



**OFFICE OF MENTORED MINISTRY**  
**WESTMINSTER THEOLOGICAL SEMINARY**  
**P.O. Box 27009**  
**PHILADELPHIA, PA 19118**  
**(215) 572-3841**

## MINISTRY PROPOSAL

Student's Name			
Address		Phone #	
City, State, Zip			
Your email address			
Mentor's Name		Phone #	
Church/Field Site			
Start Date	End Date	Total Weeks	# of units
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 he/she has mentored a Westminster student in the past). Make a copy of this proposal for your own records.*

**Learning Goals:** *Please include three to five Ministry Goals per unit. Give specific attention to your professional/pastoral, spiritual, and personal character development.*

**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

Hours of Preparation
Student/Mentor Session
Hours of Staff Meetings
Total Hours

**Approval of unit/s for Mentored Ministry credit follows submission of Mentor/Student Evaluation forms. Students planning to graduate in May MUST have 4 units completed no later than December 31 of the year preceding intended graduation.**

### LEARNING GOALS

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

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I promise to work toward fulfilling these goals.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_



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**MENTOR'S APPLICATION**

*Please note: If you have ever mentored a Westminster student you need not complete this application.*

Your Name: \_\_\_\_\_ Tel. # \_\_\_\_\_

Your email address \_\_\_\_\_

Address \_\_\_\_\_

Denomination (if any) \_\_\_\_\_

Name of student you will mentor initially \_\_\_\_\_

Today's Date: \_\_\_\_\_

**EDUCATION: (List schools)**

School                      State                      Dates                      Degree

**CAREER: (Professional work experience since college)**

Church/Institution                      Duties                      Dates

**MENTORING TRAINING:** Describe (A) Mentoring training you have received, whether at another seminary or institution and (B) what experience you have had mentoring students.

**IN THE MINISTRY SETTING:**

Do you minister in a church or ministry with the following characteristics? Please answer yes or no to each and briefly support your answer:

1. Where students/interns are allowed and provided a range of ministry experiences, rather than only one ministry function.
  
2. Where students/interns have the opportunity to directly minister to some persons over a period of time and can see the results.
  
3. Where students/interns are allowed some decision-making authority, some initiative in programming.
  
4. Where students/interns can observe effective ministry as well as provide it.

I have read the Mentored Ministry Manual of Westminster Seminary and I agree to observe the guidelines for supervisors.

Signed: \_\_\_\_\_

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 objectives.**

**II. Describe the significant things you learned 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	
Contract Dates From:	To:

**Directions:** *Review the Learning Contract--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. What progress has the student made toward the objectives of the Learning Contract since the last evaluation?**

**II. How well has the student fulfilled the tasks agreed upon in the Learning Contract?**

**III. Comment on your degree of satisfaction in mentoring the student. Describe**

any problem you have encountered.

iv. Describe what you believe the student has learned from this time of ministry.  
A)Where do you see strengths? B)Where have you seen growth? C)Where do you see weaknesses that need continued attention?

Remember to consider at least the following”

(1)personal work habits (2)relationship skills (3) functioning within a job description (4)competence in preaching, pastoral care, and leadership (5) relationship to authority and supervision (6)ability to integrate theory in practice (7)ability to handle stress and criticism (8)personal spirituality (9)balance of sensitivity and forcefulness.

**We have both read each other's comments**

Student \_\_\_\_\_ Date \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_