



SAINT CHARLES BORROMEO SEMINARY

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

SUMMER PASTORAL INTERSHIP PROGRAM DIRECTIVES

I. SCHEDULE

A. This program is a nine-week, full-time, pastoral experience as described in the *Agreement for Learning Worksheet* and its accompanying *Agreement for Learning*, which should be completed and returned to the Seminarian's Formation Advisor by June 23rd.

B. Vacation time for the Seminarian is available before the program begins and after the program concludes.

C. Each week of the program should include one set day off, to be determined by the Supervisor and specified by him in the *Agreement for Learning*.

II. FORMAL SUPERVISORY SESSIONS

A. Good supervision is an on-going process of interpersonal communication, and a supervisory session should occur informally each day. One formal Supervisory session is expected to take place each week in the summer.

- 1) The purpose of the Supervisory sessions is to focus upon the current pastoral experience of the Seminarian.
- 2) Analysis, reflection, and evaluation of the data should enhance personal and spiritual growth as well as ministerial competency.
- 3) Additional resource persons may be engaged in the Supervisory process as warranted without compromising the primary Supervisory relationship.

III. FINANCIAL ARRANGEMENTS

The Seminarian is assigned to a parish and he interns there for the summer:

A. *The parish pays the Seminarian a stipend.

B. *The parish pays the Seminarian's medical insurance payments for the year

- 1) The invoice for the Seminarian'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) The check for medical insurance may be mailed to the Seminary or given to the Seminarian, who will present it to the Office of the Dean of Men, Theology Division.
(*Please refer to *Philadelphia Summer Assignment Compensation: Payment Procedure, Stipend Schedule, and Tax Information*, which is updated annually.)

IV. EVALUATION AND ASSESSMENT:

A. The *Supervisor's Evaluation* is designed to acknowledge strengths and accomplishments of the Seminarian, and to identify areas of ministry where growth is needed.

- 1) Both the Supervisor and the Seminarian should create an atmosphere that allows for healthy critique.
- 2) At his discretion, the Supervisor may encourage input from others, such as a resident priest or a parish staff member who have interacted with the Seminarian throughout his internship by inviting them to use the form, *Supplimental Evaluation*.
- 3) At the final Supervisory session of the summer, the completed *Supervisor's Summer Evaluation* and the *Seminarian's Summer Self-Evaluation* are to be reviewed by the Supervisor and the Seminarian together. The completed *Evaluations* (signed by both parties) will reflect discussions that have taken place in the ongoing weekly Supervisory sessions.

B. See **Item No. VI** below for a list of required forms and due dates.

V. PARTICULAR GOALS:

A. This program has as its primary goal to provide the Seminarian with a full-time, formally supervised experience as an Intern. This is a crucial moment in the discernment process of the Seminarian and an important part of the Seminary's Formation Program.

B. The Summer Pastoral Internship Program should give the Seminarian an opportunity to grow in his priestly identity by providing him with an environment in which he experiences the following:

- 1) the consistent routine of daily prayer (personal and communal) within the context of the parish
- 2) community life and relationships in both the parish and the rectory
- 3) service to the staff in particular and the parish community in general
- 4) accountability through some type of a formal Supervisory relationship

VI. DOCUMENTS TO BE COMPLETED

A. Copies of completed documents are to be given to both the Director of Pastoral Formation and to the seminarian's Formation Advisor

B. List of Documents:

DOCUMENT	TO BE COMPLETED BY	DUE
<i>Agreement for Learning</i>	Supervisor with Seminarian	June 23
<i>Supervisor's Evaluation</i>	Supervisor with Seminarian	August 9
<i>Seminarian's Self Evaluation</i>	Seminarian	
(Optional) <i>Supplemental Evaluation</i>	Resident Priest and/or Parish Staff Members	