

7.9 SUPERVISED DEACON MINISTRY AND FORMATION PLAN FORM

OFFICE OF THE DIACONATE

ROMAN CATHOLIC DIOCESE OF TUCSON

Supervised Deacon Ministry & Formation Plan

NAME OF DEACON: _____ DATE: _____

PARISH: _____

NAME OF PASTOR: _____

NAME OF MENTOR: _____

NAME OF SPIRITUAL DIRECTOR: _____

The newly ordained deacon is expected to complete this form in collaboration with his pastor. The purpose is to design a reasonable plan for ministry activities and ongoing formation/education. There are two parts to this planning document: a plan for parish and extra-parochial ministry and a plan for required and elective formation. This plan is due in the diaconate office by December 31 of the year of ordination. The deacon is strongly encouraged to keep a copy for his files.

PART ONE: MINISTRY PLAN

Directions: The Ministry Plan shall include, but not necessarily be limited to:

1. The ministry(ies) assigned by the pastor, the expectations associated with the ministerial assignment, and the criterion used to evaluate his ministry
2. The actions to be taken to keep the expectations and responsibilities of his ministry, work, family, and prayer life in proportion and balance so his life is integrated in holiness rather than splintered in functionalism
3. The manner in which the deacon will meet his obligations for direct service of his bishop and the diocese at-large
4. The ways he will serve the poor, oppressed, sick, bereaved and other needy at the parish and extra-parochial environs.

ASSIGNED PRIMARY MINISTRY

<i>MINISTRY TITLE & DESCRIPTION</i>	<i>DUTIES/EXPECTATIONS</i>	<i>HOURS ANTICIPATED</i>	<i>EVALUATION CRITERIA</i>

ASSIGNED SECONDARY MINISTRY

<i>MINISTRY TITLE & DESCRIPTION</i>	<i>DUTIES/EXPECTATIONS</i>	<i>HOURS ANTICIPATED</i>	<i>EVALUATION CRITERIA</i>

BALANCE & INTEGRATION OF MINISTRY, WORK, FAMILY, PRAYER LIFE

The actions to be taken to keep the expectations and responsibilities of his ministry, work, family, and prayer life in proportion and balance so his life is integrated in holiness rather than splintered in functionalism.

<i>GOAL(S)</i>	<i>METHODS AND ACTIVITIES</i>	<i>EVALUATION CRITERIA</i>

DIRECT SERVICE TO BISHOP AND EXTRA-PAROCHIAL MINISTRY

The manner in which the deacon will meet his obligations for direct service of his bishop and the diocese at-large.

<i>MINISTRY TITLE & DESCRIPTION</i>	<i>DUTIES/EXPECTATIONS</i>	<i>HOURS ANTICIPATED</i>	<i>EVALUATION CRITERIA</i>

MINISTRY TO THE POOR, SICK, BEREAVED, OPPRESSED, NEEDY (JUSTICE & CHARITY)

Ways he will serve the poor, oppressed, sick, bereaved and other needy at the parish and extra-parochial environs.

<i>MINISTRY TITLE & DESCRIPTION</i>	<i>DUTIES/EXPECTATIONS</i>	<i>HOURS ANTICIPATED</i>	<i>EVALUATION CRITERIA</i>

OTHER ELECTIVE MINISTRIES

<i>OTHER ROLE(S)</i>	<i>DUTIES/EXPECTATIONS</i>	<i>HOURS ANTICIPATED</i>	<i>EVALUATION CRITERIA</i>

PART TWO – ONGOING FORMATION

The on-going formation plan shall include attendance at one of the Deacon Community Annual Canonical Retreats, Bishop’s Convocation of Deacons, and four (4) post-ordination formation workshops for the newly ordained, which are scheduled through the Office of the Diaconate. The newly ordained shall complete a minimum of 30 clock hours of post-ordination formation, which shall include the Congress, Convocation, the workshops, the “Call to Protect” up-dates, and the annual Deanery meeting. Additional elective classes should be planned in order to allow the newly ordained deacon to pursue formation which fits the particular needs of his life and ministry.

COHORT SCHEDULE

Mandatory Formation Events	Date(s):
Annual Canonical Retreat (10 hours)	
Bishop’s Annual Convocation of Deacons (7 hours)	
Post-Ordination Formation Workshops (4 times per year: 16 hours)	
Workshop #1 -	
Workshop #2 -	
Workshop #3 -	
Workshop #4 -	
Safety Awareness (2 hours)	

GOALS AND PLANNING

Diaconal formation is a life-long proposition; it does not end with ordination and it does not just consist of taking classes. Each deacon must continue to grow in the following dimensions: intellectually, spiritually, pastorally and as a human person. As part of your plan for on-going formation, develop a goal for each of those areas. Next, write how you plan to fulfill that goal. Finally, describe the criteria you will use to evaluate how you met your goal.

DIMENSION	GOAL	ACTION PLAN	EVALUATION
1. Intellectual (The academic dimensions, required.)			
2. Spiritual (The discipline to continue discernment and spiritual direction.)			

3. Pastoral (The effectiveness of the deacon's ministry.)			
4. Human (Interrelationships with others, the deepening of human qualities.)			

Signed by:

Deacon: _____ Date: / /

Pastor: _____ Date: / /

Director for the Diaconate (or designee): _____ Date: / /