Apart from the canonical mandate for clergy to continue 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 competent. Therefore each deacon active in ministry, to maintain the status of Deacon in Good Standing must achieve the accumulation of thirty (30) continuing formation credits each fiscal year.

Record your continuing formation by completing Sections A & B of this form. Once completed it is to be attached to the deacon’s draft Statement of Mutual Expectations (SME) and turned over to your pastor who will complete the assessment portion of the SME.

All completed and signed documents are due to the Diocese of Orlando’s Office of the Permanent Diaconate by June 1st of each year.

**Section A – Summary of Credit Hours Earned**

**DEACON’S NAME:**

**REPORTING CYCLE:** JUNE 1st to MAY 31st **CALENDAR YEAR:**

|  |  |
| --- | --- |
| **ACTIVITY** *(Participation in/Attendance at)* | **CREDITS** |
| 1. Diocesan Sponsored Deacon Retreat |  |
| Other Weekend Retreat(s) |  |
| 1. Approved Undergraduate/Graduate Courses |  |
| Approved Correspondence Courses |  |
| National Association of Deacon Directors (NADD) Events/Conferences |  |
| NADD Region VIX Meetings/Events/Conferences |  |
| Diocesan Diaconal Formation Classes/Workshops, Each Full Day |  |
| Diocesan Sponsored Workshops/Conferences/Days of Reflection |  |
| Other Workshops/Conferences/Days of Reflection |  |
| 1. Books; Audio Tapes; Video Tapes, Each |  |
| 1. Articles Written for Church Associated Publications |  |
| 1. PRESIDER for Baptisms/Weddings/Wakes/Internments |  |
| PRESIDER for Communion Service/Exposition & Benediction |  |
| PRESENTER of Lectures/Conferences/Workshops/Days of Reflection |  |
| Tours Linked to the Diaconate |  |
| Other Activities Recorded in Section B |  |
| 1. Deanery Meetings/Events |  |
| HOMILY Preparation and Presentation *(1 Credit / Homily)* |  |
| **TOTAL:** |  |

**Section B – Record of Activity**

1. Retreats attended during the year. *Must document at least one overnight retreat.*

*(1 Credit / Day or Retreat if less than a day)*

|  |  |  |  |
| --- | --- | --- | --- |
| **RETREAT TITLE** | **LOCATION** | **DURATION** | **RETREAT MASTER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Courses, seminars, workshops, conventions, conferences, days of reflection during the year.

*(1 Credit / Day or Event if less than a day)*

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSES/SEMINARS** | **LOCATION** | **DURATION** | **MINISTRY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Books read, tapes/CDs listened to, religious movies viewed during the year.

*(1 Credit / Title)*

|  |  |
| --- | --- |
| **TITLES** | **AUTHORS** |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

1. Articles written for church associated publications.

*(1 Credit / Article)*

|  |  |  |
| --- | --- | --- |
| **TITLES** | **PUBLICATION** | **MO/YR OF ISSUE** |
|  |  |  |
|  |  |  |

1. Other continuing education activities. This line item should be used to document all other activity not included in other Section B line items.

*(1 Credit / Day or Activity if less than a day)*

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **LENGTH** | **DATE(S)** |
|  |  |  |
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1. Number of region/deanery meetings attended. *(1 Credit / Meeting)*
2. The following space is for communicating any comments, suggestions, and/or concerns. Please feel free to comment about the Director, the Office of the Permanent Diaconate, the diaconate formation program, deanery meetings, etc... Your thoughts, feelings, and feedback will enable the office to meet your needs and the need of the local Church.

Attach Sections A and B to the Statement of Mutual Expectations for your pastor’s review. Send all signed **ORIGINAL** documents to.

Diocese of Orlando

Office of the Permanent Diaconate

P.O. Box 1800

Orlando, FL 32802.

Signed: Date: