

## CONTINUING FORMATION WORKSHEET

Apart from the canonical mandate for clerics 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.

The deacon must record their continuing formation by completing Sections A & B of this form. Once completed it is to be attached to the Deacon's Annual Self-Assessment and turn them over to his pastor who will complete the Annual Pastor's Assessment for the Deacon.

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 1<sup>st</sup> to MAY 31<sup>st</sup>              **FISCAL YEAR:** \_\_\_\_\_

<b>ACTIVITY</b> ( <i>Participation in/Attendance at</i> ) <b>1 Credit Each</b>		<b>Credits</b>
Sec. B. 1.	Diocesan Sponsored Deacon Retreat	
	Other Weekend Retreat(s)	
Sec. B. 2.	Approved Undergraduate/Graduate Courses	
	Approved Correspondence Courses	
	National Association of Deacon Directors (NADD) Events	
	NADD Region VIX Meetings/Events	
	Diocesan Diaconal Formation Classes/Workshops	
	Diocesan Sponsored Workshops/Conferences/Days of Reflection	
	Other One Day Workshops/Conferences/Days of Reflection	
Sec. B. 3.	Books; Audio Tapes; Video Tapes	
Sec. B. 4.	Articles Written for Church Associated Publications	
Sec. B. 5.	PRESENTER: Lectures/Conferences/Workshops/Reflection	
	PRESIDER for Baptisms/Weddings/Wakes/Internments	
	PRESIDER for Communion Service/Exposition & Benediction	
	Homily Preparation and Presentation	
	Tours Linked to the Diaconate	
Sec. B. 6.	Deanery/Diaconate Committee Meetings	
<b>TOTAL:</b>		<b>0</b>

**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)*

<b>RETREAT TITLE</b>	<b>LOCATION</b>	<b>DURATION</b>	<b>RETREAT MASTER</b>

2. Courses, seminars, workshops, conventions, conferences, days of reflection during the year.  
*(1 Credit / Day or Event if less than a day)*

<b>COURSES/SEMINARS</b>	<b>LOCATION</b>	<b>DURATION</b>	<b>MINISTRY</b>

3. Books read, tapes/CDs listened to, religious movies viewed during the year.  
*(1 Credit / Title)*

<b>TITLES</b>	<b>AUTHORS</b>

4. Articles written for church associated publications.  
*(1 Credit / Article)*

<b>TITLES</b>	<b>PUBLICATION</b>	<b>MO/YR OF ISSUE</b>

