Saint Charles Borromeo Seminary

1400 Evans Road • Ambler, PA 19002

School of Diaconal Formation • 610-785-6244

**Candidate**

**Mid-Year Progress Report**

**Due Date: January 15**

**Candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“Supervised formation placements should be designed and adapted to the needs of the individual participant, helping him to gradually and appropriately experience in his pastoral placement what he has learned in his study. He should also be given ample opportunities to share experiences with deacons already in ministry.”*

 **National Directory of the Formation, Ministry and Life of Permanent Deacons # 138**

**The purpose of this mid-year progress report is threefold:**

**1. Assist the candidate in assessing the quality of his first-semester pastoral internship experience**

**2. Redefine the goals and expectations of the upcoming semester in the light of insights and integration gained through reflection and supervision**

**3. Provide the candidate and his mentor with a focus to discuss the relationship between apostolic formation and other aspects of the candidate’s overall formation**

**Part I:**

Please evaluate yourself in each of the following areas on the scale as defined below:

**1-Outstanding 2-Very Effective 3-Effective 4-Somewhat Ineffective 5-Ineffective**

**1.** **ACCOUNTABILITY to commitments made in the *Agreement for Learning*:** (Include…punctuality, flexibility, ability to prioritize time, taking initiative, assuming responsibility for actions, completion of assigned tasks)

**1 2 3 4 5**

**2.** **QUALITY OF THE RESPONSE to pastoral tasks assigned:** (Include…personal appearance; ability to establish mature relationships with others; ability to accept people of various races, creeds and cultures; demonstration of self-discipline; ability to relate charitably to people with differing views)

**1 2 3 4 5**

**3.** **CAPACITY FOR SELF-ASSESSMENT in supervisory sessions:** (Include…self-confidence, constructive handling of conflict, cooperation with supervision, following suggestions, openness to criticism, ability to speak on your own behalf)

**1 2 3 4 5**

**4.** **ABILITY TO ENTER INTO PASTORAL RELATIONSHIPS with the entire staff and to collaborate in the ministerial work assigned:**  (Include…ability to work with laymen and women, showing respect for all people, exercising authority with humility, presenting Church teaching in a pastorally appropriate way)

**1 2 3 4 5**

**5. ABILITY TO MAKE SUITABLE JUDGMENTS** **related to the pastoral work at hand:** (Include…decision-making ability, observance of confidentiality)

**1 2 3 4 5**

**6. GROWING SENSE OF DIACONAL IDENTITY** **in performance of pastoral responsibilities:** (Include...witness to a prayerful disposition, willingness to represent the Church's teachings, bringing a theological perspective to pastoral activity)

**1 2 3 4 5**

**7. READINESS TO BE OF SERVICE to God’s people:** (Include...generosity of spirit, sensitivity to people, compassion for the sick, catechetical ability)

**1 2 3 4 5**

8. DEMONSTRATE COMPASSION in dealing with the shortcomings of others and with those deficiencies found in yourself: (Include…patience with people, ability to deal with the ambiguities of life)

**1 2 3 4 5**

**\* Please feel free to make any additional comments about the items listed in Part I.**

\*If more space is needed, please add an attachment.

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**Part II:**

As a summary of the information in **Part I**, please offer some commendations and/or recommendations that will serve to guide the second semester pastoral experience.

**COMMENDATIONS** (an acknowledgment of skills, talents, and gifts):

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**RECOMMENDATIONS** (an indication of areas where growth is needed):

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part III:**

**Indicate the number of absences from scheduled Pastoral Internship: \_\_\_\_\_\_\_\_\_\_\_**

** Signatures indicate that this evaluation has been read and discussed by the Candidate with his Supervisor.**

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**Supervisor’s Signature Date**

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**candidate’s Signature**  **Date**

**Distribution of Forms:**

Each Candidate is responsible for distribution of his own Pastoral Internship Forms as follows:

⏵*Original* to the Dean of the School of Diaconal Formation

⏵*Copy* to Supervisor

⏵*Copy* to Mentor

⏵*Copy* for candidate’s personal records