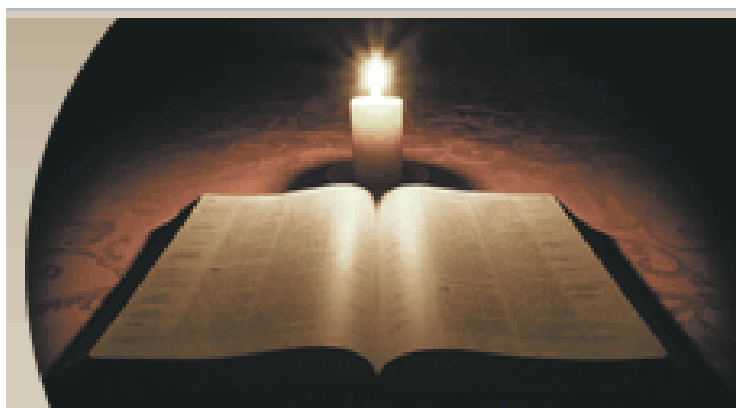




kino institute

Supervised Leadership Ministry Experience

Student Guidelines



Prepare the Way Program

*Accredited by the United States Conference of Catholic Bishops,
Commission on Certification and Accreditation*

All forms in this packet can be downloaded at
<http://www.kinoinstitute.org/programs/certificate-programs/slme-forms>

Eric J. Westby
602-354-2320
ewestby@diocesephoenix.org

Kino Institute
602-354-2300
kinoinstitute@diocesephoenix.org

The Supervised Leadership Ministry Experience

Jesus gave careful attention to the formation of the disciples whom he sent out on mission. He presented himself to them as the only teacher and, at the same time, a patient and faithful friend. He exercised real teaching "by means of his whole life". He stimulated them with opportune questions. He explained to them in a more profound manner what he had proclaimed to the crowds. He introduced them to prayer. He sent them out on a missionary apprenticeship.

General Directory for Catechesis #137

I. Introduction

In December 2005, the United States Conference of Catholic Bishops published "**Co-workers in the Vineyard of the Lord: a Resource for Guiding the Development of Lay Ecclesial Ministry.**" In this document is a presentation of the four necessary areas of lay leadership formation (human, spiritual, intellectual and pastoral), all of which are to be integrated in the development of the parish leader.

Such integration can be fostered through *guided pastoral practice* – field experience or a practicum requiring the learner to put into practice what has been learned, drawing consciously from all four dimensions of formation in planning, implementing and evaluating a project of ministerial service. The role of the site supervisor is essential here, guiding the learner to reflect upon, understand, and grow from the lived experience of ministry (p. 50).

Through a process of mentorship given by a site supervisor, the purpose of the Supervised Leadership Ministry Experience (SLME) is to assist participants with the integration of catechetical and leadership principles into the practicalities of parish work. In the course of the SLME process, participants will reflect upon their charisms, as well as create, plan, execute and evaluate a parish project within a specific area of service.

The SLME seeks to integrate the participant into the life of the parish and the mission of the Church. The SLME participant will grow to understand the greater ecclesial nature of service that takes place at the parish, done in communion with the entire Church. Through this service, the SLME helps participants develop human, intellectual, spiritual and pastoral qualities.

II. Goals and Objectives of the SLME

- A. Goal:** The goal of the SLME is to provide the participant with an opportunity to work under the mentorship of a site supervisor to plan, execute and evaluate a project

within a parish or school in order to pastorally apply their catechetical and leadership learning.

B. Objectives:

Through the process of implementing the SLME, participants will:

- a. Identify and obtain an SLME supervisor.
- b. Develop a project in conjunction with the SLME supervisor.
- c. Obtain appropriate project approvals from the Kino Coordinator and SLME supervisor.
- d. Plan, execute and evaluate the project within the directives given by the Kino Coordinator.
- e. Meet three times through the process with the SLME supervisor, including:
 - i. An initial Meeting – *Due September 30, 2011.*
 - ii. A mid-project evaluation – *Due January 31, 2012.*
 - iii. A post-project evaluation – *Due May 12, 2012.*
- f. Submit a portfolio with developed materials, due May 12. See below.
- g. Write a final report (3-5 pages in length) describing the project, due May 12, 2012. See below.
- h. Present to the class on the project at the Integration Seminar on May 12, 2012. See below.

III. Practical Aspects of the SLME

A. Time Frame, Contact Hours and Parish Site

- a. The participant will complete a minimum of 15 contact hours to complete the SLME successfully.
- b. A contact hour is defined as 60 minutes of direct contact with other participants in, or subjects of, the project.
 - i. Individual administrative work within the project will not be counted as contact hours.

- ii. Team meetings or planning sessions with other members of the project team may be included as contact hours with prior approval of the Kino Coordinator.
- c. The project site shall be at a parish or Catholic school within the Diocese of Phoenix, unless approved by the Kino Coordinator.
- d. Areas of specialization may include but are not limited to:
 - i. Children's Catechesis
 - ii. Youth and Young Adult Evangelization
 - iii. RCIA/Adult Faith Formation
 - iv. Marriage
 - v. Respect Life
 - vi. Pastoral Care of the Sick and Dying

B. Supervising and Evaluating

- a. With consultation and approval of the Kino Coordinator, the participant seeks an SLME supervisor at the project site. Qualifications of SLME supervisor includes:
 - i. Unless the supervisor is a priest, SLME supervisors must have at least **two years of experience** in the parish or diocese as a leader. A leader is a person appointed by the pastor to implement and coordinate a program on his behalf.
 - ii. The SLME supervisor must be **currently** in a position of parish leadership.
 - iii. Unless the supervisor is a priest, SLME Supervisors must be working **in the field of specialization** chosen by the participant.
 - iv. SLME Supervisors must be active practicing Roman Catholics in full communion with the Church.
- b. Over the course of the SLME, the SLME supervisor will meet three times with the participant. With each meeting, the forms enclosed are to be utilized by both the participant and the SLME supervisor. The purpose of each of the meetings is as follows:

- i. *Orientation Meeting*: At the beginning of the academic year, students and supervisors will meet as a group with the Kino Coordinator to discuss and understand the expectations for the project.
- ii. *Introductory Meeting*: During this meeting, the participant and the supervisor meet to examine the practical goals and objectives of the SLME. It is important that the goals and expectations of the SLME supervisor and the participant are to be discussed, responsibilities relative to the project specified, and future meetings established.

The 'Agreement Form' is to be submitted to the Kino Coordinator after this meeting.

- iii. *Mid-Project Evaluation*: At this meeting the participant and SLME supervisor discuss the progress of the project and determine whether or not the objectives of the project are being met. Feedback regarding the performance of the participant is given at this time. If necessary, update and change goals, expectations and responsibilities at this meeting.

The 'Mid-Project Evaluation Forms' for both participant and SLME supervisor are due after this meeting.

- iv. *Post-Project Evaluation*: In this meeting the SLME supervisor completes the final evaluation of the participant. The evaluation covers both the effectiveness of the project and the effectiveness of the participant within the project. This is also the time and the place for the participant to provide the SLME supervisor with feedback regarding his/her supervision. The supervisor signs and dates the project portfolio at this time.

The 'Post-Project Evaluation Forms' for both participant and SLME supervisor are due after this meeting.

- c. *Observation*: Participants are asked to observe at least 1 contact hour performed by the SLME supervisor (in addition to the 15 hours mentioned above). If the supervisor does not directly work in the field service of the student's project, then the student is asked to observe 1 hour with another leader currently in the field, with the prior approval of the Kino Coordinator.

SLME Supervisors are asked to observe at least 1 of the participant's 15 contact hours

C. Materials for Submission to Kino Coordinator

- a. Project Portfolio. The following items are due by May 12, 2012. Please see support materials included at the end of this document:
 - i. Parish Program Mission Statement
 - ii. Parish Program Evaluation
 - iii. Lesson Plan for one session of a presentation
 - iv. Budget, either for the program as a whole or a particular event
 - v. Team Training presentation
 - vi. Outline of program curriculum, if applicable, or an event calendar
 - vii. Log of contact hours
 - viii. Program promotional materials, i.e. calendar, flyer, brochure, printout of web-page, or a bulletin.

- b. Final report (3-5 pages in length) describing the project, due May 12, 2012. This report should include:
 - i. A description of the project that includes the audience served.
 - ii. A description of the parish/school where you served.
 - iii. Key moments/events that impacted you.
 - iv. Description of the relationship with your supervisor.
 - v. Ways in which you grew in human, spiritual, intellectual and pastoral skills.
 - vi. Ways that you encountered Christ.
 - vii. Future plans with this area of service.

- c. In Class Presentation. During the Integration Seminar on May 12, 2012, students will be expected to present their project to the class in the form of a parish ministry fair, in which the student will set up a table in a vendor-style, setting with a display, providing materials and answering questions for fellow *Prepare the Way* students.

D. Safe Environment Training “Called to Protect”

Called to Protect for Ministries classes are offered throughout the Diocese of Phoenix at various parishes and schools and at various times. It is easiest for you to select and register for a class that will be most suitable for your location and time.

- To register, go to: <http://www.safeenvironmenttraining.org/classes.php>
- Scroll through the list of classes to locate a class that works best for you
- When you have identified the most convenient class, click on the text: “Register Here” (found on the right hand side.)
- Enter your first and last name and street address only.

For Completion by the Site Supervisor:

Project Site Supervisor Name: _____

Parish: _____ Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ e-mail: _____

Please list your primary responsibilities at the parish: _____

Dates for Supervision (1. Complete Agreement Form; 2. Complete Mid-Project Evaluation; 3. Project Completion Evaluation):

1. _____ 2. _____ 3. _____

Signatures:

Participant: _____ Date: _____

Project Supervisor: _____ Date: _____

Pastor: _____ Date: _____

Kino Program Coordinator: _____ Date: _____

“Called to Protect” Training was completed on: _____ Date: _____

Supervised Leadership Ministry Experience (SLME)

Role Description

kino institute

Role: SLME Participant

Role Summary: The SLME Participant is a member of the Kino *Prepare the Way* Leadership Certificate program, in his/her second year; Obtains a site supervisor for the Leadership Project who agrees to work with the participant through the completion of the project; Plans, implements, and evaluates a leadership project within a parish or school.

Time Frame: From August to May

Specific Responsibilities:

- Obtains appropriate approvals for SLME through Kino Coordinator, Parish Pastor (or other principal authority) and site supervisor.
- Identifies and contracts with an individual with some expertise in the particular area of leadership and service who will volunteer to supervise the participant at the leadership site.
- Develops, plans, executes and evaluates all aspects of the leadership project.
- Completes a minimum of three meetings with project supervisor; 1.) Introductory 2.) Mid-project 3.) Project Completion.
- Completes two self-evaluation forms during the project
- Completes a project portfolio
- Completes a written summary of project for permanent file at Kino Institute
- Observes at least 1 contact hour performed by the site supervisor (in addition to the 15 hours mentioned above).

Necessary Qualifications:

- Ongoing participant in Kino's 2-year leadership certificate program.
- Has completed the first year of the Prepare the Way process.
- Has completed the "Called to Protect Training", and any other diocesan training deemed necessary for the completion of this project.

Supervised Leadership Ministry Experience (SLME)

Role Description

kino institute

Role: SLME Site Supervisor

Role Summary: Person with leadership expertise particular to the participant's chosen Leadership Project; Acts as a supervisor during the time frame of the SLME; meets with the SLME participant a minimum of three times during the Project; completes two evaluations of the participant; offers specific direction and coaching regarding the participant's performance and/or execution of leadership project.

Time Frame: From August to May

Specific Responsibilities:

- Evaluates (face to face) participant twice over the course of the project, once mid-project, and once upon the completion of the project.
- Completes evaluation forms and sends them to Kino Institute.
- Offers specific coaching and direction regarding the participant's work in relation to the leadership project.
- Ensures that the pastor (or other principal Church authority) is aware of the project and the Participant's role within the project.
- Observes at least 1 of the 15 contact hours executed by the participant.

Qualifications:

- Expertise and experience in the area of leadership in which the participant is conducting the project.
- Holds appropriate credential for the work that they are doing.
- Ability to communicate effectively.
- Ability to supervise, offer feedback and evaluate.
- Ability to complete appropriate forms in detail and provide them completed, in writing to the Kino Institute.

Supervised Leadership Ministry Experience
Site Supervisor Evaluation Form
kino institute

Supervisor Name: _____ Date: _____

Participant Name: _____

Timing of Evaluation (*Circle One*): *Mid-Project* *Post-Project*

Directions: Please complete the questions below as completely and honestly as you can.

1. Briefly describe what has taken place since project inception or mid-project evaluation.

2. What leadership and pastoral strengths can you identify in this participant?

3. Given your interaction with this person in the SMLE, describe this person's:

a. Human Qualities:

b. Spiritual Qualities and Prayer Life:

IV. Describe the use of teams and assistants serving in this program:

a. What is the process for recruiting team members?

b. What is the process for training team members?

c. What is the process for assessing team members?

V. Describe how this program connects with and impacts the following groups:

a. The larger parish community, especially the Sunday Liturgy

b. The larger civic community.

