**Final Evaluation Meeting | Perkins Intern Program**

**Agenda**

The Final Evaluation Meeting provides the Mentor Pastor (MP) and the Lay Teaching Committee (LTC) the opportunity to respond to the Final Evaluation Paper and offer feedback on the Intern’s growth and learning. This 90-minute meeting, which is facilitated by the LTC Chairperson, will inform the Summary that is due to the Intern Faculty on a due date agreed upon.

Dr. Chuck Aaron, [caaron@smu.edu](mailto:caaron@smu.edu) – Dr. Elias Lopez, [ehlopez@smu.edu](mailto:idocampo@smu.edu) – Dr.Susanne Johnson, [johnsons@smu.edu](mailto:johnsons@smu.edu)

1. **Welcome and Prayer**
2. **Theology of Ministry: Presentation and Feedback (30 minutes)**

The Intern will present their Theology of Ministry. Immediately following this presentation, the MP and LTC shoud share comments and raise questions.

1. **Review of Final Evaluation Paper and Overall Feedback (40 minutes)**

The MP and LTC are encouraged to use the open-ended statements below in their feedback to the Final Evaluation Paper.

1. In response to your Final Evaluation Paper, please
   1. Clarify what you meant when you wrote… *(if you need such clarifications; if not, move to “b.”)…*
   2. I want to affirm what you wrote with regard to… (offer specifics)
2. Based on my observations, I want to affirm the following gifts and personal qualities…
3. I would describe your leadership style as…
4. I would describe your communication style as…
5. Moving forward, I recommend you focus on…
6. I will remember your contribution to…
7. My greatest hope as you move forward in Christian leadership is…
8. **Sending Forth (5-10 minutes)**

The Intern will have the opportunity for final remarks.

The MP and LTC should conclude by praying over the Intern.