

7.3 DEACON REQUEST FOR REASSIGNMENT

Deacon Request for Reassignment (Date)

DEACON'S NAME: _____

PRESENT ASSIGNMENT: _____

1. When did you begin your present assignment? _____

2. Please note any personal factors (health, family, etc.) that need to be considered in your present or future assignments:

3. Openings for deacons at the time of this mailing (*Please refer to the diaconate web site for the most current openings*):

4. Preferences/Intentions: Check those statements that reflect your current desire.

a. _____ I am happy in my present assignment and do not want to be considered for a new assignment.

b. _____ While happy in my present assignment and not requesting a new assignment, I am willing to consider a new assignment based on diocesan needs.

c. _____ I am willing to be considered for a transfer to one of the openings listed above in item 3. Please list which one or which ones in order of priority:

d. _____ I would like to be transferred from this assignment because

5. **Complete only if you have ANY Spanish communication skills.** Which items best describe your Spanish speaking skills

_____ I can "read" the responses to the Mass.

_____ I can prepare and deliver a homily.

_____ I can comprehend everyday conversation.

_____ I can converse and do counseling.

6. Please indicate any special need/circumstance that you would like the Deacon Placement Board to be aware of in its considerations:

Please share any other comments on the back.

I give my permission to share the above information with the Deacon Placement Board.

Signature

Date

Please complete and return this form to the Director for the Diaconate
by _____

SAMPLE COVER LETTER TO DIRECTOR FOR THE DIACONATE

Director for the Diaconate
Diocese of Tucson
P.O. Box 31
Tucson, AZ 85702

Dear Director,

I am formally requesting a reassignment. Attached you will find my completed reassignment request form. The reason(s) I am requesting this transfer are... (Please indicate your reasons for reassignment.

Respectfully submitted
Full Name

Cc: Chancellor file