

Form F-3

**INTERNSHIP EVALUATION**

(Duplicate and distribute to supervisor, intern committee and intern for completion.)

CIRCLE ONE: This is a **MIDTERM FINAL** evaluation.

TO: Ministerial Fellowship Committee  
c/o Ministerial Credentialing Office  
Unitarian Universalist Association  
25 Beacon Street, Boston, MA 02108

FROM: Please indicate:

Supervisor: \_\_\_\_\_

Intern: \_\_\_\_\_

? Intern Committee: (Number participating): \_\_\_\_\_

Other – please specify: \_\_\_\_\_

RE: Name of Intern: \_\_\_\_\_

CONGREGATION OR COMMUNITY BASED SETTING: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES OF INTERNSHIP: From: \_\_\_\_\_ To: \_\_\_\_\_

HOURS WORKED: Full-time \_\_\_\_ Part-time \_\_\_\_ Hrs. per week \_\_\_\_

Is this internship administered through intern's theological school? \_\_\_\_\_

For credit? \_\_\_\_ Non-credit? \_\_\_\_

The Ministerial Fellowship Committee expects all internship evaluations to be shared and discussed with intern, supervisor and intern committee. This signature certifies that this evaluation has been shared:

Signature of Evaluator \_\_\_\_\_

Position/Title \_\_\_\_\_

Date Shared \_\_\_\_\_

Form F-3

### INTERNSHIP EVALUATION

You may use this form or devise one of your own that addresses the same content. We ask committees to consolidate their responses on one form.

Name of Intern: \_\_\_\_\_

**Please comment on the intern's religious and spiritual development:** evidence of spiritual life, ability to reflect theologically, understanding of religious concepts, ability to articulate their theology, etc.

**Please comment on the intern's professional abilities:** worship, preaching, counseling, administration, program development, staff and volunteer leadership skills, clarity of expression, group leadership skills, etc.

Form F-3

Name of Intern: \_\_\_\_\_

**Please comment on the intern's personal qualities as they relate to ministry:** ministerial presence and identity, integrity, collegiality, ability to accept feedback, compassion and understanding, interpersonal skills, ability to engender trusting relationships, appropriate professional appearance, etc.

**Please comment on the intern's work style:** organization, time management, decision-making abilities, initiative, independence, ability to work collegially and cooperatively, ability to work under pressure, etc.

**Please comment on the intern's understanding of organizational dynamics:** ability to work with boards and committees, ability to motivate volunteers, understanding of role of minister in the congregation or community based setting, etc.

Form F-3

Name of Intern: \_\_\_\_\_

**Please comment on any circumstances that contributed to the fulfillment or frustration of the goals of this internship:**

**Please comment on intern's ability to fulfill the requirements of the ministry for which they are preparing:** knowledge, understanding, skills, character, personality, ministerial presence, etc.

**Comments and recommendations for the future:** future-learning experiences to increase particular ministerial abilities or qualities.