



University of Saint Mary of the Lake

LF 504: FIELD PLACEMENT/ MINISTERIAL PRACTICUM REQUIREMENTS

A supervised Ministerial Practicum is a requirement for certification for a director or a coordinator-level role. At least 100 hours of supervised ministry are necessary. The forms mentioned below can be found at the Institute for Pastoral Leadership (IPL) website. The completed forms will become part of the student's file at the IPL.

Here is a brief description of each requirement of the Ministerial Practicum:

1. **Ministerial Practicum site.** Each student will select a site where she/he will exercise the Ministerial Practicum. Please use the *Basic Site Information* form to capture information about the site, Supervisor, and ministry leadership role. This form is to be completed at the start of the Ministerial Practicum.
2. **Supervisor.** The Supervisor should ideally be on-site and able to observe the student during their practicum experience. He or she is someone who has responsibility and oversight for the particular ministerial work and is a member of the staff of the parish or institution.

If the Supervisor is not on-site, the student would still need to meet regularly with the Supervisor to share their plans, preparations, and programs, and for the advice and recommendations of the Supervisor. The off-site Supervisor will need to plan adequate opportunities to observe the student in his/her ministry.

The student should plan to meet with the Supervisor once a month during the academic year for a period of approximately 45 minutes.

3. **Ministry leadership role.** The role must meet the following requirements:
 - a. The student is directly responsible for a particular ministry that includes areas such as recruiting, leading, and forming volunteers. This role should be related to the area of desired certification. For example, a DRE or CRE should serve in a catechetical ministry and a PA serve in a pastoral ministry.
 - b. The ministry leadership role consists of about 4-5 working hours per week (paid or unpaid), which includes preparation time for the area of responsibility. Preparing a presentation, scheduling volunteers, and collecting information would be considered preparation time.
 - c. The role has a specific ministry description which is composed by the student together with his/her Supervisor. This description is included on the *Basic Site Information* form.
 - d. The Supervisor reports directly to the Associate Director of the IPL as to the student's progress.
 - e. If it is difficult to find a Supervisor for your ministry site, please resolve this issue with the assistance of the Associate Director of the IPL.
4. **Complete a total of 100 hours.** The 100 hours of ministry are equivalent to about 4 hours a week over the academic year. The record of hours is included in the *Final Evaluation* form.
5. **Final Evaluation.** Toward the end of the Ministerial Practicum, the student and the Supervisor will meet to review the entire ministerial experience, the record of hours, and together complete a *Final Evaluation* form.

Please submit the above forms to the Associate Director of the Institute for Pastoral Leadership so that they can be reviewed and included in the student's file. Thank you.

