



# Evaluator Manual.

fine arts festival.

“artists hear  
into some type  
of speech, into  
the hearts and  
minds of oth-  
ers yearning for  
connection to  
God”

-Leonard Sweet

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# amazing evaluator,

Thank you so much for your time and investment into student artists in our fellowship. We are so deeply grateful that you will be a part of the Fine Arts Festival with us. Fine Arts is so much more than an event; it is truly a discipleship journey for these students. Thank you for being a part of this journey with us.

The feedback you will provide will be significant for these students. I still have my evaluation sheets from when I was a student in high school and participated in Short Sermon. The words of the evaluators helped to propel me forward in the calling that God had for me. I can look back at those moments and see how instrumental they were to my ministry journey. The comments that you make, could potentially echo in students minds for years to come.

Although there are competitive elements to the festival, the focal point continues to be the development of the student artist. As you provide feedback, we ask that you keep the focus of your comments in line with the growth of each student. Our goal is to see students deployed to use their giftings in the context of their local church. Be sure to be engaged and attentive as the students present. You will set the tenor for the room as these students share their art that they have so diligently worked on.

This manual will help you and your fellow evaluators to be more effective. It will present you with information regarding consistent vocabulary and common mission. Feel free to take notes during orientation as you are provided with information that will enhance the experience for the students. You will want to bring this booklet with you to the presentation room for a point of reference. Thank you again for being a part of such a significant moment in the lives of these students.

Developing Together,



Ashton Peters

National Fine Arts Coordinator

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# general tips.

1/. Remember that you are here to help students develop their ministry gifts. As an evaluator, it is essential that you partner with us in our mission.

3/. Be sure each student is given every opportunity to have a trouble-free presentation (AV, equipment, etc).

5/. Multiple Entry Passes must be given by the scheduling conflict coordinator only.

7/. If there is a no-show, please mark it in the designated area on the score sheet (see below).

2/. Make students feel comfortable at all times. Smile, smile, smile! Help students feel relaxed with positive facial expressions. Give each presentation your undivided attention.

4/. Multiple Entry Passes are only for multiple-entry time conflicts.

6/. Schedule changes are not to be made randomly.

8/. Never engage any irate parent, leader, or student. Refer them to festival staff.

Reg. ID #: 0000562675  
Evaluator #: 1  
Round #: 2  
Room #: 108  
Category: Songwriting 0125  
Performance Date/Time: 08/04/22 2:15 PM



SCALE	
Up to 25.99 points:	Fair
26-30.99 points:	Good
31-35.99 points:	Excellent
36-40 points:	Superior



● NO SHOW

# 1 captain

- Be seated in the middle
  - Check for point spreads of more than three points between all three evaluators
  - Check each evaluation sheet for missing scores in all four sections.
  - Make certain the entry name is the same on all three evaluation sheets.
  - Check for consistency on rule violations and please note the page and rule number on all three evaluation sheets.
  - Control the room with assistance from the room monitor.
  - Keep the schedule on time as much as possible and do not go ahead of schedule.
- 

# 2 rules

- Be completely familiar with all general rules as well as division and category rules.
  - Notify other evaluators if a rule has been violated
  - Be sure other evaluators mark the rule violation on the evaluation sheet as well as the page and rule number.
- 

# 3 timekeeper

- Please read the rules for each category to know the time allowed Keep time for each presentation, as well as, setup and teardown time limitations.
- Notify room monitor when all evaluators are ready to continue.
- Be sure each evaluator includes time violations on each of their evaluation sheets
- Be sure to write the presentation time on the evaluation sheet
- Participants or groups who exceed the time allowed for presentation (including setup and tear down) will receive a two-point deduction, per evaluator. All evaluators are to write the actual time on the sheet and mark the violation at the bottom of the page. Please include the page and rule number that indicate the specific time.

# comments.

The most important part of the festival is your communication with the participants through your written comments on the evaluation sheets.

Be helpful and practical. Make sure you are using the "sandwich method" when writing comments (see below). Make the first and last comment lines encouraging and complimentary. Use the middle section to write technical comments that will reinforce the rules.

## GOOD EXAMPLE

2 points deducted per violation

- a) Jane, great song - and nicely arranged. Lovely.
- b) Don't be afraid to take control of the room even as you're approaching the stage. Communicate with your body and face that you are confident in the message you are singing.
- c) You were flat a few times - especially on "Lord"  
To correct:
- ① Take a deep, lowback, supported breath before the phrase
  - ② Open chest, throat, + mouth as much as possible for resonance
  - ③ Approach the note/vowel from the top - avoid stretching from beneath the note.
  - ④ Wonderful impact + ministry - Thanks, Jane!

Song/Artist #1: \_\_\_\_\_

Song/Artist #2: All I Adore

Song/Artist #3: \_\_\_\_\_

DO NOT write comments on the back side of score sheet!

### Remember these are students, not professionals.

Your comments should be encouraging, motivating, helpful, and instructive. Your comments should not be harsh, critical, damaging, or demeaning.

### Your comments should inform the participants of what they need to do to improve their scores with positive and encouraging instructions.

Simply writing "good" is not acceptable. It is very confusing for a student to see a "2" marked with "great job" written beside it. Any scores less than "7" require explanation and helpful critique. Your comments are vital to their developmental process.

### Be positive and uplifting in what you say to the students.

Remember that Proverbs 18:21 reads: "The tongue has the power of life and death" (NIV).

### Guard your verbal comments in the hallways, bathrooms, and elevators.

As an evaluator, everything you say and do is monitored by those attending the festival.

### ONLY use pencils!

This is vital for multiple reasons: 1) if you make a mistake, you can erase it, 2) the tally machine only reads pencil.

**1/.**  
Please sit in the designated area set up by festival staff.

**3/.**  
Score students according to their current presentations. Whether last night or last year, previous presentations should not be considered.

**5/.**  
The participant's style of dress or appearance should not heavily affect evaluations. However, students are expected to dress appropriately for the category in which they have entered.

**7/.**  
If you are not giving any superior ratings, you may need to evaluate your scoring standards.

**2/.**  
Remember, these are students; score them accordingly and appropriately.

**4/.**  
Each entry should be evaluated on the quality of the individual presentation. It is unfair to compare the entry to others in the same category during the evaluation process.

**6/.**  
Applause will be encouraged after each presentation, however, audience response should not affect your evaluation.

**8/.**  
Consider the level of difficulty of the presentation selection by the participant when evaluating.


# process.

Each participant/group will be called up by individual or group name.

Please put the name or group name at the top of the evaluation sheet, with the round number and your evaluator number in the allotted space (unless a label is already affixed containing the aforementioned information).

00005626750125211226

Participant Name:  
Reg. ID #:  
Evaluator #:  
Round #:  
Room #:  
Category:  
Performance Date/Time:

 **fine arts**  
Discover • Develop • Deploy

**SCALE**  
Up to 25.99 points: Fair  
26-30.99 points: Good  
31-35.99 points: Excellent  
36-40 points: Superior

NO SHOW

**Do not write comments in this section.**

<p>(a) SELECTION (5 points possible)</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5</p> <p><input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 6 <input type="radio"/> 8</p>	<p>(b) COMMUNICATION (10 points possible)</p> <p><input type="radio"/> 8 <input checked="" type="radio"/> 9 <input type="radio"/> 10</p> <p><input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 6 <input type="radio"/> 8</p>
<p>(c) PRESENTATION/TECHNIQUE (15 points possible)</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input checked="" type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> 13 <input type="radio"/> 14 <input type="radio"/> 15</p> <p><input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 6 <input type="radio"/> 8</p>	<p>(d) OVERALL EFFECTIVENESS (10 points possible)</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input checked="" type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p><input type="radio"/> 2 <input type="radio"/> 4 <input type="radio"/> 6 <input type="radio"/> 8</p>

(f) Time Violation:  2pt deduction \_\_\_\_\_

(g) Rule Violation 1:  2pt deduction \_\_\_\_\_

(h) Rule Violation 2:  2pt deduction \_\_\_\_\_

(i) Rule Violation 3:  2pt deduction \_\_\_\_\_

**2 points deducted per violation per evaluator.**

*Great job - thanks for presenting*

*I wish I would have seen more of your range*

*I don't really like songs like this*

**Personal taste and preferences should not be criteria for evaluations.**

**Be sure to fill out all areas of the evaluation sheet that apply.**

Song/Artist #1: \_\_\_\_\_ Song/Artist #2: *Al & Adore*

Song/Artist #3: \_\_\_\_\_ **DO NOT** write comments on the back side of score sheet!

It is most helpful and promotes consistency among evaluators if all will use an overall score of 34 as a starting point for an "average" presentation.

Based on the quality of the presentation, adjust scores up or down accordingly. This will also help you avoid comparing one student to another. Instead, you are scoring the student based on what you as an expert know to be a superior presentation.



9/.

Accompanists should not be considered part of the presentation and should not be evaluated unless the accompanist is part of the ensemble and listed as one of the group members.

10/.

Realize the necessity of confidentiality in what you do. Evaluations are not to be discussed with anyone for any reason. Compromising this level of trust hinders the entire Fine Arts ministry. Instead, be a person of integrity and maintain these strict confidences.

— “ —

Why not believe that one day the most critically acclaimed director in Hollywood could be an active Christian layman in his church?... Is it really too much of a stretch to think that a major exhibit at the Museum of Modern Art could feature the works of an artist on staff at one of our fine Christian colleges?...Am I out of my mind to suggest that your son or daughter could be the principle dancer for the Joffrey Ballet Company, leading a weekly Bible study for other dancers....?

-Mark Batterson

— ” —

# important info.

## ratings.

Up to 25 points	Fair
26-30 points	Good
31-35 points	Excellent
36-40 points	Superior*

\*Superior w/ Invitation at District/Network level

## volunteers.

- Door monitors assist with the flow of room traffic and manage audience transitions. They will close the doors during the presentation and open them when it is finished.
- Room Monitors will announce the presentation.
- Runners collect evaluation sheets intermittently. Runners will bring new evaluation sheets when a Multiple Entry Pass has been issued.

## vocabulary.

Please adopt a vocabulary consistent with the current culture of developing the Christian student artist that focuses on the gift and ministry development.

- Festival not competition
- Participant not competitor
- Participate not compete
- Present not perform
- Evaluation sheet not score sheet

## objectivity.

Give objective not subjective evaluations and comments.

An objective evaluation rules out personal feelings as much as possible and evaluates students' skill sets based on the rulebook and set criteria.

Great job - thanks for presenting

I wish I would have seen more of your range

I don't really like songs like this

**POOR EXAMPLE**

**GOOD EXAMPLE**

- Jane, great song - and nicely arranged. Lovely.
- Don't be afraid to take control of the room even as you're approaching the stage. Communicate with your body and pace that you are confident in the message you are singing.
- You were flat a few times - especially on "Lord"  
To correct:
  - Take a deep, lowback, supported breath before the phrase
  - Open chest, throat, + mouth as much as possible for resonance
  - Approach the note/vowel from the top - avoid stretching from beneath the note.
- Wonderful impact + ministry - Thanks, Jane!

Song/Artist #1: \_\_\_\_\_

Song/Artist #2: All of Adore

Song/Artist #3: \_\_\_\_\_

DO NOT write comments on the back side of score sheet!

Absent  
 Accent  
 Accentuation  
 Accomplished  
 Accurate  
 Adept  
 Alternate  
 Amazing  
 Ambiance  
 Amusing  
 Appearances  
 Arrangement  
 Articulation  
 Audience  
 Awesome  
 Balanced  
 Blend  
 Bold  
 Brave  
 Breath  
 Brilliant  
 Cadence  
 Capable  
 Careful  
 Cautious  
 Clarity  
 Climate  
 Competent  
 Completely  
 Composure  
 Confident /  
 Confidences  
 Connect /Connection  
 Constancy  
 Continuity  
 Contrasting  
 Control  
 Countenances  
 Creativity  
 Daring  
 Dazzling  
 Degree  
 Delight  
 Determined  
 Develop  
 Diction

Dynamics  
 Eagerness  
 Effective / Effectively  
 Elements  
 Embrace  
 Endurance  
 Energy / Energetic  
 Enhance  
 Enthusiasm  
 Enunciate /  
 Enunciation  
 Establish  
 Evident  
 Excellent  
 Excitement  
 Experiment  
 Expressions  
 Extraordinary  
 Exuberance  
 Fabulous  
 Facial  
 Fantastic  
 Flow  
 Fulcrum  
 Fundamentals  
 Gasp  
 Genres /Genre  
 Gifted  
 Gutsy  
 Harmony /Harmonic  
 Hint  
 Imagine / Imagination  
 Improvement  
 Inconsistent  
 Incredible  
 Increase  
 Indecisive  
 Infectious  
 Inflection  
 Inhalation  
 Inspired  
 Instability  
 Interpretation  
 Intonation  
 Involve  
 Knowledgeable

Lilt  
 Listener  
 Lyrics  
 Magnificent  
 Maintain  
 Marvelous  
 Measure  
 Memorization  
 Merge  
 Meter  
 Metronome  
 Modulation  
 Monotonous  
 Motivated  
 Musical  
 Nerves  
 Nuance  
 Octaves  
 Outstanding  
 Pace  
 Paradiddle  
 Passion  
 Pattern  
 Personality  
 Phrases / Phrasing  
 Pitch  
 Pleasant / Pleasure  
 Poise  
 Practice  
 Precise  
 Predominate (hand)  
 Preparation /Prepared  
 Presence  
 Proficient  
 Pronunciation  
 Quality  
 Reference  
 Regularity  
 Rehearse / Rehearsal  
 Remarkable  
 Repetitive  
 Repertoire  
 Resonance  
 Resource / Resourceful  
 Rhythm  
 Rhythmic

Satisfying  
 Selection  
 Signature  
 Skilled  
 Stability /Unstable  
 Stage  
 Steadiness  
 Stirred  
 Stray / Strayed  
 Stroke  
 Style  
 Suitable  
 Superb  
 Support  
 Sustain  
 Syllables  
 Syncopations  
 Tasteful  
 Techniques  
 Tempo  
 Terrific  
 Timbre  
 Timing  
 Tone  
 Transitions  
 Tremendous  
 Unevenness  
 Uniformity  
 Unique  
 Unstable  
 Unity  
 Unison  
 Utilize  
 Variation  
 Vibrato  
 Variety  
 Vocabulary  
 Vocalization  
 Volumes  
 Wavering  
 Wonderful  
 Zeal

The goal of Fine Arts is to help students discover their gifting, develop artistically and in their relationship with the Lord, and then deploy missionally. Some categories naturally lend themselves to telling the message of the gospel, while others are a celebration of ministry gifts. The following terms are meant to serve as a guide as you evaluate Fine Arts presentations.

**christian message.**

Christian Message is defined as, anything that reflects the message of Jesus. We believe the Christian message is found in the person and the presentation. We believe “you can identify people by their actions” (Matthew 7:20 NLT). We want the Christian student artist to glorify God with their ministry gifts in their presentation(s).

**redemptive value.**

Redemptive Value is defined as, using an illustration or prop to present a biblical truth which may be outside its original intended purpose.

**evident ministry.**

Evident Ministry is defined as, a presentation that communicates a biblical truth. Biblical truths are communicated in various ways through different mediums. Biblical truths can also be communicated through illustrations by assigning redemptive value.

**overall effectiveness.**

Overall Effectiveness is defined as, a quality presentation that is deemed appropriate for this festival. The following content is never allowed in any Fine Arts presentation.

- Explicit songs, lyrics, text, scripts, sculptures, or images
- Nudity
- Cursing
- Racial slurs and intentional, blatant racial insensitivity