

ANNUAL CLERGY PERSONAL REPORT ON CONTINUING EDUCATION AND FORMATION ACTIVITY

OFFICE OF ONGOING FORMATION FOR PRIESTS DIOCESE OF OWENSBORO

Please indicate Fiscal Year in below box:

Name:

Parish/Institution:

Address:

Please return with parish annual report or to the Office of Ongoing Formation for Priests.

*Since continuing education and formation is intended both for the personal growth of the priests and to enhance the quality of ministry, the priest shall annually submit a review of his progress in continuing education and formation. The Director of Continuing Education will provide a format for this report and shall send it to all priests at the time of the other parish reports. The priest shall also keep the parish, especially the parish council or institution, apprised of his participation in continuing education and formation. **Diocese of Owensboro Policy Manual, 308:2,8***

Please list the diocesan sponsored continuing education events which you have attended with the invoiced expenses drawn on the annual continuing education allotment (up to \$1,500) from the parish or institution:

Program or Event e.g., Convocation, Presbyteral Days...	Date	Program Cost	Room & Board	Travel Cost	Expense Total

Total Expenses in Professional Educational Efforts:

Please record information on your annual retreat:

Retreat Type and Location	Date	Program Cost	Room & Board	Travel Cost	Expense Total

Please record here any other ministerial or professional development or educational activities or programs in which you have been involved even if on a continuing basis, e.g., further academic studies, sabbaticals, workshop, etc.:

Event Type and Location	Date	Program Cost	Room & Board	Travel Cost/Other	Expense Total

Please record here professional and/or formal events with significance for continuing education and formation in which you have acted as presenter, lecturer, retreat master, instructor, organizer, coordinator, etc.:

Event Type and Location	Date	Program Cost	Travel Cost	(-) Stipend/Gratuities	Expense Total

Total Expenses:

This report is to be filed with the parish or institution, if in a parish given to the parish pastoral council, and sent to the diocese with the parish or institution annual reports and repositied with the Office of Ongoing Formation for Priests.

Priest's signature

Date