

Diocese of North Carolina / Deacon Annual Report, Year 2015

Name: _____

Address: _____

Home Phone: _____ Other Phone: _____

E-mail: _____

Parish Assignment: _____

Address: _____

_____ Phone: _____

Supervising Priest: _____

Date of the most recent Letter of Agreement: _____

Primary Area(s) of Ministry: _____

Brief report on your ministry in 2015 (Parish and community):

List continuing education experiences related to ministry during 2015 (workshops, conferences, formal/informal classes, parish/diocesan events, etc.):

What are your plans for continuing education for 2016?

How often did you meet with your supervisor to discuss your ministry?

Weekly Monthly Quarterly Other _____

Concerns you would like the Bishop, Archdeacon, or Regional Deacon to address:

Concerns you would like the Committee on the Diaconate to address:

Are you willing to assist the Bishop at a Sunday service in your area?

Do you anticipate changes in your assignment or ministry in 2015? Please describe.

Changes in your personal/family/job situation that you would like the Bishop to be aware of:

Other concerns/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.