Supervised Ministry of Religious Education

Fall/Spring
2014-2015
Information Page - Supervised Ministry of Religious Education  
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
Supervised Ministry of Religious Education

A. Goals of Religious Education for the Seminarian
   a. To enable the seminarian to acquire a consciousness of being a leader in religious education
   b. To help the seminarian to develop teaching methods, skills and pedagogies to communicate the Catholic faith
   c. To help the seminarian to acknowledge his strengths and develop his weaknesses as a religious educator
   d. To help the seminarian to develop his communication skills so that he can effectively communicate his human, spiritual, intellectual and pastoral formation
   e. To help the seminarian in his ongoing vocational discernment to Priestly ministry

B. Goals of Religious Education by the Seminarian
   a. Catechetical teaching of the Catholic Faith
   b. Teaching about doctrine and dogma of the Catholic Faith
   c. Teaching about Sacred Scripture
   d. Teaching about the Sacraments and sacramentals
   e. Teaching about the History of the Catholic faith
   f. Handing on of the Catholic Faith in parish programs such as CCD/PSR, RICA,
   g. Handing on of the Catholic Faith in schools
   h. Handing on of the Catholic Faith in prisons.

C. Responsibilities of the Seminarian and Supervisor
   a. The seminarians will participate weekly in the religious education program at the ministry location
   b. The seminarian will develop a set of goals that will guide his ministry during the yearlong assignment. The seminarian will discuss these goals with the supervisor
   c. The seminarian and Supervisor will meet once each week to discuss the seminarian’s ministry
   d. The seminarian and supervisor will agree on how changes to the ministry calendar will be made
   e. The seminarian will write a two-page theological reflection paper each semester and present this paper to the supervisor during the semester. The seminarian and supervisor will discuss the paper. The seminarian will submit the paper to Fr. Krafft on or before the last day of class for each semester.
f. The supervisor will complete an evaluation of the seminarian at the end of each semester. The supervisor will discuss the evaluation with the Seminarian and then will forward this evaluation to Notre Dame Seminary – Attention Sharon Mason. For the Fall semester the evaluation is to be sent by December 6th 2013 and by May 2nd 2014 for the Spring semester.

g. The seminarian will complete a self-evaluation by December 6th for the Fall semester and May 2nd for the Spring semester and will forward this evaluation to Notre Dame Seminary - Attention Sharon Mason.

D. Schedule
a. Introductory 1 hour Class each semester
b. The seminarian will contact the Supervisor to arrange the ministry dates and first meeting
c. For the Fall semester the seminarian should start in his ministry by 9/15/13 and his last date for ministry should be around December 1, 2013
d. For the Spring semester the seminarians should start his ministry by 2/2/14 and his last date for ministry should be around April 28, 2014
e. The seminarian will set in writing his learning goals at the start of the ministry and share these goals with the supervisor. The seminarian and supervisor may need to be amended the learning goals at the half-way point during each semester
f. The seminarian will write a two page theological reflection each semester
g. The seminarian and supervisor will discuss the theological reflection paper
h. The supervisor will complete an evaluation on the seminarian and discuss the evaluation with the Seminarian
i. The seminarian will complete his self-evaluation and discusses it with the supervisor
j. The evaluation will be sent to Notre Dame Seminary by the dates mentioned above.
k. Final Class 1 hour Class – each semester
Introductory Class - Supervised Ministry of Religious Education
At Notre Dame Seminary

A. Church’s plan for Catechesis and Evangelization
   a. Content
      i. Catechetical plan for Evangelization
         2. General Directory For Catechesis – 2001
         3. Nation Directory for Catechesis – 2005
         4. United States Catholic Catechism for Adults 2006
         5. Go and Make Disciples: A National Plan and Strategy for Catholic
            Evangelization in the United States – 2012
   b. Pedagogy
      i. The pedagogy of God
         1. Pedagogy of Jesus in Scripture

B. Your Teaching and Evangelization needs to include charity, truth, joy as shown in:
   a. Caritas and Veritate
   b. Veritatis Splendor
   c. Evangelii Gaudium

C. Goal Setting

D. Theological Reflection
   a. What is Theological Reflection
   b. Why Do Theological Reflection
      i. Called for in PDV and PPF
      ii. Connection between Theological Reflection
          1. Learning
          2. Relationship with Christ
          3. Assimilation and integration of theological studies
   c. Models of Theological Reflection
      i. Whiteheads
      ii. Lonergan
      iii. Browning
      iv. Shea
   d. Assignment for theological reflection

E. Evaluations
   a. Pastor to complete separately
   b. Seminarian to complete separately
   c. Meeting between pastor and seminarian about evaluations
      i. Evaluation brought to Fr. Krafft
Goal Setting - Supervised Ministry of Religious Education
Fall

SEMINARIAN __________________________ LOCATION __________________________
DAY OF THE WEEK THE SEMINARIAN WILL SERVE __________________________

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Fill out Electronic copy and e-mail to Mrs. Sharon Mason smason@nds.edu
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 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 assignment the seminarian will bring a theological reflection paper to his pastor/seminarian meeting. The theological reflection paper should be typed, singled space 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?
Pastor’s Evaluation of Seminarian - Supervised Ministry of Religious Education

Fall

<table>
<thead>
<tr>
<th>Number</th>
<th>Capacity Description</th>
<th>Supervisor Rating</th>
<th>4 Excellent</th>
<th>3 Very Good</th>
<th>2 Good</th>
<th>1 Poor</th>
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<td>1</td>
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<td>4</td>
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<td>2</td>
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</tr>
<tr>
<td>15</td>
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<td></td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>16</td>
<td>Spirit of collaboration</td>
<td></td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
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
Teaching Event of Seminarian - Supervised Ministry of Religious Education

Fall

Seminarian: ____________________________  Supervisor: ____________________________

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

<table>
<thead>
<tr>
<th>4 Excellent</th>
<th>3 Very Good</th>
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<th>1 Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the teaching event encourage participation in the sacraments and prayer?</td>
<td>4 3 2 1</td>
<td></td>
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</tr>
<tr>
<td>2. Did the teaching event exude a prayerful reflection on scriptures?</td>
<td>4 3 2 1</td>
<td></td>
<td></td>
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<tr>
<td>3. Evaluate the seminarian’s ability to be clear and concise.</td>
<td>4 3 2 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Evaluate the seminarian’s ability to be confident.</td>
<td>4 3 2 1</td>
<td></td>
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<tr>
<td>5. Did the teaching event manifest relevant research?</td>
<td>4 3 2 1</td>
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<tr>
<td>6. Evaluate the overall homiletic abilities of the seminarian</td>
<td>4 3 2 1</td>
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<tr>
<td>7. Evaluate the seminarian’s ability to deliver a message that is challenging and compassionate.</td>
<td>4 3 2 1</td>
<td></td>
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<tr>
<td>8. Evaluate the seminarians ability to be aware of the needs of the listeners.</td>
<td>4 3 2 1</td>
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<tr>
<td>9. Evaluate the seminarian’s ability to deliver a homily with good content that is relevant to the readings.</td>
<td>4 3 2 1</td>
<td></td>
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</tr>
<tr>
<td>10. Ability of a teaching event to inspire the lay faithful to carry on the work of evangelization in their lives.</td>
<td>4 3 2 1</td>
<td></td>
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### Seminarian’s Self-Evaluation - Supervised Ministry of Religious Education

**Seminarian’s Name:** ___________________  **Pastor’s Name:** ___________________

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

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<td>1.</td>
<td>Exhibits fidelity to prayer and spiritual practices</td>
<td>4</td>
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<tr>
<td>2.</td>
<td>Evidences enthusiasm for faith and vocation</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<td>3.</td>
<td>Shows capacity to be proactive and show leadership</td>
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19. To what extent have I achieved my goals?

20. How could you be a better teacher and formator of the faith to the laity?

21. What went well? What was difficult or problematic for you?

22. How have you grown in knowledge of yourself as a pastoral minister?

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Information Page - Supervised Ministry of Religious Education

Spring

Seminarian Name: ______________________________________________________________
Supervisor’s Name: __________________________________
Ministry Name and Location ______________________________________________________
____________________________________________________________________________
Ministry Dates______________________________________________________
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Phone Number at Ministry________________________________________________________
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Turn in after your first meeting.

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Notre Dame Seminary
2901 S. Carrollton Ave
New Orleans, LA. 70118
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Secretary
Sharon Mason

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**Goal Setting - Supervised Ministry of Religious Education**

**Spring**

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| II. To **develop skills and abilities** in: (area of ministry where you want to gain competency) | What steps will I take to accomplish this goal? |
|                                              | 1. |
|                                              | 2. |

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

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**Teaching Event of Seminarian - Supervised Ministry of Religious Education**

**Fall**

Seminarian: ___________________  Supervisor: ___________________  

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

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1. Did the teaching event encourage participation in the sacraments and prayer?  
   4 3 2 1

2. Did the teaching event exude a prayerful reflection on scriptures?  
   4 3 2 1

3. Evaluate the seminarian’s ability to be clear and concise.  
   4 3 2 1

4. Evaluate the seminarian’s ability to be confident.  
   4 3 2 1

5. Did the teaching event manifest relevant research?  
   4 3 2 1

6. Evaluate the overall homiletic abilities of the seminarian  
   4 3 2 1

7. Evaluate the seminarian’s ability to deliver a message that is challenging and compassionate.  
   4 3 2 1

8. Evaluate the seminarian’s ability to be aware of the needs of the listeners.  
   4 3 2 1

9. Evaluate the seminarian’s ability to deliver a homily with good content that is relevant to the readings.  
   4 3 2 1

10. Ability of a teaching event to inspire the lay faithful to carry on the work of evangelization in their lives.  
    4 3 2 1

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### Seminarian’s Self-Evaluation - Supervised Ministry of Religious Education

#### Fall

**Seminarian’s Name:** ____________________________  **Pastor’s Name:** ____________________________

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

<table>
<thead>
<tr>
<th>ii. Excellent</th>
<th>3 Very Good</th>
<th>2 Good</th>
<th>1 Poor</th>
</tr>
</thead>
</table>

1. Exhibits fidelity to prayer and spiritual practices
   - 4 3 2 1

2. Evidences enthusiasm for faith and vocation
   - 4 3 2 1

3. Shows capacity to be proactive and show leadership
   - 4 3 2 1

4. Ability to learn and take advice
   - 4 3 2 1

5. Ability to communicate the Faith in a correct and clear way so that the people learn from him
   - 4 3 2 1

6. Loyalty to church teaching
   - 4 3 2 1

7. Pastoral sense, compassion and willingness to serve
   - 4 3 2 1

8. Ability to perceive and appreciate cultural differences
   - 4 3 2 1

9. Integration of theological knowledge and pastoral ministry
   - 4 3 2 1

10. Ability of the seminarian to inspire the laity to carry on the work of evangelization in their lives
    - 4 3 2 1

11. Ability to be flexible
    - 4 3 2 1

12. Liturgical and homiletic skills
    - 4 3 2 1

13. Ability to organize his responsibilities and time schedule
    - 4 3 2 1

14. Ability to maintain ministerial boundaries
    - 4 3 2 1

15. Ability to establish and maintain mature relationships
    - 4 3 2 1

16. Sense of responsibility and communion with the presbyterate and Bishop
    - 4 3 2 1

17. Theological preparation in general
    - 4 3 2 1

18. Spirit of collaboration
    - 4 3 2 1
19. To what extent have I achieved my goals?

20. How could you be a better teacher and formator of the faith to the laity?

21. What went well? What was difficult or problematic for you?

22. How have you grown in knowledge of yourself as a pastoral minister?

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After Summer Meeting at Notre Dame Seminary

**Topic:**

A. Prayer and reflection on ministry
   a. Goals
   b. Bring theological reflection
   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 summer?
      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?

(Revised 3/21/14)