

DIOCESE OF DAVENPORT



Deacon Formation Program: Candidacy Handbook - Year III Class VI: 2011-2012

These pages may be reproduced by parish and Diocesan staff for their use

CANDIDATE: _____

Handbook approved at the Pastoral Center of the Diocese of Davenport—effective August 6, 2011
Feast of the Transfiguration of the Lord

Most Reverend Martin Amos
Bishop of Davenport

DIOCESE OF DAVENPORT



Deacon Formation Program: Candidacy Handbook - Year III Class VI: 2011-2012

These pages may be reproduced by Diocesan staff for their use

Handbook approved at the Pastoral Center of the Diocese of Davenport—effective August 6, 2010
Feast of the Transfiguration of the Lord

Most Reverend Martin Amos
Bishop of Davenport

TABLE OF CONTENTS

INTRODUCTION

Formation Team	1
Methodology / Program Components	3
The Dimensions of Formation	8
Considerations in Formation	8
Standards and Expectations	9
Application for Candidacy Year III	9
Recommendations and Decisions	9
Letter from the Academic Faculty	11

COMPONENTS

Tab 1: Formation Sessions	13
Tab 2: Spiritual Direction	35
Tab 3: Mentoring	39
Tab 4: Pastoral Field Education	43
Tab 5: Parish Ministry	57
Tab 6: Testing	59
Tab 7: Self-Evaluation and Growth Plan	63
Tab 8: Safe Environment	81
Tab 9: Candidacy	84
Tab 10: Appendices	94
Course Request Form for Spouses	
Consent Form for Child Care	
Evaluation Forms	

DEACON FORMATION PROGRAM: CANDIDACY HANDBOOK

Introduction

Welcome to Year III 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 portion 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 and Director of Deacon Personnel.

Coordinator for Mentors

Ordained in 1992 (Class IV), Deacon Bob McCoy directed the deacon formation program for Class V and has served as the Deacon Personnel Director. 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. Thom Hennen, who also serves as the vocations director for the diocese. Fr. Hennen studied in Rome, earning his S.T.B. from the Pontifical Gregorian University and his S.T.L. in moral theology from the Alphonsian Academy of the Pontifical Lateran University.

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 St. Vincent Center, the chancery of the Diocese of Davenport, located at: 780 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 8:15 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 2011-12 (* = attendance by spouses required):

Date	Topic
August 13-14, 2011 <i>Schedule liturgical ministries.</i>	Introduction to Liturgy - Foundations <i>Formation: Suicide / Trauma / Death Notification</i>
September 10-11, 2011	Introduction to Liturgy – Sacraments of Initiation <i>Formation: Mental Health/Addictions</i>
October 8-9, 2011	Pastoral Care, Part 2 <i>Formation: Crisis Ministry, incl. Perinatal/Neonatal Loss</i>
October 14-16, 2011	DIOCESAN DIACONAL RETREAT
November 12-13, 2011	Johannine Literature <i>Formation: Prison Ministry</i>
December 10-11, 2011	Homiletics <i>Formation: Chant II (Sunday 1-3pm)</i>
January 14-15, 2012 <i>Begin scheduling director interviews.</i>	Moral Theology I <i>Formation: Dying Care / Hospice</i>
February 11-12, 2012 <i>Begin scheduling small group interviews.</i>	Moral Theology I <i>Formation: Youth Ministry</i>
March 10-11, 2012*	Sacramental Theology - Eucharist <i>Formation: Baptism Preparation</i>
April 14-15, 2012* <i>Evaluations from parish, etc. due.</i>	Sacramental Theology -Eucharist <i>Formation: Evangelization / RCIA Ministry (Sat 9am-11am)</i>
May 19-20, 2012 <i>Turn in binder.</i>	Liturgy Practicum I <i>Formation: Theological Reflection</i>
June 9, 2012*	Retreat / Day of Recollection – DeWitt
July 8, 2012	Installation as Acolyte – Ft. Madison
July 15-21	Homiletic Intensive at St. Meinrad
TBA	Continuing Formation for Diocesan Deacons
TBA	Spanish Intensive

Daily Schedule

SATURDAY		SUNDAY	
8:00	Arrival	8:00	Arrival
8:15-8:30	Introduction / Announcements	8:15-8:30	Introduction / Announcements
8:30-9:00	Morning Prayer	8:30-9:00	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)	1:00-3:00	Instruction (2)
3:00-5:00	Formation (2) ¹	3:00-3:30	Admin (if needed)
5:00-6:00	Eucharist		
6:00-7:00	Dinner		
7:00-7:30	Evening Prayer		
7:30-9:30	Instruction (2)		

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 MPTH 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. Families are therefore invited to join us for meals and liturgy; child care during the weekend is arranged among the families involved.

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.

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

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 (unless otherwise stated)

For Pastoral Care (as for last year):

Gerkin, Charles. *An Introduction to Pastoral Care*. Nashville, TN: Abingdon Press, 1997. ISBN# 978-0-6870-1674-7
Ramshaw, Elaine. *Ritual and Pastoral Care*. Minneapolis: Fortress Press, 1987. ISBN# 978-0-8006-1738-7
Moessner, Jeanne Stevenson. *Through the Eyes of Women*. Minneapolis: Fortress Press, 1996. ISBN# 978-0-8006-2928-1
Zurheide, Jeffrey. *When Faith is Tested: Pastoral Responses to Suffering and Tragic Death*. Minneapolis: Fortress Press, 1997. ISBN# 978-0-8006-2978-6

For Introduction to Liturgy / Sacramental Theology I / Liturgy Practicum I:

(some will also be used for Sacraments II and Liturgy Practicum II)

Adam, Adolf. *Foundations of Liturgy: An Introduction to Its History and Practice*. (available through Program)

Chauvet, Louis-Marie. *The Sacraments: The Word of God at the Mercy of the Body*. Collegeville, MN: The Liturgical Press, 2001. ISBN-13: 978-0814661437

ICEL. *The Rites I*, revised edition. Collegeville, MN: The Liturgical Press, 1990. ISBN-13: 978-0916134150

ICEL. *Appendix to the Order of Christian Funerals: Cremation*. Collegeville, MN: The Liturgical Press, 2000. ISBN-13: 978-0814625149

Irwin, Kevin. *Models of the Eucharist*. Mahwah, NJ: Paulist Press, 2005. ISBN-13: 978-0809143320

Martinez, German. *Signs of Freedom: Theology of the Christian Sacraments*. Mahwah, NJ: Paulist Press, 2004. ISBN-13: 978-0809141609

Mitchell, Nathan. *Meeting Mystery: Liturgy, Worship, Sacraments*. Maryknoll, NY: Orbis Books, 2006. ISBN# 978-1-57075-674-0

Vatican II. *Constitution on the Sacred Liturgy* (Sacrosanctum concilium). Other ecclesial documents, such as the GIRM. [available on-line or as part of a collection, such as Liturgy Documents Volume 1 from LTP or the Vatican II documents]

Recommended:

Baldovin, John F. *Bread of Life, Cup of Salvation*. Lanham, MD: Rowman and Littlefield Publishers, Inc., 2003. ISBN-13: 978-0742531796

Ditewig, William. *The Deacon at Mass*. Mahwah, NJ: Paulist Press, 2007. ISBN-13: 978-0809144655

For Johannine Literature:

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

Recommended:

Martyn, J. Louis. *History and Theology in the Fourth Gospel* (revised and expanded). New Testament Library. Louisville, KY: Westminster John Knox Press: 2003 (3rd ed). ISBN-13: 978-0664225346 (Reprint, Presbyterian Publishing, 2008)

For Homiletics:

To be read before the weekend course:

DeBona, Gueric. *Preaching Effectively, Revitalizing Your Church: The Seven-Step Ladder Toward Successful Homilies*. Mahwah, NJ: Paulist Press, 2009. ISBN-13: 9780809146024

Egan, Harvey D. and James Wallace, eds. *Preaching in the Sunday Assembly: A Pastoral Commentary on "Fulfilled in Your Hearing."* Collegeville, MN: The Liturgical Press, 2010. ISBN-13: 9780814633465
(this book contains the US Bishop's *Fulfilled in Your Hearing* as an appendix, which is to be read for the weekend course)

Stern, Rick. Study guide for video series, *Preaching for Today...and Tomorrow* (available through the Program; to be handed out at weekend session)

To be read in preparation for the summer intensive:

Wallace, James A. *Preaching to the Hungers of the Heart: The Homily on the Feasts and Within the Rites*. Collegeville, MN: The Liturgical Press, 2002. ISBN-13: 9780814612248

Wilson, Paul Scott. *Four Pages of the Sermon: A Guide to Biblical Preaching*. Nashville, TN: Abingdon Press, 1999. ISBN-13: 9780687023950

For Moral Theology I:

Pinckaers, Servais, O.P. *Morality: the Catholic View*. South Bend, IN: St. Augustine's Press, 2001. ISBN: 1-58731-515-7

MacIntyre, Alasdair. *After Virtue*, 3rd edition. Notre Dame IN: University of Notre Dame Press, 2006. ISBN: 0268035040

Additional readings from magisterial documents and St. Thomas Aquinas will be assigned.

RETREAT

Between the third and fourth years of Candidacy, the candidates and their wives will take part in a retreat day. The retreat will focus on the Eucharist, and is scheduled for June 9 at St. Joseph in DeWitt.

TESTING

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

PREACHING

Continuing this year, the candidate assigned to lead the Liturgy of the Hours will also preach. The primary text used for preaching will be one of the Sunday readings (Sat AM Prayer = 1st reading; Sun PM Prayer I = 2nd reading; Sun AM Prayer = gospel). Approximately four minutes in length, these reflections should follow a homiletic form of preaching and be addressed to the formation community. A transcript of the preaching (with bibliography) should be submitted on the day of the preaching event. The Formation Team, and those in formation, will provide written feedback.

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 1½ hours per day for 10 weekdays.

(2) 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 or use a home-study course (such as the CD set purchased by the Program or Rosetta Stone). 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.).

THE DIACONAL COMMUNITY

At this point, the candidates should begin to participate in activities with the wider diaconal community. Each candidate should plan on attending *at least one* gathering of the diaconal community (fall retreat or continuing formation day) before ordination. The retreat is scheduled for October 14-16 this year.

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 IV

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.

In addition, each candidate will complete a brief evaluation form on each of his classmates. The Director will collate these evaluations and present a summary to each candidate. The individual evaluations are not seen by the candidates. See Tab 9D.

Interviews with the Director of Formation will take place at the chancery on the following Saturdays in 2011: March 17, 24, and 31. Each couple will schedule a 1.5-hour appointment; a sign-up sheet will be provided.

Interviews with the members of the Admissions and Scrutinies Committee will take place on the following Sundays in 2011: June 17 and 24. 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 each page, you will find a space to jot down any notes that you might find helpful in formulating your formation plan.

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 Liturgy

Date: August 13-14, 2011

Title: Intro to Liturgy – Part 1

Faculty: Dc. Frank Agnoli, MD, DMin

Description: This course introduces students to the communal prayer of the Church and the historical development of liturgical practices. Topics addressed include: the concept of communal prayer, sign and symbol, liturgical time, and sacramentality.

The second weekend traces the theological, historical, pastoral and practical development of the Sacraments of Initiation: the RCIA, Baptism for infants, and Confirmation.

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:

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

Sign up for liturgical ministries.

A Note on the Liturgy of the Hours and Mass:

It is expected that you are celebrating 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 (and preaching at) our praying of the Hours in common and in ministering at our weekend Mass together.

Even if the student does not preach from a manuscript, a manuscript (including bibliography) is to be handed in on the day of the preaching event. The staff and candidates will provide written feedback.

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

Formation Session

Date: August 13, 2011

Topic: Suicide / Trauma / Death Notification

Presenter: David Turner (Genesis)

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

2. Introduction to Liturgy

Date: September 10-11, 2011

Title: Intro to Liturgy – Part 2

Faculty: Dc. Frank Agnoli, MD, DMin

Description: See August entry.

Tasks to be accomplished before next session:

Formation Session

Date: September 10, 2011

Topic: Mental Health / Addictions

Presenter: Michael Robinson (Genesis)

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

3. Pastoral Care

Date: October 8-9, 2011

Title: Pastoral Care — Part 2

Faculty: Rev. Becky David

Description: This course examines the theological foundations of pastoral theology, care and counseling. Pastoral care and counseling are viewed as theological tasks rooted in the Christian tradition and an important activity of the church and its ministries. The course uses the perspective of the human sciences to provide insight into the task of pastoral care. Issues regarding professional boundaries and knowing when to refer for specialized care will be covered. In order to allow for the development of skills over time and for the opportunity for fruitful reflection, the course will be offered in two parts.

Tasks to be accomplished before next session:

Formation Session

Date: October 8, 2011

Topic: Crisis Ministry, incl. Perinatal/Neonatal Loss

Presenter: Becky David

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

4. The Johannine Literature

Date: November 12-13, 2011

Title: Johannine Literature

Faculty: Micah Kiel, PhD

Description: This course will offer an exploration of the unique voice offered by John in the New Testament canon. It will examine the specific theological argument made by this author, and analyze the place of Johannine Christianity within the diversity of Christianities in the first and second century, especially as traced into the Johannine Epistles.

Tasks to be accomplished before next session:

Formation Session

Date: November 12, 2011

Topic: Prison Ministry

Presenter: Dc. Tom Lang and Dc. Bill Hickson (Archdiocese of Dubuque)

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

5. Homiletics

Date: December 10-11, 2011

Title: Homiletics

Faculty: Rick Stern, PhD (St. Meinrad)

Description: This course covers theoretical aspects of liturgical preaching including the definition of the homily, the place of the homily in liturgical celebration, methods of preparation and sources for material.

Candidates also participate in a workshop in which they will develop, deliver, and critique homilies. This workshop will take place on the St. Meinrad campus on July 15-21, 2012.

Candidates are reminded that they will be responsible for the room and board, and travel, portion of the homiletic intensive.

Tasks to be accomplished before next session:

Formation Session

Date: December 11, 2011 (NOTE: Sunday, 1-3pm)

Topic: Chant II

Presenter: David Pitt, PhD

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

6. Moral Theology I

Date: January 14-15, 2012

Title: Moral Theology I – Part 1

Faculty: Fr. Bud Grant, PhD

Description: This course introduces the basic principles of Catholic moral theology. It includes ethical theories as well as topics concerned with individual moral development such as the virtues, character, conscience, moral decision making, and the use of scripture in the Catholic moral tradition. Issues in human sexuality will be discussed in reflection upon official Catholic teaching and current theological discussion. A pastoral approach will be emphasized.

Tasks to be accomplished before next session:

Schedule interview with Director.

Formation Session

Date: January 14, 2012

Topic: Dying Care / Hospice / Advance Directives

Presenter: Jeanne Olsen (Genesis)

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

7. Moral Theology I

Date: February 11-12, 2012

Title: Moral Theology I – Part 2

Faculty: Fr. Bud Grant, PhD

Description: See January entry.

Tasks to be accomplished before next session:

If not already done, schedule interview with Director.

In particular, Tabs 6 and 7 need to be completed before the interview with the Director.

Sign up for interviews with Admissions and Scrutinies Committee.

Formation Session

Date: February 11, 2012

Topic: Youth Ministry

Presenter: Pat Finan

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

8. Sacramental Theology I

Date: March 10-11, 2012

Title: Sacraments I – Part 1 (Sacraments of Initiation)

Faculty: Dc. Frank Agnoli, MD, DMin & Dr. Corinne Winter, PhD

Description: This course will focus on the Eucharist. The course will focus on the structure and functions of the various elements of the Mass (including the Eucharistic Prayer), the historical development of the Eucharist (including the development of liturgical books, vessels, music, ministries, art, architecture, and of the liturgical year). Special attention will be given to the development of the theology of the Eucharist and on the Church's teaching on the real presence of Christ in the sacrament.

Tasks to be accomplished before next session:

Get evaluation forms to pastor, parish council president, mentor, and spiritual director and having them returned to the Director by April 15.

Complete peer evaluations.

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

Prepare for next month's Formation Session on Theological Reflection (instructions will be handed out).

Formation Session

Date: March 10, 2012

Topic: Baptism Preparation

Presenter: Dc. Jeff Schuetzle

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

9. Sacramental Theology I

Date: April 14-15, 2012

Title: Sacraments I – Part 2 (Eucharist)

Faculty: Corinne Winter, PhD

Description: See March entry.

Tasks to be accomplished before next session:

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

Formation Session

Date: April 14, 2012 (NOTE: 9-11AM)

Topic: Evangelization / RCIA

Presenter: Tammy Norcross

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

10. Liturgy Practicum I

Date: May 19-20, 2012

Title: Liturgy Practicum I

Faculty: Dc. Frank Agnoli, MD, DMin

Description: These practica (I and II) are designed to acquaint the permanent deacon candidate with the basic skills and a level of comfort needed to perform liturgical ministry in different circumstances. This formation includes use of liturgical books, planning and executing liturgies, liturgical norms and guidelines for the diocese and use of vessels and vesture. Specific ritual actions addressed include: liturgical proclamation, assisting at Eucharist, baptism, R.C.I.A., marriage, wakes, and funeral services.

Needed Materials:

Turn in Candidacy binder.

Tasks to be accomplished before next session:

Complete anything left unfinished.

Ensure that any outstanding evaluations have been requested.

Formation Session

Date: May 19, 2012

Topic: Theological Reflection

Presenter: Staff

This space is for taking down any notes that you might find helpful later in formulating your formation plan (Tab 7). You may want to note down what particularly struck you about this session or of what area of possible growth the presentation made you aware.

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 April 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 April 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
780 W. Central Park Avenue
Davenport, IA 52804-1901

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).

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. 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.
7. 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 April 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.

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 April 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

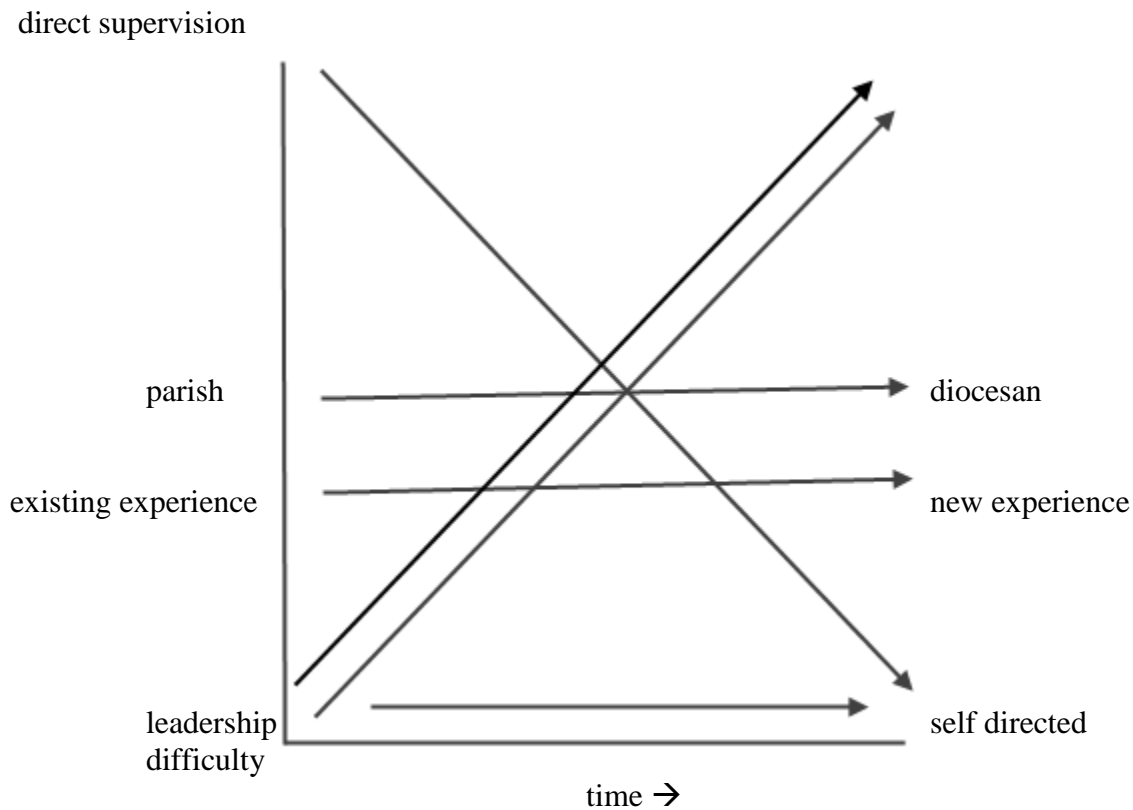
Tab 4: Pastoral Field Education

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.

INTERIM GUIDANCE REGARDING CONFIDENTIALITY AND PRIVACY ISSUES

General Principles

The first principle is that the right of confidentiality in clerical privilege belongs to the client (person being served). This is the only protection in the law, and only the client may waive the privilege. The cleric can invoke the privilege if called upon to testify.

Two important factors need also be considered:

1. The privilege applies only to conversations within the professional context of the cleric's ministry.
2. If a person comes to you and has someone with them that they expect to participate in the conversation, that conversation is not protected. If the third person is an employee of the cleric necessary to the communication the conversation remains protected (e.g., a translator or someone present to protect yourself).

Specific Applications

Prayers of Intercession and Related Matters

While the HIPPA laws do not specifically apply to parishes and church ministers, it is important to be aware that any personal information published in parish bulletins (and websites) or announced from the pulpit (or sent by e-mail) can be misused. Therefore, in order to protect our people, we recommend the following:

1. Do not presume consent for publishing personal information. For example, if you are going to publish a directory make sure that you have permission to list any and all information. If you are in the practice of publishing ministry schedules, make sure people know that that is part of volunteering... This issue is especially important when it comes to children... Be especially careful with publishing addresses and phone numbers.
2. If you are going to publish a "prayer list," do NOT list the reasons for the prayer request—even in a generic way. Even to say that someone is "sick" can lead to problems; better to simply state that they have requested prayer.

What if someone requests that specifics be mentioned? If they are speaking for themselves, and understand the risks, then please use your best judgment. I would think that the safest course would be to have a set practice to not include specifics; that way, there is no differentiation between persons or an impression given that someone is getting "special" treatment.

The parish has control over what goes in the bulletin and what is prayed at the prayer of the faithful; inclusion can be monitored both for appropriateness of content as well as for consent (see below). We lose that control and oversight if we have a "book of intentions" that anyone can write in... or if we open up the intentions for anyone to speak. For that reason, among others, we would recommend staying away from such practices.

Likewise, listing someone as hospitalized could lead to them becoming a target for burglary; thieves can easily find their address and then access the empty house.

3. Consent is an important issue. Who can request inclusion on a prayer list? Certainly the person him- or herself is able to do so. The consensus of those we consulted is that immediate family can give permission, especially if the ill person is a member of the parish. It becomes fuzzy if someone is requesting prayers for a non-parishioner. It would be prudent to ask any person making a request for inclusion: Does the person you are asking us to pray for know that you are making this request? Did you get permission?
4. Death terminates any privacy rights, so listing the deceased should be OK. However, do not list addresses – it is like

giving an invitation to thieves who know when the house will be empty for a funeral. A caveat here: while privacy rights are terminated after death, to our knowledge privilege communications are not (we will research this matter further).

Mandatory Reporting

Child Abuse

Clergy are not mandated reporters of child abuse under Iowa Law. However, clergy are mandated reporters in our neighboring states (IL, MN, MO, WI), and case law is ever-developing. More importantly, our own diocesan policy creates an expectation that clergy will report child abuse; in other words, reporting child abuse is mandatory for clergy of our diocese according to our own policies.

Dependant Adult Abuse

Here, as in regards to child abuse, clergy are not mandated reporters. However, the IA Code says that any “outreach worker” *is* a mandated reporter. There is no specific case law yet testing if a cleric visiting someone in a nursing home or in their homes would be treated as such. More importantly, as with child abuse, there is a moral responsibility incumbent on the cleric in these situations, although there is no specific treatment of this issue in diocesan policy.

Domestic Violence

At this point, we are not aware of a mandatory reporting requirement in terms of domestic violence. This will be researched and you will be updated later.

Someone who is a Danger to Self or Others.

In cases where someone has expressed a desire or plan to harm themselves or others, the minister is not required to keep such information confidential. The minister ought to arrange for whatever is necessary to ensure the safety of the individual and any potential victims, including the summoning of law enforcement.

Formation Programs

The formation of ministers requires that those in formation have the opportunity to reflect on their ministerial experiences with their supervisors.

At the same time, as both supervisors and students, we have a responsibility to protect the privacy and confidentiality of those we minister to and with.

In reporting ministerial encounters, it is important to distinguish between intra-agency and inter-agency sharing of information. In the typical Clinical Pastoral Education (CPE) program, individuals see patients/clients and then report to supervisors within the same agency. Such intra-agency sharing of information (for example, in the form of a verbatim) is permissible. However, Inter-agency sharing of that same information is not.

On the one hand, it can be argued that students in formation are acting as part of the diocese (not as part of individual parishes or agencies). As such, any reporting back in the context of formation would be intra-agency communication and protected. On the other hand, given the current climate in which the Church operates, and the strenuous argument put forth by the Diocese in claiming that parishes are entities separate from the Diocese, there is a risk involved that the courts will consider such reporting to be inter-agency communication.

That risk is lessened if, in the case a verbatim is used, the student obtains the consent of the one receiving pastoral care. (Oral consent is sufficient; written would afford more protection but not absolutely so.) That risk is also lessened if a different form of reporting the event is used, such as a narrative. In all cases, any identifying information must be removed.

Therefore, the following will be required for reports of ministerial encounters:

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

1. All identifying information must be removed from the account.
 - a. Clearly, those specific items that identify someone such as name and address and specific place of work cannot be included.
 - b. Facts not relevant to the discussion but that might help identify the person should not be included. For example, that the person is one of 10 children may have nothing to do with the conversation or it may be a critical factor. The type of work that the person does may or may not be relevant. The specific diagnosis may or may not be important, while the fact that the diagnosis carries a terminal prognosis certainly is. Age and gender usually are and ought to be included.
 - c. In other words, limiting the number of facts means that the confidence is more secure, of course common sense needs to be used since limiting all facts would mean no verbatim.
 - d. Special care should be used in caring for the reports. Accidental disclosure could be caused by a lost notebook or a draft of a report being placed in the recycling bin instead shredding it.
 - e. Please keep in mind that in a small community very few facts are needed to identify someone, and you don't always know what information your potential audience may already have.
2. If a verbatim format is used, the consent of the patient/client must be obtained. Oral consent suffices. A note at the bottom of the report that such consent was obtained must be included with the report. Alternatively, written consent can be obtained – using a form separate from the verbatim and then kept in the student's permanent file at the diaconate office.
3. All verbatim reports are to be destroyed once they are returned by the professor.
4. Specific consent for using a narrative account is not required (for example, in the case of theological reflection).
5. These materials are not to be transmitted electronically.
6. Even though such experiences are often the most fruitful in terms of learning, if the encounter with the patient/client is in any way contentious (or if it deals with particularly sensitive or controversial matters – for example, a past abortion) it should not be used for a verbatim in this context.

Sample Script:

At the beginning of the visit, make sure that as you introduce yourself you inform the patient/client that you are in the deacon formation program. At the end of the pastoral visit, you can say to the patient/client something like this: “Thank you for the opportunity to visit with you. Since I am learning to be a deacon, it would be very helpful for me to share what we talked about with my teacher and fellow students. I would not identify you or anyone else that we have talked about in any way. Anything I write would be destroyed at the end of class, so no record would be kept. Would that be OK?” You could then add at the bottom of the paper: “The patient/client gave his/her verbal consent to sharing this material in the context of the Deacon Formation Program of the Diocese of Davenport.”

Sample Written Consent

I, _____, agree to allow the conversation that I have had with [NAME OF CANDIDATE] to be shared with others in the context of the Deacon Formation Program. I understand that any identifying information will be removed from the account and that, otherwise, this material will be kept confidential. I understand that the written report submitted by [CANDIDATE] will be destroyed at the conclusion of the class.

Signature: _____

A Note on Electronic Communications

One must treat any document transmitted electronically as potentially public. Therefore particular caution is called for when sending requests for prayer or class assignments that reflect ministerial encounters via the internet.

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 III)

	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"/>
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"/>
Generations of Faith			<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grief support to families			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitat for Humanity			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Visits			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

	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"/>

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

	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.

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

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?

4. Any other comments regarding the field experience:

Local Supervisor's Portion

Name of Student: _____ Name of Supervisor: _____

1. Student's level of accountability / reliability

2. Student's ability to relate to others

3. Student's ability to work collaboratively in ministry

4. Student's openness to supervision

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

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

7. Student's areas of strength and weakness

8. Suggestions for continued growth

9. Any other comments regarding the field experience:

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 readers 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 April 15.

Assignment:

1. Please list the parish ministries in which you are involved on the Ministry Table of Tab 4 (pp.49-52).
2. *Briefly* reflect on your experiences as a lector. 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.

Resources that you might find helpful for this ministry include:

Guide for Lectors by Virginia Meagher and Paul Turner, LTP (2006), ISBN # 978-1-56854-607-0.

The Ministry of Lectors, 2nd edition, by James A. Wallace, CSsR, Liturgical Press (2004), ISBN # 978-0-8146-2953-6.

Place reflection paper here.

Tab 6: Testing

PROFILES OF MINISTRY (PoM)

1. Please place a copy of your PoM results behind this page.
2. Last year, you completed an Intentional Growth Form (IGF) as part of your work with the PoM. Please place a copy of your Form behind this page as well.
3. 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 your formation plan (see instructions on page 80).

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:

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

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:

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

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:

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

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:

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

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 formation²

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

Comments:

² 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

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

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 ministry³ -5...-4...-3...-2...-1...0...1...2...3...4...5

Comments:

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

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

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:

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

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:

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

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:

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

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 III)

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

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

To apply appropriate managerial principles and administrative skills to design, implement, and coordinate programs⁴

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

Comments:

To minister ethically and in keeping with canon and civil law⁵

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

Comments:

⁴ 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

⁵ 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”⁶ -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:

⁶ 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:

Instructions for Formation Plan

First, write one paragraph summarizing how you met (or didn't meet) your formation goals for last year. You may want to refer to the notes you took after each formation session, to your Intentional Growth Form (IGF), and to the essay you wrote as part of Tab 7 in last year's handbook—as well as to any issues identified by the formation team or director for attention.

Next, address what your formation goals are for the coming year. You should refer to the notes you took after each formation session, to your conversations with your mentor, to your new IGF, and to your answers and comments above—as well as to any feedback that you have received from your pastor, field placement supervisors, or others.

You may find it helpful to take notes as the year progresses rather than waiting to the last minute to put this all together.

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 83 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.

Background checks are repeated every 5 years; this means that for most Candidates the background check will be repeated next year. For some, it will be done this year.

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 where you see this arrow  on Forms 2 and 3: Authorization for Release of Dependant Adult Abuse and 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 where you see this arrow  on Forms 2 and 3: Authorization for Release of Dependant Adult Abuse and Authorization for Release of Child Abuse Information

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, 780 West Central Park Ave., Davenport, IA 52804-1901. **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 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 Candidate 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. **August 2010**

Tab 9: Candidacy

Introduction

By and large, the structure and schedule followed this year will also be used in the fourth year of Candidacy. Interviews during Year III will include the Director and the Admissions and Scrutinies Committee. Installation into the ministry of Acolyte 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 those 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 IV 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)
7. Summary of Peer Evaluations (9D)
8. Handwritten letter from the Candidate, addressed to the Bishop:
“The candidate handwrites his request to be admitted to the specific ministry. This request must be composed by the candidate personally, written out in his own hand; it ‘may not be copied formulary, or worse, a photocopied text’ (CL, Enclosure II, 1).”

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 April 15.

Installation into the Ministry of Acolyte

If accepted, the candidate will be invited to celebrate the Rite of Installation into the Ministry of Acolyte. The rite is scheduled for Sunday, July 8 at Holy Family Parish (SS. Mary & Joseph Church), Fort Madison, at 11:00 a.m. A reception will follow.

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

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

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

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

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

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

I understand that the decision for me to be accepted or not accepted for 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

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

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 April 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 April 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

9D: Peer Review Form – Instructions

Please make enough copies of the Peer Review Form so you can complete one for each of your classmates.

We are not asking for an extensive evaluation; rather, give your impression of whether or not you think this individual would make a good deacon or not (#1) and then give a brief listing of what you think this person's strengths (#2) are and where this person needs to grow (#3). These answers should be no more than 1-2 lines long.

The completed forms need to be returned to the Director by April 15.

The Director will collate the results and return them to each candidate. The original forms will not be seen by the candidates.

It is imperative that you are completely honest in your evaluations; constructive criticism is an important part of formation for any ministry.

9D: Peer Review Form

Instructions:

Please complete one for each member of the class. The results will be kept anonymous and shared with the candidate only as a composite of all responses.

Name of Candidate being reviewed: _____

Name of Peer Reviewer: _____

1. Based on my knowledge of the candidate and his wife (if applicable) my evaluation regarding the above-named Candidate is:

- He would make an excellent deacon**
- He would make a good deacon**
- He would NOT make a good deacon**

2. Briefly, what are strengths/gifts that this person would bring to the diaconate?

3. What specific / concrete suggestions would you have for his continued growth / improvement?

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:

If you were admitted conditionally to Candidacy Year III, 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^h Degree Program

Enrolled in Certificate Program

Taking / attending selected courses:

	For continuing formation credit	For personal enrichment (no cost)
Pastoral Care II (1 Cr)	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to Liturgy (2 Cr)	<input type="checkbox"/>	<input type="checkbox"/>
Johannine Literature (1 Cr)	<input type="checkbox"/>	<input type="checkbox"/>
Homiletics (1 Cr)	<input type="checkbox"/>	<input type="checkbox"/>
Moral Theology I (2 Cr)	<input type="checkbox"/>	<input type="checkbox"/>
Sacramental Theology I (2 Cr)	<input type="checkbox"/>	<input type="checkbox"/>
Liturgy Practicum I (1 Cr)	<input type="checkbox"/>	<input type="checkbox"/>

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: 2011-2012 (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

Perinatal/Neonatal Loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health/Addictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide/Trauma/Death	<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"/>
Chant II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dying Care / Hospice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prison Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baptism Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theological Reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evangelization / RCIA	<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 III)

Helpful - - - - - Not Helpful

Academic Classes

Intro to Liturgy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pastoral Care (part 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johannine Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homiletics						
Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral Theology I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sacraments I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liturgy Practicum I	<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: 2011-2012 (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

Perinatal/Neonatal Loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health/Addictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide/Trauma/Death	<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"/>
Chant II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dying Care / Hospice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prison Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baptism Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theological Reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evangelization / RCIA	<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 III)

Helpful - - - - - Not Helpful

Academic Classes

Intro to Liturgy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pastoral Care (part 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johannine Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homiletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral Theology I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sacraments I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liturgy Practicum I	<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