



## Formation for Servant Leadership Practicum Planning Worksheet

**Practicum Start Date:** \_\_\_\_\_

(Approved by Office for Parish Life)

*In consideration of each person's individual approach to time management and task completion, this worksheet is designed to serve as a checklist and help candidates assign their own deadlines within the 4-6 month period of their practicum experience.*

\_\_\_\_\_ **(Upon approval of your practicum proposal)** Begin writing the description of your area of focus ("Part A" of the integration paper)

\_\_\_\_\_ **(First month of project)** Schedule a first meeting with Practicum Mentor

\_\_\_\_\_ **(First half of the practicum)**, Write the exposition of theological materials (Part B) and begin writing Part C of your integration paper

\_\_\_\_\_ **(mid-project)** Second Meeting with Mentor for feedback on Parts A, B and C of paper, review how project is coming along, build on what currently in progress, and share additional resources

\_\_\_\_\_ **(mid-project)** Schedule Project Site Visit with Coordinator for Lay Ministry Formation/ Ministry Formation Team member

\_\_\_\_\_ **(mid-project)** Revise Parts A & B of integration paper based on feedback from Mentor and Ministry Formation Team site visit

\_\_\_\_\_ **(Second half of project)** Continue to write Part C and begin Part D of integration paper.

\_\_\_\_\_ **(Final Month of Project)** Final Meeting with Mentor; share rough draft of completed Integration Paper, discuss final insights and ideas for future personal/professional growth as a result of your formation.

\_\_\_\_\_ **(two weeks before Practicum Presentation)** submit revised, final draft of Integration Paper to the Office for Parish Life for review.

\_\_\_\_\_ **(two weeks before Practicum Presentation)** Prepare a 20-30 minute presentation about your project, based on Practicum Guideline talking points

**Practicum Completion Date:** \_\_\_\_\_