

## Policy for Reporting Continuing Education

Each permanent deacon who is granted faculties to function within the Archdiocese of Santa Fe is expected to complete a minimum of forty hours of continuing education each year. Hours of continuing education are determined on the basis of clock time actually spent in attending formal classes, lectures, seminars, and workshops on academic subjects related to the personal development of the deacon as an ordained minister. In individual cases where remote location and great distance make in-person attendance at formal academic gatherings a hardship, a deacon may devise a plan for acquiring the equivalent amount of continuing education by alternative means such as a self-study, correspondence courses, and directed reading. This plan must be discussed with the deacon's pastor/supervisor, and then submitted to the Director. The educational portions of such gatherings as the annual In-Service Training day, the annual weekend retreat for deacons and their wives, monthly deanery meetings, and regional conferences of permanent deacons, count toward the forty hours required yearly.

Annually in January, each permanent deacon is required to submit, in writing, a report of continuing education received over the preceding twelve-month period. Those deacons who fail to submit the requested report and who repeatedly disregard the policy requiring earnest efforts at personal development will be charitably called to fraternal correction. As a last resort, the Director may recommend to the Archbishop that the faculties of the delinquent deacon be withdrawn. Deacons are required to continue their education in the area of their ministry.