

DEACON: _____

REPORTING CYCLE: JUNE 1st to MAY 31st

FISCAL YEAR: _____

Apart from the canonical mandate for clerics to advance themselves in continuing studies, deacons are obligated to the people whom they intend to serve to be professionally skilled, competent in scripture, theology, and ecclesiology. Therefore, each deacon active in the ministry to maintain the status of Deacon in Good Standing ***must achieve the accumulation of twenty (20) continuing formation units each fiscal year.***

The deacon must record his continuing formation and self-assessment by completing all sections of this form. Once completed it *may be shared with his pastor who will complete the Annual Pastor's Assessment for the Deacon.* Send a copy of all signed documents to jkuhn@orlandodiocese.org or mail to: Diocese of Orlando, Office of the Permanent Diaconate, P.O. Box 1800, Orlando, FL 32802.

What constitutes a continuing formation unit (CFU)? One continuing formation unit is earned for a sanctioned professional educational activity based on the following chart:

ACTIVITY	CALCULATION	DESCRIPTION
Retreats	1 CFU for each day	Ex: A retreat starting on Friday and ends on Sunday is 3 days = 3 CFUs
Religious Pilgrimage	1 CFU for each day	Only count days visiting religious sites <i>(do not count travel days)</i>
Day of Reflection/Workshops	1 CFU for each day	For Days of Reflection/Workshops: <ul style="list-style-type: none"> • At least 5 hours in length = 1 CFU. • Less than 5 hours = 0.5 CFU.
Approved College Courses	2 CFUs for each college unit granted	A 3-unit college course = 6 CFUs
Video, Zoom Series or Approved Correspondence or Online Learning Courses	1 CFU for each 8 hours online	An 8-part series of one-hour sessions = 1 CFU. <ul style="list-style-type: none"> • Courses or workshops over 5 hours in length = 1 CFU. • Less than 5 hours = 0.5 CFU.
Books Read on Theology or Spirituality	1 CFU for up to 200 pages read	Books up to 200 pages = 1 CFU Books of 201-400 pages = 2 CFUs Books over 400 pages = 3 CFUs <i>For audio books, look up number of pages in printed versions.</i>
Deanery Meetings Attended	1 CFU for each deanery meeting attended	



SECTION A SUMMARY OF CONTINUING FORMATION UNITS EARNED

ACTIVITY (<i>Participation in/Attendance at</i>)		Units
Sec. B. 1. A.	Required Overnight Retreat	
	B. Other Retreat(s)	
	C. Religious Pilgrimage (does not meet annual retreat obligation)	
Sec. B. 2.	Days of Reflections/Workshops	
	Approved Undergraduate/Graduate College Courses	
	Video, Zoom Series or Approved Correspondence/Online Learning Courses Attended	
	Diocesan Diaconal Formation Classes/Workshops	
Sec. B. 3.	Books Read or Audio Books	
Sec. B. 4.	Deanery Meetings	
TOTAL:		0

SECTION B RECORD OF ACTIVITY

1. A. **Required** Overnight Retreat Attended.

RETREAT TITLE	LOCATION	DATES	LEADER	UNITS

B. Other retreats attended.

RETREAT	LOCATION	DATES	LEADER	UNITS

C. Pilgrimages (*only count pilgrimage days visiting sites*)

PILGRIMAGE LOCATION	DATES	LEADER	UNITS

2. Courses, seminars, workshops, days of reflection attended.

PROGRAM	LOCATION	HOURS	UNITS

3. Books Completed Connected to your ministry/vocation. (*1 CFU per 200 pages or portion of*)

TITLES	AUTHOR(S)	PAGES	UNITS



4. Deanery meetings

TOPIC	LOCATION	DATE	UNITS

SECTION C MINISTERIAL ENGAGEMENT

The Order of Deacons is to be a driving force for the Church’s service or diakonia of the local Christian community, a sign or sacrament of the Lord Christ himself, who “came not to be served but to serve.” (Mt 20:28) Deacons are ordained to be ministers of the **Word**, of **Liturgy**, and of **Charity**, the deacon is ordained for all of these and so he must be willing to undertake each in some way.

(National Directory for the Formation Ministry & Life of Permanent Deacons in the U. S.)

There is no way to list all the ministries a deacon may be serving; the below ministries are categorized by the CARA studies on the diaconate. Check all categories that apply to your diaconal service to God’s people.

1. **Ministry of Charity and Justice as Witness and Guide:** *Check the category(ies) that the ministry(ies) you serve fit and declare your **primary** outside the wall ministry of Charity & Justice in the space provided.*

- Outreach to the Poor
- Ministry to the Incarcerated
- At Risk Youth Programs
- Right to Life
- Persons w/Special Needs
- Catholic Charities/CRS
- Advocacy Programs
- Elder Care / Hospice
- Missions outside the U.S.
- Chaplain (Hospital or First Responder)

Please identify your **primary** ministry of Charity & Justice. _____

2. **Ministry of the Word as Evangelizer and Teacher:**

- Homilist
- Faith Formation (Children)
- Baptismal Preparation
- Retreat Teams
- Faith Formation (Adult)
- Confirmation Preparation
- Ministry of Consolation
- Youth Ministry (EDGE / LifeTeen)
- Marriage Preparation
- Young Adults
- OCIA

Check the specific role(s) you fill in your parish catechetical engagements:

- Catechist
- Facilitator
- Retreat Leader
- Mentor Couple
- Sponsor

3. **Liturgical Ministry as Sanctifier:**

- Deacon at the Mass
- Communion Services
- Exposition / Benediction
- Rite of Baptism
- Rite of Marriage
- Wake Service / Internments
- Ministry to the Sick



4. Diocesan / Diaconal Ministry:

- Tribunal Advocate
- Trained Spiritual Director
- Deacon Mentor (Formation)
- Deanery Lead Deacon
- Diocesan Workshop Presenter
- Diaconate Formation Presenter
- Bishop Appointment (Specify): _____

SECTION D SELF-REFLECTION AND DEVELOPMENT PLAN

1. Secular Employment: I am retired ; Employed full-time (*32+ hours/week*), part-time
2. Church Employment: If yes:
 - a. Diocese/Parish employed: _____
 - b. Position: _____
3. Spiritual Direction: Directors Name: _____; Frequency: _____
4. Self-Development Plan: Identify specific goals/activities/programs, in each area of vocational and parish life, you feel would be beneficial for your continued diaconal formation?
 - a. *Spirituality & Prayer* _____

 - b. *Community Service*: _____

 - c. *Married & Family Life*: _____

 - d. *Leadership & Parish Life*: _____

 - e. *Pastor/Deacon Relationship*: _____

Signature: _____ Date: _____

Received by: _____ Date: _____
Director, Permanent Diaconate

