



SAINT CHARLES BORROMEEO SEMINARY

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

AGREEMENT OF SERVICE FOR A SEMINARIAN ON PASTORAL INTERNSHIP ASSIGNMENT

SEMINARIAN: _____ DATE: _____

CLASS: _____

(ARCH)DIOCESE: _____

FORMATION ADVISOR: _____

Saint Charles Borromeo Seminary deems that for mutually agreed reasons a Seminarian may be given a pastoral assignment by the seminarian's sending diocese during their period of seminary formation. This absence from the seminary campus does not connote an absence from seminary formation and obligations. Rather, this assignment is viewed as an important component of this seminarian's formational experience for pastoral skills, human growth, vocational discernment and priestly identity. Competent supervision, evaluation and feedback, and suitable duties are necessary characteristics for a pastoral assignment. A continuation of daily Mass, prayer and seminary rules are essential for the consistency of formation and development of self-realized growth.

- _____ is granted leave from Saint Charles Borromeo Seminary
(Name of Seminarian)

for a pastoral assignment from _____ until _____
DATE DATE

- The Seminarian is personally responsible for communications to set up meetings with the following formators:
 - his Dean of Men once per semester
 - his Formation Advisor at least twice per semester
 - the Rector once per semester
- Evaluative reports are required during the period of a pastoral assignment.
 - A *Summer Self-evaluation* and a *Summer Supervisor's Evaluation* are due at the end of the summer and before the start of the new academic year.
 - A *Seminarian's Mid-year Progress Report* and a *Supervisor's Mid-year Progress Report* are due at the end of the Fall Semester and before the Christmas break.

N.B. Original evaluations will be forwarded to the Director of Pastoral and Apostolic Formation and copies to the Formation Advisor and the Supervisor. Either the semester field education report may be used or a similar document from the sending Diocese.

- A seminarian on a pastoral assignment is expected to fulfill the following:
 - to adhere to his Division's Seminarian Handbook as it may be adapted to the constraints of the pastoral assignment as well as any other Diocesan seminarian rules and expectations.
 - to attend Daily Mass;
 - to recite the Liturgy of the Hours;
 - to regularly receive the Sacrament of Reconciliation;
 - to follow the Code of Conduct and to strive for personal virtue.
- Duties at a pastoral assignment will vary according to the presented needs of the seminarian and the limits of his current vocational status. Typical duties at a pastoral assignment include:
 - ministry at liturgies
 - catechesis opportunities
 - care of the sick and homebound
 - parish visitations
 - evangelization and mentoring by the pastor of the parish

This document serves as an Agreement of Service between the Seminarian and Saint Charles Borromeo Seminary for the clear communication of expectations, responsibilities and support of a Seminarian on a pastoral assignment. The undersigned have agreed to the above directives.

REQUIRED SIGNATURES:

_____ (Seminarian)	_____ DATE
_____ (Director of Pastoral and Apostolic Formation)	_____ DATE
_____ (Rector)	_____ DATE