



CONCORDIA UNIVERSITY

Dear Leader/Mentor Congregation:

Greetings from Concordia! I am pleased to hear that your congregation is interested in the possibility of a Director of Christian Education intern to serve in your midst for one year. We are currently accepting applications from congregations seeking interns who will begin service in January 2009 and July 2009.

I have enclosed a number of materials to assist you as you go forward with the internship application. There is a two-page piece which describes the process for placement and service of DCE interns. I hope this will answer some of your questions in reference to a time line and what you are actually getting into with a CU intern!

The formal application form and the financial agreement form are included and need to be returned to the university no later than October 1, 2008, for January placement and March 1, 2009, for summer placement. Also please write a job description which seeks to put your congregation's expectations and thoughts about the intern into writing. I have enclosed a worksheet and sample which may assist you in that task. Feel free to reproduce any of these materials on your computer for ease in completing.

It is also helpful to receive a few materials about your church – perhaps a bulletin or a newsletter. All these pieces together help me get a picture of your congregation and your desire/need for an intern. Once I have received your materials, I will be in touch with you to arrange for an on-site visit to your congregation. The primary purpose of the visit is to get to know your congregation and pastor well enough in order for me to decide which of our interns to assign to your congregation. The \$150 DCE intern application fee seeks to help cover the costs for that visit.

Do not hesitate to contact me if you have additional questions. I look forward to working with you to help your congregation meet their needs and to equip future workers for the church at Lord. Thank you for your inquiry, and many blessings in your ministry!

Peace,

Dean Hansen
Director of Christian Ministries

IMPORTANT DATES IN LCMS DCE MINISTRY

- 1903: The R. E. A. (Religious Education Association) is established. Concern for making scholarly Biblical research available to the common person, especially Sunday School teachers. Help religious education benefit from progressive education ideals.
- 1906: Churches taking Christian education more seriously. First Director of Religious Education (DRE) hired: James Thompson at Christ Methodist Church, Pittsburgh, PA.
- 1916: A. W. Kowert, 1912 Addison graduate, hired by St. Mark, LCMS, Sheboygan, WI, to serve as Director of Education and Music.
- 1928: Pastor W. H. Luke, LCMS Superintendent for Sunday schools, advocates creation of position of DCE in LCMS. Argument against = DCEs could cause schools to close.
- 1932: Pastor Luke dies.
- 1935: Synodical convention considers recommendation to start DCE ministry in LCMS> Referred to a committee.
- 1938: Committee reports to Synodical Convention. DCE is covered in LCMS by teachers who take on additional responsibilities in the parish. Assistant pastors could take on other functions a DCE might perform.
- 1940s: Deaconess defined as having two possibilities for service: social ministry and parish education.
- 1950s: Three DCEs and their pastors from Midwest begin to meet yearly for resourcing, sharing. Leads to creation of PEDA, Pastors and Education Directors Association.
- 1959: Synodical convention approves position of DCE.
- 1960: Neal Rabe first placed DCE through River Forest.
- 1962: Synodical convention approves River Forest and Seward as institutions to train DCEs.
- 1965: Bulletin for DCEs started by Board for Parish Services.
- 1968: Pastor Dale Griffin assigned as staff person at BPE to work with DCEs.
- 1969: * PEDA merges with LEA and becomes DPDCE, Department of Pastors and DCEs.
* Concordia, St. Paul, introduces training program specific to DCEs rather than associated primarily with teacher education.
- 1973: DPDCE changes name to TEAM, Theological Educators in Associated Ministries.
- 1981: "Official" definition of DCE published in BPS Bulletin on DCE ministry (Griffin):
A Director of Christian Education is a professionally-trained educator called by a congregation to plan, organize, coordinate, administer and promote the congregation's ministry of Christian education. As a member of the congregation's team of called ministers, the director works in close cooperation with the pastor particularly in the congregation's educational ministry. The work of the director of Christian education is in the ministry of God's people to build one another in the Christian faith and life.
- 1983: Synodical convention approves status of "commissioned minister" for DCEs and teachers
- 1984: Teachers serving in DCE-type positions eligible for "grandfathering," field certification as DCE.
- 1988: DCE National Conference held in Denver
- 1990: * Last issue of Directors of Christian Education Bulletin

- * First DCE Summit, meeting of TEAM board, DCE program directors, former TEAM presidents and invited Synodical guests. Seven critical targets identified as the agenda for the 1990s:
- 1) Develop and implement the processes to enhance and maintain high standards of quality for DCE ministry
 - 2) Initiate and promote strategies in shaping more effective team ministries'
 - 3) Work to safeguard the integrity of DCE ministry as a valid ministry of the Church and to assure that DCEs have opportunities to serve the Church or boards, commissions and other Synodical entities
 - 4) Foster DCE participation in the formulation of mutually agreed-upon theological statements pertaining to the office of public ministry, the role of women in the public ministry, the doctrine of the call, and other issues that may arise and which have significant impact on DCE ministry
 - 5) Heighten the awareness of the needs and concerns of the growing, culturally diverse population and advocate training programs by which DCEs are equipped for cross-cultural ministry;
 - 6) Seek the development and use of a common definition of DCE ministry within the Lutheran Church-Missouri Synod
 - 7) Strengthen current networks and develop new approaches which provide for the personal and professional well-being of DCEs.

1991: DCE National conference held in New Orleans

1992: First issue of DCE Directions, professional journal of TEAM

1994: DCE National Conference held in San Antonio

Summary of LCMS DCE period by Karpenko (1988):

1916-1948: Trial and Error

1949-1958: Positive Non-school models

1959-1969: Synodical Recognition

1969-1978: Expansion

1979-1988: Out of adolescence

Summary of DCE periods by Furnish (1976):

1906-1910: Birth

1910-1930: Position expanded and established self as profession

1931-1944: Is there a future?

1945-1965: Baby boom, new energy and money committed to Christian ed

1966-1975: DCEs must accept change as challenge in order to effectively address the future and needs of congregations.

Development of a Job Description

for a Director of Christian Education Student Intern

Purposes of the job description:

- a. Narrow the many expectations a congregation may have for another staff person.
- b. Demonstrate how the newer position complements other positions at the church.
- c. Help the student intern determine congregational expectations and how to get started on the internship.
- d. Provide a basis for formal evaluation of the intern and the internship.

Structure:

- 1) Description of the calling congregation (no more than 50 words -- puts the call into a context).
- 2) The congregational mission and vision statements.
- 3) Purpose and title of the position -- the overall mission that you see this position accomplishing.
- 4) Rationale for instituting the position -- the **why**.
- 5) Qualifications of the person to be called.
- 6) General **and** specific areas of responsibility.
 - a. What is the overall, big purpose in each area? State that before you lay out specifics.
 - b. What are the specific responsibilities under the big purposes? Make sure that you clarify what “direct” or “supervise” means. Remember, this is an intern who is working fulltime in a church for the first time, so they have little experience “directing” an overall program. It is imperative that any ministry is done in cooperation with a layperson or staff person who will continue the ministry when the intern is gone. Clarify how you envision the relationships between the intern and others in the congregation to prevent communication problems during the internship.
 - c. Prioritization of responsibilities – which areas are of the greatest importance? How do you communicate that?
 - d. Approximate percentage of time in major areas of responsibility (very important for a new position, so force yourself to figure out about how much time in each major area).
- 7) Principles governing the lay and professional relationships in the parish (teaming and accountability).
- 8) Frequency and method of evaluating the work. There is some evaluation required by the university (pastor sends in bi-monthly evaluation), but those evaluations seek to help the intern grow as a DCE. It is important for the congregation to establish some checkpoints throughout the internship to help them decide how to proceed with the position after the internship.
- 9) Other matters the congregation deems important for the job description.

Proposed DIRECTOR OF CHRISTIAN EDUCATION Student INTERN

Our Church: Our 100 year old church is located in a changing neighborhood, and we have committed ourselves to asking the tough questions which will force us to determine how we can adapt in order to meet changing needs. In that effort, we have determined that our pastor and congregation can benefit from adding an additional person who has a heart for outreach, and a desire to equip all the saints to grow in their faith and use their gifts. We believe a DCE intern can help us learn whether this ministry position is a good fit long-term for our vision for our neighborhood.

LCMS definition of DCE: A Director of Christian Education is a synodically certified, called and commissioned lifespan educational leader prepared for team ministry in a congregational setting. Empowered by the Holy Spirit, the DCE plans, administers and assess ministry that nurtures and equips people as the Body of Christ for spiritual maturity, service and witness in home, job, congregation, community and the world. (Ephesians 4:11-16; 2 Timothy 3:16-17)

Ten ministry values of the DCE: (John 13:34-35; Philippians 2:3-8; I Timothy 4:12-16)

A DCE

- exhibits Christian character
- nurtures a personally maturing faith in Christ
- relates well with people of all ages
- expresses a passion for teaching and learning
- manifests a servant heart
- balances personal and professional life effectively
- models a team orientation
- strives for excellence
- provides loving, yet bold, leadership
- performs in a self-directed manner

The CU DCE functions: CU prepares DCEs to function in the roles of administrator, family life enhancer, consultant, educator, leader and missionary.

The DCE intern position at our church: The DCE intern is a student worker who is learning to put the theory learned in DCE-related classes into practice in a real-life church environment. The position is for one full year with the student working a minimum of 40-50 hours each week. The primary emphases of the intern's year at our church include:

- 1) To equip a future church worker for the Lutheran church.
- 2) To help our church understand DCE ministry and its fit to our congregation.
- 3) To complement the work of Pastor by adding gifts of another fulltime worker.
- 4) To enhance our church's outreach ministry to our neighborhood.
- 5) To assess future ministry opportunities of our church as it changes and develops.
- 6) To place a greater emphasis on helping members determine their gifts and how they can use those gifts in ministry within and outside of the congregation.

Qualifications of the intern: The intern has all course work necessary to serve as DCE. S/he will:

- 1) Serve as an example of Christian faith and discipleship in Jesus Christ to the congregation, particularly in the areas of worship, service, Bible study and stewardship.
- 2) Be excited about serving in a team ministry with professional staff and laity.
- 3) Encourage, mentor and enable congregational members to use their gifts within congregational ministries and in the community.
- 4) Teach a variety of age levels.
- 5) Develop good and helpful relationships in the congregation which allow for contacts beyond church.

Supervision and evaluation: The DCE intern is a student of Concordia University, Portland. As such, s/he is assigned a congregational supervisor (usually the pastor) and a college supervisor. These two will be responsible for insuring that the student meets all requirements of the university, and that the student is growing as a Director of Christian Education. It is understood that s/he will need and receive more direction and feedback during the initial months of internship, but that s/he will grow in the taking of initiative and understanding of how the congregation functions over the year.

As a worker at our church, the DCE intern is directly responsible to and supervised by the pastor. Weekly meetings are scheduled for the setting and evaluation of goals. A bi-monthly evaluation process is implemented through the university, with final evaluation tools provided.

The intern will also provide a monthly written report to the Council of Ministry, and, when appropriate, to the Voter's Assembly. The intern's progress in the congregation will formally be evaluated by the board of elders, and that board will be responsible for making a recommendation to the voter's no earlier than six months but no later than nine months into the internship as to the options for the following year. The elders will also serve as the advocate for the intern as appropriate in congregational meetings.

Ministry Goals:

Nurture (40%): Our vision for a ministry of nurture is that each Christian will desire to grow lifelong in their Christian faith, and nurture opportunities that are provided will recognize some have a young faith, others have been involved in church for many years. Nurture includes Bible study, service, retreats, mentoring, resourcing, and informal encouraging. At our church, we hope the intern will work with existing nurture ministries to cultivate new opportunities for nurture and encourage more growth opportunities for members of all ages, but particularly those from grade five through adult.

- 1) Attend all meetings of the nurture committee.
- 2) Observe and then participate in Sunday School openings under the direction of the Sunday School superintendent.
- 3) Lead a Bible study for 18-25 year olds on Sunday mornings, and other classes as arranged through the nurture committee.
- 4) Develop with interested laity a ministry for fifth through twelfth graders which includes fellowship, study, service and outreach.
- 5) Equip laity to continue the ministry to junior and senior high, focusing on helping them learn about program development and relationship building.
- 6) Establish and foster interpersonal relationships with youth, considering attendance at their school functions or sports activities.
- 7) Sensitize the congregation to a ministry to youth in order to encourage their support of and involvement in this ministry.
- 8) Work with the superintendent to plan and organize Vacation Bible School.
- 9) Attend and recruit youth to participate in the April 2000 LCMS district youth gathering and other appropriate district and community youth events.
- 10) Create and implement opportunities for members to provide service/servant events in the neighborhood.
- 11) Plan two congregational family life spiritual nurture retreats, at least one of which will be held during the internship year.

Outreach Ministries (30%): Our church understands that it is the ministry of every Christian to witness to their faith in Jesus. In addition to equipping every member to feel comfortable in sharing and living his/her faith, the church can consider other programs which make connection with people in the community, perhaps making contact with others who have no contact with Christians. The intern will work with existing outreach ministries in order to learn about outreach and to expand current efforts locally.

- 1) Attend all meeting of the outreach committee.
- 2) Consider and intentionalize ministry to the neighborhood, working with the outreach committee to determine a way to explore who is in the neighborhood and their needs/interest.
- 3) Survey other organizations within the community to see what services are currently provided. Use the information to create a data base for referrals from the church office.
- 4) Offer a special workshop or retreat which emphasizes helping members share their faith on a daily basis.

Fellowship (15%): Our church's ministry of fellowship seeks to connect all ages in relationship building so that we truly see ourselves as a family which supports and encourages one another. A variety of activities are offered which provide opportunity for fun, and for growing as the family of Christ. The intern will work with existing fellowship ministries to understand the purpose and value of these ministries, and how to plan and promote for members and outreach into the community.

- 1) Attend all meetings of the fellowship committee.
- 2) Participate in the promotion and implementation of fellowship events.

- 3) Serve as an advocate for youth and young adult (member and non-member) inclusion in all activities/ministries of our church.
- 4) Consider and work with the committee to sponsor one or two special fellowship events which will help community members get to know our church's members.

Other (15%): While the DCE is primarily an equipping ministry, we also want to include the intern in the overall workings of the congregation so s/he gets to know as many as possible, and appreciates the wide variety of activity at the church. The intern is asked to assist Pastor in miscellaneous church duties at his request. Some ideas include:

- 1) Make occasional visits to shut-ins or those hospitalized (particularly youth, young adults, and those on the boards with which the intern is working).
- 2) Attend all Council of Ministry and Voter's meetings.
- 3) Attend meetings of spiritual life committee, worship committee, stewardship committee and other groups at the pastor's request.
- 4) Participate in worship by reading lessons, providing children's messages, and making announcements.
- 5) Write a monthly article for the church newsletter which focuses on a topic of interest to members (primarily around nurture and outreach).
- 6) Promote and publicize all youth and college activities in appropriate congregational media.
- 7) Provide a final written summary of the internship which includes a prospectus of future ministry opportunities in the areas in which the intern worked.

**CONCORDIA UNIVERSITY PROCESS FOR ACQUIRING
AND EXPERIENCING THE
DIRECTOR OF CHRISTIAN EDUCATION STUDENT INTERNSHIP**

Step One: Congregation determines that it is interested in helping to equip a future church worker, while also receiving some assistance from a DCE intern.

Step Two: Congregation applies to **only one** of the six Concordias which equip future DCEs (Portland, Irvine, St. Paul, River Forest, Seward). Submitting the application and accompanying forms (financial agreement form) is the congregation's way of saying they are ready to go forward with receiving, equipping and utilizing the services of an intern. **[By September 1 or February 1]**

Step Three: Eligible students apply to the Director of DCE Ministries for an assignment to an internship congregation. The application process includes a meeting with the Director of DCE Ministries in order for her to determine the student's priorities and needs for internship. **[By September 1 or February 1]**

Step Four: Concordia contacts the applying congregation to arrange for an on-site congregational visit. Purposes of the visit include: getting to know the congregational supervisor (usually the pastor), the congregation and the community well enough to assign the appropriate intern; and educating the congregation as to what to expect from the intern and internship.

Step Five: Concordia makes the final decision about which intern to assign to which congregation. The Director of DCE Ministries then calls the pastor of the internship congregation to insure that the congregation is ready to proceed, and to share some initial information about the intern. **[By Mid-October or April 1]**

Step Six: Formal announcements of internship assignments are made on campus to the interns.

Step Seven: Congregational supervisors and interns can be in touch via phone and mail.

Step Eight: Congregational intern supervisors are invited to campus for a matching conference with their interns. This is the first opportunity for supervisor and intern to meet and to discuss, in person, the internship details including job description, housing needs, start date. **[Usually early November or mid-April]**

Step Nine: Interns arrange for moving (usually a U-Haul).

Step Ten: Congregation arranges for housing (usually a one bedroom apartment), and welcoming of intern. If possible, the intern can visit the congregation to help look for apartment.

Step Eleven: Intern arrives in congregation/community at time determined at matching conference. **[After January 1 or July 1]**

Step Twelve: Congregational supervisor orients intern, and insures that s/he is inducted and recognized at services.

Step Thirteen: Congregational supervisor and intern meet weekly to set goals and evaluate progress. Every other month the weekly meetings include sharing formal evaluations of the internship.

Step Fourteen: Throughout the internship, intern keeps weekly journal. Congregational supervisor sends bi-monthly report (forms provided) to the college supervisor.

Step Fifteen: College supervisor makes first visit to congregation. Observes intern in action, spends time with congregational supervisor and others who know the intern, and with the intern. Primary goal for first visit is to help intern consider goals to make this internship best possible.

Step Sixteen: Interns return to campus halfway through internship for mid-year debriefing and re-energizing.

Step Seventeen: Congregation determines plans for the following year. Options include extend formal call to intern; apply for another intern; determine that a different kind of staff person better suits congregational needs; determine that

a more experienced person better suits congregational needs; determine not to work with another staff person the next year. Once a decision has been reached, the congregational supervisor should inform the Director of DCE Ministries at Concordia.

Step Eighteen: Intern begins to consider his/her plans for the following year. S/he may be in contact with Concordia Placement director to put name on call list. If the intern is not staying at intern site, it is possible that s/he may need a few days off to interview with other congregations. The intern is advised to not be gone too frequently or on too many weekends as s/he considers post-internship opportunities.

Step Nineteen: College supervisor makes second visit to congregation, observing and meeting with intent of helping intern set goals for beyond internship.

Step Twenty: Intern finishes yearlong commitment to congregation as intern. Several things must occur.

- a. If intern is leaving congregation, intentional closure should be planned, including recognition in service.
- b. If intern is staying, formal transition from intern to called employee needs to be considered. One step includes formal commissioning of the called worker.
- c. Pastor and intern complete final evaluation tools, sharing together and then returning it to the University.
- d. Intern returns submits post-internship evaluation.

Congratulations! You have been part of raising up a leader for the church through working with them to succeed in their DCE internship!

CONCORDIA UNIVERSITY

P O R T L A N D · O R E G O N

*ON-SITE EVALUATION
BY DCE INTERN'S COLLEGE SUPERVISOR*

Intern
 First College Supervisor Visit

Dates and length of visit

Church and location

During the on-site visit I was able to observe the intern in the following settings:

According to interviews and records the intern has averaged hours per week over the course of the internship so far.

| | Challenge Area | Doing Great! | | | Exceptional Ministry! | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---|
| Christian Educator | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Teaching (class setting) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Curriculum development | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Theologizing (as teacher) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Lifelong learning | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Critical thinking | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Worship facilitating (in assigned areas) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Family Life Minister | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Rapport with children | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Rapport with youth | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Rapport and confidence with adults | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Understanding of a life- | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |

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|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---|
| ministry approach | | | | | | |
| Equipping members for ministry | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Faith facilitation | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Administrator | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Initiating | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Planning/implementing agendas | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Board/committee member | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Developing budgets | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Organizing/coordinating | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Time/life management | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Utilizing technology | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Ministry Consultant | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Change agent | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Diagnosing | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Conflict resolution | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Identifying problems | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Referring | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Researching | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Servant Leader Approach | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Visioning (in his/her areas) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Motivating (ministry leaders) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Coaching (ministry leaders) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Networking (ministry leaders) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Facilitating group process | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |

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|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---|
| Understanding & support of team ministry | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Mentoring | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Role model | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Mission/Outreach Leader | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Witnessing | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Serving | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Listening | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Building community | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Nurturing own faith | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Relating | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Assimilating | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Home & suffering visitations | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Overall level of self-confidence | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Able to work within congregational structures | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Visibility | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Punctuality | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Adequacy of prep for roles | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Adequacy of prep for other experiences (retreats, etc.) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Knowledge of the Christian faith | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Creativity/originality | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Clarifies expectations & shares appropriately with team | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Relates with laity in helpful way | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |
| Commitment to DCE ministry | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> No Information |

Receptiveness to feedback

1 2 3 4 5 No Information

I have been most pleased with the intern's progress in:

I think the greatest challenge(s) for the intern is/are:

Growth goals I would identify for this intern include:

After you have discussed together, please sign:

DCE Intern

Date _____

Date _____

After reviewing together at the end of the on-site visit, intern and college supervisor should both keep a copy. The college supervisor should also mail a copy to the on-site supervisor and the Director of Christian Ministries at Concordia University, 2811 NE Holman St., Portland, OR 97211

