



SAINT CHARLES BORROMEEO SEMINARY, OVERBROOK

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PHILADELPHIA DIACONATE **SUMMER PASTORAL INTERNSHIP** **PROGRAM DIRECTIVES**

I. SUMMER SCHEDULE

A. The Diaconate Internship begins the first Saturday in June and ends nine weeks later, usually on the first weekend in *August. During this time, the Deacon will live full-time at the parish. The pastoral plan is described in the *Agreement for Learning Worksheet* and its accompanying *Agreement for Learning*, which should be completed and returned to the Deacon's Formation Advisor by the last day of June.

(*Dates are listed the in the Diaconate Calendar under the **Forms and Information for Diaconate Pastoral Internship** heading on the St. Charles website at <http://www.scs.edu/>)

B. Each week of the program should include one day off, to be determined by the Supervisor and the Deacon and specified in the *Agreement for Learning*.

C. Note that vacation time is available to the Deacon in the weeks before and after the summer program.

II. ACADEMIC YEAR SCHEDULE

Once the academic year begins, transitional deacons of the Archdiocese of Philadelphia return to the parish of their summer assignment for their Sunday Diaconate Internship. Ordinarily, the Deacon is permitted to remain at the parish through Sunday evening for pastoral activities, returning no later than 11:00 p.m. Otherwise, the Deacon is to return to the seminary in time to participate in Solemn Evening Prayer at 5:00 p.m. Exceptions to this are to be granted by the Dean of Men and communicated to the Director of Pastoral and Apostolic Formation. The Deacon is to remain in contact with the Dean of Men of the Theology Division on a regular basis in order to keep informed as to requirements of attendance at Archdiocesan functions or Seminary obligations (e.g., The Annual St. Charles Borromeo Seminary Appeal, Community Mass on-campus, etc.). These occasional obligations may preempt the Deacon's parish responsibilities; however, please note that dates are determined as early as possible in order to facilitate parish scheduling*. Website calendars should serve as a guide in making all plans and when developing the *Agreement for Learning*.

During the academic year, those transitional deacons who are pursuing the Master of Arts degree are not required to participate in ministry at their diaconal assignments beyond the Sunday obligation. If the Deacon who is pursuing his Master of Arts degree would like to spend some of his discretionary time engaged in pastoral ministry at his assigned parish (e.g., on Thursdays), then he may to do so at his [i.e., the Deacon's] discretion with the approval of the Pastor. It is expected that those transitional deacons who are not pursuing the Master of Arts degree will be at their assigned parishes on Thursdays for pastoral ministry.

A. FALL SEMESTER: The Deacon will serve in the parish on Sundays on the dates* determined by the Director of Pastoral and Apostolic Formation. A Sunday experience ordinarily begins Saturday evening and concludes no later than Sunday evening at 11:00 p.m. Additionally, during the **Advent/Christmas Season**, the Deacon will serve in the parish for two weeks beginning at the Christmas Vigil Mass, and finishing after the Sunday Masses on/or following New Year's Day*.

B. SPRING SEMESTER: The Deacon will serve in the parish in the same manner as the fall semester on Sundays on the dates determined by the Director of Pastoral and Apostolic Formation*. Additionally, the Deacon will serve in the parish during the **Triduum of Holy Week**, beginning on the Monday of Holy Week, and finishing after the Easter Sunday Masses*. Please keep in mind that the Deacon may be assigned to the Cathedral for certain ceremonies during Holy Week.

Since the parish experience for the Deacon is a continuation of his transitional diaconal practicum, it is hoped that sufficient time throughout the week can be structured to include the following:

- preaching opportunities (when faculties have been given)
- general assistance at liturgy in whatever manner is needed
- sacramental ministry, such as celebrating Baptism
- specified pastoral tasks, e.g., hospital visitation, communion calls, catechetical instruction, RCIA involvement, etc.

These opportunities are worked out by the Deacon and Supervisor. When required, permissions will be given by the Dean of Men and communicated to the Director of Pastoral and Apostolic Formation.

The Deacon should preach one Sunday Mass per week (two, if he is assisting a priest who is binating). If preaching weekly basis on Sunday is not a practical or acceptable option for the Pastor, the Deacon would be expected to preach on alternating weekends. The practice of *Homily Evaluation* is to be continued during the academic year whenever the Deacon preaches at Sunday liturgy. These *Evaluations* are an integral part of the Seminary's Pastoral Formation Program.

ADDITIONAL PERTINENT INFORMATION

III. FORMAL SUPERVISORY SESSIONS:

The purpose of the supervisory sessions is to focus upon the current ministerial experience of the Deacon. Analysis, reflection, and evaluation of that data enhance personal and spiritual growth as well as ministerial competency. Good supervision is an on-going process of interpersonal communication. It occurs *informally each day*. However, one *formal* supervisory session is expected to take place *every week in the Summer*. During the **Academic Year**, *formal* supervisory sessions should occur *once a month*. **N.B. Additional resource persons may be engaged in the supervisory process as warranted without compromising the primary supervisory relationship.**

IV. HOMILY EVALUATION:

A. Once faculties have been given by the Archbishop, the preaching ministry will be a critical component of the Deacon Internship. The Deacon will benefit immensely from the challenge of preaching on a regular basis to parishioners who want to hear the Word of God. His homiletic efforts will be even more fruitful if he receives concerned and enlightened feedback. Therefore, it is the expectation of the internship program that *every time* the Deacon preaches at Sunday Mass, *Homily Evaluation Forms* will be used. Additionally, the Deacon is encouraged to preach during the week during the summer internship; *Homily Evaluation Forms* may also be used when this occurs. The amount of times during the week the Deacon is to preach during the summer is to be determined by the Pastor/Supervisor and Deacon. The content of these evaluations should be a topic for discussion in the supervisory sessions.

B. The celebrant of the Mass and two parishioners, selected by the Supervisor or celebrant, will each complete a *Homily Evaluation Form*, and return it to the Supervisor or celebrant at the conclusion of Mass. (The evaluators may be more comfortable and forthright if they are not required to return the form directly to the Deacon himself.) After examining the *Evaluations*, the Supervisor will give the three forms to the Deacon.

C. The Deacon is responsible for facilitating the evaluation process. He will make forms and pencils available before Mass, and remind the Supervisor or celebrant that two parishioners need to be selected as evaluators.

D. The Deacon should return all accumulated *Homily Evaluation Forms* to his Formation Advisor as indicated in Item VIII below.

V. FINANCIAL ARRANGEMENTS:

During the year that the Deacon is assigned to a parish full-time the parish agrees to assume financial responsibilities of the deacon as outlined in the *Payment Options, Stipend Schedule, and Tax Information* document on the St. Charles website at <http://www.scs.edu/>, including:

A. Stipend for a nine-week, summer diaconate pastoral internship

B. Sunday/weekend stipend for each Sunday the Deacon serves in the parish during the academic year

C. Advent/Christmas stipend for the (approximated) two weeks the Deacon serves between the fall and spring semesters.

D. Easter stipend for the week the Deacon serves during Holy Week.

E. The Deacon's medical-insurance coverage

1) The invoice for the Deacon's medical insurance is generated by the Office of the Dean of Men, Theology Division.

2) The medical insurance check is to be made out to "*Insurance Fund*" (**not** "**St. Charles Seminary**")

3) Insurance payment is due by the end of August

4) The check for medical insurance may be mailed to the Seminary or given directly to the Deacon,
who will turn it in to the Office of the Dean of Men, Theology Division.

VI. SUMMER VISITATION:

The Deacon's Formation Advisor will visit the Deacon and the Supervisor during the summer. The Formation Advisor will arrange the time of the visit with the Supervisor and will meet with the Supervisor and the Deacon individually, and then with the Supervisor and Deacon together. Other visitations by the Rector and/or the Director of Pastoral and Apostolic Formation may be arranged as deemed appropriate.

VII. EVALUATION AND ASSESSMENT:

The *Supervisor's Evaluation* is designed to acknowledge strengths and accomplishments of the Deacon, as well as to identify areas of personal development and pastoral ministry where growth is needed. Both Supervisor and Deacon need to create an atmosphere that allows for healthy critique.

The Supervisor is encouraged to make use of the *Supplemental Evaluation* to elicit the input of resident priests and/or parish staff members who might offer additional critique. The completed *Supervisor's Evaluation* and *Self-Evaluation* are to be reviewed by the Supervisor and Deacon together at the last supervisory session of the summer; and these respective *Evaluations* should reflect the ongoing discussions that have taken place in the weekly summer supervisory sessions.

See **Item No. VIII** below for a list of required forms, due dates and distribution instructions.

VIII. THE DOCUMENTS TO BE COMPLETED FOR THE DIACONATE PROGRAM:

FORM	COMPLETED BY:	DISTRIBUTED TO:	DU E:
Agreement for Learning Worksheet	Supervisor with Deacon	Use only as preparation for the <i>Agreement for Learning</i>	N/A
Agreement for Learning	Supervisor with Deacon	Director of Pastoral Formation Formation Advisor Supervisor	June 23
Supervisor's Evaluation	Supervisor with Deacon	” ” ” ”	August 6
Self-Evaluation	Deacon with Supervisor	” ” ” ”	August 6
Self-Assessment Essay	Deacon	” ” ” ”	August 6
* Supplemental Evaluation	Resident priests and/or parish staff members	” ” ” ”	August 6
Parishioner's Homily Evaluation	Celebrant and selected parishioners	Formation Advisor and Supervisor	August 6, November 15 & February 15
Homiletic Evaluation	Supervisor	Formation Advisor and Supervisor	January 31
Ordination Recommendation	Supervisor	Rector	January 31

*** Used at the discretion of the Supervisor.**

DEACONS: Please adhere to form due dates and distribution specified in **Item VIII** above. Note that, except for *Parishioner's Homily Evaluation* and *Ordination Recommendation*, other form *originals* go the Director of Pastoral and Apostolic Formation; Deacons should retain a copy of all forms for themselves.

SUPERVISOR: All written evaluations are to be discussed with the Deacon *before* the end of his assignment.