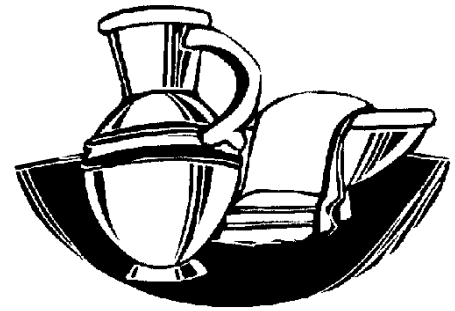


MEMO

To: Deacon Community
From: Deacon Mark Machuga
Subject: Monthly Newsletter
Date: August, 2019



Rite of Baptism Workshops

The Office for Divine Worship and Sacraments, in cooperation with the Office of the Diaconate and the Office of Priestly Formation, will be presenting a series of regional workshops entitled "With Great Joy". This will be an opportunity for initiation ministers - baptism team members, priests, deacons, pastoral musicians, and other lay ministers - to explore the new Order of Baptism of Children ritual book, to be published early in 2020. We'll take a look at what's new in the ritual book and share best practices for baptismal ministry with one another.



Areas of focus will include best practices for welcoming families to the rite of baptism, preaching the baptismal homily, music for the rite of baptism outside of Mass, ars celebrandi of the rite, baptism as a moment of evangelization, and more.

We're currently planning 4 workshops at various parishes around the Archdiocese. Details and specific locations will be communicated soon, but the dates and areas for the workshops will be:

Saturday, November 16 - New Bremen
Tuesday, November 19 - North Dayton
Wednesday, November 20 - Northeast Cincinnati
Saturday November 23 - West Cincinnati

Workshop: Role of the Parish Worship Commission

The Office for Divine Worship and Sacraments is offering a workshop:
Tuesday, September 17th 7pm-9pm
Ascension Parish, Kettering

New and veteran members of your parish's Worship Commission will benefit from this workshop on best practices. We'll explore the role of the commission,

tips for effective collaboration with clergy and staff, approaches to organizing the liturgical year, having effective commission meetings, and more.

Deacons often serve on, or even have a leadership role in the parish Worship Commission, so this event is perfect for you.

Information can be found at: <http://www.catholiccincinnati.org/ministries-offices/worship/role-of-parish-worship-commission-workshop/>

Contact the Office for Divine Worship and Sacraments if you have any questions or concerns, 513.421.3131 x6609

Funeral Planning Form for Deacons



Our Archdiocesan Permanent Deacon Handbook (found at [this link](#) on the website) contains a Funeral Planning Form for deacons. Pre-planning your funeral arrangements ensures your funeral will be conducted in the manner you choose and will save your family the difficulty of making these decisions at a very difficult time following your death. This form should be filed at your parish and a copy of it should be sent to the Office of the Diaconate, where I will place it in your permanent file. I've included a copy of the form at the end of this newsletter for your convenience.

2019 Maria Stein Retreat : "Practical Spirituality for Deacons"

The flyer for the annual Archdiocesan Deacon Retreat has been sent out via e-mail. Information about the retreat is below. A copy of the flyer and registration form is included at the end of this newsletter.

- When: Oct 18-20, 2019 (Fri – Sun)
- Where: The Spiritual Center of Maria Stein
- Retreat Directors: Deacon Eddie Ensley and Deacon Robert Hermann.
 - Eddie Ensley is a PhD who has written 13 books and is an instructor in the Josephinum Deacon Institute at the Pontifical College Josephinum.
 - Robert Hermann is also an author and holds certification in pastoral ministry from Loyola University.
 - They are parish mission leaders and deacon retreat leaders.
- Cost: \$125/Deacon; \$90/Senior Status Deacon; \$45 commuter

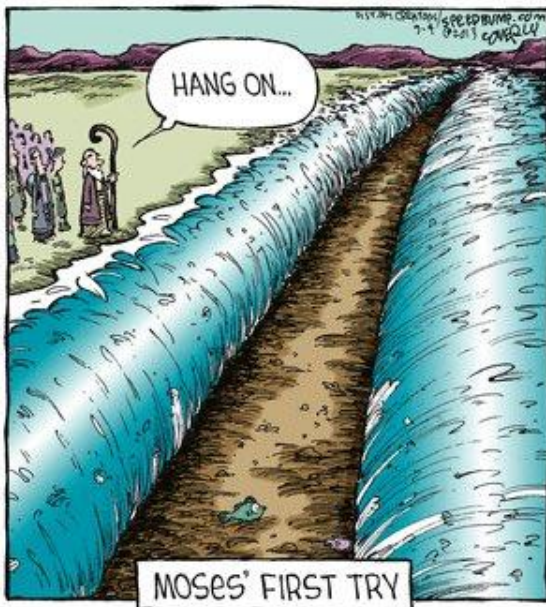


Please RSVP to Deacon Mark Machuga by sending in the Registration Form by October 4.

Necrology - September

Sept 1, 2009	Marge Cooper	
Sept 24, 2005	Rosemary Hagedorn	
Sept 12, 2007	Deacon Werner Bensman	Ordained 9/28/91
Sept 14, 2002	Deacon Joseph Sprinkle	Ordained 6/20/87
Sept 14, 2004	Deacon Robert Borgerding	Ordained 6/21/86
Sept 14, 2008	Mary Lynn Lochtefeld	
Sept 17, 2003	Deacon Gerald Coomes	Ordained 9/26/92

This Month's Humor ...



Office of the Diaconate Phone and E-mail:

Deacon Mark Machuga
513-421-3131, Ext. 2641
mmachuga@catholiccincinnati.org or
deaconoffice@catholiccincinnati.org

If you need Mark after hours or on the weekend:
Home Phone 513-922-4130
Cell Phone 513-324-8873

FUNERAL PLANNING FORM

TO: OFFICE OF THE DIACONATE, ARCHDIOCESE OF CINCINNATI

FROM: Deacon: _____ Date: _____

In accordance with the approved Guidelines for the Burial of a Deacon in the Archdiocese of Cincinnati, the following information concerning my personal requests/preferences relative to funeral arrangements in the event of my death is voluntarily submitted. These requests are to be considered valid upon receipt and until they are modified or rescinded by me by sending written notification to the Director of Office of the Diaconate for the Archdiocese of Cincinnati. If I am married, I represent that: (i) I have discussed these requests with my wife; and (ii) she acknowledges my requests by signing below. I understand that these requests are not to be considered as my last will and testament, rather an informal document intended to assist the Archbishop of the Archdiocese of Cincinnati and the Office of the Diaconate in carrying out their responsibilities pertinent to my funeral arrangements. I understand that it is my responsibility to review this form at least every five years.

_____	_____	_____	_____
Last Name	First	Middle Initial	Wife's First Name
_____			_____
Home Address	City	State Zip	Home Phone

I request the following deacon/priest to serve as coordinator to assist my family in supervising the burial arrangements:

_____	_____	_____
Deacon/Priest Name	Address	Telephone

If the above cannot perform duties as coordinator I request the following alternates:

_____	_____	_____
Deacon/Priest Name	Address	Telephone

_____	_____	_____
Deacon/Priest Name	Address	Telephone

I (am) (am not) a veteran.
I (do) (do not) wish an American flag.
I (do) (do not) wish a military honor guard at the graveside.

I wish the following person to lead **the vigil service**.

First Preference:

Deacon/Priest/Other Name Address Telephone

Second Preference:

Deacon/Priest/Other Name Address Telephone

I would like to be vested in:

- alb, stole, and dalmatic
- alb and stole
- I do not wish to be vested in liturgical clothes

Note: If you choose not to be vested in liturgical clothes, you will be dressed in appropriate attire chosen by your family. In such a case, your stole may be placed on or near the casket but not over secular attire.

It (is) (is not) my intention to be cremated.

I understand that the preference is for remains to be cremated after the funeral mass and that the body is to be in a casket during the funeral mass and vigil service. (See Order of Christian Funerals)

I would like the following priests to concelebrate **the Mass of Christian Burial** as well as any other priests attending who wish to do so (list in order of preference for celebrant):

(1) Rev: _____ (2) Rev: _____
(3) Rev: _____ (4) Rev: _____

I would like the following deacon(s) to assist at the mass:

Deacon: _____ Deacon: _____

I would like Deacon or Rev. _____ to be the homilist.

Liturgy requests for vigil service:

Readings: _____

Music: _____

I (wish) (do not wish) to invite comments near the end of the **vigil service** to be made by a friend or a family member.

If so, by whom? _____

Liturgy requests for mass:

Prayers: _____

Readings: _____

Music (processional, recessional, presentation of gifts, communion, etc.): _____

Other special requests:

Other information that may be of assistance to those planning the liturgy and burial:

The foregoing are my requests as of the date signed.

Deacon's Signature: _____ Date: _____

I acknowledge that I have read this form and understand my husband's requests
(If married).

Wife's Signature: _____ Date: _____

RECOMMENDATIONS:

It is best for those whom you wish to participate in your vigil service and funeral mass to be aware of your preferences. You are encouraged to let them know that you have designated them on this form and request that they be willing to participate.

You are encouraged to provide a copy of this form to the person(s) who will be responsible for organizing your funeral arrangements (spouse, children, or others).

Update this form from time to time as you may feel necessary.

Deacon Retreat October 18-20, 2019

"Practical Spirituality For Deacons"

A Diaconal Retreat for the Archdiocese of Cincinnati

The Deacon represents the Church in its calling as servant in the world, and like Christ the servant, deacons need to withdraw for a while for rich, refreshing communion with God. Through brief talks, periods of contemplation and meditation we will take time for the truly important things and discover afresh our ultimate calling, intimacy with Christ and to feed his flock.



Retreat Masters – Deacons Eddie Ensley and Robert Herrmann

Deacon Eddie Ensley holds a Masters Degree in Pastoral Studies from Loyola University and a Doctorate in Clinical Pastoral Counseling from Cornerstone University. He is a permanent deacon incardinated in the Diocese of Savannah. He teaches spirituality in the Josephinum Diaconate Institute, Pontifical College Josephinum. He is the author of *Prayer That Heals Our Emotions* and *Healing the Soul—Finding Peace and Consolation when Life Hurts*, as well as other books and articles.

Deacon Robert Herrmann holds a widely respected expertise in spiritual journaling and teaching contemplative prayer. He is the author of *Writing To Be Whole*. He holds certification in Pastoral Ministry from Loyola University. He is incardinated in the Diocese of Savannah.

October 18 – 20, 2019

The Spiritual Center of Maria Stein

2365 St. Johns Rd, Maria Stein, Ohio 45860

NAME: _____

PARISH: _____

CITY: _____

- COST: \$125.00 per person (Single room) \$90.00 Deacons in Senior Status
 \$45.00 commuter I am willing to be in the choir
 I will be staying for lunch on Sunday I have special dietary restrictions
 I am willing to be a lector, prayer leader, deacon at Mass I play an instrument and will serve as a musician at liturgies

Checks made payable to the *Office of the Diaconate*

Mail To: 100 East Eighth St., Cincinnati, OH 45202 Attn: Mark Machuga

Registration Deadline: October 4, 2019

For office use only: Amount Enclosed: _____ Check Number: _____ Date Received: _____