

Clergy Mentor Annual Report Form 1

**This form is to be completed and sent to the Holy Cross
Diaconate Program Coordinator preferably one month prior to
the second summer session
(Candidate not to receive a Copy)**

- Candidate and I have met and reviewed what he has learned from the Summer Sessions.**
- Candidate and I have met and agreed upon time commitments we both would give each month. I recognize that per the Diaconate Program guidelines the minimum time to meet is one hour per month.**
- Candidate and I have met, agreed upon and achieved most or all of our liturgical goals for this past year.**
- Candidate and I have met, agreed upon and achieved most or all of our Parish ministry goals for this past year.**
- Liturgical Skill Evaluation, on a scale of 1-5 with 5 being Excellent 3, being Fare, and 1 identifying the need for more focus and practice.**

1 2 3 4 5

- diaconal vesting (prayers, colors, knows Bishop/Priest/Deacon vestments)
- censuring (receiving the blessing, holding/swinging technique, and great censuring)
- proskomide (structure, preparation of liturgical vessels, and censuring)
- proper location of deacon during liturgy (at Altar, solea, pulpit, royal doors etc)
- small and great entrances (understands holding Gospel and holding Discos)
- diaconal litanies (understands cues for staying in tone/pitch)
- role of the deacon prior to the reading of the epistle (dialogs, censuring, etc)
- reading of the Gospel (where to place the orarion, knowing what is intoned)
- participation at the anaphora (understands Deacons role)
- preparation of the Chalice(s) (prayers, pouring Zeon, transferring gifts, etc)
- Communion (knows what to say, how to hold the chalice, spoon, and cloth)
- consuming of the gifts (Thanksgiving Prayers, how to clean vessels)
- proper storing of liturgical vessels (how vessels and covers should be placed)

Hospital Evaluation, on a scale of 1-5 with 5 being Excellent, 3 being Fair, and 1 identifying the need for more focus and practice.

1 2 3 4 5

- administering of communion (understands preparation and space constraints)
- care of portable communion
- acceptable prayers for shut-ins, the infirm, etc.
- anointing with oil (Holy Unction; blessed oil; oil from votive candles)
- appropriate pastoral care (Deacon role is understood per Priest Direction)

Candidate has participated in the following Services outside of Liturgy and Hospital visitations this year. Please Check all applicable

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Parish Athletics | <input type="checkbox"/> Dance Troupe |
| <input type="checkbox"/> Chanting | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Greek School |
| <input type="checkbox"/> Altar boy mentor | <input type="checkbox"/> Scouts Program | <input type="checkbox"/> Bible Study |
| <input type="checkbox"/> Funerals | <input type="checkbox"/> Weddings | <input type="checkbox"/> Baptisms |
| <input type="checkbox"/> Other _____ | | |

Candidate and I have discussed impediments that need to be addressed prior to ordination. Such as physical constraints that may not allow an ordained deacon to serve during Liturgy, and any canonical impediments.

I have reviewed the Pastoral Care Visitation Form this year (PCV Form only needs to be sent just prior to the candidate's final Summer Session)

I have Additional Comments I would like to make

Comments:

Candidates Name (Print) _____

Clergy Mentor (Print) _____

Clergy Mentor Signature _____ Date _____