

EPA-UMC Board of Ordained Ministry On-Site Evaluation Forms for the Provisional Elder

Observer's Name _____ Date of Visit _____

Name of Provisional Member _____

Name of Church _____ City or Town _____

EVALUATION OF WORSHIP IN GENERAL

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

1. _____ How useful was the worship bulletin?
2. _____ Did the pastor choose music that enhanced worship?
3. _____ How appropriate & logical was the design of order of worship?
4. _____ Was the scripture reading integral to the worship service?
5. _____ Was the offering interpreted within the context of the worship service, scripture and message?
6. _____ Did the prayers reflect the concerns of the people?
7. _____ Did the provisional member's leadership of the worship service have continuity and flow?
8. _____ Were children and youth part of the worship service: acolyte, usher, children's message, etc.?"
9. _____ Was the provisional member's attire appropriate to the worship service?
10. _____ How was the provisional member's overall personal hygiene?
11. _____ How appropriate were the provisional member's mannerisms & non-verbal communication?

Explanatory notes (*please indicate line no.*)

Circle One:

Yes or No Did the worship service being on time?

Yes or No Did the provisional member lead the liturgy?

If no, who led? _____

Yes or No Were lay persons part of the worship leadership?

If yes, how? _____

Yes or No Were worshipers called to Christian discipleship?

Yes or No Were issues of peace and justice lifted up?

Yes or No Was this worship a blessing in your life?

EVALUATION OF PREACHING AND SERMON BY PROVISIONAL MEMBER

Sermon Title: _____

Scriptural text(s): _____

Length of Time Preached: _____

Type of Sermon: _____

(See handout entitled "Types of Sermons")

Using the scale 1=not at all; 2=somewhat; 3=good; 4=very good, rank the extent to which the sermon:

_____ Had a sound and engaging delivery.

_____ Interpreted the scripture(s) read.

_____ Related to contemporary issues.

_____ Assisted listeners in ethical decision making.

_____ Raised issues of peace and justice

_____ Proclaimed Good News.

_____ Conveyed Christian theology.

_____ Was uplifting.

_____ Challenged the worshippers to change and/or to take concrete actions of discipleship.

Was there any observable congregation response? If so, briefly describe:

EVALUATOR’S SUMMARY

List three ways God was worshipped in truth and spirit:

1. _____

2. _____

3. _____

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

1. _____
2. _____
3. _____

EVALUATOR’S FINAL COMMENTS

Overall, how would you rate the provisional member’s fitness for worship leadership?

- _____ 1. Unacceptable; needs major improvement in the areas of worship leadership/
- _____ 2. Somewhat acceptable, improvement needed.
- _____ 3. Demonstrates competency in worship leadership.
- _____ 4. Outstanding; demonstrates exemplary worship leadership

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

EXIT INTERVIEW WITH PROVISIONAL MEMBER

DIRECTIONS

1. After the worship service, meet privately with the provisional member.
2. Give the provisional member a copy of this report (Visitor Feedback for Provisional Member) to read along with you as the two of you talk about the report.
3. Give the provisional member 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 provisional member has to your critique.
5. Ask the provisional member to sign this report. Remind him/her that their signature does not mean agreement, but instead indicates the report has been shared and discussed between the two of you.

Invite the provisional member to record any comments here:

Date

Evaluator's Signature

Provisional Member's Signature

Return this document to the BOM Registrar:

Rev. Tawny Bernhardt
 BOOM Registrar
 1020 S. Valley Forge Rd.
 Lansdale, PA 19462
 Tawny.bernhardt@cumclansdale.org

EPA—UMC BOARD OF ORDAINED MINISTRY

Visitor Feedback for Provisional Member

This page remains with provisional member

Observer's Name _____

Date of Visit _____

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

_____ Was the church building easily identifiable? (For example: was the church sign easily read from the road?)

_____ Were there signs to help visitors find their way to the sanctuary, Sunday School room(s), rest rooms, etc.?

_____ How warm and welcoming were the greeters?

_____ How warm and helpful were the ushers?

_____ How welcoming were the church members?

_____ How uplifting was the music?

_____ Did the church demonstrate hospitality?

_____ Was the sanctuary clean and in good repair?

As a visitor, what other helpful feedback can you offer the congregation?
