**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](mailto: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 *(do not count travel days)* |
| Day of Reflection/Workshops | 1 CFU for each day | For Days of Reflection/Workshops:   * 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.   * 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  *For audio books, look up number of pages in printed versions.* |
| Deanery Meetings Attended | 1 CFU for each deanery meeting attended |  |

**SECTION A SUMMARY OF CONTINUING FORMATION UNITS EARNED**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** *(Participation in/Attendance at)* | | **Units** |
| Sec. B. 1. A. | Required Overnight Retreat |  |
| B.  C. | Other Retreat(s) |  |
| 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** |
|  |  |  |  |  |

1. Other retreats attended.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RETREAT** | **LOCATION** | **DATES** | **LEADER** | **UNITS** |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **PILGRAMAGE LOCATION** | **DATES** | **LEADER** | **UNITS** |
|  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **LOCATION** | **HOURS** | **UNITS** |
|  |  |  |  |
|  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLES** | **AUTHOR(S)** | **PAGES** | **UNITS** |
|  |  |  |  |
|  |  |  |  |

1. 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.

1. **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

1. **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

1. **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:
   1. Diocese/Parish employed:
   2. 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?
   1. *Spirituality & Prayer*

* 1. *Community Service*:

* 1. *Married & Family Life***:**

* 1. *Leadership & Parish Life***:**

* 1. *Pastor/Deacon Relationship***:**

Signature: Date:

Received by: Date:

Director, Permanent Diaconate