



SERVICE REPORT FORM

Aim: To enable the person share in a reflective evaluation of an ad of worship in order to help them develop as a local preacher.

Process:

- The preacher provides the assessor(s) with a copy of the order of service *after* the service.
- This provides the objective data of what happened and when.
- It is recommended that notes are not normally to be taken during the service.
- The assessor(s) and the preacher separately fill in copies of the same evaluation form after the service.
- This should be done as soon as is convenient after the act of worship while it is still fresh in the memory.
- All concerned meet to compare and reflect upon the evaluation forms.
- An agreed summary is prepared which can, if required, be presented to the Local Preachers' Meeting or its training sub-group.

Questions in normal print are answered by the preacher and those in *italic* print by the assessor(s).

Preacher's Name:

The Context

(to be filled in by *the assessor* at the time of the service and by the preacher in advance from information gained part of preparing for the service and after the service for those questions which ask for reflection upon what actual happened)

The Building

Place:

Time:

Date:

Type of Worship area:

As the preacher how have you tried to take these factors into account?

In what ways were these factors taken into account?

The Congregation

Numbers:

Age range:

Gender distribution:

Background:

How did these factors affect your preparation?

How did the worship relate to these factors?



SERVICE REPORT FORM - SUMMARY

Preacher :	Assessor :
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Date :	Time :	Place :
Type of worship area :		
Congregation :	Number :	Age range :

The two strongest points of the service were:

- 1.
- 2.

The two strongest points of the sermon, or equivalent, were:

- 1.
- 2.

The following points were noted for further work:

- 1.
- 2.

Report on action taken regarding points noted in previous services:

Signed:

Relationships

a. **With the congregation**

In what ways were you made to feel 'at home' before the service began?

How did the preacher seem before the service?

During the service how did your relationship with the congregation develop?

How did the preacher establish and maintain rapport with the congregation?

After the service what kind of feedback from the congregation did you receive?

In what ways did the preacher relate to the congregation after the worship?

b. **Collaboration**

What contact did you have with people from the church prior to the service?

In what way did you use members of the congregation?

When you are planned at that church again, what might you do differently in the light of this service?

How did the preacher relate to and use the gifts of the members of the congregation?

The Service

a. **Overall impression**

How did you seek to maintain a sense of worship through the service?

How successful do you think you were in creating a sense of worship?

How did the preacher and members of the congregation create a sense of worship?

How did you plan to handle the different elements of worship?

How effective for you was the handling of the different elements of worship?

In retrospect would you handle these elements differently?

a. **Strengths and opportunities for further development**

What were the two strongest aspects of the worship from your perspective as the preacher?

1.

2.

What were the two strongest aspects of the worship from your perspective as a member of the congregation?

1

2

What aspect of the worship do you feel needs further work on?

What aspect of the worship do you think the preacher needs to give further attention to?

c. Sermon (if there was one preached)

What was the aim of your sermon?

Do you think you achieved your aim?

What were the two strongest points of the sermon from your perspective as the preacher?

1

2

What aspect of the sermon, from your perspective as the preacher, do you feel least satisfied with?

What is the overriding image/ideal/thought you took away from the sermon.?

What, in your view, were the two strongest features of the sermon?

1

2

What was the strongest characteristic of the preacher?

What was the aspect of the sermon do you think needs further development?

Which characteristic of the preacher needs further attention?

How might the preacher address these points?

d. If no sermon

How did you intend to share the Good News with the congregation?

How appropriate were the chosen methods of communication to the context of the service?

How effective was the sharing of the Good News for those present?

What were the strengths and advantages of the chosen method(s) of communication?

What were the weaknesses of the chosen method(s) of communication?

In the light of your experience as a member of the congregation, what suggestions would you make to help the preacher in the future?

Consider together the order of service provided by the preacher

In what ways did the development of the worship through out the service help the congregation to worship, encounter and respond to God?

Were there any elements normally found in a service of worship which were conspicuously absent from this order? If so, were they deliberately omitted? Why?

How did the language used in prayers relate to the congregation?

Was there any use of silence? If used, was it appropriately introduced and handled?

What opportunities were there for congregational participation?

Were these appropriate and sufficient for the particular congregation?

If you were going to use the same service with the same or a similar congregation, what would you change? Why? How?

What points were raised for further work in previous reports?

What are the signs that these have been addressed in this service?

What comment on these points should be made in the report to the Local Preachers' Meeting?