



SAINT CHARLES BORROMEO SEMINARY

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

FULL-YEAR SEMINARIAN PASTORAL INTERNSHIP DIRECTIVES

These directives are to assist in the interpretation of the norms of the Summer Pastoral Internship Program as they impact on the Full-year Pastoral Internship.

I. DATES TO BE CONSIDERED

A. Dates must coincide with the Saint Charles Borromeo Seminary calendar so that the seminarian is aware of any Seminary events and/or Archdiocesan celebrations and functions that he may be expected to attend throughout the year. The Dean of Men is to be consulted for the particulars concerning these dates and events. Otherwise, the seminarian is to be committed to the calendar and events of his parish assignment.

The seminarian is always most welcome at the Seminary for the use of facilities and participation in activities.

Seminary events to which the seminarian is necessarily committed are:

- Summer gatherings at the Seminary as indicated on the Seminary calendar
- Annual Eucharistic Devotions (November 1-3)
- Feast of Saint Charles Borromeo (November 4)
- Two Human Formation Workshop days (held in the fall & spring.)
- Candidacy
- Institution of Lector
- Institution of Acolyte
- Ordinandi Retreat
- Ordination to Diaconate
- Ordination to Priesthood

Additional dates may be determined during the year in consultation with the Dean of Men. The seminarian may also be assigned to participate in Archdiocesan liturgical celebrations as determined by the Office for Worship and Saint Charles Borromeo Seminary.

B. Vacation: the seminarian will receive four weeks of vacation according to a full calendar year, from the time he arrives at his assignment and taking into consideration vacation prior to his assignment. These are to be scheduled in consultation with the pastor and in conjunction with the parish calendar.

C. Retreat: the seminarian is committed to attend the Seminary-sponsored retreat for Third Theology, which is held in the spring semester after Easter. (See the Field Education calendar at <http://www.scs.edu>.)

D. Days off: the seminarian is also entitled to one full day off per week as worked out in consultation with the pastor. (The Seminary Master Calendar found on the aforementioned website, which denotes time off and vacations, does not apply to a seminarian on a Full-year Pastoral Internship.)



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II. PARAMETERS OF MINISTRY AND SERVICE ARE GUIDED BY THE FOLLOWING

- A. Agreement for Learning:** takes into consideration the summer session and, to the best extent possible, the Fall semester as it can be anticipated.
- B. Evaluations:** will coincide with the regular seminarian program, which includes a Summer Evaluation by the supervisor and a Self-evaluation by the seminarian.
- C. Letter of Recommendation:** to be written by the pastor to the Rector in January.
- D. Other evaluations:** may be required at the discretion of the Formation Committee. These evaluations may be waived at the discretion of the Director of Apostolate Formation in consultation with the Rector and the Dean of Men.

III. SALARY AND BENEFITS

- A. Salary:** the seminarian receives a summer stipend at the current summer stipend rate. A "Compensation Guide" is included on the Saint Charles Borromeo Seminary website <https://www.scs.edu> (open "Menu" on the upper right, open "pastors/apostolate supervisors" The password is thursday1832) Throughout the academic year, the seminarian may be awarded monetary compensation at the discretion of the assignment supervisor.
- B. Insurance:** the pastor will pay the Seminary Insurance Program for the seminarian, which provides coverage for one full year.
- C. Housing:** room and board are included as part of the housing benefits.

IV. MEETINGS WITH RECTOR AND FORMATION ADVISOR

- A.** The seminarian will meet with the Rector at least once each semester.
- B.** The seminarian will meet with his formation advisor once during the summer session, and at least twice each school semester, in order to follow progress and development.
- C.** The seminarian will meet with the Dean of Men once each semester
- D.** The seminarian will meet with the Director of Pastoral and Apostolic Formation as needed or as directed.