

**Diocese of Alabama
Annual Deacon Report
2023**

To fulfill your canonical requirement to annually send a report to the Bishop regarding your ministry and service please complete and submit the following form. Our reporting format begins with Advent 2022 and concludes the last week of Pentecost 2025.

Please take care to thoroughly read the instructions and form, complete the information, and submit your completed form to the Archdeacon **before December 16, 2023.**

Send the completed form and letter to:

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

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

Parish/Institution: _____

Are you employed as clergy staff (parish, worshiping community, or diocese) Yes: ___ No: ___
If yes, is employment full time? ___ or part-time? ___

If employed in secular work, where _____ Full time: ___ Part-time: ___
Job Title: _____

Reporting the number of services in Parish/Worshiping Community Ministry:

Worship services where you served as the Deacon in the service, **not as the officiant** (including Bishop Visitations, services and video/live stream services):
services _____

Sermons preached (# times preaching, not # sermons written):
sermons _____

*The section 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.***

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	# _____

Reporting the Amount of TIME you served in Ministry:

CALCULATING TIME: Approximate your hours of service for the parish, diocese, community, etc. (including worship, formation, outreach, pastoral visits, preparation time for teaching or preaching, telephone calls for ministry, online, 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: (List the areas of ministry in which you are actively involved at the parish)

Total Parish Ministry Hours/year # _____ Hrs

Diocesan Ministry:

Total Diocesan ministry Hours/year # _____ Hrs

Diocesan commissions, committees, events, functional responsibilities:

Local/Regional/National/International Community Ministry:

Total Hours in Community Service Ministry/year # _____ Hrs

Outreach, service agency work, community/justice work in which you are directly involved and is not part of parish ministry:

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

Events # _____

Total Hours in Clergy Continuing Education/year # _____ Hrs

Please list and briefly describe C.E. events

Reporting Your Mileage when serving in ministry:

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 # _____

FYI: Due to time restrictions, reports received after December 15, 2023 may not have been received in time to be included in the aggregate report.