



SAINT CHARLES BORROMEO SEMINARY

Director of Pastoral and Apostolic Formation • 1400 Evans Road, Ambler PA 19002

DIACONATE INTERNSHIP AGREEMENT FOR LEARNING WORKSHEET

The Summer Pastoral experience is a vital step in helping the Deacon to form a bridge between Seminary and parish life. A Deacon who begins a Summer Pastoral Internship already has some courses in theology and has prior pastoral training. The supervised Pastoral experience helps him to contextualize his knowledge and discover his Pastoral abilities in an integrated practice of parish-based service. The Summer Pastoral experience provides an opportunity for the Deacon to move from being an observer learner under the guidance and authority of a minister toward becoming ever more aware of autonomous service and ministry. With the assistance of a mentoring Supervisor, the Deacon begins to gain insight into ways of integrating knowledge, skills and personal conviction into a growing sense of priestly identity.

PASTORAL TASKS AND RESPONSIBILITIES

(Refer to **APPENDIX A** of this document, and record responses in **Part II** of *Agreement for Learning*)

1. Supervisor and Deacon 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 parish-related 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** 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 opportunity to experience training in parish-related and personal skills that will help the Deacon Intern to be an effective parish minister and presbyteral leader.
2. Supervisor asks the Deacon Intern what parish-related and personal skills are important for effective service and ministry in today's parish.
3. Supervisor shares his experience about what Pastoral and personal skills are necessary presbyteral ministry and leadership.
4. Supervisor and Deacon discuss in which of these Pastoral and personal skills the Intern feels confident and competent.
5. Supervisor and Deacon Intern discuss which parish-related and personal skills the Intern will provide and how they will challenge.

PARISH ORGANIZATIONS & PERSONNEL

(Refer to **APPENDIX A** of this document, and record responses in **Part II** of *Agreement for Learning*)

1. A core value of the Internship experience is for the Deacon Intern to observe how a parish staff functions and how it is organized. In addition to assigning deacons 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 Deacon 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 Deacon Intern to see and understand. The Deacon 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 Deacon will be involved

2. Over the course of the Internship, the Supervisor and Deacon 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 Deacon 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 INTERN'S FORMATION PROFILE

(Refer to **APPENDIX B** 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 Deacon'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 dabo vobis*, 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

APPENDIX A

DEACON INTERN'S PASTORAL ACTIVITIES

1. Assist at the celebration of the Eucharist as described in the *General Instruction of the Roman Missal* as well as other liturgical celebrations in accord with the respective liturgical books.
2. Visit the sick at home, in nursing homes and/or hospitals.
3. Accompany priests for the celebration of the Sacrament of the Sick.
4. Organize and construct retreat experiences for the various parish liturgical ministers, for example, lectors, extraordinary ministers of Communion, altar servers, music ministers, ushers and greeters.
5. Provide liturgical training and formation for the various parish liturgical ministers, for example, lectors, extraordinary ministers of Communion, altar servers, music ministers, ushers and greeters.
6. Conduct Adult Bible Study and/or adult religious-education series.
7. Participate in children's religious-education programs.
8. Visit families of the deceased to prepare for the Funeral according to the *Order for Christian Funerals*.
9. Visit un-churched or lapsed Catholics.
10. Participate in planning and implementation with parish sacramental preparation teams, for example, the Rite of Christian Initiation of Adults, the Rite of Baptism for Children (Pre-Jordan), the Rite of Marriage (Pre-Cana).
11. Observe pre-marital interviews between priests and engaged couples.
12. Observe a PNI (Prenuptial Investigation) with an engaged couple and priest.
13. Participate in and/or conduct a wedding rehearsal.
14. Participate in the celebration of the Rite of Marriage.
15. Visit families preparing for the Sacrament of Baptism.
16. Observe the work of Parish Pastoral Councils and Finance Committees.
17. Participate in rectory staff meetings, calendar meetings, priest house meetings.
18. Participate in regional priests' meetings and local ecumenical/interfaith activities.
19. Register new families.
20. Issue Certificates of Eligibility for Baptism and/or Confirmation, Letters of Freedom, Baptismal Certificates.

APPENDIX B DEACON'S 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 Deacon'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 Deacon 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 Intern 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

- Formation areas where I still need to grow

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

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