

EPMC - Sermon Evaluation Requirements

1. Number of required sermon evaluations

- a. EPMC students are required to have sermon evaluations completed on four *different* sermons. Students should obtain these evaluations between September and March of the year in which they are applying for candidacy
- b. Students are to use the CTS sermon evaluation forms. These forms are available from the CTS Office of Ministry Formation (OMF). The form may also be downloaded from the CTS Center for Excellence in Preaching (CEP) website <http://cep.calvinseminary.edu/engageCongregation/sermonEvaluation/index.php> and made into copies for distribution.
- c. These evaluations are to be completed by members of the congregations in which the sermon is preached.
- d. *At least two evaluations* per sermon must be received by the OMF in order for it to count as an evaluated sermon.
- e. In the course of meeting this requirement, evaluations must come from at least three different congregations. However, if the student is in an internship and/or is committed to serving in a particular setting, three of the four evaluations *may* come from this setting.

2. Steps to follow for completing of sermon evaluations

- a. When preaching a sermon that the student wants to have evaluated, the student should bring along an adequate number (4 or 5) of sermon evaluation forms.
 - when preaching in churches in the US, use the self-mailer version of the sermon evaluation form
 - when preaching in churches in Canada, use the form without postage on it –the student should provide instructions for the collection of completed evaluations and the postage for the forms to be mailed to the OMF
 - when using a computer-generated copy of the form from the CEP website, the student should provide instructions for the collection of completed evaluations and the postage for the forms to be mailed to the OMF
- b. Sermon evaluation forms should be distributed randomly to a relatively representative sample of members in the congregation.
- c. Request assistance for the distribution of the sermon evaluation forms. (If this assignment has been arranged through the OMF, a request has been made for the church to designate a person to assist the student in distributing these forms.) If you cannot find anyone to assist you, ask the person who prays with you before the service to take responsibility for distributing forms to members of the congregation.
- d. It is the student's responsibility to insure that an adequate number of sermon evaluation forms are distributed at each service. If a sermon is to count as an evaluated sermon, *at least two evaluations* must be received by the OMF.

3. Processing of and Credit for completed sermon evaluations

- a. The OMF routes the completed sermon evaluations to the student's faculty adviser.
- b. The faculty adviser reviews the sermon evaluations, notes on the routing slip actions to be taken, and forwards the evaluations to the student.
- c. The student reviews the evaluations, follows up on actions requested by the faculty adviser, and marks the routing slip. When in residence, the student returns reviewed evaluations to a basket in the OMF labeled, "Returned Sermon Evaluations." When not in residence, the student returns the completed set(s) of sermon evaluations via mail (or other arranged means).
- d. The OMF office maintains a file and record of completed sermon evaluations.
- e. When the set of four evaluated sermons has been completed, the student will be notified and

the OMF will note that this requirement has been completed.

- 4. Access to Preaching Opportunities:** Students licensed through the Synodical Ministerial Candidacy Committee (SMCC), have a denomination-wide license to preach. The following suggestions are ways you may want to alert Christian Reformed churches regarding your availability to preach.
 - a. Write a letter to your home church and classis and/or to the stated clerks of the Classes within a reasonable distance of the seminary you are attending. Introduce yourself, including information about your progress in your seminary program. Indicate that you are interested in and willing to serve churches in the classis as pulpit supply. Request that stated clerks provide this information and your contact information to the churches of the classis.
 - b. Write letters to the councils of the churches that are within a reasonable distance of where you live and make known your availability to preach along with your contact information.
 - c. Through personal contacts with area CRC pastors and church members indicate your willingness and desire to provide pulpit supply to churches in the vicinity of your seminary.
 - d. Request preaching opportunities in internships where you are completing FE requirements.

- 5. Access to Preaching Opportunities while in Residence at CTS**
 - a. The OMF office receives pulpit supply requests from churches within a 300 mile radius of CTS. These requests may be for the morning and/or evening worship services. In many cases, pulpit supply also entails leading part or all of the worship service.
 - b. A list of preaching opportunities is e-mailed regularly to licensed students. It is suggested that EPMC students request that the Administrative Coordinator (AC) of the OMF add their name to this list when they are in residence at CTS.
 - c. When a student is interested in accepting a listed preaching opportunity, the student should e-mail the AC ministryformation@calvinseminary.edu as soon as possible.
 - d. The AC will notify the designated contact person from the church to give them the student's name, phone number and e-mail address. Someone from the church will contact the student to request worship service and sermon information.
 - e. Students may accept preaching opportunities directly offered to them by churches. In these cases, students are responsible for communicating with the church to exchange information, make any necessary arrangements, convey remuneration expectations, etc.

- 6. Pulpit Supply Etiquette**
 - a. Arrive at the church at least thirty (30) minutes prior to the beginning of the service.
 - b. Observe generally accepted standards of good dress and grooming in the pulpit.
 - c. Follow established order of worship/other conventions observed by the church.

- 7. Payment for Preaching**
 - a. Students will receive payment for preaching directly from the church. When the student accepts a preaching assignment through the OMF, a confirmation letter will be sent to the church that includes the student's contact information and a statement of the amount that should be paid to the student
 - b. Students will receive a minimum of \$75.00 per service (per CTS guidelines) and .the current CTS approved per mile rate for round-trip travel of 20 miles or more from the seminary (or other agreed upon point of origin) to the church.
 - c. Canadian churches pay for pulpit supply and mileage according to rates set by their classis.
 - d. When students and churches make their own arrangements for pulpit supply, CTS guidelines may be referenced, but payment for preaching, mileage, etc. will be a matter agreed upon by the student and the church.