

**DIVINE WORD MISSIONARIES
CHICAGO PROVINCE (USC)**

**CROSS CULTURAL
TRAINING PROGRAM
(CTP)**



OCT. 2010

THE CROSS-CULTURAL TRAINING PROGRAM

Chicago Province

In line with current mission theology this program is entitled "Cross-Cultural" instead of "Overseas" or "Regency" program. This is in conformity with the understanding of mission on the six continents in service of the reign of God as well as with the understanding of the essential SVD characteristic of crossing-over to another culture.

The ordinary length of the Chicago Province program is two years: one year to learn the necessary language and culture and a full one-year pastoral placement. The Chicago Province has a special commitment to ministry in African American, Hispanic, Vietnamese, Portuguese, Caribbean and French Canadian communities. The CTP program is available at some of these ministry sites.

The first stage of the program involves language and cultural studies. Such studies should normally not take more than one year depending on the ministry to which the intern will be assigned. This will be determined on an individual basis and will be influenced by the language the intern is expected to use for ministry and his level of facility with that language when he arrives in the USC. When possible, the intern will participate in the one week Cultural Orientation Workshop offered by the Superior Delegate USC. During this time there will be opportunity for reflection on the process of language and culture learning and how this affects the intern in his transition. This will be done through journaling and, where available, theological reflection. The actual format of this ongoing reflection will be determined at the time the specific program is structured.

The second stage consists of an in-depth, supervised pastoral experience as something lived and not only observed. CTP is more than an exposure program. The expectation is for genuine religious ministry that serves as an introduction to the specific pastoral role of ordained priests or Brothers in perpetual vows.

The purpose of the pastoral ministry stage of the CTP in the Chicago Province is to provide the intern a context in which he will experience full time public pastoral ministry with all the obligations and benefits of that position. This usually means a parish setting. We presume that any intern has had a variety of pastoral ministry experiences on a part time basis while he has been a full time student. In addition we would hope for some intensive full time, short-term ministry experience. CTP then becomes the opportunity for him to experience putting all the individual ministry experiences together, giving him the opportunity to learn how to balance what he does [ministry, prayer, community life, administration, personal time etc.] and to respond to unexpected needs.

No matter what ministry he has done before, this is the opportunity to experience it again in a new and full time context. There is nothing about life at the site that is "not my ministry". He should be, in some way, involved in everything that happens.

To become an effective learning situation the ministry will be supervised. This involves a personal learning relationship with an experienced missionary. The activity must be such that it involves the intern with the people of the area. In order to have depth, the supervised ministry part of the program is a full 12 months in duration. In this way the intern will realize the impact and consequences of his pastoral ministry and have adequate time to develop a wholesome and fruitful relationship with the supervisor.

Where possible, the experience of theological reflection will be encouraged. Depending on the resources available in the area, this will be done with other interns experiencing pastoral ministry. The reflector will be another SVD and where that is not possible, someone who has some understanding of the missionary dimension of who we are as SVD's. The intern will meet with this group once a month to reflect on the experiences he has in ministry and community life and on how he is responding to those experiences. It is the role of the reflector and the group to listen and support, to question and challenge, and to comfort as necessary.

GOALS OF THE CTP PROGRAM

The Chicago Province has established the following goals for the Cross-Cultural Training Program:

1. To broaden the intern's understanding of Church and its missionary mandate;
2. To solidify and mature the intern's vocation in the Society of the Divine Word;
3. To provide focus, direction and enthusiasm for the remaining years of formal theological, spiritual and personal formation of the intern;
4. To help create a closer bond of collaboration in the formation of future Divine Word Missionaries between personnel in the USA and elsewhere;
5. To heighten the sense of international mission awareness.

PREREQUISITES OF THE CTP

1. Satisfactory completion of at least one year of theology. In most cases, the completion of two years of theology is preferable;
2. Satisfactory completion of Clinical Pastoral Education or some supervised intense full time short-term ministry program;
3. Personal stability in one's vocational choice;
4. Personal maturity and openness to other cultures;
5. Good physical health and emotional and spiritual stability.

APPLICATION PROCEDURES

Applications from outside the USC are sent in writing to the USC Provincial. This application should include a statement of personal, ministerial and learning goals to be achieved during his program and an evaluation of his language abilities in English and any other language he might have.

The Provincial USC will forward the application to the CTP Director who will then seek a ministry site for the CTP intern in consultation with the Provincial and the District Superior.

When an appropriate site is located, the CTP Director will contact the intern and his Provincial for any further information needed in terms of immigration to the USA. The intern will then be directed in the process of application for a visa to the USA.

SUPERVISORS

***Provincial Director USC**

The Provincial Director USC is the overall supervisor of the program. He is responsible for communicating with the intern and his Provincial during the application process. Once the intern arrives he makes sure the intern receives the language learning opportunities needed for the ministry he will experience. The Provincial Director makes sure the contracting process is carried through, that on-site supervision is happening as scheduled, and that evaluations take place at the appropriate time. He is also responsible for visiting and spending time with the intern and the supervisor at least three times during the ministry experience.

***On-Site Supervisor**

Qualities: A qualified on site supervisor will be available before a CTP candidate is accepted. Ideally the qualities of a site supervisor would be:

1. A person who can provide the intern with a welcoming atmosphere of acceptance and the freedom to exercise pastoral ministry and thereby come to a deeper awareness and understanding of himself as minister and SVD;
2. A Role model for both ministry and religious life;
3. Able to live and interact with young confreres;
4. Adequately pastorally experienced;
5. Able to direct in-service training along the lines of pastoral activity, reflection and evaluation;
6. Willing to work with the intern in terms of the on-going evaluation that the program requires;
7. Currently updated on recent developments in Theology, especially in the area of pastoral theology and mission.

Responsibilities: The on-site supervisor has responsibility in three broad areas: direction, reflection and evaluation.

1. Direction: negotiates goals and schedule with the intern; establishes the responsibilities of the intern; provides in-service training and supervision in pastoral ministry;
2. Reflection: Sets a weekly meeting time with the intern to reflect on the pastoral experience as a learning situation;

3. Evaluation: provides the two required written evaluations.
 - The evaluations are done in writing separately by the intern and the supervisor, and then shared and discussed. The written copies are forwarded to the CTP Director USC.
 - At any time in the program, the supervisor may offer a personal evaluation of the intern to the CTP Director USC.

THEOLOGICAL REFLECTOR

Where possible, the intern will be involved in theological reflection. The Theological Reflector should be an SVD or someone familiar with the SVD and our mission. This person should not be directly involved in the pastoral ministry site. Theological Reflection is the opportunity for the intern to reflect, with others who are also experiencing supervised ministry, on his ministry experience in light of his theological studies. This reflection should happen monthly.

SPIRITUAL DIRECTOR

The site Supervisor will suggest to the intern several competent spiritual directors who are not directly involved with his community or ministry. The intern should choose from among these. This is to assure that someone is accompanying him as he attends to all that he experiences in cross-cultural ministry. It also provides "another ear" for him. A CTP intern should meet with his spiritual director once a month. This relationship is totally confidential.

CONTRACT

A. Purpose: The purpose of the CTP contract is for the intern and the supervisor to clarify and specify the mutual expectations to be fulfilled during the course of the pastoral experience. The contract serves as a job description or program for the implementation of the goals set out from the beginning.

B. Procedure: The contract will be negotiated between the Pastoral supervisor and the intern, and then approved by the Provincial Director. This process should begin within four weeks of the intern's arrival on site. It includes eight parts:

1. An over view of the site, including the roles of the various pastoral staff members, and all the activities of the parish.
2. Specifics of the pastoral duties of the intern, including his goals for participating in each area of ministry.

Pastoral duties would include: liturgical preparation and participation [baptism, first communion, confirmation, weddings, funerals, prayer services, school Masses, Sunday

and weekday Masses, preaching, sacristy work], visits to the sick at home or in hospital, visits to the elderly, youth ministry, teaching CCD/RCIA/Adult Education, evangelization and involvement in social justice ministries, administration of the parish [fund raising, finances, answering phone and door, maintenance, etc].

3. Community life and the interns' role and goals.
Community life includes: prayer, community meetings, anything related to SVD business, household cleaning, maintenance, cooking, washing up, shopping, etc
4. Accountability lines for each of the intern's responsibilities.
5. Responsibilities of the supervisor including the time and structure of the weekly supervision.
6. Responsibilities of the Theological reflector including the day and time of meetings.
7. Scheduling of Spiritual Direction, including the day and time of meetings.
8. Scheduling of evaluations at midterm and at the end—dates to be negotiated with the Provincial Director.

Once the Contract is drafted it will be presented to the Province CTP director for his input and then signed by the supervisor, the intern, and Province Director.

C. Distribution: Copies of the signed contract are given to the intern, supervisor, Provincial Director and the Provincial of the intern's sending province.

SCHEDULE

A. Purpose: The purpose of the schedule is to provide all concerned with a timetable for the CTP experience.

B. Procedure: At the initial meeting of the intern, Provincial Director and on-site supervisor, a calendar will be designed to indicate the timetable for the various program stages and other events involved in the missionary-pastoral experience. Like the contract, this timetable might need to be adjusted during the course of the program.

C. Content: The schedule will include the times/dates for:

1. Language studies/cultural orientation. (Stage I)
2. Pastoral involvement. (Stage II)
3. Annual retreat.
4. Quarterly recollections.
5. Annual vacation.
6. Any local workshops/seminars.
7. Weekly day(s) off.
8. Language school evaluations.
9. Pastoral work evaluations.

D. Distribution: Copies of the signed schedule are distributed to the intern, supervisor, Provincial Director, and the Provincial of the home province of the intern.

PERSONAL JOURNAL

Each intern is to keep a journal during the entire program, language learning and pastoral ministry. This journal will include both his personal experiences and his reflection upon them. This will assist in the evaluation process, and, during the pastoral ministry time, should be used in the weekly supervisory session. Each of these supervisory sessions should also be the topic of a one-page entry in the journal, consisting of both content and reflection.

FINANCES

1. **Travel:** Inter-continental travel and all related expenses (e.g., immigration fees) are paid by the sending Province. Travel within the USC is paid for by the USC.
2. **Education:** All expenses associated with the first stage of the CTP (language/cultural studies, room and board) are paid for by the sending Province.
3. **Room and Board:** The USC pays for the expenses of both room and board during the pastoral stage of the CTP.
4. **Allowance:** The intern will receive the same monthly allowance as those SVD members living at the pastoral site.
5. **Medical:** All medical expenses are paid for by the USC.
6. **Procedure:** All financial arrangements and transactions are to be attended to by the intern and his supervisor through the USC Director.

EVALUATION OF CTP PARTICIPANT

Evaluations are tasks that make supervision possible and fruitful. During the language learning time, they give both intern and language helpers the opportunity to assess progress and to adjust learning to the needs of the intern. Evaluations during the pastoral ministry time are the opportunity for the intern and the supervisor to look at and document the progress the intern is making in both understanding full time public ministry and his abilities to carry out his responsibilities. Evaluations also provide time for the intern and the local SVD community to evaluate his participation and growth in community. They also afford the opportunity to make any needed adjustments to the contract.

An Outline

- I. Personal Growth

1. Awareness of his vocation, deepening of faith commitment.
 2. Spiritual life: personal prayer, spiritual direction, retreats, participation in community prayer, prayer with the people.
 3. Emotional development, affectivity and relationships.
 4. Ability to cope with stress, loneliness, failures.
 5. Freedom and responsibility: accountability with regard to the use of time, facilities and opportunities.
 6. Use and development of personal skills and talents.
 7. Understanding of himself as minister
- II. Language and Culture (See: Learning Language Evaluation)
1. Efforts in mastering language(s)
 2. Use and proficiency in language skills.
 3. Cultural adaptation (food, climate...)
 4. Participation in popular faith expressions.
 5. Inculturation, Passing over to new culture
 6. Disposition to learn from people/situations.
- III. Community Life
1. Initiative
 2. Belongingness to the SVD - Intensity of 'we-feeling'
 3. Participation & cooperation in community activities.
 4. Availability & generosity for community needs.
 5. Openness and Integration into intercultural/international community.
 6. Ability for teamwork.
 7. Sharing & building up of fraternal community (vows).
 8. Faith sharing, spiritual exercises.
 9. Simplicity of life style (Gospel values).
- IV. Ministry
1. Initiative
 2. Involvement in and commitment to ministries
 3. Cooperation
 4. Organizational ability.
 5. People oriented approach rather than task (Relationship with people)
 6. Pastoral team work (lay involvement vs. clericalism)
 7. Deeper understanding of the local church.
 8. Sensitivity to the needs of the people, esp. the poor.
 9. Sensitivity to socio-religious, politico-economic reality around.
 10. Influence of vows on ministry, and ministry on the vows.
 11. Creativity
 12. Openness in reaching out and relating to people (the poor, people of other faiths and cultures)
 13. Meeting pastoral goals in these areas

V. Reflection and Supervision

1. Capacity to learn and pray with experiences.
2. Ability to see meaning beyond the happenings/events.
3. Openness and ability to seek guidance and help
4. Faith connections to activities, events, process etc. at the personal, communitarian, ministry areas.
5. Depth of theological reflection.
6. Quality of the experience.

NB: The same above concerns will be the basis for the self evaluation by the CTP participant and the community, supervisor, CTP Director and the Provincial for the periodic and the final evaluation.

Schedule: Two sets of written evaluations need to be prepared by both the intern and the supervisor; [1] six months into the pastoral experience, and [2] one month prior to the completion of the program.

Method: the supervisor and the intern separately write evaluations following the format above. When complete they share and discuss what they have written. Copies of these documents are given to the Provincial Director who then visits the site and discusses them with the supervisor and the intern, individually and together. The final copies are then prepared.

Distribution: Copies of the signed evaluation should be sent to the Provincial Director and the Provincial of the interns home Province.

Follow-Up: It might be necessary, after the first evaluation has been made, to re-negotiate the contract in light of areas of growth, the real situation, personal difficulties etc. If necessary, expectations will be reviewed to make them clearer and more realistic for both the intern and the supervisor.

LANGUAGE LEARNING EVALUATION

Purpose: to determine how the intern is doing in language studies, and also in the broader adjustment to his new situation.

Schedule: Mid-way and at the completion of the language school course.

Method: An initial report will be drafted by the intern outlining his particular areas of study and evaluating his progress in each area. Where possible, this report is presented to the language school director or major teacher for additional comments.

Copies of these evaluations are sent to the Provincial CTP Director and the Provincial of the intern's home province.

Chicago Province

Cross Cultural Training Program CTP Intern Evaluation

CTP Intern: _____

Supervisor: _____

Midterm / Final Evaluation

Date: _____

The evaluations are two: one at the midterm and the second at the end of the CTP years.

Evaluations are written by the supervisor and the intern independently and then shared before they are sent on to the Provincial Director. They both should follow this format:

- A. Page 2, # 4 of the handbook states: **The activity [CTP] should be genuine religious ministry and so serve as an introduction to the specific pastoral role of ordained priests or brothers in perpetual vows.**
- How has your actual experience fulfilled this expectation?

 - How has it not been fulfilled?

 - What can you do to bring it to fulfillment?
- B. One of the stated goals [Page # 2, GOALS #1] of the **CTP program is to broaden the intern's understanding of church and its missionary mandate.**
- How has this happened in your context? OR why not?

 - You have lived in a cross-cultural context. What have you learned from the new culture that has stretched you?

 - What have you found that has deepened your experience of God?

 - What have you found that you have difficulty accepting?

 - How has your vocation in the Society of the Divine Word been effected by this experience?
- C. Taking the points in your contract, how have you fulfilled the goals you set for yourself in the various areas?
- What still needs to be done?

- What needs to be adjusted? [answer this one for mid-term only]

D. Comment with some detail on the following areas:

- Awareness of personal values and strengths that foster good ministry:
- Awareness of weaknesses and inadequacies that tend to inhibit good ministry.
- The area of prayer / spirituality
- Interaction in SVD community
- Pastoral Work, being for others, open to their ideas and experience
- Supervision, frequency and quality, aid to growth
- Use of Leisure / Social time.
- **[For those who come from outside the USA]**
- Orientation to USA.
- Orientation to the Province.
- Orientation to the Parish. Willingness to help with the practical things that go with living in a rectory and running a parish.
- Other things worthy of mention

E. Comments on the CTP program of the Chicago Province.

CTP Supervisor's Signature

CTP Student's Signature

**CHICAGO PROVINCE SVD
CROSS CULTURAL TRAINING PROGRAM EVALUATION BY THE
SUPERVISOR**

Supervisor: _____

CTP Intern: _____

Midterm / Final Evaluation

Date: _____

The evaluations are two: one at the midterm and the second at the end of the CTP years.

Evaluations are written by the supervisor and the intern independently and then shared before they are sent on to the Provincial Director. They both should follow this format:

- A. Page 2, # 4 of the handbook states: The activity [CTP] should be genuine religious ministry and so serve as an introduction to the specific pastoral role of ordained priests or brothers in perpetual vows.
- How has his actual experience fulfilled this expectation?
 - How has it not been fulfilled?
 - What can he do to bring it to fulfillment?
- B. One of the stated goals [Page # 2, GOALS #1] of the CTP program is to broaden the intern's understanding of church and its missionary mandate:
- How has this happened in his context? OR why not?
 - He has lived in a cross-cultural context. What has he learned from the new culture that has stretched him?
 - What has he found that has deepened his experience of God?
 - What has he found that he has difficulty accepting?
 - How has his vocation in the Society of the Divine Word been effected by this experience?

C. Taking the points in his contract, how has he fulfilled the goals he set for himself in the various areas?

- What still needs to be done?
- What needs to be adjusted? [answer this one for mid-term only]

D. Comment with some detail on the following areas:

- Awareness of personal values and strengths that foster good ministry:
- Awareness of weaknesses and inadequacies that tend to inhibit good ministry.
- The area of prayer / spirituality
- Interaction in SVD community
- Pastoral Work, being for others, open to their ideas and experience
- Supervision, frequency and quality, aid to growth
- Use of Leisure / Social time.
- **[For those who come from outside the USA]** Orientation to USA.
- Orientation to the Province.
- Orientation to the Parish. Willingness to help with the practical things that go with living in a rectory and running a parish.
- Other things worthy of mention

E. Comments on the CTP program of the Chicago Province.

CTP Supervisor's Signature

CTP Student's Signature

CTP Final Evaluation Format

Note: The elements are in UPPER CASE the items underneath are to give some suggestion of what is referred to for each.

The area of PERSONAL GROWTH

- Awareness of his vocation
- Understanding of himself as minister
- Spiritual growth and Spiritual Direction

The area of MINISTRY *[covering the items mentioned in the contract and/or all the areas of ministry in which the student is involved]*

- Commitment
- Initiative
- Cooperation
- Relationships with people
- Meeting personal goals in these areas

The area of REFLECTION AND SUPERVISION

- Depth of the reflection
- Faithfulness to the process
- Quality of the experience

The area of COMMUNITY AND COMMUNITY LIFE

- Initiative
- Cooperation
- Involvement
- Responsibility

Any other comments or observations.

(Please put your name, date, and both your signatures and your supervisor's)