermon enable you to hear the Gospel today?	5	4	3	2	1

What were the strengths of the sermon and its delivery? _____

What were the weaknesses? _____

(Other comments please use back)

Appendix-8

Assessment of Internship Mentor Form

Name of Intern: _____

Student ID#: _____

Name of Site Mentor: _____

Did your Mentor (check all that apply)

☐ Meet with you regularly for theological reflection (How often: _____)

☐ Complete evaluation forms in a timely manner

☐ Provide helpful feedback on reflection papers

☐ Complete a Sermon or Teaching Evaluation Form

☐ Help you integrate academic studies, theological reflection, and practical experience.

☐ Exhibit knowledge of theology and advanced leadership skills

In what ways did your Mentor meet your expectations for a Ministry Mentor?

In what ways did your Mentor not meet your expectations for a Ministry Mentor?

Can you see yourself working as a colleague with this Mentor? Why or Why not?

Intern Signature: _____ Date: _____

