

## Process Note Guidelines

**(Use this format for your paper.** The paragraphs are to be single-spaced. Give page numbering at the bottom. **Any resource used in any section of this document must be fully referenced in a footnote. Follow the OST Writing Guide.)**

**Name:**

**Group** \_\_\_\_\_

**Date of Ministerial Experience:**

**Today's date:** (the day you are writing the paper)

**Pastoral issue:**

Identify the issue in the pastoral experience that is calling for deeper reflection.

**Framing this in the form of a question may be helpful: e.g., How do I deal with/respond to...?**

**Learning goal for this session:**

What are you hoping to learn from this experience in this particular reflection session? **What do you want your Supervisor/peer group and facilitator to do for you in the course of this meeting?**

1. **Background:** State the pertinent details leading up to the situation you are describing. This is the backdrop that helps put the experience in context. What is the ministry setting where the event took place? Describe any feelings or expectations you had before the pastoral experience took place. **What should your audience know that will be helpful to their understanding of the scenario you are about to describe?**
2. **Description:** This is a narrative or story of what happened. This is to be written as objectively as it is possible, as though you were a bystander watching the event unfold. Paint a clear picture for the reader to understand the entire scenario. Include all important details. Report the facts: who, what, when, where, how and why. **There is no reflection in this section, only statements of facts.**
3. **Reflection:**

**Personal:** What did the experience evoke within you at a personal/human level? What physical bodily sensations did you experience? What personal feelings did you notice? What interior struggles were you experiencing? What conflicting thoughts and feelings were you having? Has something like this happened before? What life experiences from the past connect with this experience? What did you learn from that previous experience that may shed light on this present

experience? OR- Is this a new experience? Did it catch you by surprise? **What did this experience reveal to you about yourself as a person?**

**Professional/Pastoral:** What was your pastoral response to the situation? What was your demeanor as you responded? How adequate or inadequate was your response? How could you tell if your response was adequate or inadequate? What skills were needed? What skills did you use? What knowledge was needed? What knowledge did you use? How does this experience help form or develop your pastoral identity? **Which courses have you taken or what previous pastoral experiences help inform this experience? How specifically do they help? What courses do you need to take or skills do you need to develop in order to be better prepared for ministry?**

**Cultural Context:** Considering your own social location and the ministry's social context, what cultural issues are raised here? How do you describe the cultural milieu in which you are ministering? How does your own background help you to understand the cultural realities of the ministry setting? How does your culture hinder your understanding? How do questions of social structure, race, ethnicity, class, age or gender help shed light onto this experience? How is (or is not) this a universal experience? How did you pastorally express cultural awareness and sensitivity? **How do the courses which address culture inform this experience?**

**Theological:** What theological issues or themes emerge from this incident? Is there a Scripture Passage that comes to mind as you reflect upon this experience? In what ways are your story and God's Story connected? **[Use Scripture resources with contemporary exegesis in the development of this section. Be attentive to the Rubric to Inform the Use of Scripture in Study and Ministry.]** What theological sources inform this experience? Which three (3) church documents, Religious Constitutions, learned theologians, art expressions, etc. best contribute to your understanding of this pastoral experience? **[These shall be theological resources that go beyond the summary statements found in the Catechism of the Catholic Church (CCC).]** How does this experience inform theology? Or how does your theology inform this experience?

**Spiritual:** How does this experience help support your spiritual development? How do you bring this experience to prayer? In what ways does this event heighten and deepen your reliance upon God? In what ways are you being challenged to grow spiritually? Does this event reveal something to you that can be further explored in Spiritual Direction? **What does this experience reveal to you about God? How does this help you to grow in your relationship with God?**

4. **Integration**

What did I learn from this pastoral experience and reflection? How have they helped me to grow as a human being? To grow as a disciple of the Lord? To grow as a future minister to God's People? Is there anything that I would do differently as a result of what I have now learned? Will there be a follow-up to this experience? Please describe what actions may follow.

5. **Addendum** Copy here the original Addendum that you wrote for your TFE class. Do not revise it, just copy it. This Addendum will not be part of your final revised artifact. It is rather to see whether you take it into account in this revision.