**Appendix 2a**

**MINISTERIAL INTERN REPORT & RECOMMENDATION – STAGE 1**

**Australian Union Conference**

Please save document using name of Intern. Click on fields to enter data & down arrow to select answer.

**Use red fields for responses from Intern.**

|  |  |
| --- | --- |
| Name of Intern: **\_\_\_\_\_\_** | Intern Ministry Location: **\_\_\_\_\_\_** |
| Name of Supervisor: **\_\_\_\_\_\_** | Supervisor Ministry Location: **\_\_\_\_\_\_** |
| Date: **\_\_\_\_\_\_** |  |
| Ministry Training Course Completed by Intern: **☐**BMin &Th, Avondale **☐**Grad Dip Min & Th, Avondale  Year Completed: \_\_\_\_\_\_\_\_  **☐**Assoc Degree Th, Avondale **☐**Dip Min, Mamarapha  Please give detail if not completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Conferences use this form to report to the Union and make a recommendation regarding the Intern’s progress

This report and recommendation is to be completed by the Conference General Secretary on the basis of the recommendation of the Conference Board of Directors or Executive Committee after their assessment of the 9th month Intern Evaluation

**Please send completed form to your Union Conference General Secretary in adequate time prior to the Union Board of Directors/ Executive Committee.**

Number of Intern Evaluation Forms received (9th month) **\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Intern’s responses in 1st column  Enter average score from Excel spreadsheet in 2nd column | | **Intern** | **Average** |
| 1 | Spirituality – passionate about God? | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 2 | Personal devotional life | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 3 | Prioritizes evangelism | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 4 | Effectiveness in evangelistic activities | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 5 | Biblical preaching | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 6 | Inspiring preaching | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 7 | Preaching the Adventist distinctive’s | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 8 | Effective Pastoral care through visitation | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 9 | Work ethic | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 10 | Effectiveness in completion of ministry tasks | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 11 | Professional ethics – appropriate boundaries | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 12 | Personal financial responsibility | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 13 | Builds relationships with community people | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 14 | Relates well to all people groups within the church | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 15 | Develops open, encouraging relationships with colleagues | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 16 | Denominational loyalty | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 17 | Attitude – to those to whom the Intern is responsible | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 18 | Leadership style | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 19 | Organization– administrative ability | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 20 | Team player | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 21 | Willingness to grow & learn | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 22 | Commitment to spouse & family (if applicable) | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 23 | Personal health habits | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 24 | Grooming & appropriate attire | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 25 | Trust & confidentiality | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 26 | Reliability – dependability | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 27 | Suitability for pastoral ministry | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 28 | Christian example | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 29 | Effective time management | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| Comments: **\_\_\_\_\_\_** **\_\_\_\_\_\_** | | | |

Enter comments:

The Intern’s best personal & professional qualities: **\_\_\_\_\_\_**

Areas for improvement – personal & professional: **\_\_\_\_\_\_**

Is the Intern demonstrating a call to ministry? **Yes** **No. of responses** **No**  **No. of responses**

Is the Intern’s development: **Satisfactory** **No. of responses** **Unsatisfactory** **No. of responses**

Other helpful comments: **\_\_\_\_\_\_**

**Intern’s response to the following:**

What are you enjoying about your Internship? **\_\_\_\_\_\_**

What could enhance your Internship? **\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Intern Alone | | With Supervisor Modeling | | With Supervisor Observing | |
|  | Intern | Supervisor | Intern | Supervisor | Intern | Supervisor |
| a) Average number of pastoral visits per week | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| b) Average number of sermons per month | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| c) Average number of Bible studies per week | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| d) Average number of evangelistic visits per week | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| e) Involved in a small group | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| f) Observed/assisted in Public outreach programs conducted | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |

|  |  |  |
| --- | --- | --- |
| Number of Intern Development meetings during this evaluation period? | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| Number of persons baptized this year (from the Intern’s ministry) | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |

|  |
| --- |
| Which of the following ministry activities has the Intern observed or been involved with? |
| Baby Dedication  Anointing Service  Communion  Baptism  Funeral Service |
| Other: **\_\_\_\_\_\_** **\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| What evangelistic seminar/series was conducted as part of the Internship process: **\_\_\_\_\_\_** | |
| Date seminar/series was held: **\_\_\_\_\_\_** | How many meetings in seminar/series: **\_\_\_\_\_\_** |
| Attendance from community: **\_\_\_\_\_\_** | How many church members attended: **\_\_\_\_\_\_** |
| How many were followed through with Bible Studies: **\_\_\_\_\_\_** | How many were baptized: **\_\_\_\_\_\_** |
| What was the role of the Intern in the seminar/series: **\_\_\_\_\_\_** | |

**RECOMMENDATION:**

The **\_\_\_\_\_\_** recommends that **\_\_\_\_\_\_**  **Progresses to Stage 2**

Comments: **\_\_\_\_\_\_**

* **Repeat Internship Stage 1** Reasons: **\_\_\_\_\_\_**
* **Internship be terminated** Reasons: **\_\_\_\_\_\_**

Committee Action No. **\_\_\_\_\_\_** Date: **\_\_\_\_\_\_** Name of person completing this recommendation: **\_\_\_\_\_\_**

|  |
| --- |
| **AUC OFFICE USE ONLY: Date Approved \_\_\_\_\_\_**  **OR Approved Subject to** **\_\_\_\_\_\_** |