God has created each one of us in such a way that we are unique individuals with unique talents and gifts. Through our baptism we are called to use these talents and gifts in ministry to the world.

The privilege of ministering in Christ’s name brings with it the responsibility of striving continually to be more effective in the way we minister. Hence, evaluation processes are an important part of any valid ministry. Through the process of evaluation we strengthen the whole body of Christ.

While it is not easy to confront ourselves as others see us, it is a valuable experience and a growth producing one as well. Most lay people are so appreciative of our ministry that they are easily affirmative and not so easily critical. Nevertheless, clergy need to know their strengths and weaknesses, areas in which they are being effective and areas that need improvement. You can help your lay people and yourself by assuring them that you want them to be honest in their evaluations.

THE NOVEMBER MEETING OF THE TEACHING COMMITTEE IS THE FALL EVALUATION SESSION; THE APRIL MEETING OF THE TEACHING COMMITTEE IS THE SPRING EVALUATION SESSION.

PROCESS

1. Inform your supervisor and your Teaching Committee about this process when you first begin to meet with them. Doing so will help them be more prepared to evaluate you when the time comes. Your TC will have been working regularly with you prior to the evaluation session and therefore, will be well-informed about your learning goals and responsibilities in the ministry setting.

2. Two weeks prior to the evaluation session give your supervisor and each member of the Teaching Committee a copy of the appropriate evaluation form. NOTE: We use a different form for the fall and spring semesters. Ask them to fill it out and return it to the chairperson of the TC. It will be helpful for you to explain that while they may not feel knowledgeable about each area in question, it is more important they answer each question based on their general impression of you if not on direct experience of you. Evaluate yourself as well using the student form.
You should meet individually with the chairperson to go over the responses prior to the 
evaluation session. The chair person will collate all responses to the form including your 
own. Check for areas of agreement and disagreement between the evaluations. Ask 
yourself whether you see yourself as others see you.

3. Throughout the course of the session, the chairperson will share the 
composite picture with the group and ask them to be specific about 
what they said and why they said it. You will be asked to share you own 
self evaluation with them.

4. You are to share with the group the goals you have developed as a result 
of the feedback you have received and the objectives or steps you will take 
that will help you to realize them. Ask the group for any further feedback 
on your goals and objectives.

5. You should read and discuss your supervisor’s evaluation prior to its being 
sent to Drew. Your supervisor may share some of his/her evaluation of 
you with the TC as it is appropriate. Understandably, there may be 
portions you and she/he would only discuss in private.

6. Return all the evaluation forms—one from each member of the committee, 
the supervisor’s and your own—to the Office of Supervised Ministry by 
the date specified in the syllabus.

A FINAL WORD TO ALL STUDENTS

Evaluation sessions, while often anxiety-producing, are usually occasions for growth not 
only for the individual being evaluated but for the whole group involved. Quite often 
others look at their own ministry as a result of evaluating someone else in ministry. 
Hence the evaluation session itself is an occasion for ministry.

By the time the overall evaluation session takes place, you should have met enough times 
with your Teaching Committee that the trust level is fairly well-established. The climate 
of trust can help you hear both positive and negative feedback non-defensively. Such a 
stance will insure that you and your ministry benefit most from the process. Since you 
may not remember all that is said due to anxiety about the process, we recommend tape 
recording the evaluation session to help in future reflection on feedback offered.

On occasion students find that our evaluation form is difficult for the TC to use. Another 
form may be substituted with the prior approval of the Director of Supervised Ministry.

9/2012