

**EPA—UMC BOARD OF ORDAINED MINISTRY  
On-Site Evaluation Forms for the Provisional Deacon**

Observer's Name \_\_\_\_\_ Date of Visit \_\_\_\_\_

Name of Provisional Member \_\_\_\_\_

Name of Site \_\_\_\_\_ City or Town \_\_\_\_\_

Based on your observation, describe the provisional member's role at this site.

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What did you observe during your visit? (worship service, Christian education, counseling session, chaplaincy work, etc.)

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**EVALUATION OF SERVANT LEADERSHIP AS A DEACON**

In what ways did the resident serve as a bridge between the Church and the world?

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In what ways did the provisional member fulfill his/her call to a ministry of the Word?

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In what ways did the resident fulfill his/her call to a ministry of Service?

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In what ways did the resident fulfill his/her call to a ministry of Compassion?

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In what ways did the resident fulfill his/her call to a ministry of Justice?

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## EVALUATION OF RESIDENT IN GENERAL

Using the scale 1=not at all; 2=somewhat; 3=good; 4=very good, rank the following:

1. \_\_\_\_\_ How does the provisional member relate to his/her colleagues?
2. \_\_\_\_\_ How does the provisional member relate to those he/she serves?
3. \_\_\_\_\_ How appropriate was the provisional member's sense of healthy boundaries?
4. \_\_\_\_\_ How appropriate were the provisional member's mannerisms and non-verbal communication?
5. \_\_\_\_\_ How was the provisional member's overall self-presentation (attire, hygiene, etc.)?

Explanatory notes

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## EVALUATION SUMMARY

List three ways in which you were blessed, uplifted, inspired, given food for thought, or healed during this experience.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List three suggestions you have for the provisional member to strengthen his/her ministry.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## EVALUATOR'S FINAL COMMENTS

Overall, how would you rate the provisional member's fitness for ministry as a deacon?

- \_\_\_\_\_ 1. Unacceptable; needs major improvement.  
\_\_\_\_\_ 2. Somewhat acceptable, improvement needed.  
\_\_\_\_\_ 3. Demonstrates competency in servant leadership.  
\_\_\_\_\_ 4. Outstanding; demonstrates exemplary servant leadership

Were there any extenuating circumstances that MIGHT suggest an additional visitation is needed (ex. recent critical illness)? If so, explain:

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**EXIT INTERVIEW WITH PROVISIONAL DEACON**

**DIRECTIONS**

1. After the evaluation, meet privately with the provisional member.
2. Give the resident a copy of this report to read along with you as the two of you talk.
3. Give the resident feedback including areas where he/she excelled and areas which need improvement. Be candid about your observations of his/her strengths and weaknesses.
4. Listen to any response the resident has to your critique.
5. Ask the resident to sign this report. Remind him/her that their signature does not mean agreement, but instead indicates the report has been shared and discussed.

**Invite the provisional member to record any comments here:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator’s Signature

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Provisional Member’s Signature

**Return this completed form to the BOM Registrar.**

Rev. Tawny Bernhardt  
 BOOM Registrar  
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 Lansdale, PA 19462  
 Tawny.bernhardt@cumclansdale.org