



SAINT CHARLES BORROMEO SEMINARY

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

AGREEMENT FOR LEARNING MINISTRY BASED APOSTOLATES

SEMINARIAN: _____

DATE: _____ CLASS: _____

PLACEMENT: _____

SUPERVISOR: _____

FORMATION ADVISOR: _____

Time Period for Thursday Apostolic Service: _____

PART I

STATEMENT OF GOALS AND OBJECTIVES OF THE SEMINARIAN:

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 Seminary formation and discernment of my vocation?

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 Seminarian? How do I see this experience relating to the Seminarian'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 day should be described here (e.g., distributes food baskets at the food cupboard, plays board games with residents, serves lunch, teaches 7th grade class weekly, visits the sick every other week, etc etc.).

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 apostolic service and to offer the Seminarian your insight into his 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 Seminarians assigned to this placement. If Seminarians 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 Seminarians 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 Seminarians 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. College Seminarians will keep a Log Book. Though this material will be submitted by the Seminarian to his Formation Advisor, the Supervisor should use this material as part of the supervisory session.

FINANCIAL ARRANGEMENTS:

There is no stipend associated with Field Education. The Field Education Day is an integral part of the Seminarian's priestly formation. Ordinarily, seminarians should be offered lunch if their service period falls during the lunch hour. If possible, Seminarians who incur travel expenses (gas/tolls) should be reimbursed.

☐ **(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 for the Seminarian.

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 Seminarists 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.