Inquirer Name:

Inquirer Email:

Inquirer Phone Number:

Supervising Priest:

Supervising Priest Phone Number: \_

Supervising Priest Email

Parish Internship Site:

Date:

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**Summary**

The Inquirer will engage in a supervised parish internship in a parish separate from their own where they will immerse themselves in the life of the parish and engage in a specific ministry project. One goal is to invite the Inquirer to engage in a ministry project at the site parish. In coordination with the supervising priest and a lay committee, the Inquirer will participate in creating a new ministry or reenergize an existing ministry in coordination with a lay committee and the supervising priest. The ministry project should pertain to the strategic vision of the parish, be reasonable in scope to the time limitations of the internship, be of mutual benefit, demonstrate the Inquirer’s leadership skills, and deepen their understanding of God’s vocational call in their life.

Beyond the ministry project, the Inquirer will experience the unique joys and challenges of serving in a parish. The hope is that by engaging fully in the life of their site parish and reflecting on their ministry experience, the Inquirer will sharpen, affirm, and be able to clearly articulate their call.

**Objectives**

* **Inquirer:**
	+ Engage in the life of the parish through liturgical, formational, and ministry opportunities, and use these experiences to reflect (with the supervising priest) on their vocational call to either active lay or holy orders aiming for a refined understanding and articulation.
	+ Be encouraged to take the lead in defining and establishing a ministry that supports the strategic plan of the parish.
	+ Agrees to an average of **five to ten hours per week** of ministry in this parish. If needed, they will arrange time off with the supervising priest. If any problems occur, Jimmy Hartley should be informed.
	+ Demonstrate an ability to identify, equip and send people to lead ministries.
	+ Demonstrate an ability to listen to the needs of the congregation and working with a congregation to implement their strategic plan.
* **Supervising Priest**
	+ Assists the Inquirer and lay committee in establishing a ministry project that supports the strategic plan of the parish.
	+ Supervises the Inquirer in the Inquirer’s engagement in the life of the parish.
	+ Regularly meets with the Inquirer to reflect on the experiences and offer guidance and mentoring.
	+ Assesses the vocational call of the Inquirer and their leadership aptitude, skills, and abilities.
	+ Completes a mid-term and final assessment (using the assessment below).
* **Lay Committee**
	+ The lay committee should be 5-7 members of the parish.
	+ Assists the Inquirer and supervising priest in establishing and implementing a ministry project that supports the strategic plan of the parish.
	+ Meets with the Inquirer at the mid-term (**before April 15**) and at the end of the internship (**before July 31**).
	+ Meets with supervising priest once (**before July 31**) to assess the vocational call of the Inquirer.
	+ Completes out the mid-term final report (using the assessment below).
* **PLEASE NOTE**: Required lay licenses are still required for the Inquirer to participate in ministries such as Preaching, Eucharistic visits, and Eucharistic Ministry.

**Timeline**

The internship will last six months, from the beginning of February until July. A typical schedule might look like:

1. February to mid-March
	1. The Supervising Priest selects a Lay Committee
	2. Inquirer works with the Supervising Priest and Lay Committee of the parish to identify a ministry that can be started within the internship period and that would be continued after the internship ends.
		1. In selecting a ministry, the Inquirer and supervising priest should look for an area that will stretch the Inquirer, be long-lasting, and tests the Inquirer’s leadership skills.
		2. Inquirer prepares and presents to the Supervising Priest and Lay Committee an outline of the proposed project, which should include the following:
			1. A description of the ministry.
			2. The relationship of the ministry to the parish’s strategic plan.
			3. A list of the resources needed to implement and sustain the ministry, along with potential sources for the resources.
			4. Sponsors of the ministry within the parish.
			5. How results will be measured
			6. Any approval requirements
			7. Time frame for implementation.
	3. Inquirer determines and begins to implement, with the Supervising Priest and Lay Committee, how the Inquirer will engage within the life of the parish community.
2. Mid-March to Mid-July
	1. Implementation of the ministry project and continued engagement with the parish.
	2. A midterm evaluation from the Supervising Priest and Lay Committee will be submitted to the Bishop Liason no later than April 15th following the format described below.
	3. During this time period the Inquirer should meet with the Supervising Priest at least monthly to assess and reflect upon the ministry.
3. Final week of July: Inquirer and Supervising Priest will complete a mutual review and assessment of the ministry (see assessment below) and submit them to the Bishop’s Liaison no later than August 15th.

**Assessment**

The mid-term assessment may use the questions below as they are applicable at this point of the internship.

Following a mutual review and assessment of the Project, the Supervising Priest, Lay Committee and Inquirer will prepare a report of their assessment of the Parish Internship addressing the following areas.

1. Description and Assessment of the Project
**(Inquirer)**
2. Write a description of how the Inquirer engaged in the Internship
**(Lay Committee and Supervising Priest)**
	1. What insight into their vocational discernment did the Inquirer gained?
	2. What challenged the Inquirer?
	3. What, if anything, did the Inquirer discover new about their self?
3. The Inquirer’s assessment of their experience during the ministry project.
 **(Inquirer)**
	1. What insight into their vocational discernment did the Inquirer gained?
	2. What challenged the Inquirer?
	3. What abilities and skills did the Inquirer employ? How did they employ them?
	4. Abilities and skills the Inquirer identified as needing continued development?
4. The Supervising Priest, and Lay Committee’s assessment of the Inquirer’s performance during the Project.
**(Supervising Priest and Lay Committee)**
	1. The clarity and applicability of the Inquirer’s insight in identifying a ministry for the Project.
	2. The Inquirer’s skill and clarity in communicating to the ministry’s various constituencies.
	3. The Inquirer’s thinking and organization in developing the ministry plan.
	4. The Inquirer’s interpersonal skills and effectiveness in recruiting and guiding parish members and other participants needed to successfully implement and sustain the ministry.
	5. The Inquirer’s facility in working as a member of a larger parish team and organization.
5. The Supervising Priest and Lay Committee’s assessment of the Inquirer’s vocational call to Holy Orders
**(Supervising Priest and Lay Committee)**
	1. How did the Inquirer articulate their sense of call to Holy Orders?
	2. How do you understand the Inquirer's sense of call to Holy orders?
	3. What areas of growth, in regard to the Inquirer’s call to Holy Orders, have you identified?
	4. What areas are clear identifiers of the Inquirer’s call to Holy Orders?
	5. Any other comments?

**Signatures**

The following individuals agree to the Discernment Internship:

Inquirer Date

Supervising Priest Date

Chair, Commission on Ministry Date