

St. Andrew's College Ministry Residency First Evaluation

Purposes

Evaluation is a part of education and formation. The evaluation of a Ministry Residency involves three different purposes:

1. Evaluation assesses the individual student's growth in skills and vocation at each evaluation point, and whether the student can practice ministry effectively by the end of the Ministry Residency
2. Evaluation assesses the effectiveness of the theological education curriculum
3. Evaluation assesses the effectiveness of the Ministry Residency site (supervisor, Lay Supervision Team, site as a whole) in the teaching and formation of the student

St. Andrew's College requires a student's growth and effectiveness to be assessed in order to determine whether the student should be granted academic credit for the Ministry Residency as part of the requirements of the Master of Divinity degree. The student's home Presbytery requires a similar assessment to determine whether the student (candidate for ministry) is fit and ready for ministry in The United Church of Canada.

St. Andrew's College also needs to assess its curriculum on an on-going basis, in order to see if the course of study and practice meets the goals for the Master of Divinity degree, and to see if the course of study and practice can be improved. The evaluations from the Ministry Residencies form part of the data of curriculum assessment. Names of persons and places are removed before the forms are placed into the curriculum assessment file, and only St. Andrew's College faculty and people authorized by the college are permitted to see the forms.

Finally, the appropriate committees of the church need to assess whether sites and supervisors are appropriate places for high-quality learning and reflection. The evaluations from the Ministry Residencies are used for these purposes.

Your participation in the evaluation process helps College and Church better prepare ministers for the church. Thank you for your time and attention to this important work.

Process

There are four evaluations during a St. Andrew's College Ministry Residency:

1. By January 31 of the first year (THIS FORM)
2. By May 31 of the first year
3. By October 31 of the second year
4. By March 31 of the second year.

Each evaluation uses a similar process:

- The appropriate form is filled out: one copy by the student/ministry resident, one by the educational supervisor, and one by the Lay Supervision Team (LST). The faculty advisor may provide input in a letter.
- The student/ministry resident is responsible to circulate the completed forms at least THREE (3) working days ahead of the evaluation meeting to:
 - o The student/ministry resident
 - o The educational supervisor
 - o The members of the LST
 - o The faculty advisor
 - o The consultant
- The evaluation meeting, chaired by the consultant where UCC conference policy permits, is where the evaluations are discussed.
- The consultant writes a report to the appropriate UCC conference committee on the meeting
- The student/ministry resident submits final drafts of the completed forms plus the consultant's report to the faculty advisor, St. Andrew's College Ministry Residency Coordinator, the Education and Students Committee of the student's home presbytery, and appropriate conference committee.
- There should never be a surprise at the evaluation meeting: all concerns should be noted on the forms circulated in advance.

The forms for the first and third evaluations are brief, while the forms for the second (mid-point) and fourth (final) evaluations are detailed.

First Evaluation

One copy to be completed by the ministry resident, one by the educational supervisor, and one by the LST.

Identification

Name of person completing form _____

Name of Ministry Resident _____

Name of Educational Supervisor _____

Name of Consultant _____

Name of Chairperson of LST _____

Name of Faculty Advisor _____

Name of Ministry Residency site _____

Date of evaluation meeting _____

Guidelines for input

Please be honest, clear, and specific. Use concrete examples and illustrations where possible.

Questions

Attach additional pages if necessary

1. What is going well in this Ministry Residency?

2. What needs attention in this Ministry Residency?

3. How will any emerging concerns noted above be addressed during the next few months of the Ministry Residency? (e.g., new or additional resources, different activities, specific roles for LST members, specific tasks for educational supervisor)