

## CLERICAL & SERVING ATTIRE

1. While at their seminaries, seminarians should comply with all clerical attire policies and traditions proper to that institution. However, if it is the seminary's policy that during certain on-campus or off-campus occasions, seminarians are to follow the clerical attire traditions proper to their Diocese, this matter should be discussed with the vocation director for further clarification.

*Commentary: The March for Life in Washington D.C. serves as an annual off-campus example where in the majority of cases the seminary sets the precedent. A seminary may ask that all seminarians (PT1, PT2, T1-T4) wear clerical attire at the March for Life during its seminary-sponsored trip to Washington D.C. However, if the seminary has no particular policy and asks that its seminarians follow their diocesan guidelines at the March for Life, then a seminarian should not presume to wear clerical attire without first discussing the matter with the vocation director. Transitional deacons should wear the clerical collar and black suit*

2. While on vacation from seminary, inside or outside the Diocese, only transitional deacons may wear their clerical attire. During vacation periods, when formal attire is required, transitional deacons should wear the clerical collar and black suit. All other seminarians should wear a black suit, with white shirt and black tie.

3. During the ten-week summer assignments, seminarians (pre-theologians and theologians) should wear clerical attire only when doing apostolate work for the parish and when participating in the celebration of the Eucharist in the parish church. Otherwise, they should wear casual attire or on formal occasions a black suit, with white shirt and black tie. Transitional deacons should wear the clerical collar and black suit.

*Commentary: "Apostolic work" may include communion calls or hospital visits, for example. Conversely, a seminarian would not wear clerical attire while solely running errands for the parish, or during his 30 hours off per week.*

4. When serving at a diocesan parish within the Worcester Diocese, the pastor of that parish dictates what liturgical vestments should be worn by the seminarian (i.e. cassock and surplice, or an alb and cincture). Transitional deacons should wear the alb, deacon's stole, and dalmatic.

*Commentary: Each seminarian should ask the pastor what his preference is in regard to liturgical vestments when the assignment begins. The seminarian should not presume a pastor's preference and simply arrive to the first liturgical event in his personal choice of vestments. Transitional deacons should wear the alb, deacon's stole, and dalmatic.*

5. When serving at liturgies at St. Paul's Cathedral, seminarians should arrive to, and depart from the Cathedral in formal attire: a black suit, with white shirt and black tie. However, transitional deacons should wear clerical attire. While serving at liturgies at St. Paul's Cathedral, seminarians should wear the cassock and surplice. Seminarians may attend rehearsals in casual attire, except for the Christmas Midnight Mass rehearsal which immediately precedes the liturgy.

6. When serving at liturgies at St. Paul's Cathedral, or at diocesan parishes at which the Bishop presides, the neck-band clerical collar or mini-rabat (both pictured below) **may** be worn as an accessory to the cassock and surplice by

(a) PreTheologians and Theologians enrolled in major seminary

(b) College-level seminarians enrolled in their Junior and Senior years of study

(c) ESL seminarians who have completed PreTheology or Theology.

To be clear, the neck-band clerical collar and mini-rabat **may** be worn. It is not mandatory.

7. Clerical shirts or the full rabat should only be worn by ordained deacons and priests. However, please note in policy #1, that while at their seminaries, seminarians should comply with all clerical attire and serving attire policies and traditions proper to that institution.

8. The Bishop reserves the black sash only to those ordained to the priesthood. Therefore, the black sash should not be worn by seminarians. However, please note in policy #1, that while at their seminaries, seminarians should comply with all clerical attire and serving attire policies and traditions proper to that institution.



## SERVING AT THE CATHEDRAL OF SAINT PAUL

1. All seminarians serve the following liturgies at St. Paul's Cathedral: Palm Sunday, Chrism Mass (Tuesday of Holy Week); Mass of the Lord's Supper (Holy Thursday); Liturgy of the Lord's Passion (Good Friday); Solemn Easter Vigil (Holy Saturday); Solemn Easter Sunday Liturgy (deacons only); Diaconate Ordination (3rd Saturday of May or 1st Saturday in June); and Priesthood Ordination (1st Saturday in June).
2. An excused absence from Cathedral serving occurs when the seminary schedule precludes a seminarian from attending. The seminary schedule always supersedes the serving schedule at the Cathedral. A seminarian should never request an excused absence from the seminary schedule in order to accommodate Cathedral serving.
3. It is the seminarian's responsibility to inform the Director of Vocations that he will be absent from a rehearsal or liturgy due to his seminary schedule. Otherwise, his service will automatically be factored into the Cathedral's liturgical planning which begins approximately a month in advance of each liturgy.
4. An excused absence from Cathedral serving also occurs when a seminarian cannot attend a rehearsal or liturgy due to illness. The Director of Liturgy should be informed as soon as possible so that a replacement-server may be recruited. The Director of Liturgy can be reached at ofworship@charter.net or by telephone at 508-798-0417. The Director of Vocations also should be informed.
6. Although a priest may request a seminarian's service at a diocesan parish for the liturgies listed above, seminarians cannot accept such invitations. Seminarians should refer the inviting-priest to the policy stated above (#1). There are no exceptions.
7. When serving at liturgies at St. Paul's Cathedral, seminarians should arrive to, and depart from the Cathedral in formal attire: a black suit, with white shirt and black tie. However, transitional deacons should wear clerical attire. While serving at liturgies at St. Paul's Cathedral, seminarians should wear the cassock and surplice. Seminarians may attend rehearsals in casual attire, except for the Christmas Midnight Mass rehearsal which immediately precedes the liturgy.
8. Below are the Masses and rehearsals at St. Paul's Cathedral at which all seminarians serve. Seminarians should arrive 30 to 45 minutes prior to the starting time of the liturgy:

### **Christmas at the Cathedral of Saint Paul**

Christmas Vigil, December 25, 12:00 am  
Rehearsal, December 24, 11:00 pm

### **Holy Week at the Cathedral of Saint Paul**

Mass of Holy Chrism Tuesday, 10:30 am  
Rehearsal, Monday, 7:30 pm  
Luncheon, Tuesday Noon, Mt. Carmel Center

Mass of the Lord's Supper, Thursday 7:30 pm  
Rehearsal, Wednesday, 7:00 pm

Liturgy of the Lord's Passion, Friday 3:00 pm  
Rehearsal, Friday, 10:00 am

Solemn Easter Vigil, Saturday, 7:30 pm  
Rehearsal, Saturday, 4:00 pm

Easter Morning Mass, Sunday, 10:15 pm

Deacon's Rehearsal, Sunday, TBA

Non-ordained Seminarians may worship in the parish of their choice.

### **Ordinations at the Cathedral of Saint Paul**

Diaconate Ordination, Third Saturday in May 10:00 am  
or First Saturday in June, 10:00 am

Ordinand Rehearsal, Friday before ordination, 6:45 pm  
Server Rehearsal, Friday before ordination, 7:15 pm  
Reception at HNJ for Ordinands & guests, 7:30 pm

Presbyteral Ordination, First Saturday in June, 10:00 am  
Ordinand Rehearsal, Friday before ordination, 6:45 pm  
Server Rehearsal, Friday before ordination, 7:15 pm  
Reception at HNJ for Ordinands & guests, 7:30 pm

## **SUMMER ASSIGNMENTS: A BRIEF OVERVIEW**

During the ten week summer assignment a seminarian encounters an array of ministry experiences in which he may ask himself the following questions: Can I see myself ministering in the future as a parish priest? Do I experience a sense of fulfillment in the midst of parish ministry? Do I possess the skills and stamina required for the ministry of a parish priest? Can I foresee myself effectively leading and directing a parish community — a parish staff?

In addition to experiencing ministry up-front and close, the priest-supervisor coaches a seminarian, with pointed observations and hands-on ministry to develop the required ministerial skills of a parish priest. As a seminarian progresses through his summer assignments toward Theology IV, he should evidence with increasing confidence and proficiency the skills for ministry, a rich understanding of their scriptural and theological roots, and a genuine love for God's people.

The program helps a seminarian experience the public-nature of priestly ministry and its busy schedule. The life and ministry of a parish priest requires a level of comfort in his public leadership role. The days oftentimes are long and can be emotionally and physically demanding. A seminarian should be fully exposed to these facets of diocesan priesthood and be able to demonstrate the ability and fortitude that is required. A seminarian must ask himself: Do I possess the personality, strength, and social skills which will allow me to minister effectively in a parish setting?

The Summer assignment helps a seminarian grow accustomed to rectory living and all of its communal aspects. A seminarian is expected to demonstrate the social attributes and household etiquette that makes for a healthy rectory. A seminarian must ask himself in the midst of his summer assignment: Can I picture myself in rectory-living for the remainder of my active, ministerial life? Am I comfortable in this setting? Do I interact and live easily with other household members? Do I possess the domestic skills that are required in this day and age of diocesan priesthood?

### **Frequently Asked Questions**

*When does the 10 week summer assignment start and stop?*

Ultimately the priest-supervisor determines which ten weeks will be served in the seminarian's 15-week summer vacation.

*What if the priest-supervisor's scheduled vacation or a change of assignment falls within the 10 week summer assignment?*

A summer assignment may pause for a week or two to accommodate the priest-supervisor's vacation period, and then resume again to complete the ten weeks of ministry. During this vacation period, the seminarian may reside at the Holy Name of Jesus House of Studies or use this time as a vacation period for himself. A seminarian may also follow a priest-supervisor through his change of parish assignment providing that the new parish is able to fund the stipends for the remainder of the ten weeks.

*What rectory amenities are required for Summer assignments?*

A seminarian only requires a bedroom, a bathroom, and use of the kitchen, washer, and dryer. No cook or housekeeper is necessary. A seminarian can prepare meals for himself and do his own housekeeping. In the event there is no rectory cook, the parish is asked to assist in a weekly trip to the supermarket so that the seminarian may procure items that he can prepare for himself, and perhaps for other household members, too.

*What is the attire of a seminarian in a Summer assignment?*

A seminarian who has completed his first year of pre-Theology wears clerical attire only when minister-

ing in the parish. Otherwise, he wears casual or semi-casual attire and on formal occasions a black suit, with white shirt and black tie. A seminarian who has completed his first year of Pre-Theology should wear clerical attire during visits to hospitals, nursing homes, and assisted-living facilities. College seminarians do not wear clerical attire. Deacons wear the clerical attire as the occasion dictates.

*What is the liturgical attire of a seminarian in a Summer assignment?*

The priest-supervisor determines what liturgical vestments should be worn by the seminarian (i.e. cassock and surplice, or an alb and cincture). Transitional deacons should wear the alb and deacon's stole.

*Does the priest-supervisor serve as the spiritual director of the seminarian?*

No. However, shared prayer between the supervisor and seminarian is encouraged but not required.

*Does a seminarian have time off during the week?*

Time off per week is the same as the diocesan policy for priests. The seminarian is entitled to 30 hours, which includes an overnight. All seminarians are asked to attend an annual Summer gathering with Bishop McManus which is scheduled in early August at the House of Studies. Priest-supervisors are cordially invited to this gathering as well.

*Does a seminarian choose his day off?*

A seminarian generally takes the same day off as the priest-supervisor; however, the priest-supervisor may alter this practice if he wishes.

*Do I need to be concerned about a seminarian's health insurance?*

No. The Diocese insures all seminarians who are in need.

*Are visits made by the Director of Vocations during a seminarian's Summer assignment?*

Visits are made only at the request of the priest-supervisor or seminarian.

*How much is the stipend for the seminarian?*

The total ten week stipend amount for Deacons and seminarians is \$250/week. A seminarian generally receives his stipend according to the pay schedule of the staff members of the parish.

*Who reads the evaluations which both the Seminarian-Intern and the Priest-Supervisor completes?*

The evaluations are read by the Bishop, the Director of Vocations, and seminary personnel. Copies are placed in the permanent files of seminarians at the Office for Vocations.

*Why is a priest-supervisor sometimes asked to complete a separate evaluation form provided by a seminary?*

Seminaries may request that a seminary-provided evaluation be completed in order to maintain an "evenness" of evaluative questions for all of their seminarians from various Arch/dioceses.

*May a priest-supervisor invite a seminarian to the parish to participate midnight Mass-Christmas or Holy Week liturgies?*

All seminarians are automatically scheduled to serve at midnight Mass Christmas and all Holy Week liturgies at St. Paul's Cathedral. If, however, a seminarian learns that he is not scheduled to serve at a particular liturgy, he is free to serve elsewhere. The Cathedral schedule is completed 2-3 weeks in advance of the liturgy/liturgies.

Seminarian: \_\_\_\_\_ Email \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Email \_\_\_\_\_  
 Parish: \_\_\_\_\_ Town/City \_\_\_\_\_  
 Parish Phone: \_\_\_\_\_ Seminarian Phone \_\_\_\_\_  
 Parish Address: \_\_\_\_\_ Start/Stop Dates \_\_\_\_\_



Diocese of Worcester

This form to be completed by the priest-supervisor and signed by both the seminarian and the priest-supervisor within the first week of the summer assignment. As the internship begins the priest-supervisor communicates that the assigned responsibilities, ministerial duties, and observations of parish life for the seminarian will be:

**At Parish Liturgies:**  Sacristan  Server  Lector  Extraordinary Minister of Holy Community  Greeter  Liturgical Musician  Occasional Reflections  The Ministry of Deacon  
 Additional Notes: \_\_\_\_\_

**In Youth/Young Adult Ministry:**  Meetings/Gatherings  Outings/Trips  Sports  Youth/Young Adult Masses  Retreats  Fundraisers; Additional Notes: \_\_\_\_\_

**With the Sick & Elderly:**  Communion/Social Visits: Home  Communion/Social Visits: Assisted Living/Nursing Home  Communion/Social Visits: Hospital  "Golden Age Group" or similar Gatherings  Recreation Trips  Emergency Visits to Home/Hospital/Emergency Room  
 Additional Notes: \_\_\_\_\_

**With Families & Evangelization:**  Parish Festival/Bazaar  After-Mass "Coffee Hours"  Census Ministry Visits  Attendance at Civic and Holiday Events in Town or City  Sporting Events in Town or City  Art & Music Events in Town or City Additional Notes: \_\_\_\_\_

**In Education:**  Religious Education/Children/Teens  Religious Education/RCIA/Adults  Baptismal Preparation  First Reconciliation Preparation  First Communion Preparation  Confirmation Preparation  Marriage Preparation  Altar Server Training  ESL Tutoring  After School Tutoring Additional Notes: \_\_\_\_\_

**In Outreach:**  Social Outreach/St. Vincent de Paul  Food Pantry  Thrift Shop  Soup Kitchen Additional Notes: \_\_\_\_\_

**With these Parish Committees:**  Parish Council  Spiritual Life  Liturgy & Worship  Music Ministry  Social Outreach/St. Vincent de Paul  Evangelization  Social Justice  Bereavement  Home-bound Ministry  Health/Nursing  Respect/Pro-Life  Youth Ministry  Young Adult Ministry  Ministry to the Elderly Additional Notes: \_\_\_\_\_

Signature of Priest-Supervisor: \_\_\_\_\_

Signature of Seminarian/Deacon: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_\_ This form should be held by the priest-supervisor until the evaluation period. This entire form should be returned intact, as is. Please do not cut or separate its pages. Thank you!

**EVALUATION BY PRIEST-SUPERVISOR COMPLETED AND CO-SIGNED BEFORE SEMINARIAN DEPARTS**

Priest-supervisor completes the evaluation below *after* the seminarian completes the self-evaluation.

Part 1: Circle the number that best reflects the seminarian's performance in the area identified. If you assign a score of 1 or 2, please explain what areas of growth are recommended in Part 3. Attach additional pages as needed.

- 5---Exceptional Ability: Outstanding & superior skills. Takes initiative well-above expectations.
- 4---Significant Strengths: Above proficient. Demonstrates significant ability & particular strengths.
- 3---Proficient: Possesses the skills expected and required and is competent and capable in this area.
- 2---Needs Improvement: Needs further development and refinement in skills and/or approach.
- 1---Deficient: Failure to demonstrate competence. Requires significant remedial assistance.
- N/A ---Area does not apply to this pastoral assignment or supervisor does not have sufficient knowledge to evaluate.

**Pastoral Development:**

- 1) Shows growth in pastoral identity and manifests leadership qualities..... 5 4 3 2 1 N/A
- 2) Evidences a willingness/ability to collaborate/cooperate with others..... 5 4 3 2 1 N/A
- 3) Is open to mentoring and learning..... 5 4 3 2 1 N/A
- 4) Has responsible attitude in the exercise of tasks and ministries..... 5 4 3 2 1 N/A
- 5) Takes initiative in responding to pastoral needs and opportunities..... 5 4 3 2 1 N/A
- 6) Reflects compassion and care for others..... 5 4 3 2 1 N/A
- 7) Invests himself in the assignment..... 5 4 3 2 1 N/A

**Human Development:**

- 8) Possesses maturity and self-confidence..... 5 4 3 2 1 N/A
- 9) Demonstrates conversational/social skills..... 5 4 3 2 1 N/A
- 10) Demonstrates listening skills..... 5 4 3 2 1 N/A
- 11) Manifests ability to relate to others..... 5 4 3 2 1 N/A
- 12) Responsible in managing personal health, food, drink, recreation..... 5 4 3 2 1 N/A
- 13) Is capable of processing everyday tension and stress..... 5 4 3 2 1 N/A
- 14) Reflects a sense of joy and peace with self/vocation..... 5 4 3 2 1 N/A
- 15) Adjusts well to rectory life (contributes to community within rectory)..... 5 4 3 2 1 N/A

**Spiritual Development:**

- 16) Evidences an appreciation for personal prayer..... 5 4 3 2 1 N/A
- 17) Is faithful to liturgical prayer (Eucharist, Divine Office, Sacraments)..... 5 4 3 2 1 N/A
- 18) Shows understanding and appreciation for devotional life of the faithful..... 5 4 3 2 1 N/A
- 19) Is able to articulate spiritual insights from pastoral work and experiences..... 5 4 3 2 1 N/A

**Academic Development:**

- 20) Communicates with pastoral fidelity the teachings of the Faith..... 5 4 3 2 1 N/A
- 21) Integrates academic learning in a relevant way with pastoral ministry..... 5 4 3 2 1 N/A
- 22) Evidences sound preparation for catechesis (or preaching)..... 5 4 3 2 1 N/A

Part 2. Please summarize the seminarian's strengths: \_\_\_\_\_

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Part 3. Please summarize areas in which seminarian needs to grow in preparation for the priesthood: \_\_\_\_\_

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seminarian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SELF-EVALUATION BY SEMINARIAN COMPLETED AND CO-SIGNED BEFORE YOUR DEPARTURE**

The seminarian completes the self-evaluation below *before* the priest-supervisor completes the evaluation on the back cover.

Part 1: Circle the number that best reflects your performance in the area identified. If you assign a score of 1 or 2, please explain clearly why you have assigned these numbers in Part 3. *Attach additional pages as needed.*

- 5---Exceptional Ability: Outstanding & superior skills. Takes initiative well-above expectations.
- 4---Significant Strengths: Above proficient. Demonstrates significant ability & particular strengths.
- 3---Proficient: Possesses the skills expected and required and is competent and capable in this area.
- 2---Needs Improvement: Needs further development and refinement in skills and/or approach.
- 1---Deficient: Failure to demonstrate competence. Requires significant remedial assistance.
- N/A ---Area does not apply to this pastoral assignment.

**Pastoral Development:**

- 1) I show growth in pastoral identity and manifests leadership qualities..... 5 4 3 2 1 N/A
- 2) I evidence a willingness/ability to collaborate/cooperate with others.....5 4 3 2 1 N/A
- 3) I am open to mentoring and learning.....5 4 3 2 1 N/A
- 4) I have a responsible attitude in the exercise of tasks and ministries.....5 4 3 2 1 N/A
- 5) I take initiative in responding to pastoral needs and opportunities..... 5 4 3 2 1 N/A
- 6) I reflect compassion and care for others.....5 4 3 2 1 N/A
- 7) I invested myself in the assignment.....5 4 3 2 1 N/A

**Human Development:**

- 8) I possess maturity and self-confidence.....5 4 3 2 1 N/A
- 9) I demonstrate conversational/social skills..... 5 4 3 2 1 N/A
- 10) I demonstrate listening skills.....5 4 3 2 1 N/A
- 11) I manifest the ability to relate to others..... 5 4 3 2 1 N/A
- 12) I am responsible in managing personal health, food, drink, recreation..... 5 4 3 2 1 N/A
- 13) I am capable of processing everyday tension and stress.....5 4 3 2 1 N/A
- 14) I reflect a sense of joy and peace with self/vocation.....5 4 3 2 1 N/A
- 15) I adjust well to rectory life (contributes to community within rectory).....5 4 3 2 1 N/A

**Spiritual Development:**

- 16) I evidence an appreciation for personal prayer.....5 4 3 2 1 N/A
- 17) I am faithful to liturgical prayer (Eucharist, Divine Office, Sacraments).....5 4 3 2 1 N/A
- 18) I show understanding and appreciation for the devotional life of the faithful..... 5 4 3 2 1 N/A
- 19) I am able to articulate spiritual insights from pastoral work and experiences....5 4 3 2 1 N/A

**Academic Development:**

- 20) I communicate with pastoral fidelity the teachings of the Faith.....5 4 3 2 1 N/A
- 21) I integrate academic learning in a relevant way with pastoral ministry..... 5 4 3 2 1 N/A
- 22) I evidence sound preparation for catechesis (or preaching).....5 4 3 2 1 N/A

Part 2. Please summarize your strengths: \_\_\_\_\_

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Part 3. Please summarize areas in which you need to grow in preparation for the priesthood: \_\_\_\_\_

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seminarian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **KNIGHTS OF COLUMBUS REFUND SUPPORT VOCATIONS PROGRAM (RSVP)**

Knights of Columbus councils support individual seminarians through their Refund Support Vocations Program. This program provides seminarians with funds for personal expenses that they may incur throughout the year. These funds may be used for items such as tuition, books, car insurance and maintenance, travel during vacations, emergency expenditures, and other living expenses. The council also provides vocational and spiritual support to the seminarian.

Each seminarian is asked to limit his sponsorship to one council in one fiscal year.

The fiscal year of all councils begins July 1 and ends June 30.

Some councils use the verb "to adopt." Others use, "to sponsor." However the following is what defines that a gift has been given to a seminarian through the RSVP program:

1) Was the RSVP gift given to the seminarian by a Knights of Columbus Council after July 1 of this present year?

2) Was the gift \$400, \$500 or more?

If you can answer yes to both of these questions, then you are officially sponsored by a council in this present fiscal year of the Knights of Columbus.

Because some seminarians become sponsored without the knowledge of the Vocation Director, due to the council working with the seminarian directly (which is perfectly fine and acceptable), the Vocation Director does not always possess an accurate list of which seminarians are sponsored, and which seminarians are not sponsored.

Therefore, all seminarians who receive news of impending sponsorship should notify the Vocation Director immediately. This will enable him to seek and coordinate sponsorships for the remaining seminarians.