

SECONDARY DOCUMENT

BASIC STANDARDS
FOR READINESS

I. Model Standards for Readiness for Admission into the Aspirant Path

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<i>Human Dimension</i>	
<ul style="list-style-type: none"> • His emotional, intellectual, physical, and personal limitations • A family perspective in his life 	<ul style="list-style-type: none"> • To speak appropriately of his personal limitations and known boundaries with a sense of how these affect his life, family, employment, and present service ministry • To balance and prioritize his commitments to family, work, leisure, and ministry; to be self-disciplined
<i>Spiritual Dimension</i>	
<ul style="list-style-type: none"> • God's redeeming activity in his state of life, experience, and ministry • The importance of a both personal and communal prayer life 	<ul style="list-style-type: none"> • To reflect/meditate in faith on his life with a sense of discovering God's will • To convey examples of God's presence in his life • To commit as a reader or extraordinary minister of the Eucharist; to serve his parish community, especially in charity and outreach to the needy; to be responsible and confident • To be both a leader and follower • To fulfill a commitment to a pattern of prayer; to participate frequently in the Eucharist and the Sacrament of Reconciliation; to participate in retreat experiences or a renewal group • To support others' growth in prayer; to show interest in sharing and serving with others

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p><i>Intellectual Dimension</i></p> <ul style="list-style-type: none"> • The basic teachings of the Church 	<ul style="list-style-type: none"> • To demonstrate familiarity with the <i>Catechism of the Catholic Church</i>
<p><i>Pastoral Dimension</i></p> <ul style="list-style-type: none"> • Living the Gospel in his life, home, place of employment, and neighborhood 	<ul style="list-style-type: none"> • To connect the teachings of the Church to daily living and his personal/communal (family, church, civic) responsibilities • To be flexible in attitude and behavior; to be open to change; to analyze situations in light of the Gospel and the Church's teaching
<p><i>Diaconal Vocation and Ministry</i></p> <ul style="list-style-type: none"> • A personal call to diaconal ministry with the Church and a sense of his capacity to commit himself to it in fidelity to his state in life and employment, with sufficient time for formation 	<ul style="list-style-type: none"> • To witness to Gospel values in ways that are life-giving; to articulate his sense of a call to the diaconate primarily because of the needs of the Church, as well as for personal growth; and to articulate reasons that support his desire to be a deacon • To be interested in and attracted to the diaconal <i>munera</i> of word, liturgy, and charity • To be of service, beyond liturgical ministries, through church or civic involvement • To support and encourage his pastor, as a representative for the parish community and staff • To be docile to the presence of the Holy Spirit throughout the application and screening processes, acknowledging that ultimately it is the Church that verifies the call

II. Model Standards for Readiness for Admission into the Candidate Path

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<i>Human Dimension</i>	
<ul style="list-style-type: none"> • His personality (strengths and limitations), appropriate boundaries, and his talents and gifts; collaboration • Models of faith and moral development through discussion and action • The necessity for ongoing spiritual and academic development • The role of respectful listening and tolerance in dialogue with others whose point of view may differ from his 	<ul style="list-style-type: none"> • To be self-reflective; to reveal himself appropriately, sharing his experiences and attitudes with others as verified in the formation community, mentor group, pastoral ministry placement, and self-evaluation; to be both a leader and follower • To use his knowledge to encourage others to reflect and share their experiences in dialogue and action • To demonstrate the use of appropriate resources for his physical, emotional, and spiritual development; to take initiative in self-study and in completing home assignments • To be a good listener, respect each person, and be accepted as a trusted participant who keeps confidences; to be open to change through reflective growth in understanding; to express his position candidly in sharing for study and dialogue, neither intimidating nor being intimidated in doing so • To integrate and prioritize his personal boundaries relating to family, recreation, work, ministry, and time alone • To contribute to and utilize a support system

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<i>Spiritual Dimension</i>	
<ul style="list-style-type: none"> • God's redeeming activity in his lifestyle, experiences, and ministries • The <i>lectio divina</i> in the formation of a strong Christian spirituality • His commitment to Christian ministry as rooted in the baptismal call • A personal and communal prayer life • His state in life, responsibilities, and role in diaconal discernment; diaconal celibacy and other commitments • An ecumenical perspective in formation 	<ul style="list-style-type: none"> • To reflect theologically on his faith experience through regular spiritual direction • To pray the Scriptures, meditating on the mystery of God as our Father, Son, and Holy Spirit • To foster an appreciation of baptismal ministry among others, enabling others to reflect upon their faith journey in relationship to this call • To fulfill a regular commitment to a pattern of personal and communal prayer through frequent praying of the Liturgy of the Hours, especially morning and evening prayer; to participate frequently in the Eucharist and the Sacrament of Reconciliation, personal prayer and reading of the Bible, and devotion to Mary and to the saints; to plan and lead communal prayer • To ascertain, if married, the quality of his relationship with his wife and children and the need for dialogue and mutual consent to continue in formation and move forward toward ordination; to make, if unmarried, a commitment to perpetual celibacy and live a single lifestyle in an appropriate manner • To practice in prayer and action an attitude of discipleship to Christian unity, desiring to know more about other Christian denominations and other faith experiences and finding ways for mutual action in serving human needs

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<i>Intellectual Dimension</i>	
<ul style="list-style-type: none"> • The <i>Catechism of the Catholic Church</i> • The Sacraments of Christian Initiation and the Sacrament of Holy Orders, especially the Order of Deacon • The Eucharist as the summit and center of Christian communal life, especially in his formation community • The Church's spiritual tradition, including its various paths of spirituality • Pastoral resources 	<ul style="list-style-type: none"> • To articulate the primary teachings of the Church and discuss contemporary issues in light of this teaching • To speak informally on Christian vocations and ordained ministry, particularly the Order of Deacon and its threefold ministries of word, liturgy, and charity; to relate this knowledge to personal and communal vocation discernment • To actively participate in the Eucharist as a lector or extraordinary minister of the Eucharist and in ministry to the sick • To experience and invite others into meaningful expressions of prayer and forms of Christian spirituality • To refer others to appropriate pastoral resources as needed
<i>Pastoral Dimension</i>	
<ul style="list-style-type: none"> • Theological sources that ground, interpret, and guide the activity that constitutes the pastoral life of the Church • Effective communication skills • A multicultural perspective in formation; cultural communication patterns and their impact on goals and programming; resources for ethnic, racial, and cultural groups • How to approach theological study from within the context of his pastoral experience and ministry 	<ul style="list-style-type: none"> • To name appropriate theological resources useful to ministerial study and service • To communicate effectively in spoken and written word • To effectively use different cultural communication patterns whenever appropriate, and to use and guide others to appropriate multicultural resources • To discern how God is calling him into ministry and to link, in reflection, his pastoral and personal experiences to theology—apprehending God's presence through touching the needs of the poor or afflicted; to be an advocate for people in need and a facilitator of the community's

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<p><i>Diaconal Vocation and Ministry</i></p> <ul style="list-style-type: none"> • His ongoing relationship with God as the source of his ministry and discernment of a diaconal vocation • His call and his personal commitment to live the Good News in all aspects of life • The role and ministry of the deacon within the faith community • The teaching that it is the Church that calls and affirms the vocation to an ordained ministry 	<ul style="list-style-type: none"> • To articulate his relationship with God and reasons for believing he has a call to the Order of Deacons within the formation community • To articulate his call and commitment to his spiritual director and to the formation personnel and to communicate this through self/peer/formation/pastoral/ family assessments • To articulate this understanding in ways that are life-giving and empowering within his family, place of employment, parish, formation community; to identify, call forth, affirm, and support the gifts, strengths, and talents of others • To participate collaboratively in all aspects of formation; to be cooperative, open, and respectful to all who journey with him; to be receptive of insights offered by the formation personnel, his wife and family, peers, and pastor

III. Model Standards for Readiness for the Ordination and Post-Ordination Path

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
Human Dimension	
<i>1. Personal Qualities</i>	
<ul style="list-style-type: none"> • His gifts, personality, strengths and talents, and weaknesses and limitations and how they affect his ministry • His emotional, physical, and spiritual limitations • A family perspective and its impact on personal and ministerial activity • The complexities of daily life and ministry • The need for collaboration, reliability, accountability, and confidentiality • The use of imagination, enthusiasm, and humor • The influence and importance of peers in growing as deacon 	<ul style="list-style-type: none"> • To engage in self-reflection and assess his abilities and limitations • To set healthy and responsible goals, maintain a healthy balance in his personal life and ministry, and develop positive support systems among family, friends, and peers • To infuse a family perspective into ministerial and personal scheduling and programming • To be flexible and assign appropriate priorities in varied circumstances • To demonstrate dependability and trustworthiness; to consult, plan, and support the pastoral team • To communicate with and relate to a wide variety of people • To participate in local, regional, and national professional associations; to promote and participate in diocesan programs, inservices, and community opportunities for deacon personnel

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<p data-bbox="332 331 495 363"><i>2. Relationship</i></p> <ul style="list-style-type: none"> <li data-bbox="300 373 703 573">• The various ministries, roles, and responsibilities of a deacon, especially in his relation to the pastor, parish staff, director of religious education, etc., as they relate to and serve the community <li data-bbox="300 615 703 720">• The role and mission of the deacon in the universal, diocesan, and parochial communities <li data-bbox="300 762 703 856">• Psycho-social dynamics and how cultural and ethnic differences affect ministerial practice <li data-bbox="300 898 703 1066">• The diversity of cultures and ethnic backgrounds within families and family systems; the role of culture in one's formation and self-awareness <li data-bbox="300 1108 703 1171">• The dynamics of human growth and development <li data-bbox="300 1213 703 1308">• Church structures at the arch/diocesan, regional, national and universal levels <li data-bbox="300 1350 703 1480">• The role of the bishop, priests, and the pastor and their authority within the life of the diocese and parish 	<ul style="list-style-type: none"> <li data-bbox="747 373 1153 678">• To initiate, create, and sustain a positive, collaborative relationship with all colleagues in ministry; to discern, set, and maintain healthy and responsible boundaries in all pastoral relationships; to solicit input from those who will be affected by activities or policies <li data-bbox="747 688 1153 919">• To discern and evaluate ever-changing pastoral needs; to recruit, train, coordinate, and support parish volunteers in their ministerial and spiritual development; to find and use personal and professional support systems <li data-bbox="747 930 1153 1098">• To recognize and work to dispel prejudices and cliques within his own life and that of the community; to network with others in challenging injustice <li data-bbox="747 1108 1153 1381">• To create and support viable structures and strategies for the inclusion of all families so they may participate actively in the planning and implementation of parish programs, including families of diverse cultural and ethnic backgrounds <li data-bbox="747 1392 1153 1591">• To create a hospitable environment where people are valued for who they are and who they might become; to conduct honest self-assessments and to help others to do the same <li data-bbox="747 1602 1153 1759">• To function appropriately at different levels of the diocesan Church while linking the parish structures and needs to larger church structures and resources <li data-bbox="747 1770 1153 1894">• To demonstrate appropriate respect, responsibility, and accountability to the bishop, pastor, or their delegates; to

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<p><i>3. Personal Pastoral Care</i></p> <ul style="list-style-type: none"> • Health: physical, psychological, and spiritual maintenance of himself as person and minister • Sabbaticals, planned ministerial change in placement, and creativity in ministry discernment and placement; retirement; time off/vacations; a family perspective 	<ul style="list-style-type: none"> • To establish appropriate health and spiritual boundaries to maintain personal health and care • To demonstrate personal and professional preparedness in ministry; to use a ministry performance appraisal, needs assessment, and appropriate professional resources; to plan retirement; to spend time alone and with family and friends
<p><i>Spiritual Dimension</i></p> <p><i>4. Spirituality and Prayer</i></p> <ul style="list-style-type: none"> • The need for lifelong faith formation and education to grow as a person and a deacon • The response to the universal call to holiness with an integrated spirituality based on prayer, reflection, and liturgical participation in the Eucharist and Sacrament of Reconciliation • Commitment to Christian ministry that builds on and expands one's baptismal call to ongoing personal conversion • Various spiritualities that have developed in the history and life of the Church • The ways in which faith is active in his life and ministry • Moral and social issues as constitutive elements of a Gospel-based life • The value of receiving spiritual direction and personal counsel- 	<ul style="list-style-type: none"> • To develop and commit to a plan for continuing personal and professional diaconal education and formation • To participate in the Eucharist daily or frequently; to participate regularly in reconciliation; to participate in ongoing spiritual formation (e.g., spiritual direction, retreats, community worship [especially the Liturgy of the Hours], personal prayer, meditation, visits to the Blessed Sacrament, personal penance and mortification, and devotion to Mary and the communion of saints • To develop a lifelong commitment to leadership in Christian ministry, a driving force of the Church's service in the world • To identify, affirm, and critique the various Christian spiritualities operative in himself and others; to discern new forms of prayer spiritualities in today's Church • To articulate his personal expression of faith with his spiritual director, formation team,

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<ul style="list-style-type: none"> • To integrate the wide spectrum of moral and human issues into his spiritual consciousness, prayer, and ministry: human rights, sexuality, economics, peace, ecology, moral ethics, solidarity with human needs, the preferential option for the poor • To maintain a commitment to regularly scheduled spiritual direction and to opportunities, as appropriate, for physical and psychological health in consultation with a professional advisor 	
<i>5. Spirituality and Marriage</i>	
<ul style="list-style-type: none"> • A commitment to the spiritual life in the context of his marriage and ministry • Relationship of marriage and ministry 	<ul style="list-style-type: none"> • To communicate and share his ministry, prayer, and formation with wife and family; to demonstrate marital chastity in conformity to the magisterial teaching on marriage and sexuality • To balance marriage and ministry commitments
<i>6. Spirituality and Celibacy</i>	
<ul style="list-style-type: none"> • A commitment to celibacy for the unmarried candidate and deacon • The potential for a celibate lifestyle for the married candidate and deacon 	<ul style="list-style-type: none"> • To form a support system • To accept the gift of celibacy and be willing to accept it if so called; to speak truthfully about the gift and demands of a celibate life

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<p><i>Intellectual Dimension</i></p> <p><i>7. Sacred Scripture</i></p> <ul style="list-style-type: none"> • The concepts of revelation, inspiration, historical development, and literary criticism • The major themes and content of the Old and New Testaments • Christian Scriptures, their stages of formation, and their place at the heart of Scriptures • The power of Scripture to transform lives • The major justice and peace themes in the Scriptures that root and foster Catholic social teaching • The nature and skills for a successful transmission of Scripture in preaching • The use of Scripture in theological reflection 	<ul style="list-style-type: none"> • To articulate the foundational relationship of Scripture to the deposit of faith; to exercise appropriate exegetical skills in the context of church tradition and the needs of the community, especially in homiletic preparation • To explain the major teachings found in the Scriptures to adults, teens, and children • To interpret the Scriptures in harmony with the Magisterium and Catholic biblical scholarship • To articulate the ways in which Scripture illumines and promotes his personal growth in faith and that of others • To infuse justice and peace foundations and concerns in his preaching regularly and into all aspects of diaconal ministry • To relate the Scriptures to his personal experience and that of others to transform and empower God's people

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<p>8. <i>Theology of God, Christian Anthropology, and Christology</i></p> <ul style="list-style-type: none"> • The relationship of philosophy and theology • God as unity and trinity • God's self-revelation in creation, the person of Jesus, Scripture, liturgy, and people, especially the poor and needy • The basic aspects and principles of Christian anthropology: incarnation, grace, sin, redemption, resurrection, the sacredness of human life, etc. • The sacredness and dignity of each human person • Traditional and contemporary Christology: Jesus' historical life, mission, death, and resurrection • Eschatology: death, particular judgment, purgatory, hell, heaven, last judgment, and the hope of the new heaven and the new earth 	<ul style="list-style-type: none"> • To demonstrate familiarity with John Paul II's <i>On the Relationship Between Faith and Reason</i> • To explain the relationship of Trinitarian theology to Christology and ecclesiology • To articulate and demonstrate reverence for this revelation and presence of God in the world through prayer, liturgy, ministries, and his present circumstances • To identify and apply these basic principles to contemporary human issues; to be familiar with John Paul II's <i>The Gospel of Life</i> • To apply an appreciation of the sacredness and dignity of each human person to acts of charity and justice in hospitality and welcoming, direct pastoral care, ministry to migrants and immigrants, the ill, etc.; to advocate and organize for action • To articulate an understanding of the historical person and mission of Jesus; to engage in faith-sharing and reflection on Jesus' message as it impacts all aspects of human life • To articulate an understanding of the redemptive revelation of the kingdom, the hope of the resurrection, the second coming of Christ, and his own personal readiness in his ministry to those who are dying, viaticum, funeral liturgies, and counsel to families

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<p data-bbox="500 342 659 373">9. <i>Ecclesiology</i></p> <ul data-bbox="454 380 873 1453" style="list-style-type: none"> <li data-bbox="454 380 873 548">• The Church's historical and traditional development and its relevance to the present Church; the Latin and Eastern Churches <li data-bbox="454 554 873 932">• The significant ecclesial renewal confirmed by the Second Vatican Council: the Church as sacrament, mystery, communion, and mission; the People of God; the universal call to holiness; privileges and responsibilities of the baptized community of disciples in mission; and the role of the ordained and lay faithful <li data-bbox="454 938 873 1001">• Mariology and the communion of saints <li data-bbox="454 1008 873 1071">• The role of the Holy Spirit in the Church and in the world as unifier <li data-bbox="454 1077 873 1287">• Catholic doctrine and belief as presented in Catholic Tradition, the documents of Vatican II, the <i>Catechism of the Catholic Church</i>, and other relevant church documents <li data-bbox="454 1293 873 1453">• The use of theological sources to ground, interpret, and guide the activity that constitutes the pastoral dimension of the life of the Church 	<ul data-bbox="911 380 1315 1453" style="list-style-type: none"> <li data-bbox="911 380 1315 516">• To explain the Church's heritage and history and communicate the teaching of the Magisterium faithfully <li data-bbox="911 522 1315 659">• To explain these foundational images of the Church described by the Second Vatican Council, especially to adults <li data-bbox="911 665 1315 802">• To explain the place of Mary and the saints in the life of the Church and in an authentic Catholic Christian spirituality <li data-bbox="911 808 1315 903">• To reflect upon and explain the presence and role of the Holy Spirit in the Church and world <li data-bbox="911 909 1315 1119">• To teach, evangelize, preach, and catechize about the foundations of the Catholic faith and doctrine, as well as convey the basic teachings of the Church faithfully and appropriately <li data-bbox="911 1125 1315 1453">• To interpret the meaning and value of pastoral life in light of the ecclesiology of Vatican II; to enable people to identify and share these meanings more consciously in their lives

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<p><i>10. Worship, Liturgy, and Sacrament</i></p>	
<ul style="list-style-type: none"> • The history and essential principles of the Church's liturgical and sacramental life • Liturgical principles, documents, and revised rites of the Church • The variety of forms and styles of prayer and the difference between liturgical and private devotional prayer • The liturgical rites in which deacons participate; the meaning, structure, and implementation of the RCIA/RCIC • The theology of Holy Orders 	<ul style="list-style-type: none"> • To explain the history and meaning of the liturgy and sacramental rites of the Church • To use liturgical principles and documents in designing and leading learning sessions for adults as an immediate preparation for the Sacrament of Baptism, Eucharist, Reconciliation, Confirmation, Marriage, Eucharistic benediction, and Christian burial; to preside during the liturgy of the word in the absence of a priest; to help plan specific liturgical rites • To incorporate appropriate prayer experiences for different groups • To provide authentic and credible witness in diaconal liturgical functions; to be familiar with the Church as envisioned in the RCIA and with <i>Study Text VI</i> • To articulate a theology of diaconate, in the context of the other orders, Tradition, history, the restoration at the Second Vatican Council, and the Rite of Ordination of Deacons

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<p data-bbox="483 338 703 373"><i>11. Moral Theology</i></p> <ul data-bbox="451 375 857 1003" style="list-style-type: none"> • Scriptural, theological, philosophical, and psychological foundations and principles for Catholic moral teaching, conscience formation, and decision-making; Christian ethics • The complex nature of moral and social issues • Key concepts of Catholic morality found in the <i>Catechism of the Catholic Church</i>, Catholic social teaching, and contemporary theological reflection, especially John Paul II's encyclical letters <i>The Splendor of Truth</i> and <i>The Gospel of Life</i>, and the pastoral letters of the bishops of the United States 	<ul data-bbox="898 375 1305 1066" style="list-style-type: none"> • To explain and teach a Catholic understanding of conscience and moral formation to individuals and groups to assist in the development of Christian consciences informed by God's word, magisterial teaching, and reason • To apply Catholic moral principles to discussion of moral and social issues of our times, including abortion, euthanasia, capital punishment, abuse, war, sexuality, and economic justice • To enable people to make moral decisions as Catholics in fidelity to Catholic moral teaching and principles; to develop a Catholic moral attitude and conscience
<p data-bbox="483 1115 656 1150"><i>12. Canon Law</i></p> <ul data-bbox="451 1152 857 1877" style="list-style-type: none"> • <i>Book I: General Norms</i>: Canons 1 (Latin Rite only), 11 (subjects), 85 (dispensations), 96 (Personality@ in Church) • <i>Book II: People of God</i>: Canons 204/205 (effects of Baptism), 206 (catechumens), 212 (triple munera), 215/216 (associations), 220/221 (privacy/defend rights), 233 (fostering vocations), 330/331 (Roman pontiff), 369 (diocese), 383 (role of bishop), 573/574 (religious life) • Incardination/excardination; rights of clerics • <i>Book III: Teaching Function</i>: Canons 747-750 (truth and teaching), 755 (ecumenism), 766 (preaching), 774 (parental role), 781 (mission mandate), 788 (catechumens), 793-796 	<ul data-bbox="898 1152 1305 1877" style="list-style-type: none"> • To understand that Baptism is a juridical act that incorporates one into the Church of Christ; to understand that ecclesiastical law obligates those who are baptized into the Roman Catholic Church; to demonstrate practical knowledge of who is affected by church law • To demonstrate knowledge of the effects of Baptism of Christian faithful with emphasis on the role of the laity; to demonstrate knowledge of the basic hierarchical structures of the Church, the role of religious and all vocations, and the rights and duties of Christian faithful as expressed in the various roles and structures of the Church • To demonstrate an understand-

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<ul style="list-style-type: none"> • <i>Book IV: Office of Sanctifying:</i> Canons 840 (nature of the sacraments), 842 (primacy of Baptism), 849 (Baptism: theology, form), 879/880 (Confirmation: theology, form), 897/899 (Eucharist: theology, form), 959/960 (Penance: theology, form), 998 (Anointing: theology, form), 1008/1009 (Orders: theology, formation, special attention to canons on permanent deacons), 1055/1061 (Matrimony: theology, essential properties and form for validity), 1186 (veneration of saints) • <i>Book IV (continued):</i> Canons 851/852 (Baptism: preparation), 861 (Baptism: ministers), 868 (Infant Baptism), 873/874 (Baptism: sponsor), 877 (record of Baptism), 891 (Confirmation: age), 893 (Confirmation: sponsor), 895 (record of Confirmation), 919 (Eucharist: preparation), 961 (Penance: general absolution), 1108/1122 (Matrimony: valid form), 1124/1129 (Matrimony: mixed religious and disparity of cult), 1156/1160 (Matrimony: simple convalidation), 1171 (sacramentals), 1176-1177 (funeral rites), 1180/1184 (burial and records), 1246/1248 (Sunday, holyday observance) • <i>Book IV (continued):</i> Canons 916 (Eucharist: state of grace), 917 (Eucharist: frequency), 983 (Penance: seal of), 987/988 (Penance: disposition), 1063 (Matrimony: marriage care), 1249/1250 (days of penance) 	<p>deposit of faith as handed down through Scripture and Tradition; to understand that the baptized are to proclaim the Gospel to all peoples according to each one's proper role in the Church, and in a spirit of ecumenism; to demonstrate practical knowledge of evangelization and the mandate of the Christian faithful to safeguard the ministry of the word; to understand the importance of Catholic education and its relationship to the parental role of furthering the mission of Christ</p> <ul style="list-style-type: none"> • To demonstrate functional knowledge of the sanctifying character and form of the seven ritual sacraments, the liturgy, and sacramentals; to understand the basic theology and essential form of the sacraments of the Church; to explain the use of sacramentals and the veneration of the saints • To identify and understand the norms of the universal Church on the Sacrament of Matrimony so that an adequate and thorough preparation can be achieved for Christian couples in their celebration of a valid and licit marriage. • To apply the norms of the universal Church in the design and implementation of sacramental catechesis and liturgical celebration; to understand canonical requirements for sacramental ministers, liturgical form, and proper reception of the sacraments; to understand the

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<ul style="list-style-type: none"> • <i>Book V: Temporal Goods:</i> Canons 1262 (support of church), 1265 (fund raising), 1280/1283/1287 (administration) • <i>Book VI: Sanctions:</i> Canons 1323 (exemptions from penalty), 1324 (penalty lessened), 1398 (abortion) • <i>Book VII: Resource:</i> how to advise an individual of his or her rights within the Church and canonical processes available • How to revere and respect the individual and the community of Christian disciples 	<p>canonical guidelines for the use of sacramental and proper observance of Sunday and holy days</p> <ul style="list-style-type: none"> • To apply the principles of rights, obligations, and interior disposition in catechizing and in ritual celebrations; to give appropriate instruction regarding rights and obligations and necessary dispensations for sacramental observances • To understand the responsibilities of good stewardship in supporting the works of the Church in respect to gifts, church property, and ecclesiastical goods; to demonstrate knowledge of criteria for responsible stewardship • To be cognizant of penalties attached to serious transgressions in the Church, and the pastoral applications of penalties; to demonstrate awareness of the conditions and circumstances affecting the application of penalties, especially a procured abortion • To be familiar with due process and tribunal ministry • To be familiar with the canonical bill of rights for all the baptized

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<p data-bbox="332 342 680 443"><i>13. New Evangelization, Catechesis, and Small Christian Communities</i></p> <ul style="list-style-type: none"> <li data-bbox="297 447 704 548">• The theological and scriptural foundations of Catholic evangelization and catechesis <li data-bbox="297 590 704 795">• The aims, processes, and principles of evangelization; familiarity with U.S. bishops' strategies for evangelization in the United States in <i>Go and Make Disciples</i> <li data-bbox="297 837 704 968">• Effective methods of evangelization and mission in outreach through relationship-building and witness <li data-bbox="297 1010 704 1073">• Effective teaching as a catechist, especially among adults <li data-bbox="297 1115 704 1215">• The nature and purpose of small Christian communities in the contemporary Church <li data-bbox="297 1257 704 1358">• Relevant catechetical documents as well as diocesan sacramental standards and policies <li data-bbox="297 1400 704 1486">• Effective catechetical methods for adult and youth religious formation 	<ul style="list-style-type: none"> <li data-bbox="743 415 1153 478">• To infuse evangelization and catechesis into all diaconal ministries <li data-bbox="743 485 1153 615">• To implement effective strategies for evangelization; to facilitate and motivate a Catholic witness in the world <li data-bbox="743 621 1153 795">• To preach the Gospel when convenient and inconvenient, especially in the marketplace and at home; to bear witness to the Gospel with one's whole life <li data-bbox="743 802 1153 1005">• To articulate the basic tenets of the faith using appropriate catechetical pedagogy and methodologies that address the age, psychology, and needs of those being catechized <li data-bbox="743 1012 1153 1142">• To organize and support the organization, leadership, and spiritual development of small Christian communities <li data-bbox="743 1148 1153 1388">• To demonstrate familiarity with catechetical documents; universal, national, and diocesan policies; pedagogy; and methods to evaluate catechetical processes, programs, and personnel in light of these documents and policies <li data-bbox="743 1394 1153 1558">• To implement methods in preaching, teaching, and directing adult/youth learners; to relate Scripture and Creed, especially in preaching

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p><i>14. Catholic Identity, Ecumenism, and Interreligious Dialogue</i></p>	
<ul style="list-style-type: none"> • The effort to recover the unity of all Christians as the gift of Christ and work of the Holy Spirit; the Church's mission <i>ad gentes</i> • The common spiritual values shared by all believers and non-believers • Similarities and differences among the Catholic tradition and other Christian traditions • Jewish faith and tradition • Other non-Christian religious traditions and the gifts they bring to humankind • Canon Law and other principles, guidelines, and magisterial teaching for Christian and interfaith dialogue, common action, prayer, and marriage 	<ul style="list-style-type: none"> • To develop relationships of understanding and respect with individuals of other Christian and non-Christian faiths while retaining his own Roman Catholic identity • To articulate his own Catholic faith while identifying with other denominations and other religious traditions • To provide learning opportunities to develop ecumenical knowledge, understanding, and openness, especially on the parochial level • To articulate and appreciate our Catholic roots within Judaism • To foster an appreciation for other religious traditions; to provide and participate in common dialogue, especially for collective social action • To provide an authentic and effective ministry and presence in Christian and interfaith activities; to give leadership to opportunities for prayer and common action in response to human needs

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<i>Pastoral Dimension</i>	
<i>15. Pastoral Theology</i>	
<ul style="list-style-type: none"> • How to connect the academic disciplines of theology with pastoral care • The role/function of religion in people's lives • Use of theological sources to ground, interpret, and guide the pastoral life of the Church • Complex theological issues stemming from life experiences • The role of theological reflection in pastoral ministry • The theory and practice of social analysis in theological reflection 	<ul style="list-style-type: none"> • To use theology as a help to analyze pastoral situations for an understanding of God's presence and will as articulated in Scripture, Tradition, and the magisterial teaching of the Church • To demonstrate empathy in ministry, applying religious psychology and sociology • To locate, select, and use appropriate sources for specific pastoral situations • To reflect in an interdisciplinary way, using psychology, sociology, and cultural and theological disciplines in understanding issues confronting societies • To facilitate a critical reflection on complex human and church pastoral issues doing theological reflection from within concrete experiences • To use available resources to conduct social analysis, including the integration of the various levels of diocesan/parish diversity

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p>16. <i>Communication</i></p> <ul style="list-style-type: none"> • The importance and use of listening skills • Self-expression skills • Conflict management and confrontation • How to direct effective meetings • Group process and collaborative skills • Public speaking skills, including organization of thoughts • Sacraments and prayer in pastoral ministry and as primarily relational • The needs of migrant and immigrant people; the role of hospitality, welcome, and service • Competencies and limitations • New technologies 	<ul style="list-style-type: none"> • To employ good verbal and non-verbal communication skills; to be an empathetic, active listener, providing feedback and withholding and making judgments appropriately • To express himself succinctly in a well-ordered and logical way, conveying his feelings and views yet remaining open to differing views with tolerance • To discern the issues involved in conflict and promote appropriate resolution; to provide behavior-focused feedback • To motivate and lead groups to set agendas collaboratively, manage time, set goals, and make decisions through consensus; to empower others with leadership skills • To build groups of solidarity, cooperation, and trust through partnership and teamwork • To speak in a clear, well-ordered, logical way; to use a variety of techniques and methods to support oral presentations • To provide directly or by referral the resources of the Church and its tradition to the occasions of pastoral care • To demonstrate multicultural sensitivity; to provide appropriate spiritual and physical response • To not act beyond his level of training in each pastoral care situation; to know when, how, and to whom appropriate referrals should be made • To be familiar with the Internet, especially distance learning, through online seminars and

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p><i>17. Human Development and Conversion</i></p> <ul style="list-style-type: none"> • The stages of human development: physiological, psychological, cultural, spiritual, intellectual, emotional, sexual, moral, and social • Various theories of faith development, especially in youth and adult formation • How major cultural and family trends and values affect human development • Dynamics of conversion • Role of personal prayer • The needs of persons with physical or developmental disabilities • Cultural and family mythologies and practices of those to whom he ministers 	<ul style="list-style-type: none"> • To apply appropriate human development principles in preaching, programming, and counsel • To utilize appropriate models of faith formation in preaching, programming, and counsel • To assess and utilize the family, social, cultural, and global trends and concerns in developing appropriate pastoral ministries and in preaching • To identify, articulate, and foster personal and communal conversion experiences • To demonstrate regular commitment to a pattern of personal prayer and to support others' growth in prayer • To appreciate, understand, and include groups and/or individuals with physical or developmental disabilities in a variety of pastoral programming and activities, especially in Eucharistic liturgies and religious formation; to be familiar with the U.S. bishops' pastoral letter <i>Welcome and Justice for Persons with Disabilities</i>
<p><i>18. Pastoral Care, Assessment, and Intervention</i></p> <ul style="list-style-type: none"> • The need for prudence in dealing with others, especially their personal lives • Assessment and intervention skills • Local resources for use in assessment, intervention, and referral 	<ul style="list-style-type: none"> • To be empathetic, genuine, and respectful; to maintain confidentiality and objectivity; to apply basic counseling skills • To discern if and when referral is necessary • To identify competent resources in the parish, diocese, and societal community; to maintain an information referral and skill

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<p><i>19. Multicultural Sensitivities, Justice, Service, and the Option for the Poor</i></p> <ul style="list-style-type: none"> • Principles, processes, and models for the development of a justice consciousness; how to facilitate service outreach programs with emphasis on the preferential option for the poor • How to develop diaconal ministries in the context of a multicultural church and society • Traditions and faith expressions of different cultural groups; the role of culture in formation • Cultural communication patterns and their impact in setting ministerial goals and programming 	<ul style="list-style-type: none"> • To integrate justice and peace into his diaconal life, family, preaching, teaching, and staff organizational meetings; to attend to issues of homelessness, hunger, and AIDS; to model the interconnectedness of all people and, especially, to the earth (global ecology); to model a simple lifestyle; to stimulate reflective decision making and action for those in need; to discern appropriate societal response • To demonstrate personal awareness and response to the needs of particular cultural/racial/ethnic communities • To incorporate cultural expression of faith into diaconal preaching, service, and prayer experiences • To use cultural communication patterns when appropriate; to create and support viable structures and strategies to foster diverse cultural and ethnic participation
<p><i>20. Lay Leadership Formation and Development</i></p> <ul style="list-style-type: none"> • How to affirm and call forth the gifts of youth and adults and provide for their ongoing spiritual and leadership development • The skills needed by volunteer ministerial leaders • Resources to effectively call forth the gifts of the community for ministry 	<ul style="list-style-type: none"> • To enable others to reflect upon and express their faith experiences • To match gifts with ministry needs • To utilize all types of media resource to recruit and facilitate ministerial leaders

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<p data-bbox="331 338 623 373"><i>21. Community Formation</i></p> <ul data-bbox="298 375 699 716" style="list-style-type: none"> <li data-bbox="298 375 699 474">• Principal elements for community building, activities, and process <li data-bbox="298 476 699 653">• The richness of the community: images of the Church as People of God, mystery, sacrament, communion, mission, Mystical Body of Christ <li data-bbox="298 655 699 716">• Basic communications and relational skills 	<ul data-bbox="743 375 1151 856" style="list-style-type: none"> <li data-bbox="743 375 1151 579">• To create, in cooperation with the Holy Spirit in the midst of the world and the Church, an environment of hospitality and welcome for all gatherings within church and neighborhood <li data-bbox="743 581 1151 716">• To implement a community dimension into all structures for planning, programming, and evaluation <li data-bbox="743 718 1151 856">• To demonstrate patience and sensitivity in communicating with and relating to staff, families, and organizations
<p data-bbox="331 905 651 972"><i>22. Leadership Processes and System Strategies</i></p> <ul data-bbox="293 974 699 1745" style="list-style-type: none"> <li data-bbox="293 974 699 1115">• How to work collaboratively with individuals and groups within and outside a diaconal assignment <li data-bbox="293 1150 699 1291">• Necessary managerial principles and skills: e.g., pastoral planning, time management, financial management <li data-bbox="293 1327 699 1394">• Principles for supervision and performance appraisal <li data-bbox="293 1430 699 1497">• The dynamics of the role of leader <li data-bbox="293 1533 699 1600">• Computer and Internet resources <li data-bbox="293 1635 699 1745">• How to use media and technology in developing and implementing programs 	<ul data-bbox="737 940 1151 1879" style="list-style-type: none"> <li data-bbox="737 940 1151 1008">• To recruit, train, support, supervise, and assess <li data-bbox="737 1010 1151 1564">• To apply appropriate managerial principles and administrative skills to design, implement, and coordinate programs; to employ needs assessment and analysis; to formulate mission statements, goals/objectives, strategies, and evaluation methods; to prepare and monitor budgets; to organize tasks by priority and organize and manage his time in accord with ministry requirements; to delegate responsibilities, including authority to act; to recognize stress and select methods to respond <li data-bbox="737 1566 1151 1707">• To develop and implement appropriate job descriptions; to set achievable performance goals; to supervise appraisals <li data-bbox="737 1709 1151 1776">• To engage in advocacy, mediation, referrals, and facilitation <li data-bbox="737 1778 1151 1879">• To demonstrate knowledge and skills in computer/internet applications, including online

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<i>23. Ethical Standards</i> <ul style="list-style-type: none">• Liabilities pertinent to ministry: confidentiality, insurance issues, harassment, etc.• Liabilities relating to personal conduct in ministry	<ul style="list-style-type: none">• To engage in employment agreements through familiarity with canonical and civil law pertaining to rights of individuals and employees relating to hiring, evaluation, dismissal, and abuse issues; to establish positive support systems and referral networking; to conduct information programs so that these basic rights and responsibilities are affirmed and cherished• To establish prudent and appropriate boundaries for interpersonal conduct, especially with women and youth

 APPRECIATION/KNOWLEDGE OF

Diaconal Vocation and Ministry***24. Ministerial Identity & Vocation***

- The role of the deacon in the life and mission of the diocesan and parochial Church and the esteemed tradition of deacons in the Church
- The background of the restoration and the implementation of the diaconate in the context of the Second Vatican Council, the writings of Paul VI, the teachings of John Paul II, the *Basic Norms and Directory for the Ministry and Life of Permanent Deacons* (published by the Congregations for Catholic Education and for the Clergy) and the *National Directory* of the U.S. bishops
- His call to the diaconate and a commitment to living the Gospel in all aspects of life
- The dynamics of the role of leadership in today's Church as a member of the clergy and participant in the hierarchy
- The deacon's mission in the marketplace in society

 DEMONSTRATED ABILITY/SKILL

- To effectively proclaim the Gospel; to be recognized at the altar as the sacrament of Jesus, the Deacon-Servant, in the midst of the community, and as herald of the word, sanctifier in liturgy, and advocate for the poor as minister of charity and justice
- To instruct and catechize others about the diaconate and its mission as "the Church's service sacramentalized"
- To witness to Christ in living, giving, and empowering ways; to articulate his call to diaconate as vocation; to identify, call forth, affirm, and support the gifts and talents of others
- To help others to grow in their knowledge of the faith and personal holiness; to animate, facilitate, and motivate the whole Church ministry of charity and justice; to collaborate with others in leadership in diocesan and parochial ministries; to mediate or manage conflict; to make decisions and monitor outcomes; to witness to The Gospel of Life by an exemplary life and service
- To witness to the Gospel in his place of employment; to understand the implication of political decisions in view of the Gospel and the social justice teaching of the Church; to sensitize God's people with an informed social consciousness; to evangelize non-Christians and Christians

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p data-bbox="480 338 748 369">25. <i>Ministry of the Word</i></p> <ul data-bbox="443 373 854 793" style="list-style-type: none"> <li data-bbox="443 373 854 443">• Relationship of Scripture, doctrine, and revelation <li data-bbox="443 478 854 548">• How to proclaim the moral and social teachings of the Church <li data-bbox="443 583 854 653">• How to catechize the faithful on the basic truths of the Church <li data-bbox="443 688 854 793">• How to evangelize non-Catholic neighbors and non-Christians 	<ul data-bbox="889 373 1300 1766" style="list-style-type: none"> <li data-bbox="889 373 1300 611">• To prepare a proper exegesis and contemporary application of the biblical text(s); apply the biblical text(s) with the Tradition and teaching of the Church to issues confronting the community today <li data-bbox="889 615 1300 926">• To preach on matters of faith and morals, Christ's initiation, and our response, expressing himself clearly and easily in a manner appropriate to the occasion; to be sensitive to the varied cultural, ethnic, racial, and gender dynamics of the text and the message <li data-bbox="889 930 1300 1556">• To utilize the skills for an effective homiletic or catechetical presentation through frequent social gospel preaching; to inform the community of their obligation to respond to the needs of the poor and to serve as Jesus did; to give personal witness; to speak the Gospel in his place of employment and in the marketplace with boldness, linking the sanctuary to the neighborhood, as well as the needs of the neighborhood to the sanctuary; to organize business leaders and neighbors around the Gospel, even on an ecumenical basis <li data-bbox="889 1560 1300 1766">• To evangelize, drawing from the U.S. bishops' statement <i>Go and Make Disciples</i>, as well as from the writings of Pope Paul VI and Pope John Paul II on evangelization

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p data-bbox="342 331 591 367"><i>26. Ministry of Liturgy</i></p> <ul style="list-style-type: none"> <li data-bbox="298 369 716 436">• How to lead liturgical and sacramental celebrations <li data-bbox="298 474 716 541">• How to assist at Eucharistic celebrations <li data-bbox="298 579 716 615">• Liturgical directives and rites <li data-bbox="298 653 716 716">• How to prepare and plan for sacramental celebrations 	<ul style="list-style-type: none"> <li data-bbox="753 331 1162 579">• To lead and/or provide for Baptisms, communion services, burial services, weddings, non-sacramental reconciliation rites, devotions, and Sunday celebrations in the absence of a priest as a liturgical presider <li data-bbox="753 581 1162 789">• To exercise the ministry of deacon in Eucharistic celebrations; to identify the table of Eucharist with the table of the poor, bringing their needs to the common prayers of intercession <li data-bbox="753 791 1162 894">• To exercise his role in conformity with the Church's liturgical directives <li data-bbox="753 896 1162 1346">• To collaborate with the pastor, other priests and deacons, worship committees, and liturgical ministers in planning and implementing the liturgy; to provide effective baptismal and marriage preparations in accordance with canonical norms and directives of the diocesan Church; to guide liturgical planning; to coordinate liturgical ministers or enable others to exercise that role

APPRECIATION/KNOWLEDGE OF	DEMONSTRATED ABILITY/SKILL
<p data-bbox="483 342 740 409"><i>27. Ministry of Charity and Justice</i></p> <ul data-bbox="451 447 857 724" style="list-style-type: none"> <li data-bbox="451 447 857 478">• The direct care of those in need <li data-bbox="451 516 857 548">• Advocacy for those in need <li data-bbox="451 585 857 617">• Education of the community <li data-bbox="451 655 857 724">• How to witness to charity and justice 	<ul data-bbox="893 378 1307 1803" style="list-style-type: none"> <li data-bbox="893 378 1307 548">• To serve in charitable care the needs of the poor, homeless, elderly, imprisoned, ill (including people with AIDS), and the marginalized of any kind <li data-bbox="893 552 1307 863">• To create an environment of hospitality toward all people, especially the stranger and the marginalized; to join in coalition with other religious and secular groups for common political and community-based action; to integrate justice themes into his life and ministry <li data-bbox="893 867 1307 1346">• To provide educational programs that will assist the parish in understanding social justice as constitutive of the Gospel; to promote just parish structures; to situate study, reflection, and decision-making in the context of a responsibility to his world, especially to those in need; to participate in local debates and community action on behalf of those who are homeless, unemployed, suffering from AIDS, abused, etc. <li data-bbox="893 1350 1307 1803">• To model and encourage simple living and environmental values; to preach justice by example and word; to demonstrate familiarity with the needs of the people in the community; to participate in charitable organizations; to be an advocate and servant of the poor; to promote justice and human development in local socio-economic situations; to minister to migrant and immigrant communities