

SECTION V

THE PARISH INTERNSHIP EVALUATION

Evaluation Checklist

August

August 12 (Friday).....Mid-term evaluation due:

- 1 (1) Interns Mid-term Evaluation (V-2-3)*
- 1 (2) Supervisor's Mid-Term Evaluation (V-4-5)*
- 1 (3) Parish Staff Mid-Term Evaluation (V-22-25)*
- 1 (4) Lay Support Committee Mid-Term Evaluation (VI-13-14)*

September

September 23 (Friday)..... September reports due:

- 1 (1) Synthesis Seminar Preparation Form (V-30-31)*

October

October 14 (Friday).....Final evaluations due:

- 1 (1) Intern's Final Evaluation (V-10-17)*
- 1 (2) Supervisor's Final Evaluation (V-18-21)*
- 1 (3) Parish Staff Final Evaluations (V-26-27)*
- 1 (4) Lay Support Committee Final Evaluation (VI-15-16)*

INTERN'S MID-TERM EVALUATION

(Please send to the Director of Pastoral Field Education by **Friday, August 12**)

SECTION I - Please comment on your Goals and overall Learning:

1) Review the Ministerial Goals AND the Personal Growth Goals that you claimed for yourself at the beginning of the Internship. a) Please comment on how each of these goals has been addressed thus far on your Internship journey. b) How might these goals need to be modified during the final three months of the Internship? c) Might there be other areas of either ministerial competency or personal growth that need to be attended to prior to the conclusion of the Internship?

2) How have your mistakes/failures, as well as your experiences of conflict, helped to facilitate your learning while serving as an Intern? What have these - "less than positive," difficult, or perhaps even painful - experiences, taught you about yourself? About ordained ministry?

SECTION II - Please comment on your Spiritual Life:

3) a) Please describe your personal prayer life and your experience of the Liturgy of the Hours thus far on the Internship. b) What has been your daily rhythm/schedule of prayer as an Intern?

4) a) Please comment on your experience of Spiritual Direction and the Sacrament of Reconciliation thus far on the Internship. b) Have you been able to find a local Spiritual Director to walk with you both now and after your ordination to the Priesthood? If not, what are your plans in this regard?

SECTION III - Please comment on your Ministry:

5) a) Have you experienced a sense of happiness and fulfillment in your ministry? b) Describe the areas of ministry in which you have experienced success, creativity and joy. c) In what areas of ministry do you feel most confident?

6) a) Describe the areas of ministry that have been most challenging, b) In what area of ministry do you feel weak, inadequate, or in need of improvement?

SECTION IV - Please comment on your Vocation:

- 7) a) How has your Internship experience confirmed your call to ordained ministry?
b) What specific experiences and/or relationships have helped with this confirmation?

SECTION V - Please comment on your Relationships and on Rectory Living:

- 8) Evaluate your relationship with your Supervisor and your supervisory sessions.
- 9) Evaluate your relationship with the Parish Staff and Lay Support Committee.
- 10) Evaluate your collaborative ministry skills (e.g. your ability to work with others - priests, religious, parish staff, laity). Have you worked with any specific organizations thus far on your Internship?
- 11) Comment on your level of comfort regarding rectory living. What are the strengths and weaknesses you bring to the rectory situation?

SECTION VI - General Comments

- 12) Are there any other comments that you would like to include in this Progress Report?

SUPERVISOR'S MID - TERM EVALUATION

(Please send to the Director of Pastoral Field Education by **Friday, August 12**)

INTERN: _____ SUPERVISOR: _____

At this point in the Internship:

1) What do you see as the Intern's strengths?

2) Where might the Intern need to be challenged?

3) Are there other comments you would like to include in this Progress Report?

(Please use the back of this page and/or another sheet of paper.)

PARISH INTERNSHIP - FINAL EVALUATION

(Please send to the Director of Pastoral Field Education by Friday, October 14)

INTERN'S NAME: _____

DATE OF EVALUATION: _____

PARISH: _____

SUPERVISOR: _____

DIOCESE/RELIGIOUS COMMUNITY: _____

INSTRUCTIONS

To be completed by the Intern (PLEASE TYPE)

- | | | |
|--------------------|-------------------|---|
| SECTION I | (#1 - 3) | - EVALUATE YOUR SPIRITUAL LIFE |
| SECTION II | (#4 - 5) | - EVALUATE YOUR PERSONAL GROWTH |
| SECTION III | (#6 - 16) | - EVALUATE YOUR MINISTRY |
| SECTION IV | (#17 - 19) | - EVALUATE YOUR VOCATION |
| SECTION V | (#20 - 25) | - EVALUATE YOUR RELATIONSHIPS & LEADERSHIP ABILITY |

To be completed by the Supervisor (PLEASE TYPE)

- | | | |
|-------------------|-------------------|--|
| SECTION VI | (#26 - 33) | - SUPERVISOR'S EVALUATION OF THE INTERN |
|-------------------|-------------------|--|

(Feel free to use more paper or to input these questions and your responses into a computer.)

THE INTERN AND SUPERVISOR SHOULD READ AND DISCUSS THE ENTIRE EVALUATION BEFORE SIGNING THIS DOCUMENT. PLEASE FORWARD THE COMPLETED EVALUATION TO THE DIRECTOR OF PASTORAL FIELD EDUCATION BY FRIDAY, OCTOBER 14. (THANKS!)

SECTION I: YOUR SPIRITUAL LIFE
(To be completed by the Intern)

1. Describe your personal prayer and your experience of the Liturgy of the Hours during the Internship.
2. a) How has your prayer life evolved since your first year of formation?
b) What scripture quote would best describe where you were then and where you are now in your relationship with God? (Please give both the biblical site and the full quote.)
3. Comment on your personal experience of Spiritual Direction and the Sacrament of Reconciliation during the Internship. Were you able to find a local (diocese/community) spiritual director who has agreed to walk with you after your ordination to the Priesthood?

SECTION II: YOUR PERSONAL GROWTH

4. Has the Internship, thus far, been a time of personal growth? How have you addressed the “Personal Growth Goals” that you claimed for yourself at the beginning of the Internship?
5. How has the Internship experience enabled you to integrate the spiritual, human, academic and pastoral aspects of priestly formation?

SECTION III: YOUR MINISTRY

6. a) Have you experienced a sense of happiness and fulfillment in your ministry? Describe the areas of ministry in which you have experienced success, creativity, and joy. In what area of ministry do you feel most confident? b) What have been the top 5 blessings of the Internship?
7. a) Describe the areas of ministry that have been challenging. In what area of ministry do you feel weak, inadequate, or in need of improvement? b) What have been the 5 most challenging parts of the Internship?
8. How have you addressed the “Ministerial Goals” that you claimed for yourself at the beginning of the Internship?
9. Evaluate your ability to preach the Word of God. How often did you preach? Did you receive evaluate comments from others? What are your strengths and weaknesses as a preacher?
10. Do you feel knowledgeable and comfortable with the Rites of the Church specifically: Eucharist, Baptism, Marriage and Funerals? Which of these have you observed and how often?
11. Has the Internship enabled you to gain understanding regarding the preparation of couples for marriage (FOCCUS?, PMI?, NFP?, other?) and marriage counseling? Were you able to help with any wedding ceremonies?

12. a) How has the Internship experience helped you better understand the application of Canon Law in the pastoral ministry of a priest? (dispensations?, annulments?, the working of the Tribunal?)

b) Please comment on your visit to the Tribunal office of your diocese (please indicate the date of this visit _____). What did you learn during that visit?

13. Describe your involvement in the ministry of teaching (Religious Education, Baptism Seminar, RCIA, etc.) and your ability as a teacher.

14. Comment on your ability for pastoral counseling and spiritual direction. What opportunities did you have to practice these arts? (e.g. Crisis counseling, hospital visits, wakes/funerals, Communion calls, office appointments, youth group, etc.).

15. Comment on your ministry to the poor and marginalized during the Internship.

16. List 3 experiences in which you were able to apply your academic formation to a pastoral situation.

SECTION IV: YOUR VOCATION

17. Why do you want to be a priest? How has your answer to this question evolved since you began seminary formation?

18. While on the Internship, who has confirmed your call to be a priest most powerfully? List 3 reasons why you feel called to be a priest of your *particular* diocese or religious community.

19. After reflecting on the ordination rites for Diaconate and Priesthood, what part of the call to Holy Orders do you find yourself most excited about? What causes you concern?

SECTION V: YOUR RELATIONSHIPS & LEADERSHIP ABILITY

20. Evaluate your relationship with your Supervisor and your supervisory sessions.

21. Comment on your level of comfort regarding rectory living. What are the strengths and weaknesses you bring to the rectory situation?

22. Evaluate your relationship with the Parish Staff and Lay Support Committee.

23. Evaluate your collaborative ministry skills (e.g. your ability to work with others - priests, religious, parish staff, laity). Did you work with any specific organizations during your Internship?

24. Evaluate your use of time as well as your ability to take initiative and to set priorities for parish ministry.

25. Evaluate your ability for leadership in the Church as evidenced in your parish Internship.

GENERAL COMMENTS:

SECTION VI
(To be completed by the Supervisor)

26. Please comment on the Intern's self evaluation. Do you agree/disagree with his assessment? Does his evaluation accurately represent his ministry in your parish?
27. Was he faithful to daily Liturgy and his personal prayer life, as well as the various ministerial assignments given to him? Is the Intern's commitment to the Church, ministry and his personal growth evident?
28. Please evaluate the Intern's preaching. Describe strengths and weaknesses.
29. Does the Intern seem knowledgeable of and comfortable with the minister's role in the Liturgy, especially the Eucharist, Baptism, Marriage and Funerals?
30. Please comment on the Intern's ability to assume the role of leadership. Does he take initiative and follow through on assignments and programs?
31. What about his ability to work with others (priests, religious, parish staff, laity)? Does he have the ability for effective collaborative ministry?
32. Discuss the Intern's growth in ministerial competence.
a) Does he know and accept his own assets and liabilities?

b) Discuss the areas of ministry in which he excelled.

c) Discuss the areas of ministry in which further growth is needed in preparation for priestly ministry. (VERY IMPORTANT!)
33. General comments on the Intern's ability to function effectively.

Intern's comments in response to the Supervisor's evaluation:

Supervisor	Date
Intern	Date

SECTION II: YOUR PERSONAL GROWTH

4. Has the Internship, thus far, been a time of personal growth? How have you addressed the “Personal Growth Goals” that you claimed for yourself at the beginning of the Internship?

5. How has the Internship experience enabled you to integrate the spiritual, human, academic and pastoral aspects of priestly formation?

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9. Evaluate your ability to preach the Word of God. How often did you preach? Did you receive evaluate comments from others? What are your strengths and weaknesses as a preacher?

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SECTION V: YOUR RELATIONSHIPS & LEADERSHIP ABILITY

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- 21. Comment on your level of comfort regarding rectory living. What are the strengths and weaknesses you bring to the rectory situation?

- 22. Evaluate your relationship with the Parish Staff and Lay Support Committee.

- 23. Evaluate your collaborative ministry skills (e.g. your ability to work with others - priests, religious, parish staff, laity). Did you work with any specific organizations during your Internship?

24. Evaluate your use of time as well as your ability to take initiative and to set priorities for parish ministry.

25. Evaluate your ability for leadership in the Church as evidenced in your parish Internship.

-GENERAL COMMENTS-

SECTION VI
(To be completed by the Supervisor)

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a) Does he know and accept his own assets and liabilities?

b) Discuss the areas of ministry in which he excelled.

c) Discuss the areas of ministry in which further growth is needed in preparation for priestly ministry. (VERY IMPORTANT!)

33. General comments on the Intern's ability to function effectively.

Intern's comments in response to the Supervisor's evaluation:

Supervisor

Date

Intern

Date

IMPORTANT REMINDER:

EACH MEMBER OF THE PARISH STAFF IS TO COMPLETE
AN“**EVALUATION OF THE INTERN**” FORM FOR BOTH
MID-TERM (Due, Friday, August 12)
AND
FINAL (Due, Friday, October 14)

ALL COMPLETED FORMS SHOULD BE TURNED IN
TO THE CHAIRPERSON (OR TO A DESIGNATED
SECRETARY) AND THAT PERSON IS TO TYPE OUT
ALL OF THE RESPONSES OF THE MEMBERS OF
THE PARISH STAFF ON **ONE FORM**.

IT IS THAT DOCUMENT WHICH WILL BE TURNED IN TO
THE NDS DIRECTOR OF PASTORAL FIELD EDUCATION ***BY***
THE DESIGNATED DATES.

THANK YOU FOR YOUR ATTENTION
TO THIS IMPORTANT PART OF
THE INTERN’S EVALUATION PROCESS.

PARISH STAFF MID - TERM EVALUATION

(Please send to the Director of Pastoral Field Education by **Friday, August 12**)

INTERN: _____ SUPERVISOR: _____

At this point in the Internship:

1) What do you see as the Intern's strengths?

2) Where might the Intern need to be challenged?

3) Are there other comments you would like to include in this Progress Report?
(Please use the back of this page and/or another sheet of paper.)

Pastoral Field Education - Parish Internship

Final Evaluation of the Intern by the Parish Staff (Due Friday, October 14)

After consulting with members of the parish staff, a representative person of the staff (e.g. secretary, DRE, etc.) should complete this evaluation and meet with the Intern. The Intern should share this evaluation with his Supervisor and return this evaluation to the Director of Pastoral Field Education.

(Feel free to use more paper or to input these questions and your responses into a computer.)

Intern: _____

Parish _____

1. What do you see as his strengths for ministry?

2. With what group has he been most effective?

3. How would you describe his working relationship with the Parish Staff?

4. In terms of presence, visibility and involvement how could he have benefitted more from his ministry experience.

5. **What do you see as areas needing continuing growth and development?(VERY IMPORTANT!)**

6. Please evaluate the Intern's preaching. (See Homily Evaluation Form)

7. If the Intern were to come back to the parish as the Associate Pastor (9 months from now) what would you like to see **or** have changed with the Intern between now and then?

8. General comments on the Intern's ability to function effectively.

(Please share this evaluation with the Intern. The Intern is responsible for returning this form to the Director of Pastoral Field Education.)

Intern's Signature

Parish Staff Chairperson

(Date)

(Date)

Remarks by Intern (if any)

HOMILY EVALUATION

1. What did you see as the objective of my homily?

to inform the people?

to convince the people?

to motivate the people to action?

2. What did you see as the main point of the homily?

3. How successfully did I get that point across to YOU?

4. Did I make the scripture readings come alive and relate to the needs of the people?

5. Were my examples sufficient to get the point across? Were my examples relevant to the topic?

6. Did I maintain your interest during this homily?

7. If I had the occasion to preach this homily again, what would you suggest I improve?

Synthesis Seminar Preparation

In order to help us prepare a synthesis of each of the major fields of theology, please indicate below any areas in which remain obscure or any questions which you have in each field. We are particularly interested in matters which pertain to the relationships among the major areas of theology, and between these and pastoral ministry. For example, in the area of Sacred Scripture, one might ask: “Why do portions of the Old Testament sanction warfare in the name of Yahweh? How are we to reconcile this with the teaching of Christ and Christian moral principles? Are there any implications here for assessing U.S. military involvement in various parts of the world?”

The team wishes to make clear that we do not intend to cover each and every topic which is raised. In keeping with the goals of the Synthesis Seminar, we wish to present for each field an overview (not simply a review) which: (1) draws together the material from the various required courses in that field; (2) relates it to the other areas of theology; and (3) integrates it with pastoral theology. By indicating your areas of uncertainty and questions for discussions, you will help us recognize where connections can be clarified and a better synthesis achieved.

Please return your completed form to the Academic Dean by Friday, September 23. Thank you for your cooperation.

Sacred Scripture

Historical Theology

Systematic Theology

Moral Theology

Pastoral Theology