**Seminary Training Experience Profile**(**STEP)**

The purpose of STEP is to assist the student and Supervising Pastor to discover the areas of pastoral / professional life in which the student has not yet had experience or exposure. The results of this profile can then be considered as the student designs goals of learning/experience for the immediate future.

**TO BE COMPLETED BY THE STUDENT**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print

As a potential intern, reflect on the experiences that you have had in each of the following areas and the extent to which you have demonstrated a certain level of effectiveness.

**Leading Worship:**: Factors to consider include your poise and presence, voice and language while reading scripture, leading prayer and conducting liturgy, your participation in worship planning, and your participation in different types of services and pastoral activities: baptism, confirmation, weddings, funerals, etc.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Preaching:** Factors to consider include ability to use biblical material, connection to the congregation / community, use of illustrations and organizational clarity, and delivery of sermons.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

\*Rate level of effectiveness from 1 to 5. 5=highest (exceptional), 1=lowest (minimal effectiveness)

**Teaching Adults:** Factors to consider include ability to facilitate discussion and create a comfortable learning environment, and the quality, depth, and presentation of concepts.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Teaching Youth and Children:** Factors to consider include the use of appropriate material for different occasions and the use of appropriate formats for presentation for various age groups.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Evangelism:** Factors to consider include ability to welcome and interact with strangers, offer a witness to Jesus Christ, engage in outreach activities in the community, and participate in community demographic studies/canvassing.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

\*Rate level of effectiveness from 1 to 5. 5=highest (exceptional), 1=lowest (minimal effectiveness)

**Pastoral Care:** Factors to consider include ability to develop trusting relationships, listen empathetically, respond to crisis and grief situations, discern the needs of people, respect confidential information; and comfort level in doing home and hospital visitation, with issues of grief, death, and dying, and counseling with issues of faith, vocation , addictions, and marital problems.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Visionary Leadership:** Factors to consider include attitude toward the ELCA and ecumenical relationships, and ability to provide leadership for mission.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Administration:** Factors to consider include ability to work with committees, deal with change and conflict, respond constructively to criticism, accomplish tasks in a timely manner, keep records, and supervise volunteers.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

\*Rate level of effectiveness from 1 to 5. 5=highest (exceptional), 1=lowest (minimal effectiveness)

**Stewardship Leadership:** Factors to consider include ability to articulate and model a Christian stewardship of life, talents, and money.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Leadership of Social Ministry:** Factors to consider include sensitivity to issues of need and justice in the community, ability to empower others to respond out of their faith commitment, openness to participate in congregational and community projects, willingness to engage the congregation in processes of social change.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Empowering Lay Leadership/Equipping the Laity:** Factors to consider include the ability to encourage collegial working relationships, to delegate responsibility, to share leadership, to inspire commitment, and to develop a vision of the value and importance of the priesthood of believers.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

\*Rate level of effectiveness from 1 to 5. 5=highest (exceptional), 1=lowest (minimal effectiveness)

**Engagement with the Community:** Factors to consider include a sense of the importance of ministry in the larger community, an appreciation of community issues and demographics, an awareness of leading actors and institutions in the community, and presence of community organizing skills.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Collegiality:** Factors to consider include an appreciation for the gifts of professional colleagues, participation in text studies and/or other ministerial groups and associations, and ability and willingness to support the accomplishments of colleagues as well as receive the ministry of colleagues.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

**Self-Care:** Factors to consider include a realistic awareness of personal strengths and needs, an ability to manage time effectively, commitment to regular time for recreation and rest, an understanding of self- care as a matter of stewardship of resources, demonstrated commitment to holistic health, and commitment to tend to important personal relationships.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

\*Rate level of effectiveness from 1 to 5. 5=highest (exceptional), 1=lowest (minimal effectiveness)

**Spiritual Formation:** Factors to consider include demonstrated commitment to one or more spiritual disciplines, participation in spiritual growth/Bible Study groups, regular conversation with a spiritual director/mentor, presence of a devotional practice, and commitment to a discipline of on-going education and spiritual growth.

Check one \_\_\_\_\_\_\_\_\_ I have little or no experience in this area.   
\_\_\_\_\_\_\_\_\_ I have substantial experience in this area.   
I rate my level of effectiveness in this area at \_\_\_\_\_\_\_\_ (from 1 to 5)\*

*Comments:*

\*Rate level of effectiveness from 1 to 5. 5=highest (exceptional), 1=lowest (minimal effectiveness)

**GENERAL INFORMATION FOR TEEM INTERNSHIP**

**Due Date: One month prior to the start of the internship!**

Student:

Student Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Synod:

Candidacy Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Cell Phone (optional):

Dates of Internship: From To

Full-Time: \_\_\_\_\_yes \_\_\_\_\_no

Part-time: Number of hours per week \_\_\_\_\_\_\_\_

**Approved By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director of TEEM

**GOALS FOR TEEM INTERNSHIP**

**Due Date: To be mailed to the Director for approval one month prior to the start of internship!**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendations from the Theological Review Panel/Competencies Assessment Panel:**

**Recommendations from the Internship Supervisor:**

**Recommendations from the STEP Inventory:**

Continued…

**List 4 to 10 Specific, Measureable, and Time-bound Goals for the Internship:**

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor: \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director of TEEM

Goals must be approved by the Director one month prior to the start of internship