**Lutheran Church of the Resurrection**

**Intern Committee Agenda**

 **May 5, 2019**

1. Opening Prayer: Jeanne
2. Review open items from last “To Do” list.
	1. **John** will find out what the \* comment on the Meeting One (Intern Handbook page 19) means and let Dawn know if any action is needed. Same comment is in the mid year evaluation paragraph.
3. **Midyear evaluation:**
	1. **Questions:** Meet, emails, worked with IT…..nothing. Have requested questions via email. In the meantime, give thought to the questions that I sent you (Pastor Karen’s evaluation form).
	2. **Timing:** May need to change if we don’t have the questions.
		1. Each team member prepares evaluation, sending to Dawn by May 24th.
		2. Dawn will share with the team the combined response by May 31st
		3. Team will finalize response by June 7th (via email).
		4. June 9th share responses with John and finalize any wording. Formally submit after meeting.
4. Update on John’s learning goals.
5. Update on John’s Project.
6. Discuss Questions/Concerns that John may have. Intentional feedback or appreciation for the team?
7. Discuss Questions/Concerns that the team may have. Intentional feedback or appreciation for John?
8. Next Meeting: **Sunday,** **June 9th**  Time: After 2nd service. Opening Prayer: **Alyssa.**
9. Closing Prayer: Intern John