

OFFICE OF MENTORED MINISTRY



WESTMINSTER THEOLOGICAL SEMINARY
P.O. Box 27009
PHILADELPHIA, PA 19118
(215) 572-3841

MINISTRY PROPOSAL

Student's Name _____

Address _____

Your email address _____ Your phone # _____

Mentor's Name _____

Mentor's Address _____

Church/Field Site _____ Mentor email _____

Start Date _____ End Date _____ Total Weeks _____ # of units _____

Degree Program _____ Year you expect to graduate _____

Directions: Before beginning your work you should submit this proposal along with your Mentor's Application to the Mentored Ministry Office (your mentor need not fill out application if previously approved). Make a copy of this proposal for your own records. Remember that each unit must total at least 100 hours.

Student/Mentor Session: A weekly meeting between the Mentor and Intern lasting a minimum of one hour should be a scheduled part of each Ministry Proposal.

Weekly Schedule

Duties	# of hrs	Day	Time
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Hours of Preparation
Student/Mentor Session
Hours of Staff Meetings
Total Hours

Mentored Ministry units are not complete until submission of Mentor/Student Evaluation forms. Students planning to graduate in May MUST have four units completed no later than December 31 of the year preceding intended graduation.

LEARNING GOALS

Please give specific information about the tasks and resources (books, tapes, courses, etc.) you intend to use in this internship.

1. How do you hope to grow in love for Christ and in godly character through this experience?

2. How do you hope to grow in Christ-like humility and love toward others whom you serve?

3. How do you hope that this experience will enable you to grow in your ability to minister God's Word in this ministry context?

4. How will this experience allow you to exercise leadership and how do you hope to grow as a leader?

5. How do you hope that this experience will clarify your sense of calling?

6. Other goals you would like to achieve through this experience?

We have agreed to work together toward the fulfillment of these goals.

Student's Signature

Date

Mentor's Signature

Date

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FINAL EVALUATION
STUDENT

Student's Name _____

Church/Ministry Name _____

Mentor's Name _____

Contract Dates From: _____ To: _____

Directions: *Review your Ministry Proposal--its objectives and tasks. Then respond to each of the following questions. Next, read your mentor's report as he reads yours. And finally, answer the last question jointly.*

I. Comment on your progress in meeting your learning goals.

1. How have you grown in love for Christ and in godly character through this experience?

2. How have you grown in Christ-like humility and love toward others whom you serve?

3. How has this experience enabled you to grow in your ability to minister God's Word in this ministry context?

4. How did you exercise leadership and how did you grow as a leader?

II. What else did you learn about yourself through this mentored ministry experience? Divide your answers into strengths and weaknesses and conclude by naming the area(s) to which you must give further attention.

III. How has your involvement in this mentored ministry been the most helpful for you personally and for your needs in vocational preparation? How has it been the least helpful?

IV. Comment on your degree of satisfaction with the mentoring sessions. Name a few topics you have discussed and mention any reflection tools you have used. What changes, if any, would you recommend in the supervision?

Additional comments?

We have both read each other's comments

Student _____ Date _____

Mentor _____ Date _____

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FINAL EVALUATION
MENTOR

Student's Name _____

Church/Ministry Name _____

Mentor's Name _____

Directions: *Review the Learning Goals--its objectives and tasks. Then respond to the questions below. Next, read the student's report as he/she reads yours. Finally, answer the last question jointly. If you need additional room please answer questions on separate sheet(s) and attach to this form.*

I. How well has the student fulfilled the tasks agreed upon in the Learning Proposal?

II. Comment on your degree of satisfaction in mentoring the student. Describe any problem(s) you have encountered.

III. Please use the following metric to evaluate progress made toward the Comprehensive Learning Goals. Please circle the most accurate assessment. Please add comments identifying strengths and suggestions for growth.

1. How would you evaluate the student's growth in love for Christ and godly character?

1	2	3	4	5
Grave Concern	Little Change	Moderate Growth	Obvious Progress	Outstanding

Comments:

2. How would you evaluate the student's growth in Christ-like humility and love toward others?

1	2	3	4	5
Grave Concern	Little Change	Moderate Growth	Obvious Progress	A true servant leader

Comments:

3. How would you evaluate the student's ability to minister God's Word in your ministry context?

1	2	3	4	5
Grave Concern	Dramatic Improvement Needed	Moderately Effective	Obvious Progress	Very effective: People listen!

Comments:

4. How would you evaluate the student's ability as a leader?

1	2	3	4	5
Grave Concern	Dramatic Improvement Needed	Moderately Effective	Obvious Progress	Very effective: People follow!

Comments:

IV. Please identify strengths and weaknesses in the following ministry-related categories. Where has there been growth? Where is there need for particular attention?

(1) personal work habits

(2) functioning within a job description

(3) relationship to authority and supervision

(4) ability to integrate theory in practice

(5) ability to handle stress and criticism

(6) balance of sensitivity and forcefulness.

(7) ability to balance ministry responsibilities with family commitment

We have both read each other's comments

Student _____ Date _____

Mentor _____ Date _____