



SAINT CHARLES BORROMEO SEMINARY, OVERBROOK

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THEOLOGICAL SEMINARY

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.

“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

The *Agreement for Learning* is the guiding document for the 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 ministerial tasks assigned to the Seminarian**
- 3. A specific description of the supervisory relationship.**

The *Agreement for Learning* is to be completed 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 pastoral 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 experience, and for written evaluations that are required at the conclusion of each semester; Seminararians 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.

****Parameters for the Field Day**

The length of the Field Education Day usually involves a minimum of two segments of pastoral or apostolic activity on a Thursday, which consists of three parts, i.e. morning, afternoon and evening. Seminararians in each division are free to leave campus in the morning after Morning Prayer and Mass. Ample time should be given for breakfast and travel time before being responsible to arrive at the assignment for pastoral or apostolic activity. Should the pastoral activity of a particular assignment require time extending beyond the designated two segments, it is encouraged that a segment of the day be given to the Seminarian to use for study, rest or some other activity to be determined at his discretion.

Seminarians are encouraged to promote a spirit of generosity and pastoral charity with respect to the expectations and obligations presented in each assignment. Occasionally, in consultation with the Seminarian, a Supervisor may request the Seminarian for some apostolic activity outside the ordinary parameters of the Field Education Day as described in the *Agreement for Learning*. Both the Seminarian and the Supervisor should keep in mind the other areas of formation for which the Seminarian is responsible at the Seminary. The Seminararians are encouraged to use their "discretionary time" wisely. The permissions for these occasions are granted on an *ad hoc* basis, in consultation with the Director of Pastoral and Apostolic Formation and the approval of the Dean of Men, provided such arrangements do not interfere with the Seminary schedule or other obligations for which the Seminarian is responsible within the overall formation program.

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. The two written evaluations for each academic year are the Mid-Semester Evaluation (completed at the end of the Fall Semester) and

the Final Evaluation (completed at the end of the Spring Semester). In addition to these written evaluations, at the conclusion of each semester, seminarians in the Theology Division participate in **Theological Reflection Day**. On this day, the seminarians present brief papers in which they theologically reflect on a pastoral experience that they have had at their placement site during the course of the semester. It is expected that the paper topic will be a part of the discussion at the regular supervisory sessions between the seminarian and his supervisor during the academic year.

****SCHEDULE:**

Thursday is the official day for Field Education. The Field Education dates for both semesters can be found in the calendars on the <http://www.scs.edu> website. The Seminarian is required to be present for all Field Ed 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 and the Dean of Men 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.

****DRESS CODE:**

The street attire of the Seminarian on field assignment is normally a black suit, white shirt and a tie. Only those in Holy Orders are permitted to wear the Roman collar. Exceptions to this rule may be granted by the Director of Pastoral and Apostolic Formation at the request of the Supervisor.

****Any deviations from these directives must be addressed on the *Supervisor's Request for Permissions* form, located on the <http://www.scs.edu> website. The *signed* form may be hand-carried by the Seminarian to the Director of Pastoral and Apostolic Formation, or it may be faxed by the Supervisor to the Director at 610-617-8737. The submitted form must contain the Supervisor's signature.**

PART I (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 pastoral skills do I hope to improve?

What kind of supervision am I anticipating?

How will this experience relate to my overall seminary formation and preparation for Priesthood?

PART I (to be completed by the Supervisor)

Gives Supervisor's statement of goals and objectives.

PART II (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., teaches 7th grade class weekly, visits the sick every other week, etc.). Please specify arrival and departure times.

PART II (to be completed by the Supervisor)

Lists responsibilities assumed by the Supervisor.

FORMS ACCESS:

Field Education Program information, forms and calendars can be accessed on the Seminary website at <http://www.scs.edu>. Click on *Priestly Formation*, *Theologate Seminary*, then *Pastoral Formation*, then *Forms & Documents*.

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