



TERMS OF REFERENCE DIACONATE FORMATION TEAM

DIOCESE OF LANCASTER

A. Preamble

- 1.** The Bishop of Lancaster, in his obligation to ensure the proper formation of candidates for the permanent diaconate and the ongoing formation of permanent deacons, appoints the Diaconate Formation Team to assist him in this task.
- 2.** The *Directory on the Permanent Diaconate in the Diocese of Lancaster*, promulgated by the Right Rev. Michael Campbell, OSA (2010), shall be the foundational guide for the work of the Formation Team.
- 3.** The Formation Team will give special emphasis to the three ministries of the deacon: Service of Charity, exercised in the Church's social teaching and works of service and love; Service of the Word, expressed in homiletics, public speaking, and the application of the Word to modern life; and Service of the Altar, exercised in participating in those roles appropriate to deacons in the Sacred Liturgy of the Church.

B. Responsibilities

- 1.** The Diaconate Formation Team is appointed by the Bishop to provide direction and support for the work of the Director and Associate Director of Vocations and Formation.
- 2.** The Formation Team oversees and monitors both initial and on-going formation programmes.
- 3.** The Formation Team assesses the individual candidates and aspirants by receiving and evaluating reports from the Director and the Associate Director of Formation, the institution providing the formation programme, the Parish Priest, the tutor, and the mentor of the candidate. The Chair shall communicate the recommendations of the Formation Team to the Bishop.
- 4.** The Formation Team also supports and assists the Coordinator of On-going Formation in planning, developing, and carrying out the on-going formation programme.
- 5.** The Formation Team shall review these Terms of Reference every three years and make recommendations for modification to the Bishop.
- 6.** The Chair reports to the Bishop.

C. Membership

- 1.** The Diaconate Formation Team shall be chaired by an experienced priest or deacon appointed by the Bishop.
- 2.** The Director and the Associate Director of Vocations, the Director and the Associate Director of Formation, and the Coordinator of On-going Formation

shall be ex-officio members of the Formation Team, although the same person may hold more than one of these positions.

3. The Bishop may appoint other members as he determines useful.

D. Meetings

1. The Formation Team shall meet at least four times per year, as arranged by the Chair.

2. The Chair shall appoint one member to take minutes, which shall be distributed to the Bishop and the members of the Formation Team at least a week prior to the next meeting.

E. Review

1. These Terms of Reference should be reviewed on or around the 1March 2016.

E. Approval

These Terms of Reference are approved by the Bishop of Lancaster, who also authorises any modifications.

+ Michael Campbell OSA

2 April 2015

+ Michael Campbell, O.S.A.
Bishop of Lancaster

Date