



SAINT CHARLES BORROMEO SEMINARY

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

DIACONATE PASTORAL INTERNSHIP DIRECTIVES

Overarching goal: to give the transitional Deacon an optimized experience of pastoral ministry by having a parish in which to regularly serve and gain pastoral formation.

I. PHILADELPHIA SUMMER SCHEDULE

A. The Philadelphia Diaconate Internship begins the first Saturday in June and ends nine weeks later, usually after 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.

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

Weekends

Deacons report to their assigned parish by the evening Mass on Saturdays and return to the seminary in time for 5:00 P.M. Solemn Evening Prayer, unless their assigned deacon parish has a ministry requirement (i.e. evening Mass, high school youth group, or a ministry the pastor-supervisor requires the deacon to fulfill). Such exceptions should be approved by the Dean of Men in advance and communicated to the Director of Pastoral and Apostolic Formation.

It is fitting for the deacon to leave the seminary for his diaconate parish anytime after dawn on Saturday morning, unless there is a seminary function (e.g. Cassock Day Mass, Installation Mass for a ministry, an Archdiocesan obligation, etc). When in doubt, the deacon should check with the Dean of Men before making a commitment to his diaconate parish. The Deacon should be looking at the seminary Master Calendar and working with his pastor when developing the Agreement for Learning.

A. Fall Semester: The Deacon will serve in the parish on Sundays on the dates* determined by the Director of Pastoral and Apostolic Formation. Deacons *do* take the Fall semester Rector Weekends as recreational.

During the Advent/Christmas Season, the Deacons of the Archdiocese of Philadelphia will serve in the parish from the second day after the last final exam day through Christmas Day.

B. Spring Semester: As noted on the schedule of dates, Deacons choose one (1) Rector's Weekend (if two are granted in the course of the semester) in concert with their pastor.

Deacons of the Archdiocese of Philadelphia 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.

Thursdays

Deacons are to report to this assigned diaconate parish on Thursdays, working out a schedule for the day in concert with the pastor. Those who are working on a Master of Arts paper should communicate this up-front with the pastor and work together to find some amount of time to work on that paper during the course of the day.

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

- preaching opportunities
- 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, Christian Initiation involvement, etc.

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

The Deacon should preach one (1) Sunday Mass per week (two (2), if he is assisting a priest who is binating). If preaching on a weekly basis on Sunday is not a practical or acceptable option for the Pastor, the Deacon would be expected to preach on alternating weekends.

Homily Evaluations are to be completed during the academic year whenever the Deacon preaches at the Sunday liturgy. These Evaluations are an integral part of the Seminary's Pastoral Formation Program.

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. During the Academic Year, formal supervisory sessions should occur once a month. Additional resource persons may be engaged in the supervisory process as warranted without compromising the primary supervisory relationship.

IV. Homily Evaluation:

A. The deacon's homiletic efforts will be even more fruitful if he receives concerned and enlightened feedback utilizing Homily Evaluation Forms for each Sunday Mass preached. The content of these evaluations should be a topic for discussion in the supervisory sessions. Evaluation forms should be completed by the following:

- The celebrant of the Mass
- Two (2) parishioners, selected by the supervisor or celebrant

Forms should be returned to the supervisor or celebrant at the conclusion of the Mass, mindful that parishioners may be more forthcoming with insights if such forms are not given directly to the deacon. After reviewing the Evaluations, the Supervisor will give the three (3) forms to the Deacon.

B. 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 (2) parishioners need to be selected as evaluators.

C. The Deacon should return all accumulated Homily Evaluation Forms to his Formation Advisor as indicated below.

V. Financial arrangements: During the year that the Deacon is assigned to a parish, the parish agrees to assume financial responsibilities of the deacon as outlined in the Assignment Compensation document on the St. Charles website at <http://www.scs.edu/>, including:

- A. Sunday/weekend stipend for each Sunday the Deacon serves in the parish during the academic year.
- B. for Deacons of the Archdiocese of Philadelphia, the Advent/Christmas stipend for the time the Deacon serves between the fall and spring semesters, and the Easter stipend for the week the Deacon serves during Holy Week.
- C. for Deacons of the Archdiocese of Philadelphia, 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) Alternative arrangements for payment may be made by the Supervisor in consultation with the Dean of Men, Theology Division.
 - 5) 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.

V. Documents and due dates

Form	Completed by	Distributed to	Due
Homily Evaluations	Celebrant and selected parishioners	Supervisor Formation Advisor	November 15 & February 15
Homiletic & Ordination Recommendation	Supervisor	Rector	January 15

DEACONS: Please adhere to the due dates and distribution specified above.

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