



## Pastoral Year Learning Contract

This learning contract should address the areas for on-going learning identified by the student through the Pastoral Year self-assessment tool. It must be mutually agreed upon by both the student and the on-site supervisor. *The signed contract is due to the Director of Field Education of Aquinas Institute within two weeks of the beginning date of the internship.* The Director of Field Education will either approve or make recommendations to strengthen the contract. The supervisor and intern should retain copies of this contract for themselves to review when they meet throughout the internship.

Student's Name \_\_\_\_\_

Ministry Address \_\_\_\_\_

Ministry Phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

Residence Address (if different) \_\_\_\_\_

Residence Phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

Supervisor \_\_\_\_\_

Position/Title \_\_\_\_\_

Ministry Site \_\_\_\_\_

Supervisor's Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

*For use by Director of Field Education:*

Orientation and Supervisor Training \_\_\_\_\_

Learning Contract Received and Approved \_\_\_\_\_

Field Education On-Site Visit \_\_\_\_\_

Formation Director On-Site Visit \_\_\_\_\_

Mid-Internship Gathering \_\_\_\_\_

Case Studies Received \_\_\_\_\_

Joint Evaluation & Portfolio Received \_\_\_\_\_

**I. Description of Site & Student**

A. **Brief Student Biographical Statement:** Briefly state your educational and professional background, and whatever personal data that you feel would be helpful for your supervisor and field education instructor to know at the beginning of your placement.

B. **Brief Description of Site and Ministry:** In your description, please comment upon the socio-economic, cultural, religious, ethnic, and psychological context of this ministry placement

C. **Ministerial Staff:** Note key persons who form the core ministerial team at your site. What are their roles? How would you describe the current dynamic among the ministerial staff? What will your relationship to other staff members be during the internship?

## II. Preparation for Objective Development

A. What areas for continued growth and development did you discern in completing the self-assessment tool given during orientation?

B. In addition to the learning areas discerned through the self-assessment tool, are there learning goals you have already developed with your academic advisor and/or formation director that should be addressed in this internship? What insights / growing edges emerged in previous field education internships (including CPE) that could be carried forward into the preparation of goals and objectives for this new internship?

## III. Pastoral Year / M.Div. Internship Learning Objectives

Considering the areas for on-going learning you identified through the self-assessment tool and the broader goals described above, create 4-6 learning objectives for yourself that will help you to meet the course objectives described in the syllabus. Under each objective, list ways in which you will measure your progress toward the objective.

Given the Dominican emphasis on the importance of on-going study in the minister's life, the learning objectives should incorporate some practical reading (approximately 100-300 pgs.) directly related to the objectives. (Point of clarification: this means 100-300 pages total for all the objectives, not each objective.) A list of suggested books to choose among can be found in the orientation folder, however, the supervisor may also have recommendations.

[Eg.: *Objective* : I need to develop a style of preaching that will be effective in the African-American community that I will be serving among.

*What kind of things will you do / be attentive to in order to meet this objective?*

- Five times during the internship, I will get preaching feedback from members of the congregation using the form given out in the syllabus. I will integrate suggestions from these forms into my subsequent preaching.
- I will observe the pastor, a very effective preacher in this community, preach five times during the

- internship.
- I will read *Preaching in the African-American Community* by John Smithton (St. Louis: Chalice Press, 2000]

***Objective I***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the internship, how will you know if progress has been made toward meeting this objective?*

***Objective II***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the internship, how will you know if progress has been made toward meeting this objective?*

***Objective III***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the internship, how will you know if progress has been made toward meeting this objective?*

***Objective IV***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the internship, how will you know if progress has been made toward meeting this objective?*

***Objective V***

*Objective:*

*How I will measure progress toward this objective:*

***Objective VI***

*Objective:*

*What kind of things will you do / be attentive to in order to meet this objective?*

*At the end of the internship, how will you know if progress has been made toward meeting this objective?*

#### **IV. Ministry Responsibilities and Schedule**

A. **Responsibilities:** State as completely and specifically as possible your duties and responsibilities on-site. To a large degree, these should correspond with the activities delineated under your learning objectives

B. **Ministry Schedule:** Indicate beginning and ending dates of the internship, as well as agreements with regard to days off, holidays and vacations, and other time away during the internship (including the MDiv Gathering/s in St. Louis).

#### **III. Means of On-going Feedback for the Student**

A. **Supervisory Relationship:** A one-hour theological reflection session between the student and his/her supervisor is expected to take place every other week throughout the internship. Establish below the proposed dates & times for these sessions (or a regular day of week and time that will be reserved for these sessions.) Describe the responsibility for agenda, kinds of reporting the student will make, mode of theological reflection, and kinds of feedback the student can expect from the supervisor during these sessions. If conflict should emerge between the intern and supervisor during the internship, how have you agreed to address it?

- B. Lay Committee:** Indicate steps being taken to establish a Lay Committee, the persons who've been asked to serve on the committee, the projected schedule for meetings, and any directions for the work of the committee that are being set mutually by intern and supervisor. (If a lay committee is not feasible in your site, describe other means by which you will be able to experience leading theological reflection.)
- C. Preaching Feedback:** Indicate steps being taken to establish a means for the intern to preach and receive feedback on his/her preaching. In what setting and how often will the student be preaching? (n.b. The intern is expected to preach a minimum of five times during the internship. It is expected that candidates for ordination will preach significantly more. The experience of homiletic preaching is ideal. However, other forms of preaching are also encouraged.) How will the student solicit feedback on his/her preaching?
- D. On-line / Face-to-Face Case Study Work with Peers:** Note below the two dates when the student intern will present a ministry incident for theological reflection with his/her peers. Where relevant, when will student block time in schedule to respond to peer's ministry incidents each week during the on-line segment of the course during the second semester?

#### IV. Additional Arrangements

- A. **Financial Arrangements:** Do any financial or other in-kind arrangements or obligations between the host ministry and the intern exist? If yes, have you discussed and come to clear agreement about the relationship of these arrangements to the internship? (You do not need to document the arrangements here, but it is important that you have talked about them.)
  
- B. **Intern Obligations to Religious, Familial, or Residential Community:** Indicate any expectations or obligations of the intern to the community in which he or she will be residing during the internship, insofar as a mutual understanding need to be had between the intern and his ministry supervisor (eg. a weekly community meeting or liturgy time that should not be missed; a regular family obligation that would affect your availability; etc...) Again these do not need to be documented here, but it is important to have discussed these.
  
- C. **House Rules:** Please discuss with one another any “rules” of the ministry setting—regarding such matters as meals, computer use, guests, keys, staff preferences, etc.—so that the intern understands any obligations or limits. Again these do not need to be documented here, but it is important to have discussed them.

The intern and supervisor are asked to keep copies of this learning contract and to revisit it at key points in the internship to make sure that the objectives are being attended to in an intentional manner. Over the course of the internship, it may become clear that details of the contract that need clarification, amplification, or renegotiation. Midway through the internship a short, formal Mid-internship Review will take place to evaluate whether formal emendations need to be made to the contract. A form for this review is provided in the orientation folder. At the end of the internship, this contract will be reviewed once more in a formal way to prepare for a final evaluation of the internship experience. Evaluation forms are available both on-line and in the orientation folder.

*Supervisor's Signature*

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Student's Signature*

Signed \_\_\_\_\_ Date \_\_\_\_\_