



# SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK

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## DIACONATE PASTORAL INTERNSHIP

### AGREEMENT FOR LEARNING WORKSHEET

The Internship experience is a vital step in helping the Deacon to form a bridge between Seminary and parish life. A Deacon who begins a full-time Pastoral Internship enters into an intensified dialectical experience between his significant accumulated theological knowledge and the significant immersion into sustained Pastoral praxis. In other words the supervised Internship experience can help him to contextualize his knowledge and apply his Pastoral abilities in an integrated practice of parish-based ministry. The Internship experience provides an opportunity for the Deacon to move from being a learner under the guidance and authority of a minister toward becoming the minister. Under a mentoring Supervisor, the Intern gains insight into ways of integrating knowledge, skills and personal conviction into the practice of ministry.

### PASTORAL TASKS AND RESPONSIBILITIES

(Refer to **APPENDIX A** [*Pastoral Tasks, Responsibilities & Organizations Common to Most Parishes*] of this document, and record responses in **Part II** of *Agreement for Learning*)

1. Supervisor and Intern examine tasks and responsibilities.
2. \*Supervisor and Deacon Intern discuss what experience or familiarity the Intern has with Pastoral tasks and responsibilities, e.g., Sacramental, Pastoral, Administrative. For each item, the Deacon Intern acknowledges he has  No experience  Little experience  Much experience

(\*This exercise will help the Supervisor gauge the Pastoral background, interest, confidence, resistance and openness of the Deacon Intern to various types of Pastoral tasks and responsibilities.)

3. Supervisor and Deacon Intern discuss which tasks and responsibilities will be part of the Internship.

### PASTORAL & PERSONAL SKILLS ASSESSMENT

(Refer to **APPENDIX A** [*Pastoral Tasks, Responsibilities & Organizations Common to Most Parishes*] of this document, and record responses in **Part II** of *Agreement for Learning*)

1. Talk about Pastoral skills in general, in particular, how the Summer Pastoral Internship is an opportunity to experience training in parish-related and personal skills that will help the Seminarian Intern to be an effective parish minister and presbyteral leader.
  - a. Supervisor asks the Deacon what parish-related and personal skills are important for effective service and ministry in today's parish.
  - b. Supervisor shares his experience about what Pastoral and personal skills are necessary for presbyteral ministry and leadership.
  - c. Supervisor and Deacon discuss in which of these Pastoral and personal skills the Intern feels confident and competent.
  - d. Supervisor and Deacon discuss which parish-related and personal skills the Intern will provide and how they will challenge.

## **PARISH ORGANIZATIONS & PERSONNEL**

(Refer to **APPENDIX A** [*Pastoral Tasks, Responsibilities & Organizations Common to Most Parishes*] of this document, and record responses in **Part II** of *Agreement for Learning*)

1. A core value of the Internship experience is for the Seminarian Intern to observe how a parish staff functions and how it is organized. In addition to assigning seminarians to participate in various parish activities and organizations, one of the important functions of the Supervisor is to facilitate opportunities, when appropriate and possible, for the Seminarian Intern to gain insight about these activities and organizations by talking with key personnel in the parish. Therefore, when and if it is opportune, the Supervisor should arrange for the Intern to talk and to work with key parish staff and personnel for the purpose of helping the Seminarian Intern to see and understand. The Seminarian may have responsibilities outside the context of the parish. These should be clearly articulated in the *Agreement for Learning*.

- a. Each staff person's role and responsibilities, tasks and accountability
- b. Pluses and minuses of the various programs
- c. Areas of success and areas of struggle experienced in these programs experience
- d. How these programs came to be, how they evolved, and what their purposes are in the mission of the parish
- e. How programs and organizations are structured and organized
- f. Where and how the parish priest interacts with programs, organizations, and personnel
- g. What expectations chairpersons and members have of the parish priest
- h. What, if any, are the responsibilities/tasks outside the context of the parish setting for which the Seminarian will be involved

2. Over the course of the Internship, the Supervisor and Seminarian Intern discuss those parish organizations and personnel the Intern will meet with during the course of the Internship.

3. Over the course of the Internship, the Supervisor makes contact with the members of parish staff and lay leaders identified in the *Agreement for Learning* and informs them that the Seminarian Intern will be working with them. The expectation is that the Intern will talk with staff leaders in the parish and work with each staff member for a specified time. (*Record in the Agreement for Learning.*)

## **DEACON'S FORMATION PROFILE**

(Refer to **APPENDIX B** [*Deacon's Pastoral Formation Profile*] and **APPENDIX C** [*Deacon's Human Formation Profile*] of this document, and follow the directions for responding to **Parts I and II.**)

Over the years, Supervisors have indicated that they would appreciate knowing, in summary form, a little bit about the Seminarian's formation background at the outset of the Internship, particularly, relevant aspects of his psycho-social development. In so asking, they have echoed the vision of John Paul II in Pastores dabovobis, in which he discusses the connection between pastoral internships and seminary formation:

*"The priests have a considerably important role, in union with the seminary program, in showing the candidates how they should go about pastoral work."*

**- PDV #58**

**You are now prepared to build your *Agreement for Learning*.**

## APPENDIX A

### PASTORAL TASKS, RESPONSIBILITIES & ORGANIZATIONS COMMON TO MOST PARISHES\*

\*Deacons: *Before* checking off this year's expected internship tasks, responsibilities and organizations, *circle* experiences from your Lector/Acolyte Internship. Refer to last year's Worksheet, if necessary.

#### Sacramental / Liturgical:

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Baptism</b><br><input type="checkbox"/> Observe<br><input type="checkbox"/> Preside<br><input type="checkbox"/> Pre-Jordan<br><input type="checkbox"/> Arrangements | <b>Marriage</b><br><input type="checkbox"/> Observe<br><input type="checkbox"/> Homily<br><input type="checkbox"/> Pre-Cana<br><input type="checkbox"/> Interment | <b>Funeral</b><br><input type="checkbox"/> Observe<br><input type="checkbox"/> Homily/Reflection<br><input type="checkbox"/> Wake<br><input type="checkbox"/> Inquiry | <b>RCIA</b><br><input type="checkbox"/> Observe<br><input type="checkbox"/> Catechesis<br><input type="checkbox"/> Rites<br><input type="checkbox"/> Rehearsal | <b>Confirmation</b><br><input type="checkbox"/> Preparation<br><input type="checkbox"/> Attendance<br><input type="checkbox"/> Arrangements<br><input type="checkbox"/> Arrangements<br><input type="checkbox"/> Triduum |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### List other related tasks here:

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#### Hospital / Health Care Facility

- Communion       Patient Visitation       Clinical Team Ministry

#### List other related tasks here:

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#### Miscellaneous Pastoral Tasks

- Shut-ins       Office Calls       Parish Visitation  
 Counseling       Spiritual Direction       Ministerium (Ecumenical/Inter-religious)

#### List other related tasks here:

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#### Adult Education / Enrichment

- Scripture Sharing       Faith Sharing       Prayer Group  
 Sacramental Prep       Initiate New Program

#### List other related tasks here:

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#### Preaching

- Sunday Homily       Daily Homily       Family Liturgy  
 Youth Liturgy       Special Liturgy       Baptism Homily  
 Marriage Homily       Funeral Homily       Penance Service

#### List other related tasks here:

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#### Pastoral Tasks, Responsibilities & Organizations Common to Parishes

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Pre-Cana<br><input type="checkbox"/> CYO<br><input type="checkbox"/> Lectors<br><input type="checkbox"/> Evangelization<br><input type="checkbox"/> Finance Council<br><input type="checkbox"/> Choir/Music Ministries<br><input type="checkbox"/> Eucharistic Ministries<br><input type="checkbox"/> Summer Camp / Education | <input type="checkbox"/> Liturgy Committee<br><input type="checkbox"/> Life Teen<br><input type="checkbox"/> Pro-Life Group<br><input type="checkbox"/> Home and School<br><input type="checkbox"/> Ushers<br><input type="checkbox"/> Boy Scouts<br><input type="checkbox"/> Altar Servers<br><input type="checkbox"/> School/CCD Activities | <input type="checkbox"/> Pre-Jordan Program<br><input type="checkbox"/> Young Adult Group<br><input type="checkbox"/> Bereavement Group<br><input type="checkbox"/> Pastoral Council<br><input type="checkbox"/> Hospitality Group<br><input type="checkbox"/> AA / 12 Step Program<br><input type="checkbox"/> Cluster Meeting<br><input type="checkbox"/> Finance Council |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### List other related tasks here:

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#### Parish Personnel

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> School Principal<br><input type="checkbox"/> Chair / Finance Council<br><input type="checkbox"/> RCIA Coordinator<br><input type="checkbox"/> Youth Minister Coordinator | <input type="checkbox"/> Pastoral Services Director<br><input type="checkbox"/> Chair / Pastoral Council<br><input type="checkbox"/> Catholic Charities<br><input type="checkbox"/> Parochial Vicar (s) | <input type="checkbox"/> Director of Religious Education<br><input type="checkbox"/> Music Coordinator<br><input type="checkbox"/> Liturgy Coordinator<br><input type="checkbox"/> Resident Priests |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### List other related tasks here:

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**APPENDIX B**

**DEACON’S PASTORAL FORMATION PROFILE**

The challenge to integrate all dimensions of Formation continues and, in many ways, is heightened during a Pastoral Internship. The parish setting offers a unique and important opportunity for testing and refining areas of one’s Formational development and overall readiness for priesthood: “...*the parish should be given particular importance, for it is a living cell of local and specialized Pastoral work, in which they (Interns) will find themselves faced with the link of problems they will meet in their future ministry.*” **- PDV #58**

A Seminarian’s struggle towards personal maturity and healthy personality development are all directed to the pastoral end of being a true Shepherd of Souls. If a Seminarian shares some of the growth areas that he is working on in his formational journey, then both Pastor and Deacon Intern would be able to direct attention to and gain insight into how such issues enter into one’s priestly demeanor, ministerial effectiveness and leadership potential. The Pastor would be more able to support and guide the Deacon in his goal of integration.

**PART I: BACKGROUND** (Please share these points with your Supervisor *verbally*.)

- My vocation story
- Entrance into seminary, initial experiences.
- Areas of Formation and growth that have been presented to me through the Formation process and /or my Formation Advisor as opportunities for growth.
- Areas of Formation that have been the greatest challenge for me.

**PART II: PRESENT** (Please respond to these points *in writing*.)

- Formation areas of my overall growth and maturity that are most noticeable to me

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- Formation areas where I still need to grow \_\_\_\_\_

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- Formation areas to which I want to pay particular attention during this Internship

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- How my goals and objectives have matured/expanded compared to last year

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**APPENDIX C**  
**DEACON'S HUMAN FORMATION PROFILE**

DEACON: \_\_\_\_\_ CLASS: \_\_\_\_\_

THE STATEMENTS BELOW REFLECT ELEMENTS OF THE FOUR DIMENSIONS OF PRIESTLY FORMATION. PLEASE RESPOND TO EACH STATEMENT.

	ALWAYS TRUE OF ME	MOSTLY TRUE OF ME	OCCASIONALLY TRUE OF ME	RARELY TRUE OF ME	NEVER TRUE OF ME
1. I am consistently punctual.					
2. I show generosity and a readiness to serve.					
3. I enter into mature adult friendships.					
4. I am respectful of authority.					
5. I demonstrate sincerity in word and deed.					
6. I am hospitable.					
7. I am respectful of other's opinions.					
8. I engage in conversation at community meals.					
9. I interact well in social situations.					
10. I understand the importance of keeping proper boundaries in my relationships.					
11. I participate fully in the seminary's communal life of prayer.					
12. I am growing in my understanding of chaste celibacy.					
13. I integrate a devotion to the Blessed Virgin Mary in my prayer life.					
14. I am faithful in meeting with my spiritual director every 3 to 4 weeks.					
15. I practice asceticism in daily life.					
16. My participation in the Mass is active and full.					
17. I spend personal time before the Blessed Sacrament every day.					
18. I am faithful to all the hours of the breviary.					
19. I pray the rosary daily.					
20. Sacred Scripture is part of my daily, personal prayer life.					
21. I give evidence of a disciplined commitment to study.					
22. I am prepared for class.					
23. I am punctual in completing my assignments.					
24. I am actively engaged in my classes.					
25. I show respect for all my professors.					
26. I read all required texts for my courses.					
27. I am able to articulate Church teaching.					
28. Church teaching guides my pastoral actions.					
29. I integrate my studies with my spiritual life.					
30. I am able to collaborate well with laymen.					
31. I am able to collaborate well with women.					
32. My pastoral activity reflects ecumenical concerns.					
33. I exercise authority with humility.					
34. I handle conflicts in ministry constructively.					
35. I am able to take the initiative in pastoral matters.					
36. I am sympathetic to the poor in my pastoral efforts.					

- In a one-page, single-spaced (Times New Roman, 12-point font) essay, demonstrate how you have integrated the four areas of formation in your daily life during the past academic year.

- Identify gifts and weaknesses and articulate how you have grown.
- Conclude your essay by stating two goals that you would like to achieve during the upcoming academic year.
- Please complete the form and return it to the Dean of Men by the first Wednesday in May.
- Please include your name on the essay.