



SAINT CHARLES BORROMEO SEMINARY

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

THURSDAY APOSTOLATE PROGRAM DIRECTIVES AND THE AGREEMENT FOR LEARNING WORKSHEET

PRE-THEOLOGY AND THEOLOGY

"The goal of pastoral formation is to form shepherds of God's People; this goal requires men who are not self-centered, aloof, judgmental, or self-imposing but instead are characterized by a "serene openness" and capable of listening and collaboration. True shepherds must have a desire to understand the hearts of others and engage in attentive accompaniment." – Program of Priestly Formation (6th Ed) #367

Program Directives

TIME COMMITMENT

The length of the Field Education Day usually involves a minimum of two segments of pastoral or apostolic 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 assignment for pastoral or apostolic activity. Should the pastoral 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.

Seminarians 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 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 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.

SCHEDULE:

Thursday is the official day for Field Education. The Field Education dates for both semesters can be found in the calendars on the seminary website (<http://www.scs.edu>). The Seminarian is required to be present

for all Thursday Apostolate days. Personal appointments (such as doctor's visits) are to be scheduled for another day, outside of class time. Any exceptions to this policy must be discussed with the Director of Pastoral and Apostolic Formation at least one week in advance. If a Seminarian is unable to visit the placement on a particular Thursday because of illness etc., he is required to notify the Director of Pastoral and Apostolic Formation, the Dean of Men, his Supervisor, and his Field Education partner.

REPORTS AND EVALUATIONS:

The two written evaluations of the Supervisor and the self-evaluations of the seminarian that bring closure to each semester ought to reflect conversations that took place during supervisory sessions. This material will be submitted by the Seminarian to his Formation Advisor and the Director of Pastoral and Apostolic Formation.

DRESS CODE:

The street attire of the Pre-Theologians and the Theologians prior to reception of Candidacy for the Thursday Apostolate is normally a black suit, white shirt, and tie. For an exception to this norm the supervisor is to submit the signed "Supervisor's Request for Permissions" form to the Director of Pastoral and Apostolic Formation. Attire for Theologians who have received Candidacy is a black suit and clerical shirt.

FORMS ACCESS: Field Education Program information, forms and calendars can be accessed on the seminary website.

STEP-BY-STEP INSTRUCTIONS TO ACCESS FIELD EDUCATION FORMS

- 1) On the internet, in your web browser, type: <http://www.scs.edu/>
- 2) Click on the symbol above "MENU" (at the top right side of the seminary website's homepage.)
- 3) Click on "Pastors/Apostolate Supervisors" on left side of webpage. (Password: thursday1832)
- 4) Click on the name of the form being sought.
- 5) One may either type the form and save it before printing copy OR print out a blank form and complete it by hand.

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.

AGREEMENT FOR LEARNING WORKSHEET

This worksheet is *not* to be turned in; it is an instructional instrument to guide the Seminarian and his Supervisor in populating the *Agreement for Learning*, which *is* to be turned in.

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

PART I (to be completed by the Supervisor)

Gives Supervisor's statement of goals and objectives.

PART II (to be completed by the Seminarian)

Lists 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.

PART II (to be completed by the Supervisor)

Lists responsibilities assumed by the Supervisor.

The *Agreement for Learning* is to be completed and signed by the Seminarian and the Supervisor on the date designated in the Field Education Program calendar. The completed document is to be submitted to the Seminarian's Formation Advisor, and to the Director of Pastoral and Apostolic Formation. There should be sufficient discussion by the parties involved so that the goals, expectations, and responsibilities of the experience are clearly articulated. The *Agreement for Learning* may be further adapted during 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 education 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.