



# SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK

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## THURSDAY APOSTOLATE PROGRAM DIRECTIVES AND THE AGREEMENT FOR LEARNING WORKSHEET

### COLLEGE SEMINARY

*“College seminaries should provide a required program of apostolic activity, under the direction of a qualified director who has faculty status. Evaluation of college seminarians should include consideration of their performance in pastoral formation programs. They should be encouraged to understand the relationship of their apostolic activity to their personal, spiritual, and academic formation as well as their ongoing discernment of a priestly vocation.”*

– Program for Priestly Formation # 256

### Program Directives

#### TIME COMMITMENT

The time commitment for the Thursday Apostolate in the College Seminary is **three hours** a week (not including travel time to and from the apostolate site). The Agreement for Learning that is completed and signed by both the Supervisor and the Seminarian should specify when the three –hour time period will be on apostolate days (e.g., Thursdays from 10 am until 1 pm). Ordinarily, the three-hour time period will not begin before 9 am and will not end after 3 pm.

#### SCHEDULE:

Thursday is the official day for Field Education. The Field Education dates for both semesters can be found in the calendars on the seminary website (<http://www.scs.edu>). The Seminarian is required to be present for all Thursday Apostolate days. Personal appointments (such as doctor's visits) are to be scheduled for another day, outside of class time. Any exceptions to this policy must be discussed with the Director of Pastoral and Apostolic Formation at least one week in advance. If a Seminarian is unable to visit the placement on a particular Thursday because of illness etc., he is required to notify the Director of Pastoral and Apostolic Formation, the Dean of Men, his Supervisor and his Field Education partner.

#### REPORTS AND EVALUATIONS:

The written evaluation that brings closure to each semester ought to be a summary of conversations that took place during supervisory sessions. College Seminarians will keep a Log Book each week throughout the year (refer to the form on the website, *Log Book Directives*). Though this material will be submitted by the Seminarian to his Formation Advisor, the Supervisor should use this material as part of the supervisory session.

**DRESS CODE:**

The street attire of the College Seminarian for the Thursday Apostolate is normally “Seminarian Casual” (i.e., black pants and a collared shirt), or otherwise as determined by the Supervisor.

**FORMS ACCESS:** Field Education Program information, forms and calendars can be accessed on the seminary website.

**STEP-BY-STEP INSTRUCTIONS TO ACCESS FIELD EDUCATION FORMS**

- 1) On the Internet, in your web browser, type: <http://www.scs.edu/>
- 2) Click on “Priestly Formation” at the top left side of the webpage.
- 3) Click on “College Seminary” on left side of webpage.
- 4) Click on “Apostolic Formation” on the left side menu.
- 5) Click on “Forms and Documents” on the left side menu.
- 6) At the screen below, scroll down to the appropriate form. [e.g., Supervisor’s Evaluation”].
- 7) One may either type the form and save it before printing copy OR print out a blank form and complete it by hand.

**DISTRIBUTION OF FORMS:**

Each Seminarian is responsible for distribution of his own Field Education Forms as follows:

- ▶ *Original* to Director of Pastoral and Apostolic Formation
- ▶ *Copy* to Supervisor
- ▶ *Copy* to Formation Advisor
- ▶ *Copy* for Seminarian’s personal records

**AGREEMENT FOR LEARNING WORKSHEET\***

\*This worksheet is *not* to be turned in; it is an instructional instrument to guide the Seminarian and his Supervisor in populating the *Agreement for Learning*, which *is* to be turned in.

The *Agreement for Learning* is the guiding document for the apostolic or pastoral experience and contains the following elements:

- 1. A statement of goals and the means to achieve those goals**
- 2. A description of the specific apostolic tasks assigned to the Seminarian**
- 3. A specific description of the supervisory relationship.**

The *Agreement for Learning* is to be completed and signed by the Seminarian and the Supervisor on the date designated in the Field Education Program calendar. The completed document is to be submitted to the Seminarian's Formation Advisor, and to the Director of Pastoral and Apostolic Formation. There should be sufficient discussion by the parties involved so that the goals, expectations, and responsibilities of the experience are clearly articulated. The *Agreement for Learning* may be further adapted during the course of the year, after discussion between the Seminarian and the Supervisor, and with the approval of the Director of Pastoral and Apostolic Formation.

The preparation of this document creates the foundation necessary for an optimum educational experience for the Seminarian. The *Agreement for Learning* also serves as the basis for on-going supervisory sessions, evaluation of the field education experience, and for written evaluations that are required at the conclusion of each semester. Seminarians should keep a reference copy of this and other forms for themselves. All forms are to be submitted in compliance with the dates set forth in the semester calendars.

***The Agreement for Learning must specify the determined three-hour time period on Thursdays for apostolic service.***

**PART I: A statement of goals and the means to achieve those goals**

***A: (to be completed by the Seminarian)***

Gives Seminarian's statement of goals and objectives, with responses to such questions as:

What do I expect to learn?

What virtues and apostolic skills do I hope to improve?

What kind of supervision am I anticipating?

How will this experience relate to my overall seminary formation?

***B: (to be completed by the Supervisor)***

Gives the Supervisor's statement of goals and objectives

**Part II: A description of the specific apostolic tasks assigned to the Seminarian**

***(to be completed by the Seminarian)***

Lists responsibilities assigned to the Seminarian. Aware that changes in schedule will inevitably arise, a basic plan for the Field Education day should be described here (e.g., distributes food baskets at the food cupboard, plays board games with residents, serves lunch, etc.).

**PART II: A specific description of the supervisory relationship**

***(to be completed by the Supervisor)***

Lists responsibilities assumed by the Supervisor.