

SECTION II

THE PARISH AGREEMENT

PARISH INTERNSHIP AGREEMENT CHECKLIST

- **Parish Internship Agreement (II-2)**
- **Ministerial Goals (II - 3)**
- **Personal Growth Goals (II - 4)**
- **Reflections & Logistical Details (II – 5 - 9)**
- **Parish Lay Support Committee roster (VI-1)**
- **Parish Lay Support Committee schedule of meetings
(VI-1)**

REMINDER: The AParish Internship Agreement@ is not complete unless all of these items are included. It is to be mailed to the Director of Pastoral Field Education.

Due by Friday June 17

NOTRE DAME SEMINARY
2901 S. CARROLLTON AVENUE
NEW ORLEANS, LOUISIANA 70118

DEPARTMENT OF PASTORAL FIELD EDUCATION

Telephone: (504) 866-7426 x 3011

Fax: (504) 866-6260

E-mail: Smason@nds.edu

PARISH INTERNSHIP AGREEMENT EFFECTIVE FROM: _____

STUDENT/INTERN: _____

PARISH SUPERVISOR: _____

PARISH: _____ **PHONE:** _____ **FAX:** _____

SUPERVISOR Cell phone: _____ **E-MAIL:** _____

ADDRESS: _____

CITY, STATE, ZIP _____

What is unique to Pastoral Field Education is that the student is required to take responsibility for his own learning. He has the help of a mentor and guide, a Pastoral Supervisor, who helps him to focus his goals, acquire the necessary skills and experiences and serve as a good role model. If no goals are set ministry tends to be reactive, i.e. waiting to see what crisis arises and then attending to it.

A significant part of your learning agreement is the formulation of goals in the following four areas:

1) KNOWLEDGE AND UNDERSTANDING

2) SKILLS AND ABILITIES

3) ATTITUDES

4) PERSONAL GROWTH

An Intern and Supervisor may decide to set a second goal in any of the above areas.

In formulating your goals keep in mind the General Guidelines for the Parish Internship Program, pp. I-5-6, as well as Criteria for Successful Completion of the Program on p. I-7-8. See pp. IV- 13, for an excellent article on setting goals and objectives (learning strategies).

ON THE NEXT TWO PAGES, PLEASE LIST YOUR LEARNING GOALS AND OBJECTIVES IN THE FOUR AREAS LISTED ABOVE. USE MORE PAPER IF YOU HAVE ADDITIONAL LEARNING GOALS AND OBJECTIVES.

LEARNING STRATEGIES IN FIELD EDUCATION

LEARNING GOALS	LEARNING STRATEGIES (Objectives)
<p>I. To develop KNOWLEDGE AND UNDERSTANDING of: (Indicate what new knowledge, information or understanding of ministry you want to acquire)</p>	<p>What steps will I take to accomplish this goal?</p> <ol style="list-style-type: none">1.2.3.4.
<p>II. To develop SKILLS AND ABILITIES in: (Area (s) of ministry where you want to gain competency)</p>	<p>What steps will I take to accomplish this goal?</p> <ol style="list-style-type: none">1.2.3.4.
<p>III. To develop ATTITUDES toward: (adoption of new feelings through experience)</p>	<p>What steps will I take to accomplish this goal?</p> <ol style="list-style-type: none">1.2.3.4.

PERSONAL GROWTH GOALS (NOT OPTIONAL)

At the conclusion of the Parish Internship you will be asked, "What did you learn about yourself?" In light of:

- 1) what you have been experiencing in prayer and in relationships with others;
- 2) the feedback that you have received in evaluation sessions; and
- 3) what you discovered about yourself last summer in C.P.E. and in other previous field education experiences;

What do you hope to learn about yourself during the Parish Internship? What weakness or area of personal growth or challenge might need some attention while you are in the Parish?

These goals should be unique to you. In other words, the faculty should be able to match the goals to you even if your name is not on the paper. Prepare for writing these goals this way:

- 1st - review all of your personal NDS evaluations.
- 2nd - review all of your final NDS evaluation reports from the rector.
- 3rd - review your personal CPE final evaluation.
- 4th - review your CPE supervisor's final evaluation.

Pay particular attention to the "Areas for Further Growth" highlighted in each of these evaluations. The "Personal Growth Goals" for your Parish Internship experience should clearly reflect the challenges raised in these evaluations. Please do not hesitate to consult with your Spiritual Director or with the Director of Pastoral Field Education if you need assistance in articulating these *critically important* goals.

Reflections

1. **LIMITATIONS AND CONCERNS:** What specific things do you have need of by way of instruction, information, guidance and supervision during this Internship?
2. **STRESS:** What stresses are you currently under or that you anticipate during the Internship?
3. **COMPETENCE:** What strengths, personal and pastoral, do you bring to the Parish Internship experience?
4. **THEOLOGICAL ISSUES:** What theological issue or dilemma do you find yourself caught up in presently?

Logistical Details

DIRECTIONS: The Parish Supervisor and the Intern determine the specific responsibilities that the Intern will assume in the parish following the requirements for the Parish Internship.

I. General Schedule of week/reoccurring responsibilities:

MONDAY: _____

TUESDAY: _____

WEDNESDAY: _____

THURSDAY: _____

FRIDAY: _____

SATURDAY: _____

SUNDAY: _____

II. Specific responsibilities (not in Section I)

A. Preaching and teaching ministry (e.g. Religious Education programs, schools, convert instructions)

B. Liturgical and sacramental ministry (e.g. required and special liturgies, communal services)

C. Pastoral counseling and ministry of service (e.g. home visitation, service to poor, visits to hospitals and prison, youth, aging ministry)

D. Administrative and organizational ministry of service (e.g. parish, deanery and ecumenical organizations and committees)

E. Matrimonial tribunal

III. Supervision Arrangements

A. Group (e.g. parish staff meeting, parish council)

Regular day and time_____

B. Individual - once a week for review of ministry (Intern presents a ministerial situation in the past week, discusses his ministry and evaluates with consultation of Supervisor)

Regular day and time_____

IV. Financial Arrangements:

THESE ARRANGEMENTS ACCEPTED BY:

Intern

Date

Parish Supervisor

Date

Director of Pastoral Field Education
Notre Dame Seminary

PARISH LAY SUPPORT COMMITTEE & PARISH STAFF

Since the Parish Internship is the specific time designated for an extended and intense experience of parish life, it is important that lay people participate in this formative experience. It is not only the Supervisor who is charged with the formation of the Intern, but the parish community as a whole is seen as a Ateaching parish@ and the Intern will learn much by interacting with parishioners, parish organizations and ministries. Each Supervisor together with the Intern is asked to select from the parish community five to eight individuals (or families) who represent a cross-section of the parish to serve on the Parish Lay Support Committee.

The primary purpose of this Committee is to welcome the Intern into the parish community, help with the orientation process and provide valuable feedback during the Internship. The Lay Support Committee can provide important insights into parish life and expectations, and can give the Intern a different kind of feedback than that of the Supervisor. Interns need to understand how they are perceived by others, how effectively they communicated their insights and understanding and how they engage in supporting others in the task of ministry to which all are called. Interns also receive input and feedback from those with whom they minister. These are issues which a Lay Support Committee can uniquely address.

Once the Supervisor has helped the Intern decide on the make up of the Committee the Intern has the responsibility of working with this Committee. One member of this Committee should be chosen as Chairperson. The Committee does not have a formal evaluative role but rather its purpose is to give support and feedback to the Intern. However, through its chairperson, he/she will be asked to give the Seminary and Supervisor of the Intern some evaluative comments of the Internship at two points (Mid-Term and Final) during the Internship (see Appendix). The Intern shares his learning contract with the Committee and receives input from the group on progress with his learning issues.

Suggested Agendas for the Lay Support Committee Meetings:

It is the responsibility of the Intern and the Chairperson to plan the agendas for the monthly meetings. The informal atmosphere of a home would be good and the Committee should agree ahead of time on the length of the meeting.

Introductory meeting: (June) At this meeting, after becoming acquainted and possibly doing some Scripture sharing, the Intern should share his learning agreement. The information sheet on the Parish Lay Support Committee should be given to Committee members ahead of the meeting and time should be set aside to discuss the purpose and scope of the Committee. A copy of the evaluative form (see Appendix) would also be shared with them. The Committee should assist the Intern in becoming aware of the history of the parish and dealing with his entry into the parish community.

Other meetings: (July, August, September, October) Possible topics might be feedback on sermons, relationships with parishioners, youth, elderly, and offering the Intern some suggestions for personal, professional, and other improvements that will enhance his effectiveness as a priestly leader.

The Intern may also use part of these meetings to gain knowledge about the particular character of the parish, discuss issues that may arise and also focus on sharing understandings of the nature and purpose of ministry, scriptural questions, faith sharing, etc.

Final meeting: (October) This is the final meeting at which the Supervisor should be present. A review of the Internship experience would be helpful. The Committee will provide the Intern with valuable feedback helping the Intern see his gifts and strengths and also point out areas for future growth. A good celebration will be a fitting way to bring closure to this pastoral experience.

Before the Intern leaves the parish the Chairperson of the Committee must give the Intern the evaluative comments of the Committee.

N.B. When the Director of Pastoral Field Education comes to the parish for the on-site visit, please arrange for him and the Intern to meet in the evening with members of the Lay Support Committee. If this is not possible please contact the Director of Pastoral Field Education before he visits the parish.

PARISH STAFF

As you might imagine, often times the most profound and insightful reflections about an Intern's ministry in a parish come from the parish staff. These are the women and men who observe the Intern in his most public *and* private moments. These are the people who really walk with a seminarian in a good times and bad, in sickness and in health. By faithfully living out their own vocation as workers for the Church, this group of colleagues in ministry enjoys a unique authority to both challenge and affirm the Intern in ways that other parishioners are unable to do. In other words; the evaluative input and feedback of the members of the parish staff is a critical part of the Internship experience.

With this said, it is important that both the Intern and the Supervisor inform the staff early that they will be asked to complete their own evaluations of the Intern's ministerial skills and overall ability for ordained ministry (Mid-Term and Final). A copy of the "Evaluation of the Intern by the Parish Staff" (V- 22-27) should be given to all members of the staff (i.e. office manager, secretary, receptionist, DRE, youth coordinator, cook, housekeeper, maintenance Supervisor, etc.) One staff person should be selected to gather the various evaluations and combine them into ONE report to be shared with the Intern so that he might include the staff report with his final report to the Director of Pastoral Field Education.

Finally, when the Director of Pastoral Field Education comes to the parish for the onsite visit it would be helpful if members of the parish staff could be available for a brief meeting with him and the Intern.

BEGINNING THE INTERNSHIP

The parish to which the Intern is assigned is designated by Notre Dame Seminary as a **ATEACHING PARISH@**. The parish is selected by the bishop or religious superior who sees it as a community of faith that will provide a rich setting for the Internship. The Supervisor is chosen because he and his parishioners are seen as interested in helping to prepare a seminary student for professional ministry. The Intern learns not only from the Supervisor, but also from the lay support committee and the entire parish with its many parishioners, organizations and ministries. It provides a model in collaborative ministry which can help an Intern grow in his own ministerial identity. Through the feedback the Intern receives from those with who he ministers, the Intern is better able to identify his gifts for ministry. Using the **ATHE TEACHING PARISH@** concept with parishioners will enable them to welcome the Intern in a very special way and they have the possibility of seeing themselves participating and sharing in the formation of a future priest. What follows are some suggestions and recommendations which will help the Intern get a good start.

1. PREPARING TO MOVE IN

- A. Clear arrangements are made about when and how the Intern will move in.
- B. Intern sends brief biography to parish for inclusion in bulletin.
- C. Parish publicizes Intern=s arrival. Use this occasion to publicize the notion of the parish as a **ATEACHING PARISH@**.
- D. On first weekend, Intern is present and introduced at all Masses. A brief **Acommissioning ritual@** might be helpful.
- E. Adjusting to rectory life (see #3 below for further details):
 - discuss rectory life with priests living in rectory
 - check Intern=s living accommodations
 - discuss office procedures
 - review rectory information

2. THE FIRST WEEK: UNDERSTANDING THE PARISH

Taking a good reflective look at the situation is an important part of planning for ministry. Because of the relatively short duration of the Internship, the **Apreliminary audit@** must be done quickly.

During the first week of the Internship, the Intern should:

1. Meet with the Supervisor. Discuss parish characteristics, number of families, age and ethnic groups, parish concerns, mission statement, goals, projects for the Internship, specific needs and concerns. Begin discussing the Intern's learning agreement.
2. Tour the parish with the Supervisor or members of the Lay Support Committee. Learn about areas, major institutions, community organizations.
3. Meet with all staff members to learn about their areas of responsibility and the way the Intern will minister in those areas and otherwise collaborate.
4. Meet with parishioners selected by the Supervisor to get a sense of the situation, history, and needs of the parish and its people.

3. SPECIAL ITEMS FOR CLARIFICATION WITH SUPERVISOR:

1. Presence in the rectory
2. Meals
3. Clerical dress
4. Visitors in the rectory
5. Furnishing of rooms
6. Office space
7. Access to secretary
8. Car and car allowance
9. Phone
10. Money (e.g. Petty Cash@)
11. Shared prayer
12. Day and time of Supervisory sessions
13. Keys
14. Days off/overnights
15. Salary
16. Laundry

4. WEEKLY SUPERVISORY MEETING

The one hour weekly meeting should take place at a regular scheduled time each week. These sessions should not be canceled. Since the Internship is primarily a learning experience which will have tremendous impact on the Intern=s future ministry adequate time needs to be set aside for the Supervisory meeting. The Intern should take primary responsibility by coming to the meeting with a prepared agenda dealing with his learning issues. There are several areas of focus:

1. Describing and exploring the presence of God in the Intern=s experiences
2. Discussing the effect of the ministry on the Intern
3. Encouragement, feedback, suggestions, advice from the Supervisor regarding the Intern=s ministry and life
4. Addressing any specific concerns

5. PERSONAL REFLECTION

An important aspect of the Supervisory role is engaging in reflection, both personal and theological with the Intern. In these sessions the Intern explores the personal impact of ministry on his life (i.e. movements of learning, growth, pain, etc.). Frequently, the Supervisor shares his own personal ministerial experience as it relates to the Intern=s experience. He helps the Intern to describe, explore and clarify his experience. He affirms activity which is positive and challenges activity that need growth and development. A suggested format for the Supervisory session is found on pp. II 4-5.

SUGGESTIONS FOR WELCOMING THE INTERN AND THE INTERN=S FAREWELL

Prepared by Rev. Robert-Joel T. Cruz

Welcoming the Intern:

- 1. Two weeks prior to the Intern arriving in the parish publish his biography, together with his most recent picture, in the Church=s bulletin for two consecutive Sundays.*
- 2. Together with his biography inform and educate the people about the current status of the Intern who is very soon to be ordained deacon and eventually priest; as contrasted to other seminarians who are in the earlier stages of formation. There is usually a confusion concerning the status of the Intern, therefore, it is important to clearly explain the status of the Intern.*
- 3. On the first weekend, let the Intern introduce himself at all Masses. After each Mass, provide refreshments and invite the people to come welcome and meet the Intern.*

Intern=s Farewell:

- 1. Through the Church=s bulletin, inform the people the week before the Internship comes to a close.*
- 2. Ask the Intern to write something in the bulletin, a sort of farewell note, to be published his last weekend in the parish.*
- 3. The Supervisor with the Support Group plans a farewell party for the Intern and invites the congregation to come to the party.*
- 4. During the last weekend, let the Intern talk at all the Masses to formally close his Internship. Provide refreshments after each mass and invite the congregation to say goodbye to the Intern.*