



INSTITUTE
FOR
PASTORAL
LEADERSHIP

University of Saint Mary of the Lake LF 504: FIELD PLACEMENT/MINISTERIAL PRACTICUM SUPERVISOR ROLE AND RESPONSIBILITIES

You are invited to become a Ministerial Practicum Supervisor for a student who is enrolled in a formation program and desires to become certified for a director-level role or a coordinator-level role in the Archdiocese of Chicago. Through this experience as a lay minister and your guidance as a Supervisor, she/he will be better prepared for ministry within the Church.

We are asking the following of our students in the Ministerial Practicum:

1. 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 Director of Religious Education or Coordinator of Religious Education should be in a catechetical ministry role, and a Pastoral Associate should be in a pastoral ministry role.
2. The ministry leadership role consists of about 4 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.
3. 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.
4. The Supervisor reports directly to the Associate Director of the Institute for Pastoral Leadership (IPL) as to the student's evaluation and progress.

Your relationship with the student, as his/her Supervisor, is a pastoral one that provides the ministerial guidance needed for the good of the people he or she serves. You have the experience that will help the student negotiate the unforeseen situations that typically arise in ministry. By sharing your insights and modeling pastoral care, you will help the student grow in their own capacity for the relationships of lay ministry.

Our students are dedicated women and men who love Christ and want to serve His people. They are earnestly studying Catholic theology in their courses. As you know, knowledge is important but knowing how to apply that knowledge appropriately in pastoral circumstances is equally important. As a Supervisor, you will need to listen to the student as they continue to grow into their commitment to ministry and their understanding of their call to lay ministry in this Church.

You will assist the student in understanding his or her words and actions in ministry, the effects of those words and actions, and help them identify areas of growth in the four areas of human, spiritual, intellectual and pastoral formation. At times, you may need to confront a student also; but the pastoral care with which you do so will also be a formative experience for him or her. This important formative relationship will only be possible with an openness on both your parts and healthy communication that allows the positive and challenging messages to be heard.

As a Supervisor, therefore, we ask that you partner with the University of Saint Mary of the Lake and the Institute for Pastoral Leadership by assuming the following responsibilities:

1. Work directly with the student to clearly define their **ministry leadership role**, and assist him or her in completing the *Basic Site Information* form.
2. Schedule **monthly supervisory sessions** of 45 minutes. The student's learning is the major focus of these sessions; especially those learning goals which the student and you identify together. The student's development in dealing with critical or challenging incidents and his or her personal growth both humanly and vocationally are another focus of your supervision sessions.
3. Here are some guidelines for **your role as a Supervisor**:
 - a. Provide a supportive learning environment for the student.
 - b. Encourage autonomy and independence.
 - c. Provide constructive and timely feedback.
 - d. Provide professional guidance.
 - e. Be as flexible as possible, given the student's demands, while at the same time holding him or her accountable.
 - f. Be supportive with regular contact while not micro-managing.
 - g. Get to know:
 - i. the knowledge and skills the student brings to the pastoral situation
 - ii. the areas where s/he needs more information or support in developing skills
 - iii. the areas of pastoral practice of which the student may have little to no awareness or experience
 - h. Assist the student in transforming their 'knowledge' into pastoral application. The goal is to have the student learn how to integrate the principles and theology into the practice of ministry.
4. **Maintain contact** with the Associate Director of the Institute for Pastoral Leadership and **provide feedback** on student performance as requested or as needed.
5. Complete a final evaluation of the student's performance toward the end of their practicum, discuss your evaluation with the student, and then submit it to the IPL as indicated on the form:
 - a. **Final Evaluation.** Toward the end of the academic year, the student and the Supervisor will meet to review the entire ministerial experience, the record of hours, and complete the *Final Evaluation* form.

Please submit the completed 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.

May 6, 2022