



Canadian Association of Lutheran Congregations (CALC)

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Pathway to Pastoral Ministry: Pastoral Ministry Certificate (PMC) Evaluation of Pastor-in-Training’s Progress Submitted by the Lay Committee

The Candidate:	
Congregation Name & Address:	
Lay Committee Members:	
Supervising Pastor:	
Covers the Period From:	
Dated:	

Introduction/Instructions.

As Pastor-in-Training (PT) under the PMC Program offered by the Institute of Lutheran Theology (ILT), the Candidate is given an opportunity to actively engage in the simultaneous study for the pastoral ministry and the practice ministry in a structured supervised parish setting. He/she will be given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor. The goal of the Pastor-in Training component of the PMC is to encourage, nurture, hone and develop your aptitude and proficiency in the following critically essential areas of pastoral ministry: Preaching; Worship Leadership; Teaching; Pastoral Care; Evangelism & Outreach; and Administration.

The Candidate’s letter of call provides for the appointment of a Supervising Pastor and a Lay Committee. The Supervising Pastor and the Lay Committee are asked to measure and evaluate the Candidate’s progress in the ongoing development of his skills and abilities in these areas of ministry. As the Candidate gains knowledge and experience, and his pastoral skills mature, he/she will be given greater independence in ministering in the calling congregation.

Supervising Pastor: Congregational council has called Pastor _____, to a part-time interim ministry (____ hours per week) to be the Candidate’s Supervising Pastor. The Supervising Pastor will have general oversight over ministry and congregational life. The purpose of the Supervising Pastor’s oversight and mentorship is to help the Candidate to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. The Supervising Pastor will also be engaged in the general evaluation of The Candidate’s ministry and his personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations. The Supervising Pastor should discuss their periodic evaluations with the Candidate and both must sign each such evaluation prior to its submission to our church council and to CALC.

Lay Committee: The Lay Committee’s purpose is to provide The Candidate with feedback, encouragement and guidance with respect to his worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating the Candidate’s ministry and growth through feedback in scheduled monthly meetings with him as well as by completing periodic written evaluations. The Lay Committee’s periodic evaluations will be discussed with _____ and must be signed by the Candidate and the members of the Lay Committee prior to submission of any evaluation to the congregational council and CALC.

Candidate’s Learning Goals: The Supervising Pastor and the Lay Committee are called by the congregation to assess whether The Candidate has made progress towards the achievement of the goals for pastoral ministry as described in his letter of call. The goals listed in his letter of call are as follows:

Preaching: The Candidate grow into an apt, engaging and inspiring preacher. His preaching rightly distinguishes between the Law and the Gospel in the subject text and reflects the theology of the cross. His proclamation reflect adequate exegetical preparation and be delivered in an appropriate and effective way.

Worship Leadership: The Candidate grow into an apt, engaging and inspiring worship leader, able to conduct contemporary Lutheran and traditional Lutheran worship services. To “conduct worship” is to organize and carry out worship (specifically to take certain roles in worship and coordinate with others to facilitate worship). He should be thoroughly familiar with and able to conduct services of Holy Communion, Services of the Word, a Baptismal service, Service for Affirmation of Baptism (Confirmation); Services for Individual and Corporate Confession and Absolution, Lutheran wedding services, Lutheran funeral services, and the Service of the Word for Healing. He should be thoroughly familiar with the Church Year or Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

Teaching: The Candidate grow into an apt, engaging and inspiring teacher. He should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. His teaching should be undergirded by the Theology of the Cross.

Pastoral Care: The Candidate grow into an apt and gentle shepherd of the flock God has entrusted to him. Shepherding involves protection, tending to needs, strengthening the weak, encouragement, feeding the flock, making provision, shielding, refreshing, restoring, and leading by example, all aimed at moving people on in their walk of faith. Shepherding involves regularly visiting shut-ins and those hospitalized. Shepherding includes preparing families for the baptism of their children, preparing adults for baptism, and preparing couples for marriage. Shepherding also includes reassuring and comforting the dying with Jesus’ words of comfort as they pass from this world to the next and comforting, consoling and encouraging those left behind. Shepherding also includes building and maintaining relationships with congregants by visiting congregational members.

Evangelism Outreach: The Candidate grow into an apt and effective evangelist and spokesperson for your congregation. He grow in the ability to coordinate the efforts of the members for evangelism and outreach into the community surrounding our congregation and beyond.

Administration: The Candidate grow into an apt and effective administrator which includes keeping accurate membership records including baptisms, confirmations, marriages, burials and communicants. Administration also includes encouraging and empowering, through God’s Word, every Christian as a spiritual priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has bestowed upon him or her. Administration also includes the installation of members of church council in public worship; encouraging qualified persons to prepare for the pastoral ministry and encouraging the members to be generous in support of the ministry of the host congregation and the Church.

Faith. It is appropriate for a congregation to discuss faith issues with a candidate. What a candidate believes will affect the working relationship between the congregation and the candidate. Asking questions concerning a candidate's faith in Jesus Christ can be very helpful in assessing the potential of the candidate and the congregation to work together.

Practice. This area addresses practical skills. Is the pastor faithful and reliable? Does the pastor follow through on what is promised? Is the candidate adept at listening effectively, organizing groups, speaking with clarity, showing respect and demonstrating good interpersonal skills.

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively from the pulpit and/or in the classroom? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a recording of a sermon or teaching session.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc.

The candidate should be able to describe his/her work and study habits for an average day or an average week. The congregation might ask the candidate how he or she might divide time, between work and home.

The council and/or call committee is heartily encouraged and admonished to look up and discuss the following Scriptural references: **Theology:** Ephesians 6:10-18, Hebrews 4:12, I Peter 1:22-23, II Timothy 4:3. **Morality:** Romans 6, Philippians 1:27, Colossians 1:9-14, I Timothy 3:1-10, Ephesians 4:25- 27. **Faith:** Romans 10:8-10 & 17, I Corinthians 13:13, II Corinthians 8:7, Colossians 1:1-6, James 2:14-17. **Practice:** II Corinthians 5:18, II Timothy 4:3-5, Ephesians 4:25-27, Matthew 5:33-37, Matthew 20:25-28, Mark 6:31, Philippians 2:1-11.

Areas of Assessment: The Lay Committee will be asked to make a detailed assessment in the following areas: (1) worship leadership; (2) Teaching and leading children, Confirmation classes, and youth; (3) teaching adult Christian education; (4) parish administration; and (5) personal and professional development.

Commitments Required From Committee Members:

Members of the committee are called to be consistent in their attendance at worship during the period of time which is the subject of any committee evaluation so that the Candidate's progress in preaching and worship leadership (including instruction given to children) can be assessed and stated with integrity and candor.

The candidate may be called upon to represent the congregation in public, including care home chapel services, and/or community festivities and services around major holidays (including, public/private school graduations, Thanksgiving, Remembrance Day, Christmas, or Easter). If the Candidate is asked to take a leadership role in planning and leading a special congregational event (Fall Supper, Men's fellowship breakfast, or special community outreach event) please make every effort to attend the event so that the Candidate's leadership may be evaluated.

At least two committee members should attend each such event so that the Candidate's participation may be considered as a part of his/her overall assessment.

Committee members should also attend adult Christian education classes given by the Candidate so that progress in this critical area of ministry can be observed and evaluated.

One or more committee members should observe the Candidate as he/she leads Confirmation classes and Youth Group together with any instruction of children which occurs outside worship so that the candidate's progress can be assessed in these areas of ministry.

The assessment of the Candidate's participation in church council meetings will fall primarily on the shoulders of the member of the committee who sits on the congregational council. However, other committee members should periodically attend council meetings so that the assessment of the Candidate's participation in the church council's business is witnessed and assessed by more than one witness.

Assessment of the Candidate's interactions with the congregation's staff, or the congregation's various committees should be based on a face-to-face interview with each staff member, and the chairperson of each such committee. At least two of the committee members present for each such interview. Your church may not have paid staff. However, you will most certainly have volunteers who work in the church office and provide janitorial and other services. The Candidate's interaction with these volunteers could be evaluated.

Instructions for Preparation of the Evaluation Form:

Sections of the Form the Committee Fills Out. Please only fill out the sections of the form that are applicable to your congregation and are a regular part of the ministry of the Candidate. By way of example, if a Children's sermon is not a regular part of the Sunday service simply do not fill out that section.

Committee Consensus. The members of the Lay Committee must submit one completed evaluation for each evaluation period as provided in the Candidate's letter of call. Each evaluation form must be signed by all the members of the Committee.

Filling Out This Form and Developing Consensus. This evaluation form could be filled out in several ways:

- (a) The committee could meet as a group, discuss each question, and come to a consensus answer for each of the this form's questions.
- (b) Committee members could each fill out this form separately, then come together, compare answers and work out a consensus answer to each of the form's questions.

Meeting With the Candidate/Amendment to the Form: After you have completed the form, please schedule a meeting with the Candidate and go over the evaluation with them. The discussions which arise during the meeting with the Candidate may prompt the Lay Committee to desire to amend their evaluation as set forth in one of more sections of an evaluation form. The Lay Committee is free to amend the contents of an evaluation form if all members of the Lay Committee agree to the amendment. The form may be amended in writing and each amendment attested to by the initials of each committee member or a new amended form may be produced and signed by the Lay Committee and the Candidate.

Candidate's Signature. The Candidate's signature on the form does not constitute acceptance of the Lay Committee's evaluation; rather, it merely affirms that he/she has read the evaluation and gone over the evaluation with the Candidate.

Candidate's Objections. If the Candidate objects to any portion of any evaluation prepared and signed by the Lay Committee, the Candidate may state his/her objections to specific portions of said evaluation form in writing. The Candidate's objections will be attached to the evaluation form and will be considered by the Congregational Council and CALC.

Candidate's Non-Cooperation. If the Candidate: (a) fails to meet with the Lay Committee to discuss a written evaluation prior to the due date for the evaluation; or (b) has met with the Lay Committee and gone over the evaluation form and fails

to sign the evaluation and fails to file written response to any portions of an evaluation form that the Candidate objected to prior to the due date for the evaluation the committee shall inform the Congregational Council and CALC in writing within 14 days of the due date for the evaluation.

Summary of the Lay Committee's Evaluation

In the past six months the Candidate:	Agree	Disagree
• Has made progress in becoming a proficient preacher.		
• Has made progress in becoming a proficient worship leader.		
• Has shown an aptitude for and growing proficiency as a leader in church life, including at church council and committee meetings.		
• Has shown an ability to work with his Supervising Pastor		
• Has shown an ability to work with church staff		
• Has shown an aptitude and growing proficiency in teaching and working with youth.		
• Has shown an aptitude and growing proficiency in teaching and working with children		
• Has shown an aptitude and growing proficiency in leading adult Christian Education		
• He has shown and aptitude and growing proficiency in planning events and coordinating volunteers.		

The Lay Committee recommends that progress should be made in the following areas in the next six months:

The Lay Committee _____ recommends _____ does not recommend that _____ continue as the Pastor-in-Training in under the terms of his/her letter of call.

Name:

Name:

Name :

I have read the Lay Committee's evaluation and discussed it with the Committee Members.

Dated: _____

, Pastor-in-Training

A. Preaching:

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
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	4	3	2	1
1. The Candidate was able to get and hold my attention during their sermons.				
2. The sermons reflect that the Candidate was organized and prepared and had spent an adequate amount of time in study and reflection on the texts or topic preached on.				
3. The sermons were structured so that the Candidate's train of thought was easy to follow.				
4. The illustrations used in the sermons were effective, that is, they drove home the point that the Candidate was trying to make.				
5. The Candidate used humor effectively in the sermons.				
6. Transitions in the sermons, from one topic to another, or from an illustration to teaching on the illustration, were smooth and easy to follow.				
7. The Candidate's preaching convinced me that I was a sinner in need of repentance .				
8. I experienced a clear call to repentance, that is, to turn from my sin, in the Candidate's preaching.				
9. The Candidate preached the good news that Jesus forgives the repentant sinner and offers new life and a new start				
10. Jesus Christ was central to the Candidate's preaching.				
11. The Candidate's preaching reflected a love for and respect for God's word.				
12. The Candidate established a connection with me during the sermons				
13. The Candidate was a poised speaker. (Was composed and confident)				
14. The Candidate's posture was good.				
15. The Candidate's sermon delivery, including stance and body language was effective.				
16. The Candidate made effective eye contact during the sermons.				
17. The Candidate was effective in conveying his/her thoughts or feelings.				
18. The volume of the Candidate's voice was appropriate during sermons.				
19. The Candidate's voice was clear and the words used were annunciated clearly and accurately.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

B. Worship Leadership

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
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	4	3	2	1
1. The Candidate is an effective worship leader. He/she commanded and held my attention.				
2. The Candidate's posture was good.				
3. The Candidate was poised, that is, was composed and confident.				
4. The Candidate appeared organized, that is, was prepared to lead and had thought about what he/she was going to say and do beforehand.				
5. The Candidate seemed familiar with the flow of the Liturgy.				
6. The Candidate seemed sure of his/her part in the service.				
7. The Candidate was accurate in his reading and recitation of the liturgy.				
8. The Candidate made effective eye contact while leading worship.				
9. The volume of the Candidate's voice was appropriate.				
10. The Candidate's voice was clear and words were annunciated clearly and accurately.				
11. The Candidate was appropriately dressed and groomed.				
12. The Candidate's delivery, including stance and body language was effective.				
13. The Candidate was sure of his role in the rite of Holy Communion and presided or assisted with confidence.				
14. The Candidate was sure of his role in the rite of Baptism and presided or assisted with confidence.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

C. Teaching Children

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
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	4	3	2	1
1. The Candidate was able to get and hold the children's attention during the time with them.				
2. The Candidate's message to the children was organized and reflected adequate preparation.				
3. The Candidate's message to the children was easy to follow.				
4. The Candidate's illustrations were effective, that is, they drove home the point he/she wished to make.				
5. The Candidate's use of humor was effectively in the messages to the children.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

D. Teaching Youth - Confirmation

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
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	4	3	2	1
1. The Candidate was an engaging teacher, that is, held the Confirmands' attention.				
2. The structure, content and delivery of the Candidate's confirmation instruction reflected that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on his/her teaching.				
3. The Candidate effectively used the materials which are utilized in our congregation's Confirmation program.				
4. The illustrations used in confirmation instruction were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in Confirmation instruction.				
6. The Candidate was able to maintain control of the class				
7. The Candidate appropriately exercised discipline in the class. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

E. Youth Group

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
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	4	3	2	1
1. The Candidate is an engaging leader, that is, commanded and held the youth's attention				
2. The structure and content of the Candidate's sessions with the youth group reflect that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on these sessions of the youth group.				
3. The Candidate established a good connection with the youth in the group.				
4. The illustrations used in instructing the youth were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in his interactions with the youth.				
6. The Candidate was able to maintain control of the meeting.				
7. The Candidate appropriately exercised discipline in the class. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

F. Adult Christian Education.

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
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	4	3	2	1
1. The Candidate was an engaging teacher, that is, held the attention of those in the adult Christian education class.				
2. The structure, content and delivery of instruction revealed that the Candidate was organized and prepared and had spent an adequate amount of time in study and reflection on the subject being taught.				
3. The Candidate used the adult Christian education materials effectively.				
4. The illustrations used in his instruction were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in the instruction.				
6. The Candidate was able to establish a good connection with the people in the class.				
7. The Candidate was able to tactfully respond to questions asked by the members of the class. Give examples.				
8. The Candidate was able to tactfully mediate spirited exchanges brought on by conflicting opinions held by group members concerning the materials studied. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

4. Did the Candidate attend Committee meetings?

(a) Was the Candidate asked by the committee chair to lead devotions or prayers during committee meetings? Please evaluate the Candidate's participation

(b) Did the Candidate make meaningful contributions to the committees' discussions and deliberations? Please share an example of a contribution made.

H. Personal & Professional Development.

1. Does the Candidate appear to be able to balance study, parish work and family life?

2. Does the Candidate appear rested and relaxed most of the time?

6. Please list areas you believe there is a need for further growth and development on the Candidate's part.

7. Describe and assess the Candidate's use of time and commitment to the tasks of ministry.

8. Describe and assess the Candidate's skills as a leader.

9. Please comment on the Candidate's:

(a) Personality:

(b) Sense of Humor:

(c) Tact/diplomacy:

(d) Manner and personal appearance.

(e) Cooperativeness:

(f) Enthusiasm.

10. Please comment on the Candidate's ability to work with:

(a) Children:

(b) Youth:

(c) Adults:

(d) The Elderly:

11. Please use this section for additional comments: