

Worship Report

A report on an act of worship for which you were responsible – *(You are required to produce two of these)*

The following is only a suggestion for how you might complete this report and could also apply to any appraisal service you might be required to conduct.

- A copy of the **order of service** – You will have prepared this anyway, so it's just a case of remembering to keep it in your Worship Portfolio.
- A **Service Report Form** for that service completed by you
You and each of your assessors (e.g. a minister, a preacher and/or a church steward) should have some means of reporting on the service being assessed; e.g. you could each complete a Service Report Form after the service you have taken. This helps each of you bring your own thoughts and perspectives when you meet to agree the Summary Sheet. **Only the Service Report Form that you have completed needs to be kept in your Worship Portfolio.**
- A **Service Report Form - Summary Sheet** for that service agreed by you and your assessors
The Summary Sheet draws together the thoughts and reflections of the preacher and the assessors. This process is particularly helpful when all involved share their perceptions, consider their responses and come to an agreed evaluation. Some points on this sheet may be similar to the points you've made on your own Service Report Form, but others may be rather different. For example, there might be mention of something you've overlooked or taken for granted. There might be pointers for further development that were easier to spot in the pew than in the pulpit. There might be encouragement and praise that you would not have given yourself.

A copy of this Summary Sheet could go into your Worship Portfolio.

[NB: The use of standard Service Report Forms & Summary Sheets are not required by MCI but are suggested only as possible aids for recording]

A statement indicating how you will address the issues identified by the report on the act of worship for which you were responsible

(You will need two of these to correspond with the report)

- A brief account of how you have sought, or will seek, to address the **points for further work** identified on the Summary Sheet. It's worth discussing this with your assessors as you all complete the Summary Sheet anyway. For example, it's all very well identifying a need for voice projection but the assessors should also suggest who could help you. Your 'brief account' on addressing the 'points for further work' will clarify who will do what by when (or who has done what already!) You could write this on the back of the Summary Sheet.

A transcript of a sermon from one of the reported services

If you have preached a sermon from a full script, then that full script goes into your Worship Portfolio. If you have preached from notes, then the notes themselves are not enough.