

# EPA-UMC BOARD OF ORDAINED MINISTRY

## Visitor Feedback Form

Observer's Name \_\_\_\_\_ Date of Visit \_\_\_\_\_

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**Using the scale 1 – not at all; 2 – somewhat; 3 – good; 4 – very good, rank the following:**

- \_\_\_\_\_ Was the church building easily identifiable? (For example: was the church sign easily read from the road?)
- \_\_\_\_\_ Were there signs to help visitors find their way to the sanctuary, Sunday school room(s), rest rooms, etc.?
- \_\_\_\_\_ How warm and welcoming were the greeters?
- \_\_\_\_\_ How warm and helpful were the ushers?
- \_\_\_\_\_ How welcoming were the church members?
- \_\_\_\_\_ How uplifting was the music?
- \_\_\_\_\_ Did the church demonstrate hospitality?
- \_\_\_\_\_ Was the sanctuary clean and in good repair?

**As a visitor, what other helpful feedback can you offer the congregation?**

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*This page remains with Provisional Member.*

# EPA-UMC BOARD OF ORDAINED MINISTRY

## Worship & Preaching Evaluation Form

Observer's Name \_\_\_\_\_ Date of Visit \_\_\_\_\_

Name of Probationer \_\_\_\_\_

Name of Church \_\_\_\_\_ City or Town \_\_\_\_\_

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### EVALUATION OF WORSHIP IN GENERAL

Using the scale 1 – not at all; 2 – somewhat; 3 – good; 4 – very good, rank the following:

- 1 \_\_\_\_\_ How useful was the worship bulletin?
- 2 \_\_\_\_\_ Did the Pastor choose music that enhanced worship?
- 3 \_\_\_\_\_ How appropriate & logical was the design or order of worship?
- 4 \_\_\_\_\_ Was the scripture reading integral to the worship service?
- 5 \_\_\_\_\_ Was the offering interpreted within the context of the worship service, scripture and message?
- 6 \_\_\_\_\_ Did the prayers reflect the concerns of the people?
- 7 \_\_\_\_\_ Did the Pastor's Leadership of the worship service have continuity and flow?
- 8 \_\_\_\_\_ Were children & youth part of the worship service: acolyte, usher, children's message, etc.?
- 9 \_\_\_\_\_ Was the Provisional Member's attire appropriate to the worship service?
- 10 \_\_\_\_\_ How was the Probationer's overall personal hygiene?
- 11 \_\_\_\_\_ How appropriate were the Provisional Member's mannerisms & non-verbal communication?

**Explanatory notes** (please indicate line no.) \_\_\_\_\_

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- Yes No Did the worship service begin on Time?
- Yes No Did the Provisional Member lead the liturgy?  
If no, who led? \_\_\_\_\_
- Yes No Were Lay persons part of the worship leadership?  
If yes, how? \_\_\_\_\_  
\_\_\_\_\_
- Yes No Were worshippers called to Christian Discipleship?
- Yes No Were issues of peace and justice lifted up?
- Yes No Was this worship a blessing in your life?

## EVALUATION OF PREACHING AND SERMON BY PROVISIONAL MEMBER

Sermon Title: \_\_\_\_\_

Scriptural text(s): \_\_\_\_\_

Length of Time Preached: \_\_\_\_\_

Type of Sermon: \_\_\_\_\_

*(See handout entitled "Types of Sermons")*

**Using the scale 1 – not at all; 2 – somewhat; 3 – good; 4 – very good, rank the extent to which the sermon:**

- \_\_\_\_\_ Had a sound and engaging delivery.
- \_\_\_\_\_ Interpreted the scripture(s) read.
- \_\_\_\_\_ Related to contemporary issues.
- \_\_\_\_\_ Assisted listeners in ethical decision making.
- \_\_\_\_\_ Raised issues of peace and justice.
- \_\_\_\_\_ Proclaimed Good News.
- \_\_\_\_\_ Conveyed Christian theology.
- \_\_\_\_\_ Was uplifting.
- \_\_\_\_\_ Challenged the worshippers to change and/or to take concrete actions of discipleship.

Was there any observable congregation response? If so, briefly describe:

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### EVALUATOR'S SUMMARY

List three ways God was worshipped in truth and spirit:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List three ways in which you were blessed, uplifted, inspired, given food for thought, or healed during this worship experience.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### EVALUATOR'S FINAL COMMENTS

Overall, how would you rate the Provisional Members' Fitness for  
Worship Leadership

- |         |   |
|---------|---|
| _____ 1 | Unacceptable; needs major improvement in the areas of worship leadership. |
| _____ 2 | Somewhat acceptable, improvement needed.                                  |
| _____ 3 | Demonstrates competency in worship leadership.                            |
| _____ 4 | Outstanding; demonstrates exemplary worship leadership.                   |

Were there any extenuating circumstances that MIGHT suggest an additional visitation is needed (ex. recent critical illness)? If so, explain:

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## EXIT INTERVIEW WITH PROVISIONAL MEMBER

### DIRECTIONS

1. After the worship service, meet privately with the Provisional Member.
2. If possible, give the Provisional Member a copy of this report to read along with you as the two of you talk about the report.
3. Give the Provisional Member feedback including areas where he/she excelled and areas which need improvement. Be candid about your observations of his/her strengths and weaknesses.
4. Listen to any response the candidate has to your critique.
5. Ask the candidate to sign this report. Remind him/her that their signature does not mean agreement, but instead indicates the report has been shared and discussed between the two of you.

**Invite the Provisional Member to record any comments here:**

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\_\_\_\_\_  
*Evaluator's Signature*

\_\_\_\_\_  
*Provisional Member's Signature*

**Return this document to:  
Chair Provisional Member Committee**