



*The Episcopal  
Church in  
Alabama*

## **INTERNSHIP SUPERVISOR'S CHECKLIST & REFLECTION**

The following checklist and reflection should be filled out by the internship Rector (or Designee) and shared with the nominee. It should then be submitted to the Bishop's office (Elizabeth Blake, eblake@dioala.org) no later than one week prior to BACOM.

Name of Nominee: \_\_\_\_\_

Name of Internship Rector/Designee: \_\_\_\_\_

Name of Internship Parish: \_\_\_\_\_

The Nominee completed all eight weeks of the internship in my parish:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Did the Nominee's spouse and other family attend worship and/or other activities with the nominee?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

The regularly nominee attended:

- \_\_\_\_ Sunday morning services
- \_\_\_\_ Weekday services
- \_\_\_\_ One Vestry Meeting
- \_\_\_\_ Regular meetings with the internship rector/designee for reflection and conversation regarding the internship experience

The Nominee participated in or was included in the following:

- \_\_\_\_ Pastoral visits with the rector or other pastor
- \_\_\_\_ Teaching a class
- \_\_\_\_ Church committee/team/staff meetings
- \_\_\_\_ Officiating at weekday services/Daily Office services

\_\_\_\_ Presentation of a sermon, meditation, reflection or teaching

\_\_\_\_ An outreach ministry of the parish.

\_\_\_\_ Other: \_\_\_\_\_

Please qualify the overall performance of the nominee in the parish internship:

\_\_\_\_ Satisfactory

\_\_\_\_ Unsatisfactory

\_\_\_\_ Incomplete

Comments:

\_\_\_\_\_

\_\_\_\_\_

### **Internship Rector (or Designee) Reflection Questions**

Alongside the checklist above, please write a reflection about the nominee's internship experience responding to the following questions. All comments should be shared with both the Nominee and the Commission on Ministry and reflections will be placed in the Nominee's file.

1. How do you perceive this person's sense of call to ministry in the church?

2. Regarding ministry, what is this person's passion?

3. Do you sense a call to a particular ministry in the church? If so, specify the order.

4. Is there anything else you would like to add?