

Retired Deacon Ministry - Pastor's Evaluation

Deacon _____ Parishes/Cities _____

Pastor _____

From the Clergy Retirement Policy (§II-7200)

Priests and deacons of the Diocese of Davenport may apply to retire when they reach their 70th birthday. Priests and deacons of the Diocese of Davenport must submit a letter of resignation from office when they reach their 75th birthday.

For deacons: Synod V states: *"If a deacon wishes to continue in active ministry after he reaches retirement age, he may request permission from the Bishop to do so. After consultation with the deacon's wife, the pastor or supervisor, and the permanent diaconate director, the Bishop will approve or deny the deacon's request."*

If a priest or deacon wishes to continue past the age of 75, there would be a review at that time and each year thereafter.

The review for a deacon would be made by the Director of the Diaconate, the Chair of Deacon Council (or his designate) and the Vicar for Clergy. A recommendation would then be given to the Bishop. Consultation should include his pastor.

A priest or deacon who is fully retired is welcome to attend all Clergy Days, Institutes and Convocations without any personal expense. If the priest or deacon is still actively assigned to a parish after 70, the expense to said events will continue to be paid by the parish.

Practical considerations

Each deacon's ability to continue in diaconal ministry after retirement should be evaluated while also considering the needs of the Diocese. As an individual ages, his ability to function may be compromised due to physical or mental changes. Some deacons do not recognize these changes in their ability to function as these changes may develop slowly over time. Deacons and pastors should be consulted to assist a deacon in making the necessary changes in his ministry activities which are in his best interest and the interest of the Diocese.

A retired deacon will consult with his pastor and the Director of the Diaconate annually or at any time his ministerial activities need to be adjusted due to health changes. The Director of the Diaconate will monitor the renewal for the mutual benefit of the parties involved.

Pastor: Please complete the following evaluation. This information will be used by the Director of the Diaconate and the Bishop in evaluating changes in diaconal ministry in addition to consultation with pastor(s). Send the completed self evaluation to the Director of the Diaconate not less than three weeks before the next evaluation date.

Please check the proper response and add comments as needed for each question.

1) He has difficulty hearing other people at times.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

2) He has trouble reading texts at times.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

3) He has difficulty walking at times.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

4) He has difficulty navigating steps:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

5) He needs to steady himself when on his feet:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

6) He finds it more difficult to be heard and understood when proclaiming the Word or reading from texts:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

7) He has difficulty driving at times:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Rarely	Somewhat		Often	

Comments: _____

Other Concerns: _____

Degree of comfort performing the following liturgical actions:

8) Proclaiming the Word during Mass:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

9) Assisting the Presider at Mass:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

10) Distributing Eucharist at Mass:

Host:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

11) Distributing Eucharist at Mass:

Cup:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

12) Celebrating the Rite of Baptism:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

13) Assist or lead Vigil services, Funerals and Burials:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

14) Celebrate Rite of Matrimony:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

15) Assist or lead Exposition, Adoration and Benediction liturgies

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

Degree of comfort performing the following ministry of charity duties:

16) Visiting sick, home bound and hospitalized parishioners:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

17) Ministry of charity activities outside the parish:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

Please identify specific activities: _____

Degree of comfort performing the following ministry of Word duties:

18) Sacramental preparation: (baptism, first communion, confirmation, marriage)

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

Please identify specific activities: _____

19) Preparing and preaching homilies:

Rarely comfortable Somewhat comfortable Often comfortable
Frequency: weekly biweekly monthly quarterly other _____

Comments: _____

This completed evaluation should be reviewed with the deacon to discuss any problem areas which have been identified. Consulting with the deacon can help you make any necessary changes in his ministry activities which meet the needs of your parish. List problem areas identified in the pastor/deacon meeting. Use additional sheets as needed:

A copy of completed self evaluation should be sent to the Director of the Diaconate.

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Deacon: _____ **Date:** _____

Additional notes: