



**NOTRE DAME SEMINARY**

GRADUATE SCHOOL OF THEOLOGY

# **Contact Sheet**

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**“Anyone among you who aspires to greatness must serve the rest,  
and whoever wants to rank first among you must serve the needs of all.  
Such is the case with the Son of Man who has come,  
not to be served by others, but to serve,  
to give his own life as a ransom for the many.”  
(MT 20:26b-28)**

# **2011 CALENDAR FOR THE FOURTH YEAR INTERNSHIP**

|                                 |  |
|---------------------------------|--|
| Friday, <b>May 27</b>           | Interns arrive at Parish (Use weekend to move in)  |
| Monday, <b>May 30</b>           | Parish Internship begins (Move in reports due)<br><i><u>General Information Sheet</u>, <u>Map</u>, <u>Directions</u>, <u>Welcome Bulletin</u></i>  |
| Friday, <b>June 17</b>          | Parish <u>I</u> nternship <u>A</u> greement (II-3-9)<br><i>(Ministerial Goals, Personal Growth Goals, Reflections, Logistical Details, PLSC Roster, PLSC Schedule of Meetings) &amp; Lay Support Committee Roster &amp; <u>S</u>chedule (VI-2)</i>                                     |
| Friday, <b>June 24</b>          | June reports #1 due<br><i>(1) Supervisory Session Review #1 (III-6)<br/>(2) Significant Incident Report/Analysis #1 (III-2)</i>  |
| Friday, <b>July 22</b>          | July reports #2 due<br><i>(1) Supervisory Session Review #2 (III-8)<br/>(2) Significant Incident Report/Analysis #2 (III-2)</i>  |
| Friday, <b>August 12</b>        | Mid-term evaluation due<br><i>(1) Interns Mid-term Evaluation (V-2-3)<br/>(2) <u>Supervisor=s Mid-Term Evaluation (V-4-5)</u><br/>(3) Parish Staff Mid-Term Evaluation (V-22-25)<br/>(4) Lay Support Committee Mid-Term Evaluation (VI-12-13)</i>                                      |
| Friday, <b>September 23</b>     | September reports #3 due<br><i>(1) Supervisory Session Review #3 (III-10)<br/>(2) Significant Incident Report/Analysis #3 (III-2)<br/>Synthesis Seminar Preparation Form (V-30-31)<br/>Ecumenical Activity Report (I-12)</i>   |
| Friday, <b>October 14</b>       | Final evaluation due<br><i>(1) Theological Reflection Paper (III-4)<br/>(2) Intern=s Final Evaluation (V-10-17)<br/>(3) <u>Supervisor=s Final Evaluation (V-18-21)</u><br/>(4) Parish Staff Final Evaluations (V-26-27)<br/>(5) Lay Support Committee Final Evaluations (VI-14-16)</i> |
| Saturday, <b>October 15</b>     | Last weekend in Parish   |
| Sunday, <b>October 16</b>       | Parish Internship ends   |
| Mon/Fri. <b>October 17 - 21</b> | Fall Break   |
| Sunday, <b>October 23</b>       | Interns return to Notre Dame Seminary  |
| Monday, <b>October 24</b>       | Classes begin at NDS   |

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**2012\***

**May 8 - 10 Exams**

**May 3 - 9 Retreat**

**May 10 Graduation**

**\*Dates may change**

# INTERNSHIP 2010 - GENERAL INFORMATION

INTERN: \_\_\_\_\_

YOUR SUPERVISOR: \_\_\_\_\_

YOUR PASTOR: \_\_\_\_\_

PARISH: \_\_\_\_\_

OFFICE SECRETARY: \_\_\_\_\_

OTHER PRIESTS LIVING THERE? \_\_\_\_\_

OTHER PARISH STAFF WORKING WITH YOU? (NAME AND TITLE):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

(Please attach a map and directions that will help me find your parish ***and*** office when I visit)

OFFICE PHONE # ( ) \_\_\_\_\_ (OFFICE)  
RECTORY PHONE #( ) \_\_\_\_\_ (RECTORY)  
INTERN=S PHONE # ( ) \_\_\_\_\_ (INTERN)  
FAX # ( ) \_\_\_\_\_ (FAX)  
SUPERVISOR CELL#( ) \_\_\_\_\_ (CELL- Supervisor)  
OTHER PHONE #=S ( ) \_\_\_\_\_  
**YOUR CELL PHONE#**( ) \_\_\_\_\_ (CELL-Yours!)

INTERN E-MAIL -: \_\_\_\_\_ SUPERVISOR E-MAIL: \_\_\_\_\_

PARISH WEB PAGE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

HOME PHONE #:( ) \_\_\_\_\_

WHEN WILL YOUR SUPERVISOR ***NOT*** BE AVAILABLE FOR A VISIT FROM THE DIRECTOR OF PASTORAL FIELD EDUCATION? (VACATION? DAY(S) OFF?)

PLEASE INCLUDE A COPY OF **THE PARISH BULLETIN** WITH YOUR WELCOME MENTIONED WHEN YOU SEND IN THIS FORM.

# As soon as you begin your Parish Internship

you need to send the following information:

## General Information Sheet

Completely fill out the other side of this page and return asap.

## Map, Directions

**Both** a Map and Directions to **Both** Church and Rectory

## Welcome Bulletin

This should reflect at least a paragraph mentioning your name, a little about yourself, and what your purpose at the parish will be.

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