Deacon Annual Report – **2022**

Deacon:

\*Address:

\*Phone: home cell

\*Email:

Parish assignment:

Address: phone:

Supervising Priest:

Primary area(s) of ministry:

Liturgical ministry – check all that apply

\_\_\_\_\_ in-person worship

\_\_\_\_\_ pre-recorded service using \_\_\_\_\_\_\_

\_\_\_\_\_ outdoor worship

\_\_\_\_\_ weekday services (Morning Prayer, etc.)

\_\_\_\_\_ have not been involved

Comments:

Continuing education experiences related to ministry during 2022 (workshops, classes, conferences, webinars)

Plans for continuing education in 2023:

Diocesan committee service:

Frequency of meetings with supervising priest (or other supervisor)

\_\_\_\_\_ weekly

\_\_\_\_\_ monthly

\_\_\_\_\_ quarterly

\_\_\_\_\_ other

Comments:

Letter of Agreement reviewed \_\_\_\_ no \_\_\_\_yes \_\_\_\_\_\_\_\_\_\_\_\_\_ date of review

Changes made:

Concerns to share with the Bishops:

Anticipated changes in assignment or ministry:

Changes in personal/family/job that the Bishops should be aware of:

Other concerns or comments:

Please include an evaluation by your priest or other supervisor of your ministry.

The supervising priest and deacon will meet to evaluate the deacon’s work annually. The supervising priest is asked to write a paragraph evaluating the deacon’s efforts in the parish. Areas of success and those in need of work may be mentioned, as needed. At the completion of the evaluation session, the priest and deacon are asked to sign the evaluation.

A review of the Letter of Agreement is also appropriate on an annual basis. If minor changes need to be made, i.e., time commitment, monies offered, minor alternations to parish duties, the changes may be written in and both priest and deacon may initial the changes. If major changes are made, the suggestion is to create a new letter and send to the Archdeacon for the Bishop’s signature. Please be sure that Priest, Deacon and Senior Warden all sign the new agreement. Changes may also be made with an addendum to the original Letter of Agreement, but please be sure a copy of the original letter accompanies the addendum.

\**Please note if these are new since the last annual report*