

DIOCESE OF DAVENPORT



Deacon Formation Program: Aspirancy Handbook Class VI: 2008-2009

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ASPIRANT: _____

Handbook approved at the Pastoral Center of the Diocese of Davenport—effective August 15, 2008
Solemnity of the Assumption of the Blessed Virgin Mary

Most Reverend Martin Amos
Bishop of Davenport

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DEACON FORMATION PROGRAM: ASPIRANCY HANDBOOK

Introduction

Welcome to the Diocese of Davenport’s Deacon Formation Program. According to the *National Directory for the Formation, Life, and Ministry of Permanent Deacons in the United States*, “The aspirant path is primarily a time to discern the capability and readiness of an aspirant to be nominated to the bishop for acceptance as a candidate for diaconal ordination” (§182). The goal of this year of discernment is “to enable the aspirant to demonstrate the possibility of a diaconal vocation and an appropriate level of readiness for eventual selection into candidate formation” (§183); the emphasis will be on determining and helping to develop your “spiritual readiness, intellectual capacity, and pastoral abilities” (cf. §185) for the ministry of Deacon.

During this year, you will be introduced to diaconal spirituality, challenged to grow in self-awareness, and take part in supervised pastoral experiences. This is a time of discernment, of testing your call to the diaconate. Discernment takes place in community: your family, your parish, the diocese and the wider Church are all part of the process. In addition, the community that we form together—with its own cycle of gathering and prayer—is an essential component of your listening to the voice of God. We are all here to support and assist one another in our journey; this is not a competition. Certain attitudes and approaches that may have served you well in academics or business have no place here.

Please know that as you begin this year of Aspirancy that our prayers are with you. We look forward to this journey together as we listen to the voice of God, the promptings of the Spirit, in community. And as we begin, we ought to start by introducing ourselves...

The Formation Team

The Diocesan Bishop

As Chief Shepherd of this local Church, Bishop Amos oversees all our ministries and programs. He will make the final decisions regarding the admission of an aspirant to candidacy, continuation in candidacy, installation into the ministries of lector and acolyte, and ordination. As the *Directory* states:

In the formation of deacons, “the first *sign and instrument* of the Spirit of Christ is the proper Bishop. . . . He is the one ultimately responsible for the discernment and formation” of aspirants and candidates, as well as the pastoral care of deacons.⁶ He discharges this responsibility personally, as well as through “suitable associates” who assist him—the director of deacon formation and the director of deacon personnel (§266).

Of course, the Bishop cannot be everywhere at the same time, so he has appointed the following to help him in the ministry of forming men for the ministry of Deacon:

Director of Formation

The Director of Formation “is ultimately responsible for both aspirant and candidate formation... [he] oversees the implementation of the formation program...supervises the formation team, faculty, and mentors; and maintains contact with the aspirants’ and candidates’ pastors” (§271). The director for our diocese is Deacon Frank Agnoli, who is also the diocesan Director of Liturgy.

Deacon Frank received the Master of Divinity and the Master of Arts in Theology degrees from the St. John's University School of Theology and Seminary, and is a candidate for the Doctor of Ministry in Preaching Degree from the Aquinas Institute of Theology. He was ordained for the Diocese of Lexington, KY, and served there as a team member in both the Lay Ministry and Deacon Formation Programs.

Director of Field Education

Deacon David Montgomery has the task of directing the pastoral field placement of deacon formation. He works with deacons in the six deaneries to help arrange appropriate ministry opportunities for the aspirants and assists the field supervisors in their work of helping to form and evaluate the aspirants (§275). Deacon Montgomery was ordained for this diocese in 2002 (Class V), and has completed graduate work in theology. He also serves as the diocesan Director of Communication.

Coordinator for Mentors

Deacon Bob McCoy serves as the Deacon Personnel Director, which means that he has responsibility for coordinating the ministry of deacons in the diocese and planning for their continuing formation. Ordained in 1992 (Class IV), he directed the deacon formation program for Class V. Therefore, he brings a wealth of wisdom and experience to the team. Given his knowledge of the diaconate in the diocese, he is charged with coordinating the mentor program. Deacon McCoy has also completed graduate work in theology and is a certified spiritual director.

Our Wives

Marianne Agnoli, Michelle Montgomery, and Pat McCoy are also integral members of the formation team, assisting with logistics and behind-the-scenes support. They are a great resource for the wives of aspirants; please see them with your questions and concerns as they arise. Between them, they represent a broad range of pastoral ministry experiences.

Spiritual Director

The spiritual director is responsible for coordinating the spiritual formation program, arranging for spiritual directors for the aspirants, and serving as chaplain to the formation community (§273). Our spiritual director is Fr. Marty Goetz, who also serves as the vocations director for the diocese. Fr. Goetz received the Master of Divinity degree from St. Mary of the Lake Seminary, Mundelein.

Others

In addition to all those listed above, a number of other persons are also integral to the formation process: the faculty that will teach the aspirancy sessions, the mentors and spiritual directors, your pastors and pastoral field placement supervisors.

Methodology / Program Components

MONTHLY SESSIONS

During our monthly sessions, activities will focus on specific topics that are drawn from the prescribed model standards in the USCCB Directory for the Aspirancy path. Various instructional methods and models may be

used. The teaching points of the session may be accomplished through experiential activities, presentations, group activities, and practical exercise methods. Time for prayer, reflection, group bonding, and relaxation (breaks & lunch) will be provided. These Saturday sessions will contain introductory material on self-determination and evaluation and on aspects of diaconal community and ministry vital to the vocational discernment process. This material also will provide rudimentary foundational material for the coming four (4) years of academics in the candidate path.

Location

Aspirancy Formation Sessions will take place at Assumption High School in Davenport. The building is accessible for those having difficulty with mobility. The school is located just west of the chancery (St. Vincent’s Center) on Central Park Avenue, at: 1020 W. Central Park Avenue, Davenport, IA 52804.

Schedule for the Year

We will meet once per month, August through May, for formation sessions. For the first eight months, the meetings will take place on Saturdays only; during April and May the sessions will extend over an entire weekend. In addition, a retreat is scheduled for the month of June and the Rite of Admission to Candidacy will be celebrated in July and a Spanish language intensive will be offered during the summer.

Here is the calendar for 2008-9 (* = attendance by spouses required):

| Date | Topic |
|------------------------------------|---|
| August 23, 2008 * | Introduction to Formation / The Liturgy of the Hours <i>Sign up for psychological interviews and PoM.</i> |
| September 13, 2008 | Introduction to Discernment and Spiritual Direction |
| <i>September 20 & 27</i> | <i>Psychological Testing</i> |
| October 11, 2008 | Research and Writing Skills; Intro to the Catechism of the Catholic Church |
| <i>October 25 & November 1</i> | <i>Profiles of Ministry Interviews</i> |
| November 8, 2008 | Introduction to Theological Reflection <i>Given REFOCCUS to take at home. PoM workbooks due.</i> |
| December 13, 2008 | Prayer and Sacramental Participation <i>IFG must be done by end of month.</i> |
| January 10, 2009 * | Family and Ministry <i>Bring REFOCCUS. Hand out MBTI.</i> |
| February 14, 2009 | Pastoral Identity, Skills, Boundaries <i>MBTI due back.</i> |
| March 14, 2009 | Myers-Briggs (MBTI) <i>Turn binders in to be copied.</i> |
| April 25-26, 2008 | Introduction to Philosophy I Formation Session: Servant Leadership |
| May 9-10, 2009 | Introduction to Philosophy II Formation Session: Introduction to Catholic Social Teaching <i>Turn in completed binders.</i> |
| June 26-28, 2009 * | Retreat |
| July 12, 2009 | Rite of Admission to Candidacy |
| TBA | Spanish Intensive |

Daily Schedule: Saturdays (August-March)

| | |
|------------|------------------------------|
| 8:00 | Arrival |
| 8:30-8:45 | Introduction / Announcements |
| 8:45-9:15 | Morning Prayer |
| 9:15-12:15 | Instruction (3) |
| 12:15-1:00 | Lunch |
| 1:00-3:00 | Instruction (2) |
| 3:00-3:30 | Evening Prayer |

Daily Schedule: Weekends (April-May)

| Saturday | | Sunday | |
|------------|---|------------|------------------------------|
| 8:00 | Arrival | 8:00 | Arrival |
| 8:30-8:45 | Introduction / Announcements | 8:30-8:45 | Introduction / Announcements |
| 8:45-9:00 | Morning Prayer | 8:45-9:00 | Morning Prayer |
| 9:00-12:00 | Instruction (3) | 9:00-12:00 | Instruction (3) |
| 12:00-1:00 | Lunch | 12:00-1:00 | Lunch |
| 1:00-3:00 | Instruction (2) – or formation ¹ | 1:00-3:00 | Instruction (2) |
| 3:00-5:00 | Formation (2) – or instruction | 3:00-3:30 | Admin (if needed) |
| 5:00-6:00 | Eucharist | | |
| 6:00-7:00 | Dinner | | |
| 7:00-7:15 | Evening Prayer | | |
| 7:15-9:15 | Instruction (2) – or formation | | |
| 9:15-9:30 | Questions / Reflection | | |
| 9:30+ | Social time | | |

Participation of Wives in Aspirancy Sessions

The wives of Aspirants are encouraged to take part in all of our formation sessions, not only for the sake of their own individual formation as adult Christians, but also to help foster the growth of the couple and their relationship during this time of discernment and preparation.

Of course, we understand that not everyone will be able to make it to every session. However, because of the nature of formation for ordained ministry, and because of the consent that we will ask the wives to give, we are requiring that the wives attend two sessions during the year as well as the year-end retreat. The sessions are marked with an asterisk (*) in the table above.

Difficulties with fulfilling this requirement should be brought to the attention of the Director as soon as possible.

If any wives are planning on taking the Myers-Briggs or the Institute for Growth instruments (see pages 6-7 below), please let the Director know by the September session. We will need to charge the wives \$5 per instrument.

¹ One of the two-hour time slots will be dedicated to formation each weekend. It is proposed that this usually be the 3pm to 5pm slot – on order to give the faculty and the students a break. However, the availability of the one presenting the formation session may require a change in schedule on occasion.

Children and Aspirancy Sessions

Formation for ordained ministry affects not only the aspirant and his wife, but their children as well. It is important that formation, and ministry, be placed in a familial context. Therefore, we are happy to be able to offer child care during the formation sessions.

Mrs. Pat Sheil, Youth Minister for St. Joseph Parish in DeWitt and wife of Deacon Mike Sheil, will provide this service—as she did for Class V. While the adults are in formation, the children will be taking part in their own spiritual program. We will come together for prayer and meals.

If you are going to use this service, please complete the consent and emergency contact information form in the Appendix.

Weekend Sessions: Overnight Accommodations

For the April and May sessions, those who live outside of the Davenport area may choose to arrange for overnight accommodations. Aspirants from the local area are asked to offer this hospitality to their classmates. In addition, deacons in the area will be asked to open their homes to aspirants and their families.

If you will need assistance in this matter, please let the Director of Formation know as soon as possible so arrangements can be made.

In addition, if you are from the local area and wish to open your home to one (or more) of your classmates, please let the Director know as soon as possible.

List of Texts

Some general texts will be used throughout the year (and all of formation); there are also texts that will be assigned for specific classes. It is the responsibility of each aspirant to purchase his own materials—either directly from the publisher, from an on-line supplier (such as Amazon.com or Barnes & Noble), or from a local religious supply store. Part of preparing for ministry is learning how to access resources for your continuing formation and service.

| Have Available By: | Texts |
|---------------------------|--|
| August 23, 2008 | <ol style="list-style-type: none">1. Christian Prayer (one-volume Liturgy of the Hours)* Catholic Book Company (NY: Dec 1999) ISBN # 0-8994-2406-6 (catalog # 406/10; large print edition: # 407/10)2. A Bible: New American (NAB; with revised New Testament and Psalms), New Revised Standard Version (NRSV; Catholic edition), or Revised Standard Version (RSV; Catholic edition)*3. <i>The Catechism of the Catholic Church</i> (2nd edition)*4. <i>The Deacon Reader</i>* James Keating Paulist Press (2006) ISBN # 0-8091-4389-5 |

| | |
|--------------------|--|
| | <p>5. <i>Listening Hearts</i> Suzanne Farnham, Joseph Gill, R. Taylor McLean, Susan Ward Morehouse Publishing; Revised Edition, Thirteenth Printing (2004) ISBN #0-8192-1563-5</p> <p>6. <i>Guide for Ushers and Greeters**</i> Paul Turner and Karie Ferrell LTP (2008) – may not be available until September ISBN # 978-1-56854-745-9</p> |
| September 13, 2008 | <p><i>The Craft of Research (3rd edition)</i> Wayne Booth, Gregory G. Colomb, Joseph M. Williams University of Chicago Press (2008) ISBN #9780226065663</p> |
| October 11, 2008 | <p><i>The Art of Theological Reflection</i> Killen and deBeer Crossroads (1994) ISBN # 0-8245-1401-7</p> |
| November 8, 2008 | <p><i>The Tradition of Catholic Prayer</i> The Monks of St. Meinrad The Liturgical Press (2007) ISBN # 978-0-8146-3184-3</p> |
| December 13, 2008 | <p><i>Ministry and the Family of the Permanent Deacon</i> Dottie Mraz Out of print. The diocese will have a copy for you at a discount.</p> |
| January 10, 2009 | <p><i>A Primer in Pastoral Care</i> Jeanne Stevenson-Moessner Fortress Press (2005) ISBN # 0-8006-3760-7</p> |
| March 14, 2009 | <p><i>Philosophy for Understanding Theology, 2nd edition</i> Diogenes Allen & Eric Springsted Westminster John Knox (2007) ISBN # 0-6642-3180-2</p> |

* = general text used on multiple days or will be used as reference throughout formation

** = recommended, not required

RETREAT

Prior to the Rite of Admission to Candidacy, aspirants and their wives will take part in a weekend retreat. The purpose and objective of this retreat (as set forth in the USCCB Directory) is to spiritually prepare the accepted candidates and their wives for the official Rite of Admission to Candidacy. This retreat will draw upon the material that has been presented in the Aspirancy year to provide a culminating prayerful experience. The retreat will be structured around the results of the Profiles of Ministry instrument (see below).

TESTING

*Information for Growth (IFG)

According to their website, “The Information for Growth (IFG) self-assessment survey is designed to assist individuals in evaluating their personal level of religious knowledge and spirituality. It also provides diocesan offices, parishes, schools, and adult faith formation program leaders with group data to use in planning ongoing faith formation initiatives.” We will make this instrument available to the wives for a nominal fee; it is especially recommended that those wives who are interested in the MPTh program through St. Ambrose take this instrument.

*Myers-Briggs (MB)

The Myers-Briggs tries to give us a picture of our personalities that could be helpful in understanding our preferences and actions, our relationship dynamics, and even our prayer lives. This instrument is given as another way for the Aspirant to get to know himself better. We will make this instrument available to the wives for a nominal fee.

*Profiles of Ministry (PoM)

The Profiles of Ministry Program (PoM) is designed to help seminary students assess their strengths and weaknesses, to focus on styles of ministry and preferred ministry settings. It is particularly useful for those who are entering seminary and those about to enter pastoral ministry full time. Stage I of the program includes a Casebook and an Interview for assessing entering students. You will be asked to sign up for an interview appointment; these interviews will be conducted on two separate days at different sites in the diocese, as follows:

| | | |
|------------------|-----------------|-----------------------|
| October 25, 2008 | Davenport | Up to 12 participants |
| November 1, 2008 | Oxford | Up to 6 participants |
| November 1, 2008 | West Burlington | Up to 6 participants |

*Psychological Testing and Interview

Aspirants and their wives are asked to schedule an interview with Dr. David McEchron for psychological testing and interview. He will be available on two Saturdays: September 20 and 27, between 9:00 am and 3:30 pm, at the chancery (St. Vincent Center). You are asked to schedule a 30 minute interview slot, but you will also need to complete a number of testing instruments that day; this testing should take about three hours. Therefore, please plan on arriving early and allowing enough time either before or after your scheduled interview slot to complete these instruments. The results of your tests and interview will be sent to the Director of Formation. If you wish to schedule private time with Dr. McEchron to view your results and for further discussion, you will need to do so at your own expense.

*RE-FOCCUS

REFOCCUS was written in 1989 by the authors of FOCCUS in response to a call for more attention to the growth of marriage over the life cycle. It provides married couples a self-help or small group process for exploring what they have learned in their marriage and where the relationship is today. There are five sections to REFOCCUS with a total of 87 questions for reflection and discussion: Marriage As Process, Intimacy, Compatibility, Communication, and Commitment. To these we add a sixth section: Marriage and Ministry.

PASTORAL SPANISH

In order to best serve our increasingly diverse diocesan church, it is important for those who are preparing for diaconal ministry to develop basic skills in pastoral Spanish, including being able to preside at the sacraments and sacramentals in Spanish. Even if an aspirant is already conversant in Spanish, the emphasis on the pastoral context in these courses will be beneficial. There will be a number of ways to accomplish this goal:

- (1) A Spanish language intensive will be made available to help deacon candidates develop their skills in pastoral Spanish. The course, offered through CIRIMEX in cooperation with our diocesan Office of Social Action, will be scheduled each summer, so each candidate ought to have time to take advantage of this opportunity before ordination. This intensive involves meeting 1:1 with a Spanish tutor for two hours per day for 10 weekdays.
- (2) For those unable to take advantage of such an opportunity, we will make a home-study course (on CD) available for their use. In addition, those who do the home study version will need to arrange time to practice speaking the language with someone (e.g. local Spanish teacher, pastoral minister, etc.).
- (3) Aspirants and Candidates are free to propose another method to the Director of Formation for approval. For example, one might choose to take a Spanish class at a local college.

OTHER COMPONENTS

There are a number of other key components of Aspirancy year, each described more fully behind the appropriate tab:

1. Spiritual Direction – Tab 2
2. Mentoring – Tab 3
3. Pastoral Field Placement – Tab 4
4. Parish Liturgical Ministry – Tab 5

In addition, Aspirants and wives are strongly encouraged to attend and/or participate in all diocesan Liturgical events. Examples of these events include the Rite of Election, Chrism Mass, and ordinations.

The Dimensions of Formation

Formation is about preparing the whole person for diaconal ministry. Therefore, in attending to formation, we must focus on five particular dimensions, each with its own principal goal:

Human Dimension

To foster a high degree of self-knowledge and self-esteem while assessing the quality of the marriage relationship or commitment to celibacy.

Spiritual Dimension

To grow progressively in personal relationship with Christ while “putting on the mind of Christ.”

Intellectual Dimension

To communicate a deeper knowledge of the faith and church tradition than the aspirant has already attained while developing the ability to think critically.

Pastoral Dimension

To introduce the aspirant to the practical ministerial life of the church while providing mentors and pastoral placements that explore the core issues of charity and social justice in the Diocese of Davenport.

Diaconal Dimension

To discern the aspirant's gifts for the threefold ministry of the word, liturgy, and charity while the wife and family assess their readiness to give consent and support to the vocation and ministry.

Considerations in Formation

While we can provide the basic framework for formation, only you can fully engage the process. Our program presumes an adult model of learning: you are the one with primary responsibility for your formation. That being the case, particular consideration should be given to developing competencies in these areas:

A Family Life Perspective

A commitment to a family perspective is crucial for both married and unmarried aspirants, for persons do not enter into formation alone. This perspective includes consideration of the family as the "domestic church," and the important task of appropriately balancing ministerial responsibilities with family life. While the focus of the program is the formation of the aspirant, it is also true that wife's participation in formation offers her an opportunity to further discern her own call from God and grow in her own call to holiness.

Just as for a married aspirant, the role of family is critical to the unmarried aspirant (never married, widowed, divorced) and the same inclusiveness is encouraged. Additionally, the unmarried aspirant must discern a clear and realistic understanding and internalization of the value of celibate chastity and its connection to diaconal ministry.

Multicultural Diversity

The cultures and traditions of those in diaconal formation are to be respected, valued, and understood. Formation methods and objectives are formulated to be sensitive and responsive to various cultural circumstances. Aspirant formation experiences pay heed to both the multicultural makeup of the aspirant community itself and also emphasize the ethnic and racial diversity of our Diocesan population.

Social Justice (The Practical Aspects of Charity)

The deacon, "as a living icon of Christ the Servant within the church," has a special attentiveness to the concept of a "preferential option for the poor." The methods used in the aspirant path help the participant grow in an awareness of the church's teaching and tradition of social justice. Also fostered are opportunities that include deepening reflection upon the aspirant's experience and his growing commitment to the Church's social teaching.

A Spirit of Ecumenism and Inter-religious Dialogue

In acknowledgement of the Second Vatican Council teaching that full visible communion among all Christians is the will of Christ, aspirant path methods strive to integrate an ecumenical spirit into all aspects of formation with the goal of creating "an authentically ecumenical disposition."

Standards and Expectations

The content and processes associated with the aspirant path are based on the “Demonstrated Standards of Readiness” recommended by the *Directory*, which provides the minimum standards for successful completion of the aspirant path.

It is expected that you will fully participate in the communal sessions (including group discussions and completing all assigned reading and writing assignments on time), in the field placement assignments, in spiritual direction, and in meetings with your mentor. It is also expected that the work that you do will be your own. Plagiarism and other forms of academic dishonesty will not be tolerated and are grounds for immediate dismissal from the program.

Application for Candidacy

This binder is your application for Candidacy. Please keep it neat and orderly; do not change the locations of the materials or the numbering of the tabs. Only what is requested should be kept in this binder. Class notes, handouts, and related materials should be kept in a separate place. Please follow the directions included in this binder carefully, and see the Director if you have any questions.

The Diocese reserves the right to make any necessary changes to this manual or to the application process at any point during the year.

Recommendations and Decisions

At the end of year, aspirants and their wives will be interviewed by the Bishop, the Director of Formation, and the Admissions and Scrutinies Committee. In addition, specific evaluations will be solicited from parish leadership, field experience supervisors, and the mentor couple.

Interviews with the Bishop and Director of Formation will take place on the following Saturdays: January 17 and 24, February 28, and March 28, 2009. Each couple will schedule a one-hour appointment, with starting times of 9, 10, and 11am; 1 and 2pm.

Interviews with the Admissions and Scrutinies Committee will take place on the following Sundays: April 19; May 3, 17, 31; and June 14, 2009. Couples will schedule 30 minute appointments, with starting times of 1:45, 2:30, 3:15, and 4:00pm.

The director, on behalf of the committee, prepares a declaration for the Bishop that “outlines the profile of the aspirant’s personality and a judgment of suitability.” The Bishop selects those who will be admitted to candidate formation, and “enrollment among the candidates for the Diaconate does not constitute any right necessarily to receive diaconal ordination.”

Upon being selected by the Bishop, the aspirant then begins the candidate path in formation with the Rite of Admission to Candidacy. Candidacy is a 4-year period of spiritual and academic formation during which the church and the candidate continue to discern whether or not the candidate has a call to the diaconate.

Tab 1: Formation Sessions

Behind this tab you will find a listing of the formation sessions that we will be offering this year. Each session is described on its own page.

Behind this page, you will find a reflection guide that will need to be completed for each session.

In addition, if you have any assignments due that day, they should also go behind that page.

For example, for each chapter assigned in *The Deacon Reader*, you are to submit a one- to two-page paper (double-spaced, 12-point Times New Roman Font, 1” margins) reflecting on an insight that you gained from that chapter. What was it that you learned? What insight did you gain into the diaconate? How does this help you with your discernment?

Attendance Policy

Aspirants are expected to attend all scheduled formation sessions unless excused by the Director of Formation. Aspirants are responsible for the material covered in that session and for the work due or assigned that day; specific arrangements are to be made with the Director.

Unexcused or excessive (two or more) absences may be a cause for dismissal from the program.

The wives of aspirants are expected to attend the required formation sessions. If a spouse is unable to attend the required sessions, the matter is to be discussed with the Director of Formation. Failure to do so, or evidence that the lack of attendance is due to lack of support for the aspirant’s formation, may constitute grounds for dismissal.

If in the case of inclement weather (or for some other reason) a formation session must be cancelled, aspirants will be notified by phone if at all possible. Work will either need to be made up independently or an alternate session will be scheduled.

Even if the formation session is not cancelled due to inclement weather, aspirants should use good judgment in deciding whether or not to drive to Davenport.

1. Introduction to Formation

Date: August 23, 2008

Title: Introduction to Formation and the Liturgy of the Hours.

Faculty: Formation Team.

Description: The aspirants will be introduced to the theology and practice of praying the Liturgy of the Hours, with particular attention to Morning and Evening Prayer. The components of the Aspirancy year will be explained.

Needed Materials: You should always have your Aspirancy Binder, Liturgy of the Hours, Bible, and Catechism with you. Bring a separate binder for class notes and handouts. Make sure you have what you need to take notes. Bring any assigned texts and homework.

Tasks to be accomplished before next session:

Sign up for psychological interview and testing (aspirant and spouse).

Sign up for Profiles of Ministry interview (aspirant).

Read *Listening Hearts*.

Read *Deacon Reader* chapters 1 and 2.

Begin reading *The Tradition of Catholic Prayer*. The book should be completed by the December session.

Do Profiles of Ministry workbook (due November 8).

Do Institute for Growth test on-line (by December 31).

Complete Formation Reflection Form.

Make contact with your Mentor and plan on first meeting.

Other:

A Note on the Liturgy of the Hours:

If not already doing so, you need to start praying Morning and Evening Prayer each day. This pattern of prayer for the Church and the world is one of the responsibilities that comes with ordination. As part of your discernment, it is important to test whether or not you are able to commit to such a pattern.

During the first semester, the Formation Team will lead the Liturgy of the Hours. During second semester, and throughout Candidacy, the aspirants/candidates will take on this responsibility.

It is strongly recommended that each aspirant purchase an *Ordo* specific for our diocese.

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: August 23, 2008

Topic: Introduction to Formation. Liturgy of the Hours.

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

2. Introduction to Discernment and Spiritual Direction

Date: September 13, 2008

Title: Introduction to Discernment and Spiritual Direction

Faculty: Fr. Marty Goetz. Panel of area spiritual directors.

Description: The morning session will be spent introducing aspirants to the concept and practice of discernment; the afternoon will focus on the importance and dynamics of spiritual direction. Topics include: Emphasis on the importance of self-reflection and appropriate self-revelation; guidance in discerning God's call to ministry to the poor and afflicted; skills for hearing the voice of God in various ways; what to look for in a director.

Needed Materials:

Tasks to be accomplished before next session:

Sign up for Profiles of Ministry interview if not already done.

Read *Deacon Reader* chapter 7.

Read *The Craft of Research* chapters 2, 3, 6, 8, and 9.

Read theological article provided by instructor.

Continue reading *The Tradition of Catholic Prayer*. The book should be completed by the December session.

Do Profiles of Ministry workbook (due November 8).

Do Institute for Growth test on-line (by December 31).

Complete Formation Reflection Form.

Write reflection on *Deacon Reader* chapters 1 and 2.

Psychological interviews scheduled on September 20 and 27.

You will receive the name of your spiritual director today. Please make contact with him and set up your first appointment as soon as possible.

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: September 13, 2008

Topic: Introduction to Discernment and Spiritual Direction

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

3. Research and Writing

Date: October 11, 2008

Title: Research and Writing in Theology; Introduction to the Catechism

Faculty: Corinne Winter, PhD

Description: Theological bibliography and the tools of theological research and writing will be reviewed. Attention will be paid to the issues of academic honesty / plagiarism. The *Catechism of the Catholic Church* will be introduced in the context of discussing the hermeneutics of reading Church documents (weight of teaching authority).

Needed Materials:

Tasks to be accomplished before next session:

Read *The Art of Theological Reflection*; give particular attention to chapters 1-4.

Read and mark in your Bible the readings for next Sunday.

Continue reading *The Tradition of Catholic Prayer*. The book should be completed by the December session.

Do Profiles of Ministry workbook (due November 8).

Do Institute for Growth test on-line (by December 31).

Complete Formation Reflection Form.

Write reflection on *Deacon Reader* chapter 7.

Profiles of Ministry interviews scheduled for October 25 and November 1.

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: October 11, 2008

Topic: Introduction to theological research and writing

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

4. Introduction to Theological Reflection

Date: November 8, 2008

Title: Introduction to Theological Reflection

Faculty: Corinne Winter, PhD

Description: In this session, you will learn about the usefulness and methods of theological reflection. Emphasis will be placed on appropriate self-revelation, support systems, personal experience, discernment and relationships.

Needed Materials: Profiles of Ministry workbook due today

Tasks to be accomplished before next session:

Read *Deacon Reader* chapters 6, 8, 9

Finish reading *The Tradition of Catholic Prayer*.

Do Institute for Growth test on-line (by December 31).

Complete Formation Reflection Form.

Complete REFOCCUS (by January 10, 2009).

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: November 8, 2008

Topic: Introduction to Theological Reflection

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

5. Prayer and Sacramental Participation

Date: December 13, 2008

Title: Prayer and Sacramental Participation

Faculty: Sr. Joann Kuebrich, CHM: Marian Prayer
Fr. Thom Hennen: Participation in the Sacraments
Lolita Dierickx: Centering Prayer
Gale Francione and Tammy Norcross: Prayer and the Arts
Bishop Amos: *Lectio Divina*

Description: The panel of presenters will introduce the participants to a variety of prayer styles. Time will be allowed to experience these various forms of prayer.

Needed Materials:

Tasks to be accomplished before next session:

Read *Deacon Reader* chapters 10, 12, 13

Read *Ministry and the Family of the Permanent Deacon* – spouses should read this book as well

Do Institute for Growth test on-line (by December 31).

Write reflections on *Deacon Reader* chapters 6, 8, 9

Complete Formation Reflection Form.

Complete REFOCCUS (by January 10, 2009).

Schedule interview with Director and Bishop. Tab 7 needs to be completed before the interview.

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: December 13, 2008

Topic: Prayer and Sacraments

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

6. Family and Ministry

Date: January 10, 2009

Title: Family and Ministry

Faculty: Deacon Frank Agnoli, Fr. Marty Goetz, Ms. IlaMae Hanisch; panel of wives of deacons

Description: The morning will be spent reviewing REFOCCUS results and discussing the intersection of marriage and ministry on the Church. Topics to be covered include mutuality in marriage, celibacy, vocation, and diaconal service. The afternoon session will be an opportunity to meet with wives of deacons and hear about their experiences.

Needed Materials: REFOCCUS instrument and results

Tasks to be accomplished before next session:

Read *Deacon Reader* chapters 3, 4, 11

Read *A Primer in Pastoral Care*

Write reflections on *Deacon Reader* chapters 10, 12, 13

Complete Formation Reflection Form.

Complete REFOCCUS reflection paper (Tab 6).

Complete MBTI by February 14 (next session); do not “score” the instrument yourself

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: January 10, 2009

Topic: Marriage and Ministry

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

7. Pastoral Identity, Skills, and Boundaries

Date: February 14, 2009

Title: Pastoral Identity, Skills, and Boundaries

Faculty: Rev. Becky David

Description: A brief survey of those skills required for effective ministry: listening, criticism, confidence, dialogue, integration of boundaries, collaboration, facilitation, respect, and self-care / time management.

Needed Materials: MBTI instrument due today

Tasks to be accomplished before next session:

Read *Deacon Reader* chapter 5, epilogue

Write reflections on *Deacon Reader* chapters 3, 4, 11

Complete Formation Reflection Form.

Sign up for interviews with Admissions and Scrutinies Committee.

Have binder ready to be copied.

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: February 14, 2009

Topic: Pastoral Identity, Skills, and Boundaries

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

8. Myers-Briggs

Date: March 14, 2009

Title: Myers-Briggs

Faculty: Denise Hollonbeck

Description: This session will provide participants with an introduction to the MBTI, with special attention to issues of group dynamics, leadership, and spirituality.

Needed Materials: MBTI results will be returned to you

Tasks to be accomplished before next session:

Hand in binder to be copied.

Read *Philosophy for Understanding Theology* chapters 1-7 and any additional handouts

Write reflections on *Deacon Reader* chapter 5 and epilogue

Complete Formation Reflection Form.

Sign up for interviews with Admissions and Scrutinies Committee (if not yet done)

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: March 14, 2009

Topic: MBTI

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

9. Intro to Philosophy I

Date: April 25-26, 2009

Title: Introduction to Philosophy I

Faculty: Jessica Gosnell, PhD; Fr. Brian Miclot, PhD

Description: An introduction to ancient and medieval philosophy in preparation for theological studies in Candidacy.

Formation Session: *Servant Leadership* with Dan Ebener, PhD

This formation session will introduce participants to the concept of servant leadership in the context of today's Church.

Needed Materials:

Tasks to be accomplished before next session:

Read *Philosophy for Understanding Theology* chapters 8-13 & any additional handouts

Ensure that binder is as complete as possible and ready to turn in at the end of next month's session.

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: April 25, 2009

Topic: Servant Leadership

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

10. Introduction to Philosophy II

Date: May 9-10, 2009

Title: Introduction to Philosophy II

Faculty: Tadd Ruetenik, PhD; Fr. Brian Miclot, PhD

Description: An introduction to modern and post-modern philosophy in preparation for theological studies in Candidacy.

Formation Session: *Introduction to Catholic Social Teaching* with John Kiley and Glenn Leach

This formation session will introduce participants to the tradition of Catholic Social Teaching, including key documents and practices.

Needed Materials: Turn in aspirancy binder.

Tasks to be accomplished before next session:

Anything left unfinished.

Other:

Formation Reflection Form

These questions are to be answered after each formation session. They will be used as part of your review process.

Date: May 9

Topic: Introduction to Catholic Social Teaching

1. WHAT did you learn from today's session that you will try to integrate into your life and ministry? Select one or two issues that you need to work on. Be specific.

2. HOW will you integrate what you learned? Give specific action steps.

3. By WHEN do you hope to have this plan in place?

4. With WHOM will you share your plan in order to keep you accountable?

Tab 2: Spiritual Direction

Spiritual Direction is an integral component of formation for ministry, lay and ordained. It is also a crucial practice once someone is in ministry. As the *Directory* notes:

The aspirant's spiritual director is critical to the formation process. This priest, who is to be approved by the bishop, must be well trained and knowledgeable about the diaconate. The spiritual director accompanies, supports, and challenges the aspirant in his ongoing conversion. The spiritual director assists the aspirant in his relationship with God and his understanding that it is Christ who "calls," the Church that affirms his diaconal vocation, and the bishop who responds to that affirmation by the imposition of hands (§194).

The Director of Formation and/or the Spiritual Director will communicate any concerns regarding the Aspirant to the spiritual director, so the matters may be discussed as part of ongoing discernment. However, the conversation between the spiritual director and the Aspirant is confidential. Nothing will be reported from the spiritual director back to the formation team.

Aspirants are asked, however, to keep a log of their spiritual direction sessions. The form on the following page is to be used. It is anticipated that

Your spiritual director will be assigned to you after the Formation Session on spiritual direction; questions or concerns regarding that assignment—or any problems that may develop in the course of direction—should be taken to the Spiritual Director.

Tab 3: Mentoring

In the Diocese of Davenport, Mentoring is a process by which the deacon mentor and spouse, observe, reflect, suggest, encourage and challenge the aspirant (or candidate) and wife in their discernment. The mentor couple actively listens to the events in the candidate's and wife's life, challenges their theological assumptions, encourages their prayer life and family life, and encourages their growth as a minister of justice and love in their family, workplace, and parish community. The mentor couple also provides an opportunity to discuss freely and frankly difficulties in ministry and the ups and downs of formation. As the *Directory* notes:

The community of Deacons can be a precious support in the discernment of a vocation, in human growth, in the initiation to the spiritual life, in theological study and pastoral experience. Scheduled opportunities for conversation and shared ministerial experiences between a candidate and deacon, as well as between the wife of a candidate and the wife of a deacon can mutually sustain their enthusiasm and realism about the deaconate. Some members from the community of deacons can be appointed by the bishop to serve as mentors to individual candidates or a small group of candidates (§210).

The process and guidelines above are described for married candidates. The same process and guidelines apply for unmarried candidates.

MENTORING GUIDELINES

1. Mentors will be paired with candidate couples for the Aspirancy Year. If accepted into Candidacy, the mentor relationship will continue for another four years.
2. Mentors and candidate couples are to meet a minimum of three times a semester, though monthly meetings are encouraged.
3. Meetings are expected to be 1-2 hrs in length.
4. Sessions should be casual, but not just casual social conversation. There should be a focus on the candidate's formation experience for discussion and reflection. The sessions are not to be for mutual commiseration.
5. The mentor couple is not to be a "counselor" or "spiritual director". The role is that of a fellow traveler, and a provider of suggestions for making the formation journey a more meaningful experience.
6. The candidate is required to keep a mentoring log; please see the following page (which is to be duplicated and inserted into this binder as necessary).
7. Candidates are encouraged to "shadow" their mentor as he ministers in the parish, participates in the liturgical celebrations of the Church and as he prepares himself and others for these different liturgical celebrations.
8. Mentors will assist the Formation Team in assessing the readiness for continuing formation and ultimately ordination of the candidate by completing the Recommendation Form that follows. The form is due on March 15.

While the process and guidelines above are described for married candidates, it is important to note that the same process and guidelines apply for unmarried candidates as well.

MENTORING LOG
2008-2009

Date of Session: _____

Location: _____

Mentor: _____

Main Focus of Session:

Comments and Notes:

MENTORING LOG
2008-2009

Date of Session: _____

Location: _____

Mentor: _____

Main Focus of Session:

Comments and Notes:

MENTORING LOG
2008-2009

Date of Session: _____

Location: _____

Mentor: _____

Main Focus of Session:

Comments and Notes:

MENTORING LOG
2008-2009

Date of Session: _____

Location: _____

Mentor: _____

Main Focus of Session:

Comments and Notes:

MENTORING LOG
2008-2009

Date of Session: _____

Location: _____

Mentor: _____

Main Focus of Session:

Comments and Notes:

MENTORING LOG
2008-2009

Date of Session: _____

Location: _____

Mentor: _____

Main Focus of Session:

Comments and Notes:

Mentor Recommendation Form

Instructions:

Please give this to your mentor and ask him to fill it out and return it to the Director of Formation by March 15.

Name of Aspirant: _____

Name of Mentor: _____

Based on my knowledge of the aspirant and his wife (if applicable) my recommendation regarding admission to Candidacy is as follows:

Highly Recommend _____

Recommend with Reservations _____

Recommend _____

Not Recommended _____

Reasons for the above choice:

Suggestions you might have for this applicant:

Signature

Date

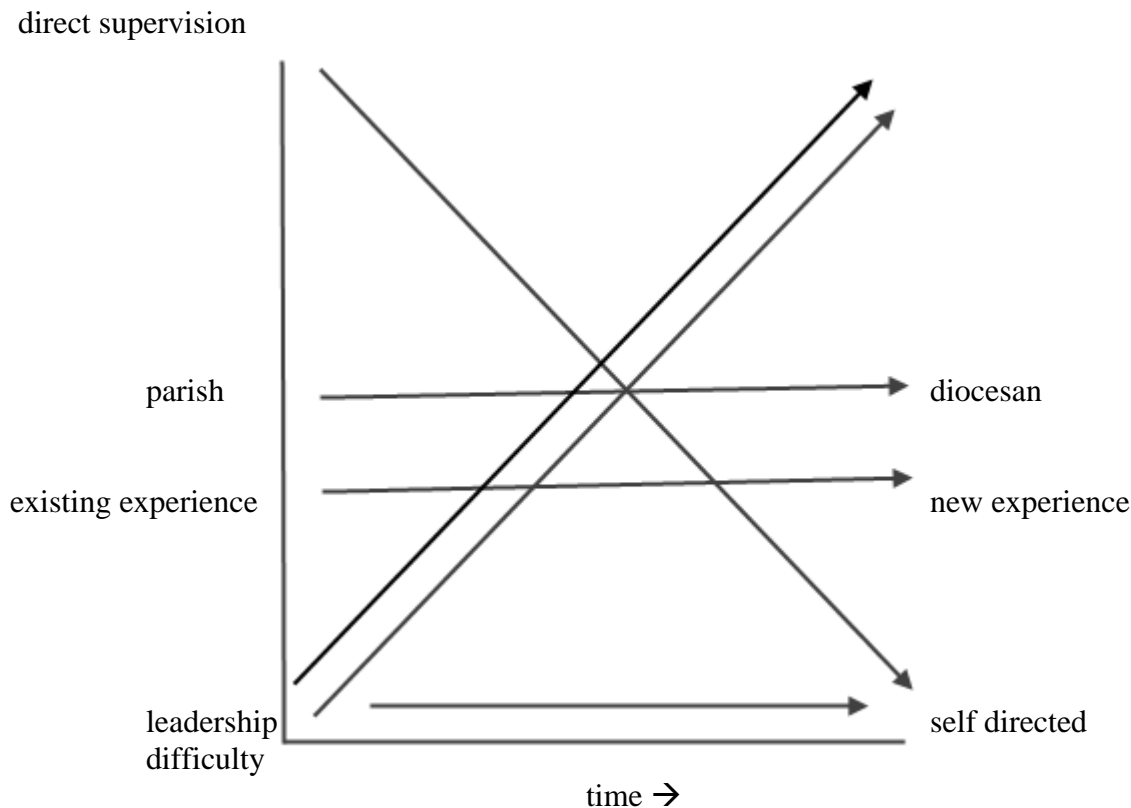
Tab 4: Pastoral Field Education

Field education provides deacon aspirants and candidates opportunities to experience and reflect on aspects of ministry within and outside of the parish setting under varying degrees of supervision in order to assist them in discerning their call to the diaconate and to develop skills in ministry.

At the beginning of the academic year each student confers with the director of field education and his local field supervisor in determining the experiences that would benefit him in his formation. In this process, the student prepares a learning agreement that guides the student through each assignment. During each field experience, the student will make regular entries into his journal to assist him in his theological reflection. At the conclusion of each assignment, the student will complete a self evaluation. He will also be evaluated by the local field supervisor, the deanery field supervisor, and the director of field education. The evaluations will be forwarded to the direct of formation for review.

Field Education Matrix

Students bring to formation a variety of ministry experiences of varying degrees. In the field education process, each student is encouraged to pursue assignments that will provide new experiences or experiences that will expand an area of ministry already explored. As he progresses through the process, he will experience assignments inside and outside of a parish with greater degrees of difficulty under progressively less direct supervision.



By the end of the formation program, he will have experienced a multicultural assignment, an ecumenical assignment, and will have started a new program of ministry that he will pass on to staff or volunteers whom he trains to continue. Students in aspirancy and candidacy are required to successfully complete two field

assignments that total at least 50 hours each year. A mix of parish, community, and diocesan assignments should be experienced during formation.

In consultation with his deanery field supervisor and the director of field education, students may select field experiences from the list below or create other assignments. The availability of assignments varies between deaneries. Not all assignments will be available in all deaneries.

Field Experience Opportunities

A table of possible field experience opportunities follows at the end of this document. Please use this table to assist you with planning and keeping track of your field experiences. Check off the boxes that apply. The Director of Field Education will keep a “master” table in your file to help ensure that you have had as varied as possible an experience by the time of ordination.

Supervisors

The following team of individuals provides supervision of the field experiences:

Local Field Supervisor

The local field supervisor provides on-site supervision by guiding and assisting the student in the integration of experiences and formation to the needs of the particular ministry being explored. The supervisor assists the student in developing and following the learning agreement for the field experience which documents the student’s goals and objectives and outlines his ministerial assignments. An evaluation is completed by the supervisor according to the learning agreement at the completion of the field experience and sent to the director of field education.

Deanery Field Supervisor

The deanery field supervisor is a deacon who assists the director of field education in identifying potential field experiences for their deanery. He is a resource to the students by assisting them, as needed, in selecting suitable experiences, creating learning agreements, providing guidance in connecting theological reflection with experiences, and evaluating students at the conclusion of their assignments.

Director of Field Education

The director of field education is a deacon or priest who administers and coordinates the program of field education for the aspirant and candidate paths of formation in consultation with the director of formation and others responsible for formation. He arranges for the pastoral field placement of each participant, orients and trains those who assist him in field placement, systematically introduces the aspirants and candidates into suitable pastoral experiences that provide practical skills for pastoral and diaconal ministry, and provides a written assessment of the participant’s pastoral field education experience to the director of formation following an interview with the student at the conclusion of the assignment.

Learning Agreement

The learning agreement is found behind the table of possible field experiences.

Journaling

In order to assist in the recording of activities, events and the theological reflection of the field experiences, the student is expected to journal at least once a week during each assignment. The student should be prepared to use their journal during the meetings with their deanery field supervisor and the director of field education.

In the journaling process, students should record and reflect on the following:

1. Background: State the pertinent details leading up to the situation being described.
2. Description: Give a brief statement of the incident.
3. Theological Reflection: Describe how the theological issues raised by this incident are connected to church teaching and tradition.
4. Integration: Summarize what has been learned from this experience.

Each student must purchase a 7" x 5" journal book. Books are available at department stores and office supply stores. Completed journal pages are to be copied and added to the student handbook.

Please place these copied pages at the end of this section, behind the evaluations.

Evaluations

At the end of each field experience assignment, the student will submit a self evaluation to the director of field education. The evaluation is based on the learning agreement for the assignment. The self evaluation will address the following:

1. How each learning objective was met or not met
2. How has the understanding of the church developed during this assignment
3. What areas need further growth and development
4. How can the need for further growth and development be achieved

At the completion of each field experience, the local field supervisor, deanery field supervisor and director of field education will evaluate the student according to the learning agreement for the assignment. In addition, the supervisors will complete a form that evaluates the following:

1. Student's level of accountability
2. Student's ability to relate to others
3. Student's ability to work collaboratively in ministry
4. Student's openness to supervision
5. Student's ability to understand pastoral issues and formulate pastoral responses
6. Student's ability to relate theology to their ministerial experiences
7. Student's areas of strength and weakness
8. Suggestions for continued growth

The evaluations will be reviewed with the student by the director of field education and signed by both. A signed copy will be forwarded to the director of formation.

Please copy the forms as needed.

DEACON FORMATION
FIELD EDUCATION OPPORTUNITIES

| | Date | Existing or New Experience | New Program or Ministry | Parish / Community / Diocesan | Direct Supervision or Self Directed | Multicultural | Ecumenical | Leadership of Others | Difficulty range 1-3 | Davenport Deanery | Clinton Deanery | Keokuk Deanery | Iowa City Deanery | Grinnell Deanery | Ottumwa Deanery |
|--------------------------|----------|----------------------------|--------------------------|-------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| KEY | mm/dd/yy | E/N | <input type="checkbox"/> | P/C/D | D/S | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1-3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adult Formation | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcoholism Ministry | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alzheimer's Chaplain | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Annulment Process | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Baptismal Preparation | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Befrienders Program | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bereavement Counseling | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bible Study | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bioethics Committee | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Boy Scout Chaplain | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Care Link Program | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Centering Prayer Leader | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Christian Exp Weekend | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communion in Hospitals | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communion to Shut Ins | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirmation Preparation | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Deacon Formation Program: Aspirancy Handbook for Class VI

| | Date | Existing or New Experience | New Program or Ministry | Parish / Community / Diocesan | Direct Supervision or Self Directed | Multicultural | Ecumenical | Leadership of Others | Difficulty range 1-3 | Davenport Deanery | Clinton Deanery | Keokuk Deanery | Iowa City Deanery | Grinnell Deanery | Ottumwa Deanery |
|---------------------------|------|----------------------------|--------------------------|-------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Counseling | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Deanery Social Justice | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diocesan Social Justice | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ecumenical Services | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elder Care Chaplain | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ethics Committee | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Finance Counseling | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Food Pantry | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Funeral Preparation | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Generations of Faith | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grief support to families | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Habitat for Humanity | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Visits | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Homiletics | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hospice | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hospital Ministry | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jail Ministry | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| L'Arche | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Deacon Formation Program: Aspirancy Handbook for Class VI

| | Date | Existing or New Experience | New Program or Ministry | Parish / Community / Diocesan | Direct Supervision or Self Directed | Multicultural | Ecumenical | Leadership of Others | Difficulty range 1-3 | Davenport Deanery | Clinton Deanery | Keokuk Deanery | Iowa City Deanery | Grinnell Deanery | Ottumwa Deanery |
|-----------------------------|------|----------------------------|--------------------------|-------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Liturgy Planning | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Marriage Preparation | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meals on Wheels | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nursing Home Ministry | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervision of Volunteers | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parish Administration | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parish Building and Grounds | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Police Chaplain | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prayer Groups | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RCIA Preparation | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Religious Education | | | <input type="checkbox"/> | | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retirement Center | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retreat Director | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SHARE volunteer | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spiritual Direction | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work Place Counseling | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Youth Ministry | | | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

DEACON FORMATION FIELD EDUCATION
SUPERVISED FIELD EXPERIENCE LEARNING AGREEMENT

Name _____ Year _____ Semester _____

At the beginning of the academic year each student confers with the director of field education and his local field supervisor in determining the experiences that would benefit him in his formation. In this process, the student prepares a learning agreement that guides the student through each assignment.

In developing the learning agreement students should assess themselves in a number of ways. They should take an honest look at their previous experience, their current skills and abilities, and their need for further development. Objectives are predictive behavioral statements. The students' objectives should detail what they want to be able to do when they finish their field education experience. Objectives indicate what skills and behaviors students need to learn in order to achieve their goals. The learning agreement is to be turned in to the director of field education by the end of the academic semester.

Total number of hours _____ Log the hours spent during the assignment in the journal along with the location and activity

Ministry area: _____

Assignment description: _____

Agency or parish providing supervision: _____

Location: _____

Local supervisor: _____

E-mail: _____ Phone: _____

Start date: _____ End date: _____

Learning Objectives: _____

Student signature: _____ Local supervisor: _____

Director of Field Education: _____ Date: _____

Date completed: _____ Date of review: _____

DEACON FORMATION FIELD EDUCATION
SUPERVISED FIELD EXPERIENCE SELF EVALUATION

Name _____ Year _____ Semester _____

At the end of each field experience assignment, the student will submit a self evaluation to the director of field education. The evaluation is based on the learning agreement for the assignment. The self evaluation will address the following:

1. How each learning objective was met or not met

2. How has the understanding of the church developed during this assignment

3. What areas need further growth and development

4. How can the need for further growth and development be achieved

Student signature: _____ Local supervisor: _____

Director of Field Education: _____ Date: _____

Date completed: _____ Date of review: _____

DEACON FORMATION FIELD EDUCATION
SUPERVISED FIELD EXPERIENCE LOCAL SUPERVISOR EVALUATION

Name _____ Year _____ Semester _____

Attach a copy of the learning agreement to this evaluation form. At the completion of each field experience, the local field supervisor, deanery field supervisor and director of field education will evaluate the student according to the learning agreement for the assignment. The evaluations will be reviewed with the student by the director of field education and signed by both. A signed copy will be forwarded to the director of formation.

1. Student's level of accountability

2. Student's ability to relate to others

3. Student's ability to work collaboratively in ministry

4. Student's openness to supervision

5. Student's ability to understand pastoral issues and formulate pastoral responses

6. Student's ability to relate theology to their ministerial experiences

7. Student's areas of strength and weakness

8. Suggestions for continued growth

Student signature: _____ Local supervisor: _____

Director of Field Education: _____ Date: _____

Date completed: _____ Date of review: _____

Additional Remarks:

Tab 5: Parish Ministry

Aspirants and wives are expected to maintain and deepen their relationships with their parish pastors, staffs, deacons, and congregations. They are encouraged to be a growing presence in the parish and expand their lay ministry visibility in ways consistent with their family, job, and aspirancy formation priorities.

During each year of formation, aspirants and candidates will be asked to focus on a particular liturgical ministry. This year, aspirants are asked to volunteer to serve as ushers/greeters (ministers of hospitality) in their home communities. This ministry can be carried out in addition to whichever other ministries in which the aspirant is already engaged (whether liturgical, catechetical, or in outreach).

If not already doing so, aspirants should also be commissioned as Extraordinary Ministers of Holy Communion after proper preparation.

Pastors/PLAs and parish council presidents will be asked for an annual evaluation, due on March 15.

Assignment:

1. Please list the parish ministries in which you are involved. Briefly describe your involvement. Place the list behind this page.
2. Reflect on your experiences as an usher/greeter. What did you learn about the ministry and its place in parish life? What did you learn about yourself? What does this ministry have to do with the diaconate? Answer these questions in writing and place the paper behind this page.

A resource that you might find helpful for this ministry is: *Guide for Ushers and Greeters* by Paul Turner and Karie Ferrell, LTP (2008), ISBN # 978-1-56854-745-9.

Tab 6: Testing

PSYCHOLOGICAL INTERVIEW

Please note the date and time of your interview with Dr. McEchron: _____

MYERS-BRIGGS

You will be given the Myers-Briggs to take at our January (10) meeting and need to return it the following month (February 14). DO NOT open the results page. The instruments will be returned to you for the March session. When it is returned to you, please place your profile after this page.

RE-FOCCUS

Please take the REFOCCUS before the January 10 session. There are five sections to the basic REFOCCUS and an additional section for ministry marriages. Make sure that you follow the instructions carefully. Place the answer sheets behind this page.

In addition, together please write a summary of what you learned from taking this instrument and what you as a couple will do because of what you learned.

If you are not married (and are not taking the REFOCCUS), please meet with the program Spiritual Director (Fr. Goetz) to determine an appropriate reflection exercise.

Place the writing assignments after this page.

PROFILES OF MINISTRY (PoM)

You will be given the casebook for the PoM; please complete it as soon as possible. It is best if the instrument is *not* completed in one sitting. The written portion of the PoM instrument is due on November 8, 2008.

You will also need to schedule the interview component of the instrument, which takes about 45 to 60 minutes to complete. The interviews will be offered on the following dates and places:

- | | | |
|--|-----------------|-----------------------|
| <input type="checkbox"/> October 25, 2008: | Davenport | Up to 12 participants |
| <input type="checkbox"/> November 1, 2008 | Oxford | Up to 6 participants |
| <input type="checkbox"/> November 1, 2008 | West Burlington | Up to 6 participants |

Please check which session you will be attending and note your appointment time here: _____

When you receive the results of your profile, please place them behind this page. We will be using the PoM results as part of our retreat at the end of the year. Assignments related to the PoM should also be placed after this page.

INFORMATION FOR GROWTH

NOTE: The instrument must be taken before 12/31/08.

Information that you will need:

Registration ID: _____
School/Parish Name: _____
Session ID: _____
Password: _____

Instructions:

(1) Downloading and Installing the CAL Software

To download and install the CAL software:

1. Go to <http://ifg.caltesting.org>.
2. Click on Downloads to get instructions on how to download the test delivery software, tutorial and practice test.
3. Click on the “System Requirements” link to get information on the local computer environment requirements needed to run the software and test individuals.
4. To leave the “System Requirements” screen, click on the back arrow in the upper left-hand corner of the screen or click on “Downloads” in the menu on the left of the screen.
5. Once back to the “Downloads” screen, click on the CAL 4.2- Windows or the CAL 4.2- MAC OS X Download link appropriate for the computers on which the software will be running.
6. Click the link again on the next screen for the version selected and then click on “Save.” This will start the downloading process for the installation software onto your computer’s desktop.
7. Click on the CAL.msi installation icon on your desktop and follow the directions to install the test delivery engine.
8. Once installed, a new IFG icon will appear on the computer’s desktop. Click on the IFG icon to view the menu for accessing a tutorial, taking a Practice Test to practice using the software, or for taking the real IFG Survey. The tutorial and Practice Test may be viewed without an ID or Password. In order for anyone to take the real IFG Survey, they will need an ID and Password obtained through the IFG registration process detailed in the prior section.
9. The CAL IFG Survey delivery software will need to be downloaded onto each computer being used by individuals to take the Survey.

(2) Administering or Taking the IFG Survey On-line

To make the IFG Tutorial and practice test available and to administer or take the IFG Survey on-line, the CAL delivery software must be downloaded and installed on the computer(s) to be used. As the entry step, an individual must click on the IFG icon on the computer's desktop which will bring up a screen on which the individual can select the activity of interest.

- View the "IFG Tutorial."
- "Practice Using the IFG Software."
- "Take the IFG Survey."

Prior to an individual taking the IFG Survey, it is strongly recommended that they view the IFG Tutorial and take the practice test to "Practice Using the IFG Software". These latter two activities may be accessed at any time once the software is downloaded and do not require an ID or Password in order for an individual to access them. Note that the tutorial is based on other programs CAL has put together. The practice test will not be included in the final results but is to help the participant be comfortable with the software.

Individuals taking the IFG Survey as a group under the direction of a diocese/parish/school/etc. must be given the unique ID and Password sent to the group coordinator. Individuals taking the IFG Survey and registered as an individual are to use the unique ID and Password sent to them. Once an individual has an ID and Password, they are ready to access the IFG software and take the IFG Survey.

1. Click on the IFG icon on the computer's desktop.
2. Click on "Take the IFG Survey." A login screen will appear.
3. Individuals are to enter a Username, the Password and Session ID given to them and their personal email address. The Username is chosen by the individual, and will be printed on their report. It is suggested that some combination of First and Last name be used. An individual's personal report will be sent to the email address entered at the time of the login.
4. Once an individual logs in, the IFG Survey items will appear and they should respond to the Survey items.
5. If an individual does not respond to all items during one sitting, or if the computer loses an internet connection, or for some other reason an individual is required to re-log into the software to take the Survey, the individual may do so at any time during the administration time period set during registration. However, they must use the same (identical) Username, ID and Password entered on the initial log-in.
6. Upon completion of the Survey items, the individual should "exit" completely from the software.

(3) Individual Report

As part of the log-in process to take the IFG Survey on-line using the IFG delivery software, the individual's personal email address is required. This email address will be used to send the IFG Individual Report to each individual taking the Survey on-line. Please place a copy of your individual report after this page.

Tab 7: Self-Evaluation and Growth Plan

For each of the following, please rate yourself on a -5 to +5 scale (circle the number) and write a brief explanation for your scoring, using the following definitions/instructions:

- 5 = great need to address this issue but I haven't
- 0 = this skill/trait is adequately established / did not specifically address it this semester
- +5 = spent a lot of time addressing this issue and saw great growth

Comments:

- For scores of -5 to -1: explain why you see this need and what your plans are to address it in the future.
- For a score of 0: explain reason for this conclusion and any plans to return to this area in the future
- For a score of +1 to +5: explain what you did and what changes did you see in yourself

Then write a one to two page summary of how you will use this information to assist in your formation next year.

Human Dimension

To be self-reflective and reveal myself appropriately -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To encourage others -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To use resources appropriately, take the initiative in formation -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To be a good listener and respect others; keep confidences

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To integrate and prioritize personal boundaries

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To be part of and use a support system

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Spiritual Dimension

To reflect theologically

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To engage in spiritual direction

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To pray the Scriptures (*lectio divina*)

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To help other reflect on their faith journey

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To have a regular pattern of prayer (Morning and Evening Prayer, Eucharist, Reconciliation, etc...)

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

If married: To ascertain the quality of my marriage and work on any areas of needed growth

If single: to commit to celibate chastity

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To grow in ecumenical awareness and engagement

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Intellectual Dimension

To be able to articulate the primary teachings of the Church and discuss contemporary issues in light of these teachings

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To speak informally about Christian vocations, especially the Diaconate

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To actively participate in the liturgy of the Church as a member of the assembly and in particular ministries (incl. EMHC)

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To experience and invite others into prayer / spiritual growth

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To refer others to appropriate pastoral resources if needed

-5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Pastoral Dimension

To name appropriate theological resources -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To communicate effectively in spoken and written word -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To access multicultural resources; be sensitive to other cultures -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To discern how God is calling you -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To integrate pastoral experience and theology -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To advocate for others and facilitate access to resources -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Tab 8: Safe Environment

As part of your VIRTUS training, you should have registered on the VIRTUS website. As a “volunteer,” you were not required to do the monthly continuing education modules. Now that you are in deacon formation, that has changed. You should be sent a reminder each month to do your continuing formation. However, some spam filters will not let the message through—so you ought to get in the habit of checking the website monthly for updates.

When you hand in this binder at the end of the year for review, please print out a record of your VIRTUS activity. You access your records as follows:

1. Log in to your account (left side of screen).
2. Click on the “My Training” Tab.
3. Find the “Training Bulletin Report” box on the right side of the screen.
4. Click on the “Click here to see your complete report” link.
5. Print this page:
 - a. Begin by clicking on the printer icon in the upper right-hand corner. This opens a “printer-friendly” version of the page.
 - b. Go to the toolbar at the top of the page. Click “File” – which opens up a menu – and then click “Print.”

Place this form behind this page.

In addition, a copy of the diocesan *Policies Relating to Sexuality and Personal Behavior* is included here. Please sign the forms in Appendix C (VII, VIII, IX). Place the signed forms behind the VIRTUS report.

Further information on the diocese’s Safe Environment Program is found on the diocesan website, under the Office of Faith Formation.

Tab 9: Candidacy

Introduction

According to the *Directory*, paragraph 204: “The candidate path in diaconal formation is the occasion for continued discernment of a diaconal vocation and immediate preparation for ordination. Throughout this path in formation, the candidate himself assumes the primary responsibility for his discernment and development.” The document goes on to cite BNFPD paragraph 28:

Self-formation does not imply isolation . . . or independence from formators, but responsibility and dynamism in responding with generosity to God’s call, valuing to the highest the people and tools which Providence puts at one’s disposition. Self-formation has its roots in a firm determination to grow in life according to the Spirit and in conformity with the vocation received. . . .

During Candidacy, we will meet on one weekend per month. Each weekend will include 12 hours of academic study as well as 2 hours of additional formation. Shared prayer and meals will be part of the weekend. Spiritual direction, being mentored, pastoral field placement, and parish ministry will continue to be part of the program.

Academics

The academic portion of the program will be taught by the theology faculty from St. Ambrose University. For those who are eligible (have completed a four-year degree), the course work in the Deacon Formation Program will fulfill the requirements for the Masters in Pastoral Theology (MPTh) degree from SAU. You will need to apply and be accepted as any other student. Continuation in the degree program is at the discretion of the faculty and is predicated on fulfilling the requirements of the program.

The application process is not difficult and most of it can be completed on-line (see the link from our website); there is a one-time application fee. The two-page application form and official transcripts from colleges/universities attended are needed; you will not need to complete the personal statement portion or the interview.

The decision of whether or not to pursue the degree, and acceptance into the program by SAU, must be made before the start of Candidacy. Once the cohort has begun its work, there is no “opting in” later.

Questions may be directed to Dr. Corinne Winter at 563-333-6442.

A Note to Spouses

Spouses also have the option of applying for admission into SAU’s MPTh Program. Again, acceptance into and continuation in the degree program is at the discretion of the faculty and is predicated on fulfilling the requirements of the program.

The application process is not difficult and most of it can be completed on-line (see the link from our website); there is a one-time application fee. The two-page application form, official transcripts, the personal statement portion, and the interview are all required.

Spouses who do not wish to earn the degree may earn a Certificate of Advanced Ministerial Studies from the diocesan Ministry Formation Program if they complete the entire sequence of courses. Those enrolled in the certificate track would be required to complete all class assignments. In addition, those who are in catechetical ministry and in need of continuing formation credit may apply individual courses towards those requirements; please see the individual faculty member responsible for the course to determine what the particular requirements would be to earn the continuing formation credits.

Again, the decision of whether or not to pursue the degree, and acceptance into the program by SAU, must be made before the start of Candidacy. Once the cohort has begun its work, there is no “opting in” later.

Completing the Application

Application to Candidacy included the following:

1. Completing the application request (following this page; section 9A)
2. Completion of the written work assigned in this Handbook
3. Interview with the Director and Bishop (scheduled for January 17, 24; February 28; March 28)
4. Interview with the Admissions and Scrutinies Committee
5. Completion of the Ministry Formation Program and recommendation from the program director (if not yet completed) – the form follows (9B)
6. Recommendation from Pastor or PLA – the form follows (9C)
7. Recommendation from the Parish Council President – the form follows (9D)
8. Handwritten letters, addressed to the Bishop, as follows:

(1) Applicant’s Personal Statement

This letter must be handwritten, signed and dated, and include the following: (a) a request for admission into Candidacy, (b) the applicant’s motivation for seeking ordination to the diaconate, (c) the applicant’s willingness to pledge his service to the diocesan Church, and (d) a declaration of his ability to fulfill the requirements of candidate formation.

(2) Letter from Wife

The letter from the applicant’s wife must also be handwritten, signed and dated, and include her consent for his entrance into candidate formation.

Please give the recommendation forms (9B-9D) to the appropriate individuals and ask that they be returned directly to the Director of Deacon Formation by March 15.

Rite of Candidacy

If accepted, the aspirant will be invited to celebrate the Rite of Admission into Candidacy. The rite is scheduled for Sunday, July 12 at 10:30 am at St. Alphonsus Church, Mt. Pleasant. A reception will follow.

A certificate indicating the reception of candidacy, the date and place of celebration, and the name of the presiding prelate will be prepared and signed by the chancellor, sealed, placed in the candidate’s file, and recorded in the diocesan book on ministries and ordinations.

**SECTION 9A: CERTIFICATION AND
AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION**

Please read the following statements and sign the form below before returning this application to the Office of the Permanent Diaconate:

I, the undersigned applicant for the Deacon Formation Program of the Diocese of Davenport, certify that the information provided in my application form and the accompanying application materials are true and complete to the best of my knowledge, information, and belief, and may be verified by the Diocese of Davenport.

I understand that my application materials include, but are not limited to, confidential information such as medical records (including HIV and Hepatitis B test results), mental health records (including psychological test results), educational records (including transcripts), criminal background information (including fingerprints), financial information, application form, and letters of reference, whether this information is provided by me or is received from another source.

I understand that information requested by the Roman Catholic Diocese of Davenport will be provided in confidence and will become the property of the Diocese of Davenport. This understanding applies to any information that I may supply or that third parties may supply to the Diocese of Davenport at my request and with my permission.

I understand that the decision for me to be accepted or not accepted for study in the formation program will be made at the discretion of the Bishop of the Roman Catholic Diocese of Davenport after consultation with the Director for Deacon Formation and others as the Bishop deems appropriate. Although the Diocese of Davenport may wish to report the reasoning behind any or all decisions regarding my acceptance or non-acceptance, there is no obligation on the part of the Diocese of Davenport to report to me the reasoning.

I understand that there are a limited number of positions available in the formation class, that I am expected to take part in all the required activities and complete the assigned work, and that my wife is required to attend specific sessions and encouraged to participate in the entire program,

I understand that I might not be selected for candidacy, for institution into the ministries of Acolyte and/or Lector, or for ordination to the Diaconate, and that the Bishop retains the right to remove me from formation at any time. Although the Diocese of Davenport may wish to report the reasoning behind any or all decisions regarding my continuation in or removal from the program, there is no obligation on the part of the Diocese of Davenport to report to me the reasoning. Likewise, I am free to withdraw at any time from the formation process.

I hereby authorize the Diocese of Davenport, its agents, employees, and anyone else acting on its behalf (including but not limited to the Bishop of Davenport, the Director of Deacon Formation, the Admissions and Scrutinies Committee, and their delegates) to have access to and use any and all of my application and application materials. I understand that the purpose of the application and application materials is to evaluate my fitness for the deacon formation program and the diaconate and to assist the Bishop in acting for the good of the Church. Application materials as the term is used in this Section 9A refers to the responses to any questions on this application, to any material I may supply in response to the application or which I may supply voluntarily as I make this application. It also applies to any material supplied by any third person (legal or individual) made at my request or made at the request of the Diocese of Davenport, or anyone acting on behalf of the Diocese of Davenport but with my permission. I understand that the term “application materials” will be

construed liberally by the Diocese of Davenport and me to include rather than exclude materials should any question arise as to the definition of the term.

I hereby authorize the Diocese of Davenport to release copies of my application and application materials to any entity conducting a diaconal formation program designated by the Diocese of Davenport and to discuss my diaconal formation with the officials of such program. I also authorize the Diocese of Davenport to release my application and application materials to any diocese or religious congregation to which I may, in the future, apply for priesthood, the diaconate or consecrated religious life.

I further release and agree to hold harmless the Diocese of Davenport, its employees, volunteers, agents, and all those who receive my application or application materials hereunder from any and all liability which the Diocese of Davenport, its employees, volunteers, agents and any other person acting on behalf of the Diocese of Davenport may incur as a result of its or their use of such application and application materials.

I further testify that I make this application of my own free will.

Aspirant's Name (print)

Signature

Date

Social Security Number

Date of Birth

I also agree to the [provisions of](Section 9A) and that I consent to my husband's application of my own free will. I further agree to and give my consent to the provisions of Section 13 of my husband's application to the extent that those provisions may apply to information in the application which applies to me personally or to any application materials, as defined in Section 9A, to the extent that such materials may apply to me personally.

Wife's Name (print)

Signature

Date

Social Security Number

Date of Birth

9B: Questionnaire / Recommendation Form: Ministry Formation Program Facilitator

Directions: Please answer the following questions as completely and honestly as possible. You may print or type. While the information you supply will be held in confidence, the form will be reviewed by the Bishop, Director of Deacon Formation, members of the Admissions and Scrutinies Committee, and members of the Deacon Formation Team. If more detail is needed, please add additional sheets of paper as necessary. Please return this form to the Director of Formation by March 15.

Name of Applicant: _____

Name of Facilitator: _____

1. How long have you known the applicant? _____

2. Has the applicant completed all class work to date? _____ If not, what is still required? _____

3. Does the applicant show good class participation? _____ Please explain: _____

4. Has the applicant had good class attendance? _____ Please explain: _____

5. Would the applicant present himself well in public (for example, presiding at liturgies)? _____

Please explain: _____

6. Have the written papers submitted by the applicant reflected the teachings of the Church? _____

Please explain: _____

7. Is the applicant developing critical thinking (using careful analysis, judgment, and evaluation)? _____

Please explain: _____

8. Does the applicant show the qualities that you consider important in leadership? Does he take initiative? Please describe.

9. A. Please list the three best characteristics that you see in this man:

(1) _____

(2) _____

(3) _____

B. Please list three shortcomings that you observe in him:

(1) _____

(2) _____

(3) _____

10. As an official representative of the Catholic Church, ordained for the ministry of the word, the deacon must reflect faith in the Church and in the Church's teaching. Would this person have any difficulty doing this? If so, what might that difficulty be? _____

11. How well would the applicant work / collaborate with priests or the bishop? How well would he work with a parish staff or in a team setting? Please explain. _____

12. How well would the applicant work with religious and laity, and with women in particular? Please explain.

13. How well would he work with a large group versus a smaller one? With a group made up of all the same type of ministers versus a mixed group? With direct supervision vs. minimal supervision (for example, in an isolated area)? Please explain. _____

14. Do you have any concerns regarding the applicant working with children? _____ If so, please explain:

15. Is there anything else we should know? _____

Signature: _____ Date: _____

9C: Pastor/PLA Recommendation Form

Instructions:

Please give this to your pastor (or PLA) and ask him (or her) to fill it out and return it to the Director of Formation by March 15.

Name of Aspirant: _____

Name of Pastor/PLA: _____

During the past semester, how effectively did the aspirant minister in the parish?

How well did he work with you and other members of the parish staff?

How were his interactions with parishioners?

What are areas of needed growth?

Suggestions you might have for this applicant:

Other comments:

Signature

Date

9D: Parish Council President Recommendation Form

Instructions:

Please give this to your Parish Council President and ask him (or her) to fill it out and return it to the Director of Formation by March 15.

Name of Aspirant: _____

Name of Pastor/PLA: _____

During the past year, how effectively did the aspirant minister in the parish?

How well did he work with you and with members of the parish council?

How were his interactions with parishioners and staff?

What are areas of needed growth?

Suggestions you might have for this applicant:

Based on my knowledge of the aspirant and his wife (if applicable) my recommendation regarding admission to Candidacy is as follows:

Recommend **Recommend with Reservations** **Not Recommended**

Reasons for the above choice:

Signature

Date

Tab 10: Appendices

Consent form for child care

If you are planning on having your children accompany you to formation sessions, please complete the form that follows this page. Please provide a separate form for each child.

Evaluation Form

This formation program is a new venture for us, so please complete the evaluation form and help us learn and grow as well! You may find it helpful to fill out your reactions as we go along rather than waiting for the end.

A note to those admitted conditionally to aspirancy:

If you were admitted conditionally to aspirancy, you were to have developed an initial learning contract to address the areas of concern identified by the Admissions and Scrutinies Committee. Please place a copy of that initial plan after this page.

Finally, please describe what you have done to meet the conditions of the plan and how you have grown or changed as a result. Please place this paper behind the original plan.

DIOCESE OF DAVENPORT PARENTAL PERMISSION AND MEDICAL RELEASE FORM

I, _____, give permission for my son/daughter, _____, to participate in **CHILD CARE / YOUTH MINISTRY ACTIVITIES** as sponsored by the Diocese of Davenport, to be held **DURING DEACON FORMATION SESSIONS** at **ASSUMPTION HIGH SCHOOL** (or at whatever site the deacon formation program is meeting) in **DAVENPORT** (or city of alternative site).

In the event of sickness or accident, the adults supervising the Child Care / Youth Ministry program have my permission to secure medical care for my child.

I understand that, depending on planned activities, my child may be transported by an adult from the program to another site. I understand that I will be informed of such plans and may choose not to allow my child(ren) to participate in such outings. In such a case, I will be responsible for providing care for my child during that time.

I hereby release the Diocese of Davenport and all adult sponsors from any and all claims arising out of or from any accident or other occurrence, causing injury to any person or property, during this event.

Signature of Parent: _____ Date: _____

MEDICAL INFORMATION

Name: _____ Birthdate: _____ Age: _____

Parent or Guardian: _____

Home Phone: _____ Cell Phone: _____

Other emergency contacts:

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

Insurance Information

Insurance Company: _____

Address: _____

Policyholder: _____ Policy No. _____

Please attach a copy of your insurance card if possible.

Health Information

Please circle any illnesses, allergies, or medication reactors you have experienced and give approximate dates.

| | | |
|----------------|-------------------|---------------------|
| Ear infections | hay fever | rheumatic fever |
| Chicken pox | poison ivy | diabetes |
| measles | insects | convulsions |
| German measles | mumps | asthma |
| penicillin | other medications | behavioral problems |

any other:

Immunizations: (Please list dates as accurately as possible)

| | |
|----------------------------|------------------------|
| DTP: Series Booster: _____ | Tetanus Booster: _____ |
| Polio OPV Booster: _____ | TB Test: _____ |

Operations or serious injuries: (dates)

Chronic or recurring illness:

Any activity restrictions or dietary considerations?

Any other health problems or comments regarding anything listed above.

If needed, my child may be given (circle each approved):

ASPIRIN TYLENOL (Acetaminophen) ADVIL (Ibuprofen)

Acknowledgement Statement

I submit that his health history is accurate and correct so far as I know, and the person described herein has permission to engage in all planned youth rally activities, except as noted by me or an examining physician. In the event of an emergency, I hereby give permission to the physician selected by the youth director to secure proper and adequate treatment including hospitalization, injection, anesthesia, or surgery for myself, if of majority age, or the child listed, if a minor. I accept responsibility for all medical/surgical treatment charges, which may be incurred. This information may be shared with other adults from the parish for the benefit of my child

Signature of Parent or Guardian: _____ Date: _____

ASPIRANCY EVALUATION FORM: 2008-2009

Excellent ----- Poor Comments:

Formation Weekends

| | | | | | | |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Location | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Classrooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Food | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child Care | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful ----- Not Helpful

Formation Sessions

| | | | | | | |
|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Intro to Formation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Liturgy of the Hours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intro to Discernment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intro to Spiritual Direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Research and Writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Theological Reflection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prayer & Sacraments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Family and Ministry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pastoral Identity, Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Myers-Briggs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Philosophy I | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Servant Leadership | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Philosophy II | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Catholic Social Teaching | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Helpful - - - - - Not Helpful

Testing

| | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Information for Growth | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Myers-Briggs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Profiles of Ministry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Psychological Evaluation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| REFOCCUS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Ministry Experiences

| | | | | | | |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Field Placement Experiences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervisors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parish Ministry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Prayer and Spirituality

| | | | | | | |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Liturgy of the Hours | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spiritual Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mentor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retreat | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Strengths of the Program

Areas of Needed Change