

# DIOCESE OF DAVENPORT



## Deacon Formation Program: Candidacy Handbook - Year I Class VI: 2009-2010

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**CANDIDATE:** \_\_\_\_\_

Handbook approved at the Pastoral Center of the Diocese of Davenport—effective August 6, 2009  
Feast of the Transfiguration of the Lord

Most Reverend Martin Amos  
Bishop of Davenport



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## DEACON FORMATION PROGRAM: CANDIDACY HANDBOOK

### Introduction

Welcome to Year I in the Candidacy portion of 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 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" (§204).

The goal of Candidacy is to further prepare the candidate—intellectually, spiritually, and pastorally—for the ministry of Deacon. In addition, Candidacy is also a period of ongoing discernment and evaluation. As the *Directory* states, "Readiness for ordination is assessed annually by both the candidate and formation personnel to ascertain what level of achievement the candidate has reached in his understanding of the diaconal vocation, its responsibilities, and its obligations; his growth in the spiritual life; his competency in required diaconal knowledge and skills; his practical experience in pastoral ministry; and his witness of human and affective maturity. If he is married, an appraisal of his wife's readiness and consent is also to be made" (§205).

During this year, a great deal of time and energy will be spent on the academic study of theology. However, such study is not an end in itself but is considered to be an integral part of formation for ministry. Therefore, you will continue to explore diaconal spirituality, be challenged to grow in self-awareness, and take part in supervised pastoral experiences as part of Candidacy. Discernment and the testing of your call to the diaconate are intended to be ongoing. 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 Candidacy 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.

### **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 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. 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 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 candidates 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 candidates; 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 candidates, 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 Candidacy 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 Candidacy 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 & meals) will be provided. These weekend sessions will include 12 hours of academic study of theology and another two hours of spiritual and pastoral formation.

### Location

Candidacy 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), at: 1020 W. Central Park Avenue, Davenport, IA 52804.

### Schedule for the Year

We will meet once per month, August through May. The sessions will begin at 8:30 a.m. on Saturday and conclude at 3:30 p.m. on Sunday. A retreat day is scheduled in June and a workshop on preaching in July; in addition a Spanish language intensive will be offered again during the summer. Here is the calendar for 2009-10 (\* = attendance by spouses required):

<b>Date</b>	<b>Topic</b>
August 8-9, 2009* <i>Schedule liturgical ministries.</i>	Introduction to Scripture <i>Formation: Introduction to Diocese; Orientation to SAU</i>
September 12-13, 2009	Old Testament I (Torah and Prophets) <i>Formation: Public Speaking and Proclamation</i>
October 10-11, 2009	Old Testament I <i>Formation: Balance and Time Management</i>
November 14-15, 2009	Systematic Theology I <i>Formation: Basic Listening and Counseling Skills</i>
December 12-13, 2009 <i>Begin scheduling director interviews.</i>	Systematic Theology I <i>Formation: Group Facilitation Skills</i>
January 9-10, 2010	Synoptic Gospels <i>Formation: Conflict Resolution / Difficult People</i>
February 13-14, 2010 <i>Begin scheduling small group interviews.</i>	Synoptic Gospels <i>Formation: Hispanic Ministry</i>
March 13-14, 2010 <i>Evaluations from parish, etc. due.</i>	Systematic Theology II <i>Formation: Asian Catholics / Black Catholic Community</i>
April 10-11, 2010	Systematic Theology II <i>Formation: Grief &amp; Bereavement</i>
May 15-16, 2010* <i>Turn in binder.</i>	Introduction to the Ministry of the Deacon <i>Formation: The Deacon and Marriage Ministry</i>
June 12, 2010*	Retreat / Day of Recollection: Marriage and Ministry
July 17, 2010	Introduction to Preaching Workshop
TBA	Spanish Intensive

### Daily Schedule

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 <sup>1</sup>	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 Candidacy Sessions

The wives of candidates 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.

Wives enrolled in the MPTTh Program, or taking the classes for certification through the Diocese's Ministry Formation Program, are required to attend all classes.

### Children and Candidacy Sessions

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

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

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<sup>1</sup> 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.

### Weekend Sessions: Overnight Accommodations

Those who live outside of the Davenport area may choose to arrange for overnight accommodations. Candidates 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 candidates 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

It is the responsibility of each candidate (and each spouse, if enrolled in the degree or certificate program) to purchase his (or her) own materials in time to complete any pre-class reading assignments and subsequent homework. Textbooks may be obtained 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.

#### **REQUIRED**

##### **For Scripture Classes (OT and Gospels):**

Brown, Raymond, Joseph Fitzmeyer, and Roland Murphy, eds. *The New Jerome Biblical Commentary*, 3<sup>rd</sup> edition. Prentice Hall, 1999. ISBN-13: 9780138598365

Harris, Stephen and Robert Platzner. *The Old Testament; An Introduction to the Hebrew Bible*, 2<sup>nd</sup> ed. New York: McGraw-Hill, 2008. ISBN-13: 9780072990515

*Understanding the Bible: A Guide to Reading the Scriptures*. Winona, MN: St. Mary's Press, 2008. ISBN-13: 9780884898528

##### **For Systematic Theology Classes:**

Nichols, Aidan. *The Shape of Catholic Theology*. Collegeville, MN: Liturgical Press, 1991. ISBN-13: 978-0814619094.

O'Collins, Gerald. *Jesus: A Portrait*. Maryknoll, NY: Orbis Books, 2008. ISBN-13: 978-1570757839.

\_\_\_\_\_. *Jesus Our Redeemer: A Christian Approach to Salvation*. Oxford University Press, 2007. ISBN-13: 978-0199203130

##### **For Ministry of the Deacon:**

Ditewig, William T. *The Emerging Diaconate: Servant Leaders in a Servant Church*. New York: Paulist Press, 2007. ISBN# 978-0-8091-4449-5

**RECOMMENDED:**

*These are books that the Director has found helpful; they are not required by the faculty.*

**If you would like to read some background material before the first class:**

Harrington, Daniel J., S.J. *How Do Catholics Read the Bible? Come and See Series*, ed. James Martin, S.J. and Jeremy Langford. New York: Rowman & Littlefield Publishers, Inc. A Sheed and Ward Book, 2005. ISBN # 0-7425-4871-6.

**If you want a resource for the New Testament:**

Brown, Raymond. *Introduction to the New Testament*. Anchor Bible Library. New York: Doubleday, 1997. ISBN-13: 9780385247672

**For the study of Systematic Theology:**

Egan, Philip A. *Philosophy and Catholic Theology: A Primer*. Collegeville, MN: The Liturgical Press, 2009. ISBN 978-0-8146-5661-7

Fiorenza, Francis Schussler and John P. Galvin, ed. *Systematic Theology: Roman Catholic Perspectives*, volumes I and II. Minneapolis: Augsburg Fortress, 1991. ISBN: 978-0800624606 (vol 1) and 9780800624613 (vol 2)

*You may also want to get yourself a good dictionary of theology. Here are a couple of possibilities:*

Espin, Orlando and James Nickloff, ed. *An Introductory Dictionary of Theology and Religious Studies*. Collegeville, MN: The Liturgical Press, 2007. ISBN: 978-0-8146-5856-7  
Comments: New; I have not seen it, but it seems to have been well-received.

Komonchak, Joseph A., et al, ed. *The New Dictionary of Theology*. Collegeville, MN: The Liturgical Press, 1991. ISBN: 978-0-8146-5609-9  
Comments: extensive resource; just be aware that it is getting a little dated.

O'Collins, Gerald and Edward Farrugia. *Concise Dictionary of Theology*, A revised and expanded edition. Manwah, NJ: Paulist Press, 2000. ISBN: 0-8091-3929-4 (ISBN-13: 978-0809139293)  
Comments: Paperback; recent; good for the basics; not as extensive as the others but also not as expensive!

RETREAT

Between the first and second years of Candidacy, the candidates and their wives will take part in a retreat day. The retreat will focus on ministry and marriage.

TESTING

No new testing is scheduled during this year. However, we will continue to work with the Profiles of Ministry.

PREACHING

Beginning in the second year of Candidacy, candidates will preach at the celebration of the Liturgy of the Hours. In order to help prepare candidates for this ministry, the formation team will model preaching at the Hours during the April and May weekends. In addition, candidates will attend a 1-day preaching workshop on Saturday, July 17, 2010.

## 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 a candidate 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) 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 Candidacy, 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, candidates 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 candidate has already attained while developing the ability to think critically.

*Pastoral Dimension*

To introduce the candidate 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 candidate'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 candidates, 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 candidate, 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 candidate, the role of family is critical to the unmarried candidate (never married, widowed, divorced) and the same inclusiveness is encouraged. Additionally, the unmarried candidate 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. Candidate formation experiences pay heed to both the multicultural makeup of the formation 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 candidate 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 candidate'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, candidate 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 candidate path are based on the “Demonstrated Standards of Readiness” recommended by the *Directory*, which provides the minimum standards for successful completion of the candidate 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. Please refer to the syllabi for St. Ambrose University’s policy regarding academic honesty and integrity.

## **Application for Candidacy Year II**

This binder is your application for continuation in 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, candidates and their wives will be interviewed by the Director of Formation and by a small group made up of members of 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 Director of Formation will take place at the chancery on the following Saturdays in 2010: January 23 and 30 and February 20 and 27. Each couple will schedule a two-hour appointment, with starting times of 9 and 11am; and 1 and 3pm.

Interviews with the members of the Admissions and Scrutinies Committee will take place on the following Sundays in 2010: April 18 and 25. Couples will schedule 30 minute appointments, with starting times of 1:45, 2:30, 3:15, and 4:00pm. The groups will all meet at St. Mary’s parish in Iowa City. The Committee as a whole will then meet to discuss applications. Rather than interviewing before the entire committee, each candidate and his wife will be assigned to a group of three members of the Admissions and Scrutinies Committee for the interview.

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

**Letter from the Academic Faculty:**

To: Students seeking the MPTh in connection with the Deacon Formation Program

From: St. Ambrose Theology faculty

Re: Studying theology in the context of vocation preparation

First of all, we want to welcome you to the MPTh program. Whether you are taking the courses for Graduate credit or for professional and vocational development, we hope that you will find the scholarly exploration of our faith tradition and its significance both exciting and challenging. As we begin our work together, we want to remind you of several principles that we consider vital. In putting these principles on paper, we hope not to burden you but to facilitate our relationships as colleagues in an academic enterprise.

Because Theology is an academic discipline, it should challenge us intellectually. Because it is a discipline grounded in faith, it should challenge us spiritually. Because in the Catholic tradition, theology is engaged in the community as a whole, we should be able to both support and challenge one another in order that we might learn together.

*In that spirit, we remind you that we will expect all students in the program*

- To come to each session fully prepared. That involves significant reading and writing assignments each month. It will not be unusual for assignments from one meeting to another to include reading a book-length work, and to write a paper that requires a substantial amount of time.
- To recognize that there are important challenges to current positions of the Church and that these challenges bear studying. The presentation of an idea does not mean that the faculty member presenting it agrees with it or that students are expected to agree with it.
- To be willing to learn to state ideas more precisely than you might be accustomed to doing and to make distinctions that are vital to the precision required by the discipline of theology even though they might not be necessary in every pastoral or spiritual exercise.
- To ask questions and to offer ideas freely and to respect the questions and comments presented by others. Some risk is essential to learning.

*In return, we believe that you have a right to expect that we will*

- Represent clearly the teaching of the church and make clear distinctions between official teaching and theological opinion. Those distinctions will include the levels of authority that accrue to different kinds of magisterial documents.
- Both challenge you to grow intellectually and support you in your efforts.
- Respect your questions and comments and answer your questions to the best of our ability. That might include returning to you with more information after some research of our own.
- Provide timely and constructive feedback on your coursework.

Thank you for your interest in serving the church. We look forward to our work together.

## **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.

### **Attendance Policy**

Candidates are expected to attend all scheduled formation sessions unless excused by the Director of Formation. Candidates 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 candidates 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 candidate'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, candidates 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, candidates should use good judgment in deciding whether or not to drive to Davenport.

Those working towards the MPTh degree through St. Ambrose are responsible for meeting all attendance requirements of that program.



## 1. Introduction to Scripture

**Date:** August 8-9, 2009

**Title:** Introduction to Scripture

**Faculty:** Bishop Martin Amos; Fr. Bud Grant, PhD

**Description:** Acquaints students with the basic ways of approaching scripture, especially historical and hermeneutical methods. Attention will be paid to issues of the formation of the canon of the OT and NT. The introduction will also include content in *Dei Verbum* and statements made in the *Catechism of the Catholic Church*.

**Needed Materials:** You should always have your Candidacy 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:**

Complete Formation Reflection Form.

Arrange field education projects. Consult with Director of Field Education. Complete necessary forms.

Sign up for liturgical ministries.

Complete any assignments given by the faculty.

### **A Note on the Liturgy of the Hours and Mass:**

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.

Candidates will be responsible for leading our praying of the Hours in common and in ministering at our weekend Mass together.

It is strongly recommended that each candidate 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 8, 2009

**Topic:** Introduction to the Diocese / Orientation to SAU

**Presenter:** Staff

**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. Old Testament I: Torah & Prophets**

**Date:** September 12-13, 2009

**Title:** Old Testament I – Part 1

**Faculty:** Micah Kiel, PhD

**Description:** This course will offer an introduction to the basic content of the Old Testament with an emphasis on what the texts were meant to communicate in their original contexts. Attention will be paid to specific theological issues, noting the diversity of what the OT has to say about God and humanity. This course will cover texts from the Torah, and the former and latter prophets. Course will also discuss the role of the Old Testament as Christian Scripture and address issues of preaching on Old Testament texts.

### **Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

### **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 12, 2009

**Topic:** Public Speaking / Proclamation

**Presenter:** Ken Miller

**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. Old Testament I: Torah & Prophets**

**Date:** October 10-11, 2009

**Title:** Old Testament I – Part 2

**Faculty:** Micah Kiel, PhD

**Description:** See September entry.

**Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

### **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 10, 2009

**Topic:** Balance / Time Management

**Presenter:** Chris Pries

**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. Systematic Theology I**

**Date:** November 14-15, 2009

**Title:** Systematic Theology I – Part 1

**Faculty:** Corinne Winter, PhD

**Description:** This course introduces students to the principles, systems and language of theology based on a Christian anthropology. Emphasis is given to the foundational elements of Christian belief: faith and the response to faith, the existence of God, the believing community, and the teaching office of the Church. Attention is also given to developing skills for theological research and the sources used in theological research.

**Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

### **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 14, 2009

**Topic:** Basic Listening and Counseling Skills

**Presenter:** Chris Pries

**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. Systematic Theology I**

**Date:** December 12-13, 2009

**Title:** Systematic Theology I – Part 2

**Faculty:** Corinne Winter, PhD

**Description:** See the November entry.

### **Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

Schedule interview with Director. Tab 7 needs to be completed before the interview. Review your PoM results and the IGF that you filled out last year. How have you done in meeting the goals that you set then? Complete a new IGF (Tab 6) and be prepared to discuss it as part of your interview. Bring your binder to the interview.

### **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 12, 2009

**Topic:** Group Facilitation Skills

**Presenter:** Dan Ebener, DBA

**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. Synoptic Gospels

**Date:** January 9-10, 2010

**Title:** Synoptic Gospels – Part 1

**Faculty:** Micah Kiel, PhD

**Description:** This course is designed to introduce the background from which the synoptic gospels emerged and the specific shape each evangelist gives to his narrative about Jesus. Special emphasis will be on how each presents a unique picture of Jesus. This information will equip students to be effective and reflective readers, interpreters, and preachers.

**Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

If not already done, schedule interview with Director. Tabs 6 and 7 need to be completed before the interview.

### **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 9, 2010

**Topic:** Conflict Resolution / Difficult People

**Presenter:** Dan Ebener, DBA

**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. Synoptic Gospels**

**Date:** February 13-14, 2010

**Title:** Synoptic Gospels – Part 2

**Faculty:** Micah Kiel, PhD

**Description:** See the January entry.

### **Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

Sign up for interviews with Admissions and Scrutinies Committee.

Have binder ready to be copied.

This includes getting evaluation forms to pastor, parish council president, mentor, and spiritual director and having them returned to the Director by March 15.

### **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 13, 2010

**Topic:** Hispanic Ministry

**Presenter:** Panel

**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. Systematic Theology II**

**Date:** March 13-14, 2010

**Title:** Systematic Theology II – Part 1

**Faculty:** Corinne Winter, PhD

**Description:** This course introduces the fundamentals of the Church's teaching about the person and work of Jesus Christ. The course focuses on the development of Christological faith and doctrine through the writings of the Church Fathers and the early Councils of the Church. It also considers the person and work of Jesus in the light of spirituality and liturgical life. Trinitarian theology.

### **Tasks to be accomplished before next session:**

Hand in binder to be copied.

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

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

### **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 13, 2010

**Topic:** Asian and Black Catholic Communities

**Presenter:** Panel

**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. Systematic Theology II**

**Date:** April 10-11, 2010

**Title:** Systematic Theology II – Part 2

**Faculty:** Corinne Winter, PhD

**Description:** See the March entry.

**Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

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

### **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 10, 2010

**Topic:** Grief / Bereavement

**Presenter:** Dc. Ray Hilgendorf

**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 the Ministry of the Deacon**

**Date:** May 15-16, 2010

**Title:** Introduction to the Ministry of the Deacon

**Faculty:** Dc. David Shea, D.Min.

**Description:** This course provides an overview for deacon candidates and families to the ministry of the permanent deacon. The course includes the development of the role of the deacon in Church life, an introduction to the principles of the reinstitution of the diaconate in the Second Vatican Council and a presentation on the spiritual, theological and ministerial life of permanent deacons in the Church today. Emphasis is placed on the role of the families of deacons in ministry and the distinctive vocation of deacons, particularly as expressed in the writings of the United States Bishops.

### **Needed Materials:**

Turn in Candidacy binder.

### **Tasks to be accomplished before next session:**

Complete Formation Reflection Form.

Complete any assignments given by the faculty.

Complete anything left unfinished.

Ensure that any outstanding evaluations have been requested.

### **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 15, 2010

**Topic:** The Deacon and Marriage Ministry

**Presenter:** Dc. David Shea, D.Min.

**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:

Throughout his formation, the candidate is “to secure the assistance of a . . . [priest spiritual director], to cultivate regular patterns of prayer and sacramental participation, and . . . to reflect spiritually on [his] ministry.” It would also be useful for small groups of candidates to engage together in theological reflection “on the challenges and opportunities of their ministries” in relationship to the Gospel and magisterial teaching. Further, throughout the formation process, it is expedient that the candidate’s spiritual director and those responsible for his formation ascertain the candidate’s understanding, willingness, and capacity to accept the Church’s discipline regarding perpetual celibacy not merely among those who are not married but, also, among married men who will be required to embrace this ecclesiastical discipline in widowhood or divorce (even with a subsequent annulment) (§216).

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

Candidates are asked to give the following form to their Spiritual Director for completion by March 15.



**Spiritual Direction Statement**

Name of Candidate: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Dear Reverend Father:

Your assistance in helping to form men for diaconal ministry in our diocese is deeply appreciated. Without violating the confidentiality of spiritual direction, would you please complete this form and return it to the Director of Deacon Formation by March 15? Thank you very much.

*By my signature, I attest that over the past year I have met with the above-named candidate on a regular basis and with sufficient frequency to meet his needs and spiritual growth. The Deacon Formation Program presumes that "sufficient frequency" would be about once per month.*

Signature: \_\_\_\_\_

Please return to:

Director of Deacon Formation  
Diocese of Davenport  
2706 N. Gaines  
Davenport, IA 52804



### **Tab 3: Mentoring**

In the Diocese of Davenport, Mentoring is a process by which the deacon mentor and spouse, observe, reflect with, encourage, and challenge the 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 diaconate. 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 Candidacy.
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 to write a 1-2 page paper summarizing his experiences with his mentor and how the mentoring relationship assisted in his discernment and formation. The paper is to be placed behind this page, and should be completed by the May session.
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.

Place mentoring reflection here.

**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 Candidate:** \_\_\_\_\_

**Name of Mentor:** \_\_\_\_\_

**Number of meetings over the past year:** \_\_\_\_\_

**Based on my knowledge of the candidate and his wife (if applicable) my recommendation regarding continuation in Candidacy is as follows:**

**Highly Recommend** \_\_\_\_\_

**Recommend with Reservations** \_\_\_\_\_

**Recommend** \_\_\_\_\_

**Not Recommended** \_\_\_\_\_

**Reasons for the above choice:**

**Suggestions you might have for this candidate:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



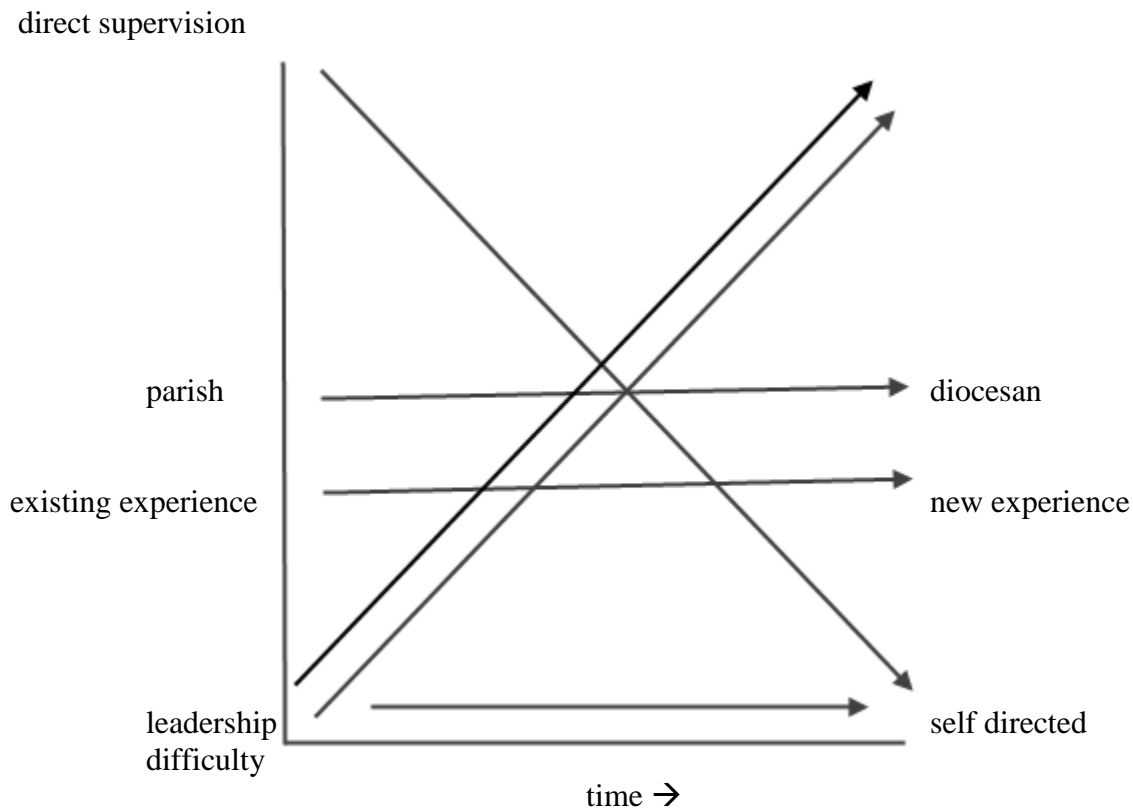
### **Tab 4: Pastoral Field Education**

Field education provides deacon 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 director of formation for review.

#### Field Education Matrix

Students bring to formation a variety of ministry experiences. 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 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. It is intended that the table be cumulative; in other words, keep track of all your ministries (field placement, parish involvements, etc.) so you can see what areas need attention. The specific field education experiences should be marked with an asterisk.

### 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 an 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.

## STEPS IN COMPLETING A FIELD EDUCATION EXPERIENCE

### Step 1: Determining a Project

Complete the Field Education Opportunities Table. What are some areas that need attention? Consult the Director of Field Education and your Deanery Field Supervisor to come up with some possible ideas. Meet with your potential local supervisor to discuss the possibility of doing your placement with them.

### Step 2: Learning Agreement

Once you have an idea of what it is that you want to do, and you have a basic outline of possible duties from your potential local supervisor, go ahead and write up your Learning Agreement. The learning agreement is found behind the table of possible field experiences. The agreement needs to be signed by both the local supervisor and the Director of Field Education.

### Step 3: Journaling

Each student must purchase a 7" x 5" journal book. Books are available at department 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.

You should log your hours and make brief notations of what you did on a particular day. Keep track of your emotional reactions to events, insights that you have gained, connections to what you are learning in the classroom or to what you have read elsewhere, and what you have learned.

You should choose two events for each placement for deeper reflection. These reflections need to be more substantial and must include 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.

These four reflections should be typed and placed at the end of this section rather than being handwritten in the journals themselves (for ease of reading).

### Step 4: Evaluations

At the end of each field experience, the student will meet with his local supervisor and complete an evaluation form. The student completes his portion of the form on his own and gives the local supervisor his or her portion to complete as well. The two then meet to discuss the results of the evaluation. Both sign the form and the completed form is placed in the binder. Please copy the forms as needed.

DEACON FORMATION  
FIELD EDUCATION OPPORTUNITIES (CUMULATIVE)

	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"/>
Altar Server			<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"/>
Altar Server (training)			<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"/>
Catholic Charities			<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"/>

Deacon Formation Program: Candidacy Handbook for Class VI (Year I)

	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
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"/>
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"/>
EMHC (at Mass)			<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"/>
Evangelization			<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"/>	<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"/>	<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"/>

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	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
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"/>
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"/>

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	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
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"/>
Stewardship			<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"/>
OTHERS:															
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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 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 (see Table): \_\_\_\_\_

Assignment description: \_\_\_\_\_

Agency or parish providing supervision: \_\_\_\_\_

Location: \_\_\_\_\_

Local supervisor: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Learning Objectives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledgments:

Student: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Local Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Field Education: \_\_\_\_\_ Date: \_\_\_\_\_

DEACON FORMATION FIELD EDUCATION EVALUATION FORM

Student Portion

Name: \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_

1. How was each learning objective met? If objectives were not met, please explain why.

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2. How has your understanding of the Church developed during this assignment?

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3. What have you learned about yourself? How could you minister more effectively? What do you need to do to further grow in ministerial skills?

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4. Any other comments regarding the field experience:

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Local Supervisor's Portion

Name of Student: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

1. Student's level of accountability / reliability

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2. Student's ability to relate to others

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3. Student's ability to work collaboratively in ministry

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4. Student's openness to supervision

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

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

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7. Student's areas of strength and weakness

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8. Suggestions for continued growth

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9. Any other comments regarding the field experience:

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*The student and local supervisor met and reviewed the above comments on (date):* \_\_\_\_\_

Signatures:

Student signature: \_\_\_\_\_

Local supervisor: \_\_\_\_\_

Director of Field Education: \_\_\_\_\_

Date: \_\_\_\_\_

## **Tab 5: Parish Ministry**

Candidates 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 formation priorities.

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

If not already doing so, candidates 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 a sacristan/art and environment minister. 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.

Resource that you might find helpful for this ministry include:

*Guide for Sacristans* by Paul Turner and Corinna Laughlin, LTP (2008), ISBN # 978-1-56854-746-6.

*The Ministry of Liturgical Environment* by Joyce Ann Zimmerman, C.P.P.S., Liturgical Press (2004), ISBN # 978-0-8146-2705-1.

Place list and reflection paper here.

## **Tab 6: Testing**

### **PROFILES OF MINISTRY (PoM)**

1. Please place a copy of your PoM results behind this page.
2. At the retreat last summer, you completed an Intentional Growth Form as part of your work with the PoM. Please place a copy of your Form behind this page as well.
3. Please write a 1-2 page paper describing how you met the goals that you set out for yourself. What growth have you seen in yourself as a result of your work with the PoM? What changes/growth have others seen in you?
4. Please complete the following Intentional Growth Form for next year.

Place requested materials here.

**PROFILES OF MINISTRY: INTENTIONAL GROWTH FORM**

- A. Personal Characteristics**
- 1. Responsible and Caring**
  - 2. Family Perspective**
  - 3. Personal Faith**

**Examine your scores in these three areas. First, list three strengths which your profile indicates you bring to ministry.**

- 1.**
- 2.**
- 3.**

**Next, select an area for growth indicated by your profile. Be specific about how you plan to work on that area during the year. What resources are available to help you?**

- B. Special Concern**
- 1. Potentially Negative Characteristics**

**Examine your scores in this area. Which score concerns you most? Be both concrete and realistic about what you intend to do in this area this year. What resources are available to you?**

- C. Perceptions of Ministry**
- 1. Ecclesial Ministry**
  - 2. Conversionist Ministry**
  - 3. Social Justice Ministry**
  - 4. Community and Congregational Ministry**

**Examine your scores in these four areas. List three strengths which your profile revealed.**

- 1.**
- 2.**
- 3.**

**Are there one or two characteristics you want to work on this year? Be specific. What resources are available to help you? What is it that you plan to do?**

**1.**

**2.**

**Any other comments:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please review this plan with the Director of Deacon Formation or Director of Field Education**

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **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 assess abilities & limitations -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To set healthy & responsible goals; be balanced -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To infuse a family perspective into scheduling/programming -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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To be flexible and able to prioritize

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

Comments:

To be dependable, trustworthy, consultative, collaborative

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

Comments:

To communicate with and relate to a wide variety of people

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

Comments:

To communicate with and relate to a wide variety of people

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

Comments:

To take part in diocesan programs and diaconal events

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

Comments:

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To maintain proper boundaries in pastoral relationships -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To solicit input from those affected by activities/policies -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To discern/evaluate ever-changing pastoral needs -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To recruit/train/support parish volunteers -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To find and use personal and professional support systems -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To recognize and dispel prejudices and cliques in own life and in the life of the community -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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To network with others in challenging injustices -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To create structures that include all families in parish programs -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To create a hospitable environment that values all persons -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To conduct honest self-assessments and help others do the same -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To function appropriately at different levels of the diocese -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To plan retirement -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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To link parish structures & needs to larger Church structures and resources

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

Comments:

To demonstrate appropriate respect, responsibility and accountability to bishop, pastor, or their delegates

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

Comments:

To cooperate in the implementation of diocesan and parish policies and programs

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

Comments:

To maintain person health and care

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

Comments:

To spend time alone with family and friends

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

Comments:

**Spiritual Dimension**

To develop and commit to a plan for continuing personal and professional diaconal education and formation

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

Comments:

To participate in the Eucharist daily or frequently

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

Comments:

To participate regularly in reconciliation

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

Comments:

To participate in ongoing spiritual formation<sup>2</sup>

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

Comments:

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<sup>2</sup> e.g., spiritual direction, retreats, community worship [especially the Liturgy of the Hours], personal prayer, meditation, visits to the Blessed Sacrament, personal penance and mortification, and devotion to Mary and the communion of saints

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To identify, affirm, and critique the various Christian spiritualities operative in himself and others

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

Comments:

To speak truthfully about the gift and demands of a celibate life.  
If celibate: to form a support system & to accept the gift of celibacy  
If married: to demonstrate marital chastity in conformity to Church teaching on marriage and sexuality; to be willing to accept celibacy if so called;

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

Comments:

To articulate his personal expression of faith

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

Comments:

To integrate the wide spectrum of moral and human issues into your spiritual consciousness, prayer, and ministry<sup>3</sup>

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

Comments:

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<sup>3</sup> Such as: human rights, sexuality, economics, peace, ecology, moral ethics, solidarity with human needs, the preferential option for the poor

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To communicate and share his ministry, prayer, and formation with wife and family

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

Comments:

To balance marriage and ministry commitments

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

Comments:

To maintain a commitment to regularly scheduled spiritual direction and to opportunities, as appropriate, for physical and psychological health in consultation with a professional advisor

-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; to apply these teachings to your own personal life and spirituality as well as to your ministry, in the following areas:

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

Comments:

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

Comments:

Theology of God / Trinity -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Christian Anthropology / Theology of the Human Person -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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

Comments:

Ecclesiology / Theology of the Church -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Liturgical Theology and Practice -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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

Comments:

Theology of the Diaconate -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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

Comments:

Canon Law (including Marriage Law) -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Evangelization / Catechesis -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Catholic Identity / Jewish Roots -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

Ecumenism & Interreligious Dialogue -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

**Pastoral Dimension**

To engage in theological reflection -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To use appropriate theological and pastoral resources (including the Internet) -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To use the tools and insights of the behavioral sciences (psychology, sociology) effectively in the pastoral setting -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To communicate effectively in spoken and written word (especially in multicultural settings and in conflicts) -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To not act beyond your level of training in each pastoral care situation; to know when, how, and to whom appropriate referrals should be made -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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

Comments:

To apply appropriate human development principles in preaching, programming, and counseling -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To identify, articulate, and foster personal and communal conversion and prayer experiences -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To advocate for others and facilitate access to resources (especially for those with disabilities) -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To be empathetic, genuine, and respectful; to maintain Confidentiality and objectivity; to apply basic counseling skills -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments

Deacon Formation Program: Candidacy Handbook for Class VI (Year I)

To integrate justice and peace into his diaconal life, family, preaching, teaching, and staff organizational meetings -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To model the interconnectedness of all people and to the earth; to model a simple lifestyle -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To enable others to reflect upon and express their faith experiences; To match gifts with ministry needs & utilize all types of media resources to recruit and facilitate ministerial leaders -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To help create a welcoming community (parish and neighborhood) -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To recruit, train, support, supervise, and assess others -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments

To apply appropriate managerial principles and administrative skills to design, implement, and coordinate programs<sup>4</sup>

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

Comments:

To minister ethically and in keeping with canon and civil law<sup>5</sup>

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

Comments:

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<sup>4</sup> Including: to employ needs assessment and analysis; to formulate mission statements, goals/objectives, strategies, and evaluation methods; to prepare and monitor budgets; to organize tasks by priority and organize and manage his time in accord with ministry requirements; to delegate responsibilities, including authority to act; to recognize stress and select methods to respond; to develop and implement appropriate job descriptions; to set achievable performance goals; to supervise appraisals; to engage in advocacy, mediation, referrals, and facilitation; to demonstrate knowledge and skills in computer/internet applications, including online seminars; to use media and technology for effective ministerial implementation

<sup>5</sup> Including: To engage in employment agreements through familiarity with canonical and civil law pertaining to rights of individuals and employees relating to hiring, evaluation, dismissal, and abuse issues; to establish positive support systems and referral networking; to conduct information programs so that these basic rights and responsibilities are affirmed and cherished; to establish prudent and appropriate boundaries for interpersonal conduct, especially with women and youth

**Diaconal Dimension**

To effectively proclaim the Gospel; -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To instruct and catechize others about the diaconate and its mission as “the Church’s service sacramentalized”<sup>6</sup> -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To witness to Christ in living, giving, and empowering ways;  
To articulate your call to diaconate as vocation; -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To help others to grow in their knowledge of the faith and personal holiness; to animate, facilitate, and motivate the whole Church ministry of charity and justice; -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

To witness to the Gospel in your place of employment; -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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<sup>6</sup> to be recognized at the altar as the sacrament of Jesus, the Deacon-Servant, in the midst of the community, and as herald of the word, sanctifier in liturgy, and advocate for the poor as minister of charity and justice

To minister effectively in the following areas:

**Ministry of the Word**

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

For example: To prepare a proper exegesis and contemporary application of the biblical text(s); apply the biblical text(s) with the Tradition and teaching of the Church to issues confronting the community today; To preach on matters of faith and morals, Christ's initiation, and our response, expressing himself clearly and easily in a manner appropriate to the occasion; to be sensitive to the varied cultural, ethnic, racial, and gender dynamics of the text and the message; To utilize the skills for an effective homiletic or catechetical presentation through frequent social gospel preaching; to inform the community of their obligation to respond to the needs of the poor and to serve as Jesus did; to give personal witness; to speak the Gospel in his place of employment and in the marketplace with boldness, linking the sanctuary to the neighborhood, as well as the needs of the neighborhood to the sanctuary; to organize business leaders and neighbors around the Gospel, even on an ecumenical basis; To evangelize, drawing from the U.S. bishops' statement *Go and Make Disciples*, as well as from the writings of Pope Paul VI and Pope John Paul II on evangelization

Comments:

**Ministry of Liturgy**

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

For example: To lead and/or provide for Baptisms, communion services, burial services, weddings, nonsacramental reconciliation rites, devotions, and Sunday celebrations in the absence of a priest as a liturgical presider; To exercise the ministry of deacon in Eucharistic celebrations; to identify the table of Eucharist with the table of the poor, bringing their needs to the common prayers of intercession; To exercise his role in conformity with the Church's liturgical directives; To collaborate with the pastor, other priests and deacons, worship committees, and liturgical ministers in planning and implementing the liturgy; to provide effective baptismal and marriage preparations in accordance with canonical norms and directives of the diocesan Church; to guide liturgical planning; to coordinate liturgical ministers or enable others to exercise that role

Comments:

**Ministry of Charity/Justice**

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

For example: To serve in charitable care the needs of the poor, homeless, elderly, imprisoned, ill (including people with AIDS), and the marginalized of any kind; To create an environment of hospitality toward all people, especially the stranger and the marginalized; to join in coalition with other religious and secular groups for common political and community-based action; to integrate justice themes into his life and ministry; To provide educational programs that will assist the parish in understanding social justice as constitutive of the Gospel; to promote just parish structures; to situate study, reflection, and decision-making in the context of a responsibility to his world, especially to those in need; to participate in local debates and community action on behalf of those who are homeless, unemployed, suffering from AIDS, abused, etc.; To model and encourage simple living and environmental values; to preach justice by example and word; to demonstrate familiarity with the needs of the people in the community; to participate in charitable organizations; to be an advocate and servant of the poor; to promote justice and human development in local socio-economic situations; to minister to migrant and immigrant communities

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.

The diocesan *Policies Relating to Sexuality and Personal Behavior* is available for download from the diocesan website. Please complete and sign Acknowledgment and Consent Form 1 (page 79 below).

Both the VIRTUS report and Form 1 should be completed at the beginning of May to be included in your final binder review.

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

## **Instructions for Completing Acknowledgement and Authorization Forms**

### **A. What: Initial Background Check**

**Who: Those completing these forms for the very first time**

1. Receive and read *Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport*.
2. Complete (in its entirety) Form 1, Acknowledgment and Consent
3. Sign and date Form 2, Request for Dependent Adult Abuse Registry Information
4. Sign and date Form 3, Authorization for Release of Child Abuse Information

### **B. What: Annual Renewal of Acknowledgement and Consent**

**Who: Those who have completed this form previously, e.g., last year**

1. Complete Form 1, Acknowledgment and Consent
2. If any information in items 4-7 have changed, provide new information

### **C. What: Five-year Renewal Background Check**

**Who: Those who have had a previous background check**

1. Complete Form 1, Acknowledgment and Consent
2. If any information in items 4-7 have changed, provide new information
3. Sign and date Form 2, Request for Dependent Adult Abuse Registry Information
4. Sign and date Form 3, Authorization for Release of Child Abuse Information

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## **Directions for Submission of the Above Forms**

### **A. Initial Background Check Forms**

Mail the original Initial Background Check forms and a copy of the driver's license in an envelope marked "Confidential" to Diocese of Davenport, Attn Char Maaske, 2706 N. Gaines St., Davenport, IA 52804-1998. **DO NOT SEND TO IOWA DEPARTMENT OF CRIMINAL INVESTIGATION OR IOWA DEPARTMENT OF HUMAN SERVICES.**

### **B. Annual Renewal of Acknowledgment and Consent Form**

- The original employee and volunteer forms are to be filed in a secured file at the parish or school with the copy of the Protecting God's Children Program training certificate.
- The Clergy form must be sent to the Vicar General at the Chancery office.
- The Principal form must be sent to the Director of Faith Formation and Education/Superintendent of Schools at the Chancery office.

\*Note, do not discard previous years' forms. Keep all copies.

### **C. Five-year Renewal Background Check Forms**

Forms are to be submitted just as the Initial Background Check Forms (see instructions above) at least one month prior to an individual's renewal date.

**All the above forms and information can be found at:**  
<http://www.davenportdiocese.org/faithform/ffsafeenvprogpg1.htm>

**Acknowledgement and Consent Form 1**

Full Legal Name (print) \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Check 1:** Volunteer  Volunteer w/Stipend  Employee  Priest  Deacon  (formation) Catholic School Teacher

**Check**  *I hereby acknowledge that I received a copy of the Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport, have read the Policies, understand their meaning, and agree to conduct myself in accordance with them.*

These Policies call for background checks (investigative consumer reports), as deemed appropriate, for some serving as employees or regular volunteers. Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize an investigative consumer report, to be conducted if deemed appropriate by the Diocese or entities noted below. Public records may be used in this report, such as civil and criminal records and driving records as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report. I release the Diocese of Davenport, any parish, school, or other related Catholic institution and their agents from liability associated with obtaining that inquiry.

This consumer report will be used for employment/volunteer selection purposes and may be subject to the Fair Credit Reporting Act. I may receive a free copy of this report. Before any adverse action is taken based on this report I will receive a copy of the report and notice of my rights under the FCRA.

Mindful of the importance of protecting children and other vulnerable persons, the undersigned acknowledges a truthful response to the questions below. I understand that past violations would not necessarily preclude the employment or volunteer position sought.

1. Have you had any convictions other than a traffic violation? Yes  No
2. Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment? Yes  No
3. Have you ever been subject to ecclesiastical discipline? Yes  No

**Complete 4-7 if . . .**

- a) **This is the first time you have completed an Acknowledgement and Consent Form.**
- b) **You have completed the form previously and any of the following has changed.**

4. Social Security Number (print clearly) \_\_\_\_\_

5. Please provide the following:

a) Your addresses for the past 7 years.

Current (print): \_\_\_\_\_

Past (print): \_\_\_\_\_

b) Two references who can address your work with children (include name, address & phone)

(print) \_\_\_\_\_

6. Maiden name and any other aliases (print) \_\_\_\_\_

7. **Attach a copy** of 1) your driver's license/photo id **and** 2) vehicle declaration page listing coverage.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*If applicable: I understand that if I am a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport participants of an event.*

**To be completed by parish/school/entity personnel**

Signature of person representing the entity: \_\_\_\_\_ (e.g., Principal, DRE, Pastor)

Entity responsible for payment: \_\_\_\_\_ City \_\_\_\_\_

**Where forms are sent/filed: Clergy:** Vicar General

**Principals:** Supt. of Schools

**Others:** Parish/school

This form will be amended as needed to allow for appropriate background checks or additional information may be required. **April 2009**



## **Tab 9: Candidacy II**

### **Introduction**

By and large, the structure and schedule followed this year will also be use in the second year of Candidacy. Interviews during Year II will include the Bishop and the full Admissions and Scrutinies Committee. Installation into the ministry of Lector will take place in July.

### **Academics**

The academic portion of the program will be taught by the theology faculty from St. Ambrose University. In addition to meeting the requirements of the Deacon Formation Program, those who have been accepted into the Masters in Pastoral Theology program at St. Ambrose must fulfill the requirements of that program to remain eligible for the degree. Questions may be directed to Dr. Corinne Winter at 563-333-6442.

### **A Note to Spouses**

For these enrolled at SAU, continuation in the degree program is at the discretion of the faculty and is predicated on fulfilling the requirements of the program.

Those enrolled in the certificate track are 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.

Please complete the “Course Request Form for Spouses” found behind Tab 10.

### **Completing the Application**

Application to Year II of Candidacy includes 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
4. Interview with the Admissions and Scrutinies Sub-committee
5. Recommendation from Pastor or PLA – the form follows (9B)
6. Recommendation from the Parish Council President – the form follows (9C)

In addition, all documentation regarding spiritual direction, the mentor program, and field placement—as well as all written assignments—must be in their proper place in the binder.

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



**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 continuation 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 continuation in 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.

\_\_\_\_\_  
Candidate's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security #

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 9A 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 of Birth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security #

**9B: 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 Candidate:** \_\_\_\_\_

**Name of Pastor/PLA:** \_\_\_\_\_

**During the past semester, how effectively did the candidate 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:**

**Based on my knowledge of the candidate and his wife (if applicable) my recommendation regarding continuation in Candidacy is as follows:**

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

**Reasons for the above choice:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**9C: 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 Candidate:** \_\_\_\_\_

**Name of Parish Council President:** \_\_\_\_\_

**During the past year, how effectively did the candidate 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 / other comments:**

**Based on my knowledge of the candidate and his wife (if applicable) my recommendation regarding continuation in Candidacy is as follows:**

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

**Reasons for the above choice:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## **Tab 10: Appendices**

### **Course Request Form for Spouses**

Spouses that will be taking courses for any form of credit are to complete this form prior to each semester.

### **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 Forms**

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 Candidacy or continuing as an Aspirant:**

If you were admitted conditionally to Candidacy, or if you were not admitted into Candidacy but continued as an aspirant, 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.



**REGISTRATION FORM FOR SPOUSES**  
**(to be completed at the end of the previous semester)**

**NAME:** \_\_\_\_\_

**Semester:** \_\_\_\_\_

**Taking all courses:**

**Enrolled in MPT<sup>h</sup> Degree Program**

**Enrolled in Certificate Program**

**Taking / attending selected courses:**

**For continuing formation credit**

**Course 1 (2 Cr)**

**Course 2 (2 Cr)**

**Course 3 (1 Cr)**

**For personal enrichment (no cost)**

**Course 1 (2 Cr)**

**Course 2 (2 Cr)**

**Course 3 (1 Cr)**



**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: \_\_\_\_\_

**CANDIDACY EVALUATION FORM: 2009-2010 (Candidate)**

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 Diocese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking/Proclaim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance/Time Mgmt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Listening/Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflicts/Difficult People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian Catholics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black Catholics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grief/Bereavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deacon Formation Program: Candidacy Handbook for Class VI (Year I)

Helpful - - - - - Not Helpful

Academic Classes

Introduction to Scripture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Old Testament I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systematics I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Synoptics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systematics II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of the Deacon	<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

**CANDIDACY EVALUATION FORM: 2009-2010 (Spouse)**

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 Diocese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking/Proclaim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance/Time Mgmt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Listening/Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflicts/Difficult People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian Catholics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black Catholics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grief/Bereavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deacon Formation Program: Candidacy Handbook for Class VI (Year I)

Helpful - - - - - Not Helpful

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Retreat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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