MINISTERIAL DEVELOPMENT REVIEW FORM

To be completed by the DEACON and the PASTOR/PARISH PRIEST or DEACON SUPERVISOR

Deacon's Name: __Dcn. Mike Lynch_____ Month/Year of Review: _7/26_____

Parish Name or Agency Name: _Good Shepherd Parish, Frankfort_____

Name of Priest or Deacon Supervisor: __Fr. John Lijana_____

General Instructions: Deacons complete their portions of this Ministerial Development Review Form and Addendum 1 NO LATER THAN JULY 15 and deliver them to their priest/supervisor (with a copy to the Office for the Permanent Diaconate) by JULY 15. Priests/supervisors complete their portions of this form NO LATER THAN AUGUST 15. This completed, signed form and Addendum are to be sent by the priest/supervisor so as to be RECEIVED by the Office for the Permanent Diaconate ON or BEFORE SEPTEMBER 1.

Specific Instructions: The deacon being reviewed completes Section 1, Section 2 (applicable Parts), and Section 3 (Part 1) PRIOR to submitting this form to his priest/supervisor. The priest/supervisor completes Section 2 (applicable Parts), Section 3 (Part 2), Section 4, and Section 5 PRIOR to the review meeting. At the review meeting, the deacon and the priest/supervisor review the priest's/supervisor's comments in the aforementioned sections and jointly agree on the deacon's goals for the upcoming period. They record these goals in Section 2 (Part 3) and Section 3 (Part 3).

SECTION 1: OVERALL MINISTRY (completed by the Deacon)

Part 1: Please describe an experience that energized you (your most rewarding experience in ministry) during the last year and please describe how you plan to build on this positive experience during the upcoming year:

_As I may have stated in previous years, helping to feed the poor of Frankfort / Franklin County by working with the St. Vincent DePaul Society has been so rewarding. It is a true "servant" ministry for the good of people in our community that I don't even know._____

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_____

Part 2: Please describe an experience that drained you in ministry (perhaps, your most discouraging experience in ministry) during the last year and please describe anything you plan to change in this area during the upcoming year:

Trying, with limited success, to get the husband of a woman who wants to join the Catholic Church to fill out the forms to request an annulment of his previous marriage. His basic attitude is that it is none of my or our Church's business. _____

_____

_____

Part 3: Please describe/summarize your prayer life:

I faithfully pray the Liturgy of the Hours, though I have missed doing Morning or Evening Prayer on days I was "busy" on a couple of

occasions.

I also stop and pray at any time I've heard of the accidental or intentional death of someone, whether in auto accidents, explosions or fires, or in violent situations.

Part 4: Please describe how you see your diaconal ministry and spiritual life developing in the next 3-5 years:

I will turn 73 in September of this year. I have told Bishop John I plan to step down as director of the Office of the Permanent Diaconate after the October 2027 deacons and wives retreat, when I will be 74. With my energy level waning in older age, I may also reduce my activity with the St. Vincent DePaul Society and concentrate more on liturgical activities, such as Mass, preaching, baptisms, OCIA, etc.

Part 5: What can you do to help yourself with your ministerial and spiritual growth as a deacon?

Continue my Liturgy of the Hours; be more satisfied with liturgical activities that don't take a lot of energy; read more books and magazine articles about the Church, the sacraments, and the diaconate.

Part 6: What can your parish/priest do to help you with your ministerial and spiritual growth as a deacon?

Critique my homilies more often; **assign** me to more baptisms but fewer petitions for annulments; invite all the deacons of our parish to gather regularly for dinner to get to know each other better. (Something we deacons can work on, too!)

Part 7: What can the Diocese do to help you with your ministerial and spiritual growth as a deacon?

As director of the Office of the Permanent Diaconate, I think / hope I'm doing all I can, in coordination with Bishop John to provide opportunities for ministerial and spiritual growth for all of us deacons.

SECTION 2: THE ROLES OF A DEACON (completed by the Deacon and the Priest/Supervisor as indicated)

LITURGY.

Part 1: (completed by the Deacon) Describe what your agreed-upon goals were for this aspect of ministry during this period and describe your accomplishment/progress toward meeting each of these goals (use a separate sheet of paper if necessary).

_No specific goals were set._But I paid more attention to some of the instructions for liturgies, particularly exposition of the Blessed Sacrament after Word and Communion on the last Monday of the month, and began celebrating it correctly (i.e., using incense at the OPENING of the exposition._____

Part 2: Priest/supervisor comments reference the deacon's function as a minister of the Liturgy during the review period (use a separate sheet of paper if necessary).

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_____

Part 3: In conjunction with your priest/supervisor, describe what your goals are for the Liturgy aspect of your m inistry during the upcoming period (use a separate sheet of paper if necessary).

_____

_____

WORD

Part 1: (completed by the Deacon) Describe what your agreed-upon goals were for this aspect of ministry during this period and describe your accomplishments/progress toward meeting each of these goals (use a separate sheet of paper if necessary).

_Continue to step away from the ambo at times during homilies. I did this a few times, but need to do it more AND build my confidence in doing it by knowing in advance what I'm going to say in my homily so I don't have to look down at my script when I'm away from the ambo.

_____

Part 2: Priest/supervisor comments reference the deacon's function as a minister of the Word during this period (use a separate sheet of paper if necessary).

_____

_____

Part 3: In conjunction with the priest/supervisor, describe what your goals are for the Word aspect of your ministry during the upcoming period (use a separate sheet of paper if necessary).

_____

_____

CHARITY AND JUSTICE

Part 1: (completed by the Deacon) Describe what your agreed-upon goals were for this aspect of ministry during this period and describe your accomplishments/progress toward meeting each of these goals (use a separate sheet of paper if necessary).

_No agreed-upon goals were set, but I have continued to serve the poor of Frankfort/ Franklin County through service at the St. Vincent de Paul Society. But Fr. John mentioned last year that we don't always get to choose where we minister, but must minister where we're needed…filling in the gaps. This past year, I've spent more time DELIVERING food to people who cannot come to St. Vincent de Paul. This has allowed me to meet some people I hadn't met before and feel a greater sense of PERSONAL service to them._____

Part 2: Priest/supervisor comments reference the deacon's function as a minister of Charity and Justice during this period (use a separate sheet of paper if necessary).

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_____

Part 3: In conjunction with the priest/supervisor, describe what your goals are for the Charity and Justice aspect of your ministry during the upcoming period (use a separate sheet of paper if necessary).

_____

_____

SECTION 3: OTHER DEACON ACCOMPLISHMENTS NOT DISCUSSED IN SECTIONS 1 OR 2 (completed by the Deacon and Priest/Supervisor as indicated)

Part 1: (completed by the Deacon) Describe what your agreed-upon goals were for additional areas of ministry during this period and describe your accomplishments/progress toward meeting each of these goals (use a separate sheet of paper if necessary).

Bishop John assigned me to work with a committee to set up a priest/deacon day. I worked under the direction of Fr. Steve Roberts and with two others to make the day happen. It was a good experience that will be made better in 2027, because plans are already underway for it._____

Part 2: Priest/supervisor comments reference the deacon's function in additional areas during this period (use a separate sheet of paper if necessary).

_____

_____

Part 3: In conjunction with the priest/supervisor, describe what your goals are for additional areas of your ministry during the upcoming period (use a separate sheet of paper if necessary).

SECTION 4: QUALITIES & SKILLS (completed by the Priest/Supervisor)

Priests/supervisors shall use the following performance rating system for this Section, **circling or highlighting the choice for each rating. (i.e., "Meets standards," "Exceeds standards," "Does not meet standards" or "N/A"** (Not applicable). NOTE: Priest/ supervisor comments are REQUIRED for any "Does not meet standards" or "Exceeds standards" rating. Priest/supervisor comments are optional for any rating of "Meets standards," which is the expected norm, hence most ratings should be "Meets standards."

SKILLS

Pastoral Qualities

Serves as a bridge between pastor and people: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Assisting or presiding at parish liturgies/prayer: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is a good listener: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Uses conflict management skills: Meets standards N/A

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Able to appropriately confront another: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Overall preaching skill: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Demonstrates empathy/compassion for people: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Knows the people of the parish and they know him: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is comfortable relating to women: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is comfortable relating to minorities: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is comfortable relating to people of other faiths: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is attuned to the boundaries related to men, women, and children: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Maintains a spirit of hope: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Proclaims the Gospel: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

<u>Leadership Qualities</u>

Consults others when needed: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Delegates appropriately: Meets standards N/A

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Plans, organizes, and sets goals: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Manages effectively under pressure: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Affirms co-workers: Meets standards N/A

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Shows initiative: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is a good time manager: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Takes responsibility for his actions: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Sets the example in appearance, word, and action: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is an effective informal teacher: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Accepts constructive criticism: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is easy to approach and talk to: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Is flexible and adaptable: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Administrative Qualities

Holds / participates in meetings: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Complies with diocesan policies: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Serves as a good steward of parish resources (financial and otherwise): Meets standards N/A

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Completes reports clearly and on time: Meets standards. N/A

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Serves on parish committees as requested: Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Personal Qualities

Personifies love, understanding, and sensitivity in interpersonal relationships:

Meets standards.

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Takes appropriate time for self and family:

Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Displays a positive attitude:

Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

Has a good sense of humor:

Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

OVERALL REVIEW OF DEACON

Meets standards

Exceeds standards. How? _____

Does not meet standards. Explain: _____

SECTION 5: SUMMARY (completed by the Priest/Supervisor)

Summary of Strengths

A. _____

B. _____

Summary of Improvement Needed

A. _____

B. _____

Specific Goal(s) for Improvement (other than those set forth in Section 2 and Section 3)

A. _____

B. _____

C. _____

General Comments

_____

_____

Signature: _____ Date: _____

(DEACON)

Signature: _____ Date: _____

(PASTOR/PARISH PRIEST/SUPERVISOR)

The original of this completed, signed Ministerial Development Review Form and the completed Addendum are to be SENT BY THE PRIEST/SUPERVISOR to the Office for the Permanent Diaconate so as to be RECEIVED by the Office for the Permanent Diaconate ON or BEFORE SEPTEMBER 1. Copies of this Ministerial Development Review Form and the Addendum may be kept in a confidential personnel file by the priest/supervisor.

DEACON'S SPIRITUAL DIRECTION, RETREAT, AND ONGOING EDUCATION LOG

NAME _Dcn. Mike Lynch_____ For the Period 2025-2026_____

Please complete this form annually and attach it to your Ministerial Review Form.

Spiritual Direction:

1. Do you have a Spiritual Director? Yes_____ No__X___

2. If yes, are you meeting with your Spiritual Director as needed? Yes____ No____

3. If yes to #1, do you consider your relationship with your Spiritual Director helpful/beneficial to you? Yes ____ No ____ Why or why not? _____

4. If no to #1, do you need help finding a Spiritual Director? Yes __X__ No ____

Retreat(s)

1. Retreat(s) attended this year (July 1 to June 30)

Location(s) St. John XXIII Pastoral Center, Charleston, WV_____

Date(s) of the Retreat(s)__Oct. 24-26 2025_____

Title(s) of the Retreat(s) Deacons as Pilgrims of Hope, led by Dcn. Greg Kandra_____

2. If you did not attend the Diocesan Deacon Retreat, why this choice? _____

_____

Ongoing Education

Deacons in the Diocese of Lexington are expected to accrue a minimum of twenty (20) actual hours of continuing education each year in addition to the annual retreat. The deacon community will sponsor approximately ten continuing education hours per year for deacons and their wives. The deacon couple is strongly encouraged to take advantage of these offerings. Various other agencies inside/outside the diocese offer programs to assist deacons seeking to update their skills. Reading, listening to podcasts, or viewing videos are valid ways of updating one's professional ministry. However, it is recommended that their use should not count for more than ten (10) hours of the total.

Courses/Seminars/Study Days/Videos/Podcasts/Books, etc. **# of Hours**

(Please List Below – use a separate sheet of paper if needed)

Book: As I Have Loved You: Clerical Unity in the Heart of Christ, by Dcn.

Dominic Cerrato_____ __4.5 hrs._

Book: Biblical Preaching, by Haddon Robinson_____ ___4hrs.__

*The Deacon magazine:*_

Nov/Dec 2025:

"Non Communicants in the Communion Line"

"The Deacon in Desolation"

"The Four Senses of Scripture"

July-August 2026:

"The Balanced Life"

"Lord Jesus, You Heal the Wounds"

____.5 hrs_

Study Sessions:

Jan. 10 Lift Up Life program_____ ___3.5 hrs_

Mar. 4 Deacon Ministry Sharing_____ ___2.5 hrs_

Apr. 9 Priest/deacon collaboration day_____ ___4.0 hrs_

May 16 Immigration Issues (Emily Jones)_____ ___3 hrs_ _

Total Hours: ___22 hrs_

Signature _____ Date _____