

Pontifical North American College
Pastoral Placement
SUGGESTIONS

At the beginning of the assignment, discuss how to gain knowledge of the following areas of priestly ministry.

- Learn about the Evangelization programs in the parish and diocese.
- Involvement in RCIA, Religious Education classes, Youth Groups, Adult Education.
- Accompanying the priest during the Anointing of the Sick for homebound and those in hospital.
- Taking Communion to the homebound/those in Nursing Homes.
- Interview each member of the parish staff, as well as key volunteers in the parish, to learn their area of expertise and how the ordained ministers support that function in a parish.
- Answer the parish phone on a regular basis to learn more about the needs of parishioners.

- Attend parish administration meetings (and/or interview the president of each):
 - Finance Council
 - Parish Pastoral Council
 - Worship Committee
 - Board of Education
 - Stewardship Committee

- Learn more about parish finances by reviewing:
 - Diocesan norms
 - Parish policy for counting collections
 - Financial reports submitted to the diocese

- Sacramental Administration and Preparation
 - Review the diocesan norms and parish procedures
 - Learn how to record sacraments, deaths, annulments, etc.
 - Learn procedures for sending notifications to the parish of baptism (confirmation, marriage, etc.)
 - Conduct/observe baptismal preparation meeting
 - Marriage preparation
 - Read diocesan guidelines
 - Learn parish guidelines
 - Attend a meeting of couple with the priest
 - Attend Sponsor couple meeting, or interview a sponsor couple
 - Meet with Liturgy Director (how are weddings handled)
 - Learn more about the FOCCUS review
 - Learn how to complete forms (Bride & Groom Interview Forms, Dispensations, Permissions, etc.). Bring a copy of each blank form back to NAC if you are entering fourth theology (you will use these in your fall workshop).

- Bereavement Ministry
 - Assist in planning a funeral. Visit the family with the priest/deacon.
 - Preside at Prayers for:
 - Gathering in the Presence of the Body
 - Vigil (Wake service)
 - Transfer of body to church

- Annulments
 - Spend time at the Tribunal Office in order to learn about the annulment procedure in your diocese.
 - Learn the priest's role in preparing an annulment. Attending a meeting between the priest and a person seeking an annulment, if appropriate.

- Maintain fraternity with diocesan seminarians, deacons and priests. Because of attending seminary in Rome, this is especially important. Meet with neighboring pastors to introduce yourself to them. Attend ordinations, jubilee masses, other priest gatherings. Personally meet each seminarian whom you don't already know.

- Pastoral Handbook and Policies
 - Review Diocesan handbook and Diocesan policies
 - Review Policies for Sacraments, Tribunal, Parish Administration, etc.
 - Review Sexual Misconduct Policy and Code of Conduct
 - Review diocesan Faculties for Priests

- Ministry to Hispanics and other immigrant groups (visit a pastor/parish known to have an active ministry in this area).

- Visit Diocesan Offices and Catholic Social Services to learn about their services.

- Visit/Interview those who provide Counseling Services in Diocese/Parish.

- Acquire a diocesan directory (if possible) to determine diocesan and inter-diocesan resources, offices, etc.