



DIOCESE OF ARLINGTON
Seminarian
2013 Pastoral Summer Assignment
EXPECTATION WORKSHEET

SEMINARIAN _____

NAME OF PARISH _____

NAME OF PASTOR/SUPERVISOR _____

DATES OF ASSIGNMENT (Begin) _____ (End) _____

SUPERVISION WEEKLY MEETING (Day) _____ (Time) _____

At the beginning of the assignment, the supervisor completes this Expectation Worksheet and reviews it with the seminarian. At the end of the assignment, the supervisor completes the Supervisor Evaluation. The supervisor and the seminarian are to sign and date the evaluation after it is reviewed. The supervisor is to return the signed **Supervisor Evaluation** to the **Diocesan Office of Vocations** by **Wednesday, August 21, 2013**.

List the expectations of the seminarian below

CATEGORY	LIST OF ACTIVITIES
Liturgy (Serving/reading at Mass, Extraordinary Minister of Holy Communion, weddings, funerals services, baptisms, etc.)	1.
Prayer (Private and public, w/ and w/o priests, where and how often)	1.
Public Speaking or Preaching (Wake and grave site services, K. of C., meetings, homilies for deacons, etc.)	1.

CATEGORY	LIST OF ACTIVITIES
<p style="text-align: center;">Education</p> <p>(Summer bible school, R.C.I.A., adult bible study/education, baptism classes, altar server training, etc.)</p>	<p>1.</p>
<p style="text-align: center;">Pastoral Care</p> <p>(Communion to the sick, bereavement, ministry, etc.)</p>	<p>1.</p>
<p style="text-align: center;">Youth/Young Adult</p> <p>(C.Y.O., Work Camp, Theology on Tap sports, vocation talks, etc.)</p>	<p>1.</p>
<p style="text-align: center;">Parish/School Meetings</p> <p>(Staff, council, finance, P.T.O., etc.)</p>	<p>1.</p>
<p style="text-align: center;">Evangelization/Social Justice</p> <p>(Parish outreach programs, Legion of Mary, parish census, food banks, etc.)</p>	<p>1.</p>

CATEGORY	LIST OF ACTIVITIES
<p>Sacramental Preparation and Administration (Marriage, baptism, parish records, etc.)</p>	<p>1.</p>
<p>Parish Office and Administration (Parish office procedures)</p>	<p>1.</p>
<p>Facilities Parish campus</p>	<p>1.</p>
<p>Diocesan Activities (Candidacy/Yearly Picnic, Learning Units, World Youth Day, Quo Vadis Camp, Mass of Thanksgiving, Altar Server Picnic, etc.)</p>	<p>1.</p>
<p>Special Projects and Miscellaneous Other Activities</p>	<p>1.</p>

SOME PASTORAL ACTIVITIES FOR A SEMINARIAN INTERN

1. Assist at the celebration of the Eucharist as described in the General Instructional of the Roman Missal (specifically #92-111).
2. Make pastoral visits with the sick, i.e. communion calls with the homebound or those in hospitals and nursing homes.
3. Accompany priests during the celebration of the Rite of Anointing, sharing parts of the rite, where permitted.
4. Conduct training sessions with Lectors, Extraordinary Ministers of Holy Communion and Altar Servers.
5. Participate in children's summer religious education programs/vacation bible school.
6. Participate in parish/diocesan youth and young adult group activities, bible studies, vocation talks, work camp, retreats, amusement park trips and sporting events.
7. Conduct an adult bible study/religious education series or a Baptism preparation class.
8. Organize and construct retreat experiences or days of recollection for various parish ministries, e.g. Lectors, E.M. of Holy Communion, Altar Servers, Choir/Music Ministers.
9. Observe a meeting with a family preparing for a Mass of Christian Burial or other Funeral Rites and/or make pastoral visits with the bereaved.
10. Offer a reflection at wakes or grave-side services.
11. Make pastoral visitations of un-churched or lapsed Catholics. Participate in a parish census and the parish registration process.
12. Participate in planning and implementation with certain parish groups, e.g. with R.C.I.A. team, with Pre-Cana team, liturgy and other committees.
13. Observe pre-marital interviews (P.N.I.: Pre-Nuptial Investigation) between priest/deacon and an engaged couple. Review diocesan and parish marriage preparation policies and norms as well as the FOCCUS instrument.
14. Participate in a wedding rehearsal and in a liturgy of Matrimony.
15. Observe the work of Parish Pastoral and Finance Councils and review diocesan and parish financial policies and norms for counting collections and submitting financial reports.
16. Participate in staff meetings, calendar meetings and priest rectory meetings.
17. Participate in summer diocesan/deanery priest or seminarian meetings and activities.
18. Participate in local ecumenical activities.
19. Review diocesan norms and parish procedures for sacramental records. Learn how to record sacraments, deaths, annulments, etc. and sending notifications of baptism (confirmation, marriage, etc.) to other parishes. Be responsible for issuing Certificates of Eligibility for Baptism and/or Confirmation, and Letters of Freedom to Marry, and Baptismal Certificates.