**Appendix 3a**

**MINISTERIAL INTERN REPORT & RECOMMENDATION – STAGE 2**

**Australian Union Conference**

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

 **Use red fields to enter responses from Intern.**

|  |  |
| --- | --- |
| Name of Intern: **\_\_\_\_\_\_** | Ministry Location of Intern: **\_\_\_\_\_\_** |
| Name of Supervisor: **\_\_\_\_\_\_** | Ministry Location of Supervisor: **\_\_\_\_\_\_** |
| Date: **\_\_\_\_\_\_** |  |
| Ministry Training Course Completed by Intern: **☐**BMin &Th, Avondale **☐**Grad Dip Min & Th, Avondale Year Completed: \_\_\_\_\_\_\_\_  **☐**Assoc Degree Th, Avondale **☐**Dip Min, MamaraphaPlease 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 21st 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 (21st month) **\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Enter Intern’s responses in 1st columnEnter 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 | Chairing committees | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| 30 | 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** **Enter No. of responses** **No**  **Enter No. of responses**

Is the Intern’s development: **Satisfactory** **Enter No. of responses** **Unsatisfactory** **Enter 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) Small group(s) facilitated | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |  |  | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
|  f) Public outreach programs conducted | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| g) Number of new weekly Bible studies generated by Intern | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Number of Intern Development meetings during this evaluation period? | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| Number of persons baptized this year (from the Intern’s ministry) | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| Number of persons baptized resulting from Intern’s ministry to date | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |
| Realistic estimate of people who will be baptized before the end of Internship | **\_\_\_\_\_\_** | **\_\_\_\_\_\_** |

|  |
| --- |
| 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 Ministerial License**

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

* [ ]   **Repeat Internship Stage 2** 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** **\_\_\_\_\_\_** |