



*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?