Pastoral Exposure Program

Fall/Spring
2014 – 2015
Information Page - Pastoral Exposure Program
Fall

Seminarian Name: ____________________________________________________________
Supervisor’s Name: __________________________________________________________
Ministry Name and Location __________________________________________________

Ministry Dates
________________________________________________________________________

Phone Number at Ministry ____________________________________________________
Address: __________________________________________________________________

Turn in after your first meeting.

Fr. Joe Krafft
Notre Dame Seminary
2901 S. Carrollton Ave
New Orleans, LA. 70118
504-866-7426

Secretary
Sharon Mason

Fill out Electronic copy and e-mail to Mrs. Sharon Mason smason@nds.edu
Guidelines - Pastoral Exposure Program

During First Theology, Notre Dame Seminarians will participate in the Pastoral Exposure Program or PEP. The purpose of this field experience is to provide the seminarian an opportunity to experience specialized (non-parish) ministry. This experience will help the seminarian to develop pastoral ministry skills and help the seminarian continue his discernment of priestly ministry.

PEP will include the following:

- One Friday afternoon each semester for introduction – *(Fall 9/13/13) (Spring 2/7/14)*
- Four, two hour visits each semester to the ministry location of your choice
- One written theological reflection each semester using the guide included in the handbook
- One Friday afternoon concluding meeting each semester each semester

“The whole training of the students should have as its object to make them true shepherds of souls after the example of our Lord Jesus Christ, teacher, priest and shepherd. Hence, they should be trained for the ministry of the worship and sanctification so that by prayer and the celebration of the sacred liturgical functions they may carry on the work of salvation through the Eucharistic sacrifice and the sacraments. They should be trained to undertake the ministry of the shepherd, that they may know how to represent Christ to humanity… Pastores Dabo Vobis
Requirements - Pastoral Exposure Program

A. Introductory 1 hour class at Notre Dame Seminary – on calendar
B. Seminarian to contact supervisor to schedule ministry dates
C. Seminarian sets goals he would like to work on during the semesters
D. Theological reflection paper written by the seminarian each semester
E. Theological reflection paper discussed in a meeting between the supervisor and seminarian each semester
F. Supervisor completes seminarian’s evaluation and discusses it with seminarian each semester
G. Seminarian completes his personal evaluation and discusses it with the supervisor each semester
H. Both supervisor and seminarian’s evaluation are sent to Notre Dame Seminary Pastoral Department at end of each semester
I. Final 1 hour class at Notre Dame Seminary – on calendar

Calendar

A. Introductory class at Notre Dame Seminary – on calendar – normal 1T classroom
B. Seminarian is responsible for setting up ministry visits
C. Seminarian will set down in writing his goals prior to his first meeting with his supervisor
D. Theological reflection written
E. Review theological reflection with supervisor
F. Evaluations written by supervisor and seminarian
G. Review of evaluations by supervisor and seminarian
H. Final meeting at Notre Dame Seminary
Introductory Class - Pastoral Exposure Program
At Notre Dame Seminary
Fall

A. Rational for specialized ministry outside of the parish
   a. Better understanding of diocesan services provided by Catholic Charities
   b. Opportunity to serve in ministry outside of parish
   c. Experience of integration of theological studies with pastoral situations

B. Choice of ministry locations
   a. Locations offered
   b. Making a choice to improve your skills
   c. Proper understanding of caritas and veritate
   d. Proper integration of theology and social sciences
   e. Development of pastoral identity of future priest

C. Responsibilities during program
   a. Goal Setting
      i. Using goal setting to plan for ministry

   b. Theological reflection
      i. Explanation of theological reflection assignment

   c. Evaluations
      i. Supervisor to complete separately
      ii. Seminarian to complete separately
      iii. Meeting between supervisor and seminarian to discuss evaluations
      iv. Evaluations returned to Fr. Krafft
Goal Setting - Pastoral Exposure Program

Fall

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(Indicate what new knowledge or understanding of ministry you want to acquire.) | What steps will I take to accomplish this goal?  
1.  
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3. |
| **II. To develop skills and abilities in:**  
(Area or areas of ministry in which you want to gain competence.) | What steps will I take to accomplish this goal?  
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| **III. To develop attitudes toward:**  
(Adoption of new feelings through experience.) | What steps will I take to accomplish this goal?  
1.  
2.  
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Theological Reflection

What is Theological Reflection?

Theological reflection provides the opportunity for faith development and conversion. Doing theological reflection can increase each participant’s faith and hope in the living presence of God. Theological reflection calls forth conversion in the context of life. Theological reflection can be done by one person but improves when done with another person or in a small group.

There are many models for theological reflection. The basic components of theological reflection are:

- **Pastoral Act** - awareness of an important ministerial experience or encounter with God.
- **Reflection** – the skill of listening, giving ear to the wisdom and insights with the whole person and reflecting upon the pastoral act.
- **Connect and Process** – the process of analyzing and applying the truths of our Catholic doctrine and tradition to our understanding of our experiences
- **Integration and Response** – finally challenging: moving toward transformation and conversion: challenging pre-conceived ideas, or reinforcing them, in the light of theological reflection. Both the one who is ministered to and the one who ministers will benefit from theological reflection.
Guidelines for Writing Theological Reflection Paper

Once during each semester the seminarian will bring a theological reflection paper to his supervisor/seminarian meeting. The theological reflection paper should be typed, double spaced and no longer than two pages in length. Follow the format outlined below.

A. Choose a pastoral ministry event

B. Writing your theological reflection using the outline described below
   a. There will be five parts of the paper
   b. Information, Analysis, Critique, Theological/Philosophical Meaning, Connection
   c. Information
      1. Provide a descriptive picture of the event.
      2. What happened? Who was involved? What was your role? What were your actions? How did others respond? Do not use real names and mask the event as best as possible.
   d. Analysis
      1. Sketch your interpretation of the event.
      2. What made it ministry? What made it positive or negative? What factors or forces were at work in this situation? What personal knowledge or conviction does it challenge?
   e. Critique
      1. What is at stake for you? What is at stake for others involved? What biases do you need to be aware of?
   f. Theological/Philosophical Meaning
      1. How does your religious experience shape your ministering? What philosophical insights relate to this event?
   g. Connections
      1. 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?
Supervisor’s Evaluation of Seminarian-Pastoral Exposure Program

Fall

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17. To what extent was the seminarian able to achieve his goals?

18. Identify some areas in which the seminarian has strengths and areas of needed growth.

Fill out electronic copy and e-mail to Mrs. Sharon Mason smason@nds.edu
**Seminarian’s Self-Evaluation - Pastoral Exposure Program**  
**Fall**

Seminarian: ____________________________  
Supervisor: ____________________________

Seminarian: please rate the following capacities or skills by circling the number that corresponds to the following scale:

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17. To what extent were you able to achieve your goals?

18. Identify some areas in which you have strengths and areas of needed growth.

Fill out electronic copy and e-mail to Mrs. Sharon Mason smason@nds.edu
Final Class - Pastoral Exposure Program
At Notre Dame Seminary
Fall

A. Prayer and Reflection on Ministry
   a. Goals
   b. Bring theological reflection paper
   c. Evaluations

B. Theological Reflection
   a. Groups of 3 – time to review and reflect
   b. Peer Review

C. Class discussion – what is Evangelization
   a. How did you do evangelization during the semester?
      i. How is content important for evangelization?
      ii. How is pedagogy important for evangelization?
      iii. How have you grown in communicating the faith this semester?
Information Page - Pastoral Exposure Program
Spring

Seminarian Name: ____________________________________________________________

Supervisor’s Name: ________________________________________________________

Ministry Name and Location ________________________________________________

Ministry Dates
_______________________________________________________________________

Phone Number at Ministry _________________________________________________

Address: __________________________________________________________________

__________________________________________________________________________

Turn in after your first meeting.

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2901 S. Carrollton Ave
New Orleans, LA. 70118
504-866-7426

Secretary
Sharon Mason

Fill out Electronic copy and e-mail to Mrs. Sharon Mason smason@nds.edu
A  Review of first semester P.E.P
   a. Goals and evaluation
   b. New goals – change of ministry location
   c. Evangelization
      i. Content
      ii. Pedagogy

B. Theological reflection
   a. More theology this year in your papers
   b. More integration of theology

C. Reminder of requirements
   a. Goal Setting
      i. Using goal setting to plan for ministry

   b. Theological reflection
      i. Explanation of theological reflection assignment

   c. Evaluations
      i. Supervisor to complete separately
      ii. Seminar to complete separately
      iii. Meeting between supervisor and seminar to discuss evaluations
      iv. Evaluations returned to Fr. Krafft
## Goal Setting - Pastoral Exposure Program

### Spring

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**DAY OF THE WEEK THE SEMINARIAN WILL SERVE**

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**II. To develop skills and abilities in:** (Area or areas of ministry in which you want to gain competence.)

|                           | What steps will I take to accomplish this goal? |
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**III. To develop attitudes toward:** (Adoption of new feelings through experience.)

|                           | What steps will I take to accomplish this goal? |
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Supervisor’s Evaluation of Seminarian - Pastoral Exposure Program

**Spring**

Seminarian: ____________________________  Supervisor: ____________________________

**Supervisor:** please rate the following capacities or skills by circling the number that corresponds to the following scale:

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To what extent was the seminarian able to achieve his goals?

Identify some areas in which the seminarian has strengths and areas of needed growth.

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Seminarian’s Evaluation - Pastoral Exposure Program

Spring

Seminarian: ____________________________________  Supervisor: ____________________________________

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18. Identify some areas in which you have strengths and areas of needed growth.

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Final Class - Pastoral Exposure Program
At Notre Dame Seminary
Spring

A. Prayer and Reflection on Ministry
   a. Goals
   b. Bring theological reflection
   c. Bring evaluations

B. Gifts and Future Goals
   a. What gifts did you discover?
   b. What will you set for future goals?

C. Theological Reflection
   a. Discussion on theological reflections