



SAINT CHARLES BORROMEO SEMINARY, OVERBROOK

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

PRE-THEOLOGY AND THEOLOGY

AGREEMENT FOR LEARNING

SEMINARIAN: _____

DATE: _____ CLASS: _____

PLACEMENT: _____

SUPERVISOR: _____

FORMATION ADVISOR: _____

The *Agreement for Learning* is the guiding document for the apostolic or pastoral experience and contains the following elements:

1. A statement of goals and the means to achieve those goals
2. A description of the specific ministerial tasks assigned to the Seminarian
3. A specific description of the supervisory relationship.

This form is to be completed by the Seminarian and the Supervisor on the date designated in the Field Education Program calendar. There should be sufficient discussion by the parties involved so that the goals, expectations, and responsibilities of the apostolic or pastoral experience are clearly articulated. The *Agreement for Learning* may be further adapted during the course of the year, after discussion between the Seminarian and the Supervisor, and with the approval of the Director of Pastoral and Apostolic Formation.

The preparation of this document creates the foundation necessary for an optimum educational experience for the Seminarian. The *Agreement for Learning* also serves as the basis for on-going supervisory sessions, evaluation of the field experience, and for written evaluations that are required at the conclusion of each semester; Seminarians should keep a reference copy of this and other forms for themselves. All forms are to be submitted in compliance with the dates set forth in the semester calendars.

PARAMETERS FOR THE FIELD EDUCATION DAY

The length of the Field Education Day usually involves a minimum of two segments of pastoral activity on a Thursday, which consists of three parts, i.e. morning, afternoon and evening. Seminarians in each division are free to leave campus in the morning after Morning Prayer and Mass. Ample time should be given for breakfast and travel time before being responsible to arrive at the designated assignment. Should the pastoral or apostolic activity of a particular assignment require time extending beyond the designated two segments, it is encouraged that a segment of the day be given to the Seminarian to use for study, rest or some other activity to be determined at his discretion.

In the Theology Division, the schedule of activity should extend from morning until afternoon, or from afternoon until evening. Pastoral activity beyond the designated two segments is given as an option to the Seminarian in conjunction with the Supervisor, and in consultation with the Director of Pastoral and Apostolic Formation. Due to travel distances, the types of certain assignments, as well as the policies of different diocese that participate in the program, adjustments to this regulation may be made. In any case, the Theology Division seminarians are to return to campus by 11:00 PM. Thursday is the preferred day for Field Education. Occasionally, alternate arrangements may be proposed to the Director of Pastoral and Apostolic Formation, provided such arrangements take the place of the Thursday time commitment and do not interfere with the Seminary schedule.

Seminarians in Theology Divisions are encouraged to promote a spirit of generosity and pastoral charity with respect to the expectations and obligations presented in each assignment. Occasionally, in consultation with the Seminarian, a Supervisor may request the Seminarian for some pastoral or apostolic activity outside the ordinary parameters of the Field Education Day as described in the *Agreement for Learning*. Both the Seminarian and the Supervisor should keep in mind the other areas of formation for which the Seminarian is responsible at the Seminary. The Seminarians are encouraged to use their "discretionary time" wisely. The permissions for these occasions are granted on an *ad hoc* basis, in consultation with the Director of Pastoral and Apostolic Formation and the approval of the appropriate Dean of Men, provided such arrangements do not interfere with the Seminary schedule or other obligations for which the Seminarian is responsible within the overall formation program.

PART I

STATEMENT OF GOALS AND OBJECTIVES OF THE SEMINARIAN:

Respond to such questions as: What do I expect to learn? What pastoral skills do I hope to improve? What kind of supervision am I anticipating? How will this experience relate to my overall Seminary formation and preparation for Priesthood?

STATEMENT OF GOALS AND OBJECTIVES OF THE SUPERVISOR:

Respond to such questions as: Why am I engaged in this Seminary program? What do I expect to accomplish for the parish/agency? What do I expect of the Seminararian? How do I see this experience relating to the Seminararian's discernment of a priestly vocation?

PART II

RESPONSIBILITIES ASSIGNED TO THE SEMINARIAN:

Aware that changes in schedule will inevitably arise, a basic plan for the Field-Education day should be described here (e.g. teaches 7th grade class weekly, visits the sick every other week, etc.). Please specify arrival and departure times.

RESPONSIBILITIES ASSUMED BY THE SUPERVISOR:

Aware that changes of schedule may inevitably arise, the Supervisor should specify here the plan for supervisory time. As a goal, the Seminary suggests at least three formal supervision sessions each semester. A supervisory session should be an opportunity to listen to the Seminarian's experience of pastoral life and to offer the Seminarian your insight into his pastoral presence. Hopefully, every Thursday will allow some time with the Seminarian.

☐ **(Please check if applicable)** As a Supervisor, I understand the Seminary's concern with health-care precautions for Seminararians assigned to this placement. If Seminararians assigned to this placement require information regarding Universal Health Care precautions because of the nature of their pastoral or apostolic activities, then I agree to provide such information as part of their general site orientation.

☐ **(Please check)** As a Supervisor, I also understand the Seminary's concern for making sure that Seminararians assigned to this placement are aware of all institutional policies and procedures that directly apply to the activities for the assignment. As a part of the orientation and ongoing supervisory sessions, I will inform the Seminararians of the policies and procedures.

SUPERVISORY SESSIONS AND EVALUATIONS:

The Supervisor and seminarian are to hold regular supervisory sessions during which they discuss how the seminarian is doing with the apostolate. The written evaluations at the end of each semester bring closure to that semester should be a summary of conversations that took place during supervisory sessions. The Supervisor is to discuss his evaluation with the seminarian. These evaluations are to be submitted by the Seminarian for further discussion with his Formation Advisor,

FINANCIAL ARRANGEMENTS:

There is no stipend associated with the Thursday Field Education. The Field Education Day is an integral part of the Seminarian's priestly formation. It is hoped that the parish/agency/institution will provide meals for the Seminarian when he is on-site. If possible, Seminararians who incur travel expenses (gas/tolls) should be reimbursed. If need be, a lunch could be brought by the Seminararians. (Seminararians who would take a lunch-to-go must make arrangements in advance with the Director of Dining Services.)

☐ **(Please check if applicable)** The parish / agency / institution will reimburse the Seminarian for travel expenses.

☐ **(Please check if applicable)** The parish / agency / institution will provide lunch or dinner for the Seminarian.

SCHEDULE:

Thursday is the official day for Field Education. See the calendars on the website, <http://www.scs.edu>, for all Field Education Dates. The Seminarian is required to be present for all Field Ed days, except as noted on the Calendar. Personal appointments (such as doctor visits, etc.) are to be scheduled outside of class time and on a day other than a Field Ed day. Exceptions must be approved by the Director of Pastoral and Apostolic Formation and the Dean of Men at least one week in advance. Any Seminarian unable to attend his assignment on a Field Ed day is required to notify his Supervisor, his Field Education partner, the Dean of Men, and the Director of Pastoral and Apostolic Formation in a timely manner.

DRESS CODE:

The street attire of the Seminarian on field assignment is normally a black suit, white shirt and a tie. Only those in Holy Orders are permitted to wear the Roman collar. Exceptions to this rule may be granted by the Director of Pastoral and Apostolic Formation at the request of the Supervisor.

Any deviations from these directives must be addressed on the *Supervisor's Request for Permissions* form, located on the <http://www.scs.edu> website. The *signed* form is submitted by the Seminarian to the Director of Pastoral and Apostolic Formation. The submitted form must contain the Supervisor's signature.

PROGRAM FORMS:

Field Education Program information, forms and calendars can be accessed on the Seminary website at <http://www.scs.edu>. Click on MENU on the upper right side of the page, click "PastorsApsotolate Supervisors". The password is *Thursday1832*

DISTRIBUTION OF FORMS:

Each Seminarian is responsible for distribution of his own Field Education Forms as follows:

- ▶ *Original* to Director of Pastoral and Apostolic Formation
- ▶ *Copy* to Supervisor
- ▶ *Copy* to Formation Advisor
- ▶ *Copy* for Seminarian's personal records

REQUIRED SIGNATURES:

SEMINARIAN

DATE

SUPERVISOR

DATE

SUPERVISOR: All Seminarians are in full compliance with the applicable state laws concerning background checks and child abuse clearance, and are also in compliance with the norms and regulations of the Charter for the Protection of Children and Young People approved by the United States Conference of the Catholic Bishops. Records are kept on file in the Office of the Vice Rector for the School of Theology and copies are available upon request where and when necessary.