Saint Charles Borromeo Seminary

1400 Evans Road • Ambler, PA 19002

School of Diaconal Formation • 610-785-6244

**Agreement for Learning**

**School of Diaconal Formation**

**DUE DATE: OCTOBER 15**

**Candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“Supervised formation placements should be designed and adapted to the needs of the individual participant, helping him to gradually and appropriately experience in his pastoral placement what he has learned in his study. He should also be given ample opportunities to share experiences with deacons already in ministry.”*

**National Directory of the Formation, Ministry and Life of Permanent Deacons # 138**

### Part I

**Statement of Goals and Objectives of the CANDIDATE:**

Respond to such questions as: What do I expect to learn? What virtues and apostolic skills do I hope to improve? What kind of supervision am I anticipating? How will this experience relate to my overall Diaconal formation?

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**Statement of Goals and Objectives of the Supervisor:**

Respond to such questions as: Why am I engaged in this Diaconal Formation program? What do I expect to accomplish for the parish? What do I expect of the Candidate? How do I see this experience relating to the Candidate’s formation? Will the Permanent Deacon assigned to this parish participate in the supervision?

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#### Part II

**Responsibilities Assigned to the CANDIDATE:**

Aware that changes in schedule will inevitably arise, a basic plan for the internship should be described here (e.g., assist at one weekend Mass and a monthly baptism; participate in RCIA, Pastoral Council, Finance Council, marriage preparation, etc. on a monthly basis).

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**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 School of Diaconal Formation suggests at least one formal supervision session each semester. A supervisory session should be an opportunity to listen to the Candidate’s experience of apostolic service and to offer the Candidate your insight into his presence.

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* **(Please check if applicable)** As a Supervisor, I understand the School of Diaconal Formation’s concern with health-care precautions for Candidates assigned to this placement. If candidates 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 School of Diaconal Formation’s concern for making sure that Candidates 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 candidates of the policies and procedures.

**Reports and Evaluations:**

The written evaluation that brings closure to each semester should be a summary of conversations that took place during supervisory sessions.

**Financial Arrangements:**

There is no stipend associated with the pastoral internship. The pastoral internship is an integral part of the candidate’s formation.

**Distribution of Forms:**

Each Candidate is responsible for distribution of his own Pastoral Internship Forms as follows:

⏵*Original* to the Dean of the School of Diaconal Formation

⏵*Copy* to Supervisor

⏵*Copy* to Mentor

⏵*Copy* for candidate’s personal records

**Required Signatures:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Date**

**Supervisor:** All Candidates 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 School of Diaconal Formation and copies are available upon request where and when necessary.