

**SECTION III**

**GUIDELINES**

**AND FORMS**

**FOR THE**

**INTERN**

A TOTAL OF THREE (3) SIGNIFICANT INCIDENT REPORTS/ANALYSIS  
are required during the Internship.

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|---|-----------------------------|--|
| 1 | <b>Friday, June 24</b>      | June reports #1 due<br><i>(1) Supervisory Session Review #1 (III-6)</i><br><i>(2) Significant Incident Report/Analysis #1 (III-2)</i>  |
| 1 | <b>Friday, July 22</b>      | July reports #2 due<br><i>(1) Supervisory Session Review #2 (III-8)</i><br><i>(2) Significant Incident Report/Analysis #2 (III-2)</i>  |
| 1 | <b>Friday, September 23</b> | September reports #3 due<br><i>(1) Supervisory Session Review #3 (III -10)</i><br><i>(2) Significant Incident Report/Analysis #3 (III-2)</i><br>& Synthesis Seminar Preparation Form (V-30-31) |
| 1 | <b>Friday, October 14</b>   | Final evaluation due<br><i>(1) Theological Reflection Paper (III-4)</i>  |

Please share your written analysis with your Supervisor. Both you and your Supervisor should sign it and mail it with you next Supervisory Session Review.

**GUIDELINES FOR PREPARING A  
SIGNIFICANT INCIDENT REPORT/ANALYSIS**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**I. The Significant Incident Report**

Write one page in which you describe the most significant incident of the week/month. A significant incident can be a personal involvement that may have caused increased anxiety in the Intern. On the other hand, it may be an incident that was exceptionally heartwarming and gratifying. In any case, it should be something that can be marked as the “high point” or the “low point” of the week in the Intern’s pastoral ministry.

1. Describe the incident, happening or involvement as best you can briefly.
2. Attempt to describe any emotions you perceived in others.
3. Describe your own personal feelings about the situation.
4. If the incident is a “low point,” attempt to state the problem as you see it. If the incident is a “high point,” attempt to state why.

**II. The Significant Incident Analysis**

Write one page in which you describe:

1. How this incident was dealt with in supervision.
2. What new insights did you receive as you shared this with your Supervisor?
3. What might you have done differently?
4. Have you made any new decision about your style of ministry as a result of this significant incident report?

(Please share your written analysis with your Supervisor. Both you and your Supervisor should sign it and mail it with your next Supervisory Session Review.)

n.b. A total of three (3) Significant Incident Reports/Analysis are required during the Internship.

## GUIDELINES FOR PREPARING A CASE STUDY

1. Identify the people involved, the central person in the ministry situation and also other significant persons. Discuss your role and significance in the situation.
2. - Tell what happened.
  - When did the person approach you?
  - What has developed since? What are the facts and events of the process?
  - What was said and done?
3. Describe the ministerial relationships. What are the dynamics between you and the person (s) involved? What has the interaction been among the persons themselves if a group is involved? On what basis are relationships organized? What feelings and attitudes influence the process? What influences do you see yourself as having on the outcome of the situation?
4. Set the ministerial relationship or situation in a larger context. How does what is happening relate to the parish, other persons on the staff, the family, the community etc.
5. A good case is one that gives readers and discussants who do not know the case first hand the essential information in a clear form with revealing (and therefore selective) detail. It should be:
  - Accurate as to fact and detail.
  - Specific rather than filled with generalities.
  - More given to facts than interpretations.
  - Illustrated by examples of specific events and interactions (vignettes, dialogue).
  - Non-technical - Always describe a symptom or a piece of behavior in preference to labeling it.
  - Developmental - Reveal the process. . .How did you get from where you started to where you are now?

## **GUIDELINES FOR WRITING THEOLOGICAL REFLECTION PAPER**

WRITE A THEOLOGICAL REFLECTION PAPER TO BE USED IN A CASE CONFERENCE. EACH WRITTEN REPORT IS TO BE TYPED , SINGLED SPACE, AND BE TWO PAGES IN LENGTH. LIMITING TO TWO PAGES INSURES THAT YOU WILL UTILIZE YOUR WORDS AND MATERIALS WELL AND MAKES IT MANAGEABLE FOR A CASE CONFERENCE. BELOW ARE SUGGESTIONS AND THE FORMAT TO FOLLOW.

- A. Choosing the event or situation:
  - a) Think of the many situations which have had a significant impact on your ministry.
  - b) From the many, select the one that has present concern for you, in which you have strong
  - c) Both positive and negative experiences in ministry are good learning opportunities.
  
- B. Preparing to write:
  - a) Recall as much detail as you can, live into it as fully as possible.
  - b) Make some notes to make sure you have details in mind.
  - c) Analyze the event and begin writing using the five categories listed below.
  
- C. Writing your report (Number your report 1-5 as below):
  - 1. Information: Provide for the group a mental picture of the event you are sharing. What happened? Who was involved? What was your role? What were your actions? How did others respond?
  - 2. Analysis: Sketch your interpretation of the event. What made it ministry? What made it positive or negative? What factors or forces were at
  - 3. Critique: What is at stake for you? What is at stake for others involved? What biases do you need to be aware of?
  - 4. Theological Meaning: What personal beliefs and/or convictions are evidenced or challenged in this? How does your religious experience shape your ministering response? What theological, biblical, historical and/or cultural insights relate to this event?
  - 5. Connections: How has this affected you in your “ministry role”? What responses do you intend to make? What will you want to remember to do or avoid doing? Why are you presenting this particular case?

## **GUIDELINES FOR PREPARING FOR A SUPERVISORY SESSION**

Choose two or three significant events, concerns, or experiences that relate to your learning agenda/goals.

Prepare to share each one in the following way with your Supervisor:

1. Clarifying what happened: describe briefly the concern, the experience or the situation.
2. Sensing feelings: describe what you felt in that experience; what you feel about it now. Why it is still important?
3. Developing interpretation patterns: what did you learn, or are you learning from the situation, concern, experience? Did you gain a new understanding of yourself, of others, community, structures? Was your action part of a behavioral pattern for you? How do you interpret your experience?
4. Reflecting evaluatively: what gospel values did that experience connect you with? How did it influence you as a minister? Was it a challenge to or a confirmation of your faith? Do you know its effect on the faith of others involved?
5. Action: what changes does this concern, experience, situation call you to make in your attitudes, in your inter-personal relationships, in your self-concept, in your ministerial activities? What strategies will help you make these changes?
6. Evaluation: how do you feel about the time spent in this session; i.e. the Supervisory relationship and the discussion and feedback that have taken place?

You may not know the responses to all (or any) of these clearly. That is what a Supervisor is for -- to help you reflect in a structured way on your ministerial experience and to plan action for the future.









