

# **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.*)

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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:

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## **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:

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## 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:**

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\_\_\_\_\_  
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 19446  
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?**

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