Saint Charles Borromeo Seminary

1400 Evans Road • Ambler, PA 19002

School of Diaconal Formation • 610-785-6244

**Supervisor**

**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**

**Please evaluate the candidate in each of the development areas listed using the scale below:**

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

**Part I:**

**SUPERVISORY RELATIONSHIP**

**1. PERSONAL APPEARANCE AND DEMEANOR:** Appearance and manner is appropriate.

**1 2 3 4 5**

**2. PHYSICAL STAMINA AND ENERGY:** Sufficient for tasks that have been assigned.

**1 2 3 4 5**

**3. INSIGHT AND JUDGMENT:** Gives evidence of organizational skills and good judgment.

**1 2 3 4 5**

**4. RESPONSIBILITY AND COMMITMENT:** Demonstrates punctuality, good attendance, commitment and follow-through regarding tasks.

**1 2 3 4 5**

**5. PERSONAL VALUES AND CHARACTER:** Demonstrates a reflection of Christian values and witness to a Gospel lifestyle.

**1 2 3 4 5**

**6. SELF-IMAGE:** Acts and relates with self-confidence and appreciates personal gifts and abilities.

**1 2 3 4 5**

**7. EMOTIONAL MATURITY:** Demonstrates an appropriate awareness of the feelings and emotions involved in the task of serving and caring and responds appropriately to such feelings.

**1 2 3 4 5**

**8. RELATIONSHIP WITH SUPERVISOR:** Demonstrates trust and openness with supervisor and receptivity to evaluative feedback.

**1 2 3 4 5**

**9. RELATIONAL ABILITY:** Relates to others in a comfortable, confident and appropriate manner.

**1 2 3 4 5**

**10. INITIATIVE AND LEADERSHIP:** Demonstrates dependability and reliability, showing a willingness to create new opportunities and possibilities.

**1 2 3 4 5**

**Please feel free to make additional comments about items in Part I here. Please use an attachment if more space is needed.**

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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 internship 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