Introduction to Pastoral Ministry

Spring
2015
Information Page - Introduction to Pastoral Ministry
Spring

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 - Introduction to Pastoral Ministry

During the Second Year of Pre-Theology, Notre Dame Seminarians will participate in the Introduction to Pastoral Ministry (IPM). 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.

IPM will include the following:

a. One Friday afternoon in the Spring semester for introduction – four, two hour visits during the semester to the ministry location of your choice
b. One written theological reflection using the guide

c. One Friday afternoon final meeting and reflection

“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 - Introduction to Pastoral Ministry

A. Introductory 1 hour meeting at Notre Dame Seminary
B. Contact supervisor to schedule ministry dates
C. Seminarian prepares a set of goals for ministry for the semester
D. Theological reflection paper written by the seminarian for the semester
E. Theological reflection paper discussed in a meeting between the supervisor and seminarian
F. Supervisor completes seminarian’s evaluation and discuss it with seminarian
G. Seminarian completes his personal evaluation and discusses it with the supervisor
H. Both supervisor and seminarian’s evaluation are sent to Notre Dame Seminary Pastoral Department by the final meeting
I. Final 1 hour meeting at Notre Dame Seminary

Calendar

A. Introductory class at Notre Dame Seminary – on calendar – in normal Pre-Theology 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 – completed in time to discuss with his supervisor before due date
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 Ministry
Notre Dame Seminary
Spring

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. The goal of pastoral theology in a practical experience
   a. The sanctification of God’s people
   b. Proper understanding of relationship between theology studied and life experiences – How to integrate
   c. Proper understanding of caritas and veritate
   d. Proper integration of theology and social sciences
   e. Proper understanding of gal-setting and evaluation in these handbooks
   f. 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 - Introduction to Pastoral Ministry

**Spring**

<table>
<thead>
<tr>
<th>SEMINARIAN</th>
<th>LOCATION</th>
<th>DAY OF THE WEEK THE SEMINARIAN WILL SERVE</th>
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<table>
<thead>
<tr>
<th>Seminarian Learning Goals</th>
<th>Learning Strategies (Objectives)</th>
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<tbody>
<tr>
<td>I. To <strong>develop knowledge and understanding</strong> of: (Indicate what new knowledge or understanding of ministry you want to acquire.)</td>
<td>What steps will I take to accomplish this goal?</td>
</tr>
<tr>
<td></td>
<td>1.</td>
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<td></td>
<td>2.</td>
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<td></td>
<td>3.</td>
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</tbody>
</table>

| 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? |
|                                                             | 1. |
|                                                             | 2. |
|                                                             | 3. |

| III. To **develop attitudes** toward: (Adoption of new feelings through experience.) | What steps will I take to accomplish this goal? |
|                                                                                     | 1. |
|                                                                                     | 2. |
|                                                                                     | 3. |

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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 the 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

**Seminarian:** ____________________________  **Supervisor:** ____________________________

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

<table>
<thead>
<tr>
<th></th>
<th>4. Excellent</th>
<th>3 Very Good</th>
<th>2 Good</th>
<th>1 Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Desire for spiritual growth and habits of self-discipline</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>2.</td>
<td>Ability to model conviction for his vocation and faith</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>3.</td>
<td>Capacity to be proactive and show leadership</td>
<td>4</td>
<td>3</td>
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<td>5.</td>
<td>Ability to communicate the Faith in a correct and clear way so that the people learn from him</td>
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<tr>
<td>6.</td>
<td>Loyalty to church teaching</td>
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<td>7.</td>
<td>Pastoral sense, compassion and willingness to serve</td>
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<td>Ability to perceive and appreciate cultural differences</td>
<td>4</td>
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<tr>
<td>9.</td>
<td>Integration of theological knowledge and pastoral ministry</td>
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<tr>
<td>10.</td>
<td>Ability of the seminarian to inspire the laity to carry on the work of evangelization in their lives</td>
<td>4</td>
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<td>2</td>
</tr>
<tr>
<td>11.</td>
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</tr>
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<td>12.</td>
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<td>15.</td>
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<tr>
<td>16.</td>
<td>Spirit of collaboration</td>
<td>4</td>
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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**

Seminarian: ____________________________  Supervisor: ____________________________

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

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<td>Exhibits fidelity to prayer and spiritual practices</td>
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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.

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Final Class

A. Prayer and Reflection on Ministry
   a. Bring Theological Reflection
   b. Goals
   c. Evaluations

B. Theological Reflection
   a. Groups of 3 – review
   b. Peer Review

C. Class discussion – what is Evangelization
   a. How did you do Evangelization?
      i. How is content important for Evangelization?
      ii. How is pedagogy important for Evangelization?
      iii. How have you grown in communicating the faith this year?

D. Goal Setting and Evaluations
   a. What you learned from ministry experience
   b. Gifts you discovered that you have
   c. Goals you want to set for future ministry experiences
   d. How goals and evaluations are connected