



| *From the:*

OFFICE OF THE PERMANENT DIACONATE



"Urge you to live in a manner worthy of the call you have received." (Eph 4:1)

ADMINISTRATIVE UPDATES

New Administration Assistant.

Jennifer Kuhn accepted the position for the Leadership and Parish Life Secretariat and the Office of the Permanent Diaconate.

Jennifer is a parishioner and volunteer at St. Mary Magdalen Catholic Church. She most recently served as an Administrative Assistant with Keller Williams Advantage Realty since 2011. Prior to that she served as an Office Manager for Exit Realty Metro in Orlando.

Jennifer began her responsibilities on Wednesday, January 24, 2018. Please join us in welcoming her to our team! jkuhn@orlandodiocese.org or 407-246-4898.

Annual Deacon Assessments.

Each fiscal year (FY) every parish that have a deacon assigned is assessed \$500.00 each year. The assessment covers most of the cost for each deacons annual overnight retreat (a canonical requirement) \$300, convocation \$100, and continuing formation opportunities \$100. To date we have received 69% of the invoiced assessments for FY 2018.

So what happens when a parish does not fund the deacon's annual assessment? Deacons will then be invoice individually as they participate in the diocesan sponsored events. It will then be up to the deacon to seek reimbursement from their parish.

Deacon's in Good Standing

I know, I know, I'm beginning to sound like a broken record on this one. Look at it this way, some of us aren't old enough to know what a record is!

Seriously, I wanted to ensure you are reminded of the new due for your annual documents is now, **June 1st**. June is also the time we send out the next Annual Deacon Assessment Invoices. I've been hearing that some pastors are taking more of an interest in a deacon's continuing formation and development of the SME.

To be considered a deacon in good standing the following canonical and diocesan requirement must be met:

1. Be assigned as a Diocese of Orlando parish as an **active** deacon (Senior & Retired deacons may still be considered active),
2. Complete and submit an annual SME agreement and assessment to the Diocese,
3. Document 30 hours of Continuing Formation and submit to the Diocese,
4. Attend an annual overnight retreat (documented on the Continuing Formation Form),
5. Maintain a current diocesan Safe Environment Training program and background check, and
6. Have a current Funeral Arrangement Form filed with the Diocese.

Failure to maintain these minimum standards could render a deacon ineligible for certain assignments, appointments, and issuance of letters of good standing or even removal of faculties.

Webpage Update.

We are still improving our diocesan webpage for deacons. Besides general information on who we are as deacon, it includes our calendar of events, forms, assignments, and necrology just to mention a few things. With Jennifer on board we will be looking at improving the menu flow to make it easier to find what you need. Visit us at: [Diocese of Orlando Deacons](#).

LITURGICAL CORNER

The Recessional Procession

When we process out with at our assigned parish, deacon(s) of the Mass reverence the altar with a kiss, with your pastor. If there are other deacons vested they would not normally reverence (kiss) the altar as they process out. However, local custom may be that all clergy reverence (kiss) the altar.

When serving with the Bishop, only the deacons of the Mass reverence the altar (kiss) with the Bishop. All other deacons move to their position in the recessional line, face the altar and reverence (bow) with the Bishop and all the other clergy. Deacons vested and in the transept should be attentive to the direction of the master of ceremonies assigned to their care. In large gatherings, like the Chrism Mass, the MC will begin moving the deacons into their recessional position as the Bishop reverences (kiss) the altar. When the deacons depart, they **DO NOT** bow as

they enter the center aisle. This reverence movement is done in concert with the Bishop.

FORMATION UPDATES



Ordination Year The men from Cohort 2018 are scheduled to be ordained on June 9th at the National Shrine of Mary Queen of the Universe.

Their canonical retreat is scheduled for June 1st through the 5th at San Pedro Center, with Cohort 2017 as the caterers. Please keep them and their families in your prayers as they enter these final months of discernment.

Calling for Trainers for the 2018-2019 Formation Year

Attached separately is the Formation Schedule for 2018-2019. Within the document there are open slots for trainers. The men in formation have truly been blessed with the quality of Dimensional Workshop trainers who are lay professionals and clergy. Feedback from the students has been very good and very detailed.

As you look at the available workshops and feel you have the expertise and availability to be a presenter contact me to express your interest. Many of the workshops have prepared lesson plans, student guides and presentations.

Curriculum Development Team & Retreats Committee

FORMATION PROGRAM. While our formation curriculum has come a long way over the last 10 years, we want to continue the improvements. I am putting together a curriculum development team to review the existing program. The lessons and the flow as well as reviewing and strengthening the existing workshops with bibliographic sources and standardized formatting. If you are interested in serving on this team contact me via email: jgassman@orlandodiocese.org. Include a brief biography on your training/curriculum development experience.

RETREAT COMMITTEE. The Office of the Permanent Diaconate does its best to provide valued retreat experiences and speakers for the convocation. As you can imagine the behind the scenes activity to administratively keep up with the demands of the program limits the opportunity to vision, dream, and plan these experiences a challenge. We would like a committee to brainstorm ideas, speakers, and retreat plans to continue to improve the quality of our retreat and convocation programs. Again email me if you are interested in serving on this type of committee.

Recruitment (Cohort 2024)

“It is not right for us to neglect the word of God to serve at table. Brothers, select from among you seven reputable men, filled with the Spirit and wisdom, whom we shall appoint to this task, whereas we shall devote ourselves to prayer and to the ministry of the word.” (Acts 6:2-4)

77 men inquiring about the permanent diaconate attended one of the 5 Diaconate Information Nights. To date 28 applications have been requested by pastors. We fully expect approximately 40 applications to be submitted for the next cohort.

Timeline for Applications

December: Complete Information Nights
January - March: Pastor’s may order an Application
April 1st: Applications are Due (No applications will be accepted late)
May: Applicant Interviews
June 15th: Bishop Recommendations to invite applicants into discernment
July 1st: Official notifications will be sent out.

“I have much more to tell you, but you cannot bear it now.”

(Jn 16:12)

UPCOMING EVENTS

DATE	EVENT	LOCATION
2017		
Dec 12	Diaconate Information Night	Our Lady of Hope, Port Orange
Dec 14	Diaconate Information Night	St. Timothy, Lady Lake
Dec 19	Diaconate Information Night	St. Mary Magdalen, Altamonte Spg
2018		
Feb 2-4	Diaconate Retreat (Couples) Marriage Encounter International	San Pedro Center
Mar 16-18	Diaconate Retreat (English)	San Pedro Center
Apr 13-15	Diaconate Retreat (Spanish)	San Pedro Center
Jun 9	Deacon Ordination	Mary Queen of the Universe
Jul 22-26	2018 Diaconate Congress www.deacon2018.org	New Orleans Marriott
Oct 6	Convocation Rite of Lector (Cohort 2020)	St. Mary Magdalen, Altamonte Springs

This calendar can be found on the Diocese of Orlando, [Deacon webpage](#).