



## Diocese of Salt Lake City

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### Personal Assessment of Ministry/Canonical Appointment

#### 2024 - 2025 Survey

At ordination, Deacons promise to provide an annual personal assessment of ministry. In accord with this commitment prayerfully consider the following:

- To attend Continuing Formation Programs required by the Office of the Permanent Diaconate and other approved alternative programs at a rate of twenty (20) hours per year. (The Annual Convocation of Deacons, any other archdiocesan sponsored programs, online certificate programs, or other types of formation experiences)

*In the last year, in what personal, spiritual and professional formation programs have you participated? Please list:*

- To formulate, execute and maintain a current *Contract of Understanding* document with the Pastor and/or ministry of assignment that establishes mutual understanding and delineates the responsibilities, functions, and duties that apply to the service undertaken. This memorandum is to be updated on an annual basis and as substantive changes occur in ministry responsibilities. It is to be collaboratively reviewed by both deacon and pastor as part of the ongoing self-assessment process.

*Have you spent sufficient time in dialogue with your pastor and in personal reflection in light of this document?*

*Have you reviewed and updated your Contract of Understanding in the past year? If not why?*

- To participate in an annual spiritual retreat for deacons and/or other approved retreats.

*Have you participated in an annual spiritual retreat in the past year? Where and when? If not, explain why and offer the remedy for compliance.*

- To engage in ongoing Spiritual Direction.

*It is suggested that a frequency of every 4 – 6 weeks provides reasonable continuity for engaging with a Spiritual Director.*

- To recite every day at least part of the Divine Office (Liturgy of the Hours); be reminded that morning and evening prayer are obligatory for all deacons.

*Do you pray the Divine Office (Liturgy of the Hours) daily for the Church and the world?*

- All deacons at the age of 70 or over are to submit a letter of retirement. If you are still serving, please fill out the form and let us know what ministries you are doing. At the age of 70, a deacon should begin dialogue with his pastor to consider whether to request an extension of the canonical appointment and to plan for the future. An updated Contract of Understanding (COU) will be required before an extension of the canonical appointment is granted.
- If you are a permanent deacon approaching the age of 70, we need a letter of retirement.

*If you have already attained the age of 70, have you submitted your annual letter of retirement as required? Do you intend to ask for an extension of your appointment?*

- Prayerfully reflect on the following questions.

*(Written answers are not sought for the following questions, but your discernment should inform the checked statement in the next section.)*

- ✓ Since Charity is the charism most indicative of the ministry of deacon, how am I engaged in the ministry of charity?
  - ✓ Am I open to the needs of the Church in a new appointment?
  - ✓ Is there a greater need for service in another parish or ministry?
  - ✓ Is God inviting me to request a new appointment?
  - ✓ Am I content in my current assignment?
  - ✓ Am I effectively serving the people of the community?
  - ✓ How is my relationship with the Pastor, staff and people of the community?
- Based upon your reflection on the above questions, check the statement that most accurately expresses your desire.

\_\_\_ I am pleased with my current appointment, but I am willing to serve where the need exists.

\_\_\_ I prefer to be considered for a new appointment.

\_\_\_ I prefer to remain in my present assignment.

### **What is your status as a Deacon**

- Fully Active
- Semi-Active
- Retired with Faculties
- Retired without Faculties

**What is your ethnicity?**

- Hispanic/Latino
- Asian/Pacific Islander
- Black
- Native American
- Anglo
- Other (Please indicate)
- Prefer not to answer

**What is your highest level of education:**

- Less than High School
- High School/GED
- Associate Degree
- Bachelor Degree
- Masters Degree
- Doctorate

**If you have a college degree(s), is it in Theology, Religious Studies, Pastoral Ministry, Pastoral Administration, or other area related to Church ministry? If so, please indicate below.**

*Please return this form by September 13, 2024, via e-mailed to [mirnagomez@dioslc.org](mailto:mirnagomez@dioslc.org)*

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

