

# **Seminarian Formation Outside the Seminary: Opportunities and Expectations**

Once accepted as a seminarian for the Diocese of Dodge City, a man is, in a sense, always representing the Diocese in his words and actions. Similarly, the Diocese of Dodge City and her Bishop sees a seminarian as not just a student, but a son. Keeping in mind a mutual desire to foster and reflect a healthy ongoing formation, the Diocese offers the following guide for seminarian activity while away from the seminary and/or present in the Diocese of Dodge City.



## **Formation During Seminary Breaks**

### **CONDUCT AND SPIRITUAL GROWTH**

Seminarians should use good judgment in all their activities and associations while away from the seminary. They should not jeopardize nor bring dishonor to their vocation by placing themselves in compromising situations. The Eucharist is the center of Christian spiritual formation, and during all seminary breaks Mass should continue to receive primary emphasis in the life of the seminarian. Daily participation at Mass should be practiced by all seminarians whenever possible.

While away from the seminary, especially during the summer, seminarians should continue the practice of regular confession with a priest other than their supervisor or Vocations Director, while maintaining the spiritual director at the seminary as their primary source of spiritual direction.

### **SEASONAL & HOLIDAY BREAKS**

#### **Contact Information & Activity during Seminary Breaks**

It is the seminarian's personal responsibility to inform the Office of Vocations of how he can be reached (address, phone number(s) and e-mail address) during all seminary breaks, most especially during summer breaks prior to and immediately after the summer assignment. This includes contact information during vacations and/or holiday home visits.

Seminarians are strongly encouraged to stay actively involved with their local home parish. All seminarians are to notify their pastor, in a timely manner, when they are going to be home and not vacationing elsewhere so that they may better assist in their home parishes during seminary breaks.

## SUMMER WORK AND ASSIGNMENTS

### College and Spiritual Year Seminarians

A college or spiritual year seminarian is expected to find summer employment. This could include non-pastoral parish work (e.g. mowing, repairs, school preparation), farm/harvest work, the continuation of a previous summer job, or other employment.

### Pre-Theology and Theology Seminarians

A Pre-Theology or Theology seminarian, in conversation with the Diocese, will have a pastoral assignment for the summer. He will receive a \$750 monthly stipend, plus room and board.

- ❖ If assigned to work in a parish for the summer, it will be a two month assignment, ordinarily in June and July. It is assumed that the seminarian will also live at the parish. The parish is asked to provide the summer stipend plus his room and board (estimated food cost \$250 per month). The Diocese may assist with this support. Mileage reimbursement is considered included in the summer stipend.
- ❖ Other summer assignments may be outside the parish, for example growth in language or spirituality, or ongoing coursework. In this case, the diocese will provide the summer stipend. If residence in a parish is necessary, the parish will provide room and board.
- ❖ **Expectation Worksheet (*To be done at the BEGINNING of the summer assignment*)**  
The Pastoral Summer Assignment **EXPECTATION WORKSHEET** is to be completed by the pastor/supervisor and the seminarian within the first week of the summer assignment, and a copy submitted to the Office of Vocations. The **SUPERVISOR EVALUATION** is to be reviewed at the start of the parish assignment so that the seminarian and the pastor/supervisor will better understand what the evaluation criteria will be throughout the summer.
- ❖ **Supervisor Evaluation Form (*To be done at the END of the summer assignment*)**  
The original, completed **SUPERVISOR EVALUATION** is to be reviewed and signed by both the pastor/supervisor and the seminarian prior to the last day of the summer assignment. The original evaluation, completed and signed, is to be sent by the pastor/supervisor to the Office of Vocations the week following the end of the assignment. This is to ensure that the evaluation can be copied and forwarded to the seminary (by the Office of Vocations), prior to the start of the academic year.
- ❖ **See Appendix I: Some Pastoral Suggestions for a Seminarian in a Parish Assignment**

# Dress Code

**Casual:** Jeans or Khakis, Polo Shirt, Belt, Shoes, and Socks

**Semi-Formal:** Slacks, Polo/Dress Shirt, Belt, Dress Shoes and Socks

**Formal:**

**College and Spirituality Year:** White shirt, black tie

**Pre-Theology and Theology:** Black Roman-collared Shirt and Black Pants

## Occasions

### Seminarian/Diocesan functions

Summer and Christmas seminarian gatherings.....Casual/Semi-Formal

Meetings with the Bishop or Director of Vocations...Semi-Formal

Formal (if transitional deacon)

Chrism Mass, Ordination receptions.....Formal

Diocesan Liturgies.....Cassock and Surplice

### Parish Visits/Assignments

Pastoral Duties, Sunday or Daily Mass.....Casual/Semi-Formal (College and Spiritual Year)

Formal (Pre-Theology and Theology)

If serving in a ministry at Mass.....Cassock and Surplice

Monthly deanery gatherings.....Casual

### Personal Activity

Family/friend weddings, baptisms,

Confirmations, or funerals.....Semi-Formal

Formal (if transitional deacon)

Ordinations.....Cassock and Surplice, if asked

Formal

For special circumstances, visit with the Director of Priestly Vocations

## **SOME PASTORAL SUGGESTIONS FOR A SEMINARIAN IN A PARISH ASSIGNMENT**

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1. Assist at the celebration of the Eucharist as described in the General Instructional of the Roman Missal.
2. Make pastoral visits with the sick, i.e. communion calls with the homebound or those in hospitals and nursing homes.
3. Accompany priests during the celebration of the Rite of Anointing, sharing parts of the rite, where permitted.
4. Conduct training sessions with Lectors, Extraordinary Ministers of Holy Communion and Altar Servers.
5. Participate in children's summer religious education programs/vacation bible school.
6. Participate in parish/diocesan youth and young adult group activities, bible studies, vocation talks, work camp, retreats, amusement park trips and sporting events.
7. Conduct an adult bible study/religious education series or a Baptism preparation class.
8. Organize and conduct retreat experiences or days of recollection for various parish ministries, e.g. Lectors, E.M. of Holy Communion, Altar Servers, Choir/Music Ministers.
9. Observe a meeting with a family preparing for a Mass of Christian Burial or other Funeral Rites and/or make pastoral visits with the bereaved.
10. Offer a reflection at funeral vigils or committals.
11. Make pastoral visitations of Catholics who are away from the sacraments. Participate in a parish census and the parish registration process.
12. Participate in planning and implementation with certain parish groups, e.g. with R.C.I.A. team, liturgy and other committees.
13. Observe pre-marital interviews between priest/deacon and an engaged couple. Review diocesan and parish marriage preparation policies and norms as well as the Prepare/Enrich instrument.
14. Participate in a wedding rehearsal and in a liturgy of Matrimony.
15. Observe the work of Parish Pastoral and Finance Councils and review diocesan and parish financial policies and norms for counting collections and submitting financial reports.
16. Participate in staff meetings, calendar meetings and priest rectory meetings.
17. Participate in summer diocesan/deanery priest or seminarian meetings and activities.
18. Participate in local ecumenical activities.
19. Review diocesan norms and parish procedures for sacramental records. Learn how to record sacraments, deaths, annulments, etc. and sending notifications of baptism (confirmation, marriage, etc.) to other parishes. Be responsible for issuing Certificates of Eligibility for Baptism and/or Confirmation, and Letters of Freedom to Marry, and Baptismal Certificates.