

**Diocese of Alabama
Annual Deacon Report
2020**

To fulfill the requirement to send a report to the Bishop regarding your ministry service during the past year (beginning with Advent 2019, concluding with the last week of Pentecost 2020), please complete and submit the following form.

Please read carefully the instructions and form, complete the information, and submit form to the Archdeacon **before January 10, 2021.**

Send the completed form and letter to:

**The Ven. Marti Holmes
1109 26th Street South, # 4
Birmingham, AL 35205
or email to:
mholmes@holypostleshooover.org**

Instructions - Please note: All information on the form below will be included in an aggregated format Combined Deacon Report for the Bishops and hopefully included at Diocesan Convention. You are encouraged to include with this report a short letter to each Bishop sharing your diaconal work, joys, and challenges, so that you may thank Bishop Sloan and introduce yourself to Bishop G. These may be submitted in a sealed envelopes for confidentiality, if desired.

The numbers this year will be affected by the Covid Virus Pandemic, and so the form is made more basic. The form below includes rites and duties which you are ordained to perform, (as approved when required). Marriages, Liturgy of the Word with Communion from Reserved Sacrament, funerals, baptisms, and the daily offices are those **occasions of public worship** in which you were the **Officiant/or performed the rite.**

Name: _____ Active ___ Retired Active* ___ Retired ___
(*72 years or older, actively serving in parish or other ministry)

Parish: _____

If employed, where _____ Job Title: _____

Full time ___ or part-time ___

Parish/Worshipping Community Ministry:

Worship services where you served as Deacon (including Bishop Visitations and video/live stream services): # services _____
Sermons preached (# times preaching, not # sermons written): # _____

Rites/services where you served as officiant or performed the rite:

Baptisms performed	# _____
Marriages performed	# _____
Funerals conducted	# _____
Public Services of Liturgy of the Word with Communion from Reserved Sacrament	# _____
Daily Office services	# _____

Approximate your hours of service for the parish, diocese, community, etc. (including worship, formation, outreach, pastoral visits, preparation time for teaching or preaching, new types of working during the pandemic, etc.) *When calculating hours spent, please calculate preparation time for sermons, special services, formation classes and any meeting preparation time, along with the actual time in performing those functions. Add travel time for Bishop visitations. Use your informed judgement for estimating the time.*

Parish ministry: _____

Total Parish Ministry Hours/year # _____ Hrs

Diocesan Ministry:

Diocesan commissions, committees, events, functional responsibilities: _____

Total Diocesan ministry Hours/year # _____ Hrs

Local/Regional/National/International Community Ministry:

Outreach, service agency work, community/justice work: _____

Total Hours in Community Service Ministry/year # _____ Hrs

Continuing Education events (including Clergy College, Clergy Spouse Retreat, Workshops, Seminars, etc.) Please describe _____

Events # _____

Total Hours in Clergy Continuing Education/year # _____ Hrs

Mileage:

Miles driven per year for all of the above work (including mileage from your home to your parish and back)

Annual Miles driven for all diaconal work # _____

Due to time restrictions, reports received after January 10, 2021 may not be received in time to be included in the aggregate report.