

## SERIES 3000

# **ONGOING FORMATION AND CONTINUING EDUCATION OF PRIESTS**

### **3100 INTRODUCTION**

The Bishops of the United States, in their 2001 document, *The Basic Plan for the Ongoing Formation of Priests*, (hereafter BP) expressed their commitment to the ongoing formation of priests and presbyterates in these words:

*“In obedient response to the Holy Father’s express [sic] wishes, we commit ourselves to supplying the necessary personnel, time, and finances to make the ongoing formation of priests an effective reality in the life of our dioceses. We will do our best in our respective dioceses. We will also join forces regionally and nationally, when that kind of collective and collaborative effort and investment will better serve the purpose of ongoing formation for priests. We commit ourselves to reminding our priests of the importance of ongoing formation. We will encourage them in their efforts, and we will call them to accountability in the name of the Church. Furthermore, we will support our priests by informing the entire people of God that the prayer and study of their priests is not something added on to their work but rather is integral to their ministry.” [BP 3]*

As articulated by Pope John Paul II in his 1992 Post-Synodal Apostolic Exhortation, *Pastores Dabo Vobis*, (hereafter PDV) ongoing formation is a commitment to which all priests are called by virtue of the “gift of God” [2 Tim 1:6] which they received at ordination. The purpose of this document is to articulate how the Archdiocese of San Francisco will honor this commitment and implement the vision and core elements of *The Basic Plan* and *Pastores Dabo Vobis*.<sup>1</sup>

### **3200 DEFINITIONS**

- 3200.1        *Pastores Dabo Vobis* describes ongoing formation as “a conscious and free decision [on the part of the priest] to live out the dynamism of pastoral charity and of the Holy Spirit who is its first source and constant nourishment.”
- 3200.2        The *Basic Plan* defines ongoing formation as “the continuing integration of priestly identity and function for the sake of mission and communion.” [BP 12]

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<sup>1</sup> For a more complete understanding of the intent and application of this policy, please consult the *Policy for Ongoing Formation and Continuing Education of Priests* [October 2008] in the office of the Vicar for Clergy.

These definitions clearly place ongoing formation within a holistic framework that seeks to nurture and integrate the four pillars of formation: human, spiritual, pastoral, and intellectual. [PDV 72]

This lifelong formation includes constant, or “synchronic” aspects, as well as specific challenges that emerge in particular seasons of priestly life and ministry, or “diachronic” elements. [BP 7]

In this document, continuing education will refer to more formal programs directed toward the enhancement of knowledge, skills, and ministerial excellence for individual priests and for the entire presbyterate.

### 3300 RESPONSIBILITY FOR ONGOING FORMATION

3310 The Individual Priest: Both PDV and *The Basic Plan* make clear that the person primarily responsible for ongoing formation is the priest himself. [PDV 79; BP 35]. *The Basic Plan* calls priests to map out, in conversation with the bishop, his delegate, or members of the presbyterate, his own particular plan for continuing development and enrichment. [BP 36] For priests serving in the Archdiocese of San Francisco, the following elements should serve as a basic minimum for such a plan:

- Thirty contact hours of education each year<sup>2</sup>
- One week of retreat
- Daily prayer (especially Eucharist and Liturgy of the Hours)
- Regular celebration of the Sacrament of Penance
- Regular contact with a priest group or its equivalent

3320 The Archbishop: The Archbishop has the primary responsibility for overseeing, encouraging, and supporting ongoing formation within the Archdiocese. This responsibility is exercised by his presence at diocesan ongoing formation events, his encouragement of priests to avail themselves of ongoing formation opportunities, and by the development of the appropriate diocesan structures (e.g. personnel, funding, policy) to sustain an effective ongoing formation program. It is the responsibility of the Archbishop and his auxiliary bishops to foster a healthy climate for continuing formation, to communicate to the presbyterate and the People of God that participation in ongoing formation programs is an integral expression of priestly life and ministry, and to provide appropriate means of accountability for the diocesan ongoing formation program. The Archbishop participates and oversees all

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<sup>2</sup> The annual Clergy Study Week would ordinarily constitute between 12-16 contact hours. Retreats and Days of Recollection are separate from the contact hours for education. Credible on-line programs may be included as contact hours.

aspects of ongoing formation within the Archdiocese as he deems most helpful and appropriate.

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The Vicar for Clergy:

It is the responsibility of the Vicar for Clergy to ensure that the work of the Office of Ongoing Formation and Continuing Education is integrated into the overall vision for priestly life and ministry within the Archdiocese. The Vicar for Clergy is Chair of the Ongoing Formation Board. He works conjointly with the Director of Ongoing Formation to develop the agenda and priorities of the Board. The Vicar for Clergy has the responsibility for ensuring the accountability for the implementation of the ongoing formation policy and for compliance with said policy, both on the part of individual priests and of the Archdiocese.

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The Office of Ongoing Formation and Continuing Education of Priests:

The Archdiocese is committed to providing the leadership, staffing, and funding necessary to support the vision of ongoing formation as set forth in PDV and the BP Priests and as outlined in this policy. In this Archdiocese, this policy is implemented through the Office of Ongoing Formation and Continuing Education. The appointment of a director for this office is the responsibility of the Archbishop and should be supported as much as finances, personnel, and other circumstances allow. The duties of the Director / Office include:

- To work in collaboration with the Ongoing Formation and Continuing Education Advisory Board, the Council of Priests, the Personnel Board, and similar Archdiocesan consultative bodies to facilitate continued implementation, development, and evaluation of the Archdiocesan Policy for Ongoing Formation and Continuing Education of Priests.
- To recommend to the Archbishop, upon consultation with the Vicar for Clergy and the Ongoing Formation Advisory Board, topics and speakers for all Archdiocesan ongoing formation programs, e.g. Retreats, Study Weeks.
- To oversee all programmatic aspects of ongoing formation and continuing education of priests within the Archdiocese and to evaluate all programs, projects, and initiatives
- To implement BP within the context of the Archdiocese of San Francisco
- To ensure that all Archdiocesan priests develop and maintain a personal plan for priestly growth and enrichment, and to monitor the progress of those plans

- To oversee the necessary training and continuing support of mentors
- To familiarize himself with the context of priestly life and ministry within the Archdiocese so as to facilitate the recommendation and provision of appropriate ongoing development opportunities
- To consult with priests in a variety of settings to identify the current needs of individual priests and the presbyterate and to solicit recommendations for speakers and topics for Archdiocesan ongoing formation events
- To serve as a resource person to plan sabbaticals and other continuing education programs and proposals.
- To collaborate with ongoing formation personnel and programs, both at a regional and national level, to meet ongoing formation needs

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**The Ongoing Formation and Continuing Education Advisory Board:**

The Ongoing Formation and Continuing Education Advisory Board is comprised of a small group of people (6 – 8 members) with particular knowledge or expertise in the areas of ongoing formation and continuing education within the context of the Archdiocese of San Francisco. Members of the Board are appointed by the Archbishop for a designated term.<sup>3</sup> The responsibilities of the Board include: communicating to the Director and Vicar for Clergy their perception of the ongoing formation needs of the presbyterate and of the effectiveness of current ongoing formation practices within the Archdiocese; developing a sense of direction for the ongoing formation efforts within the Archdiocese and establishing goals and priorities to advance that direction; and providing input on prospective speakers, topics, programs, and procedures to address those goals and priorities.

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**The Presbyterate:**

Priests, both Archdiocesan and religious, have a very important responsibility for creating a culture that supports and encourages ongoing formation. They exercise this responsibility by their own commitment to continuing formation, by affirming ongoing formation as an integral element of priestly life and ministry, by collaborating with the Archbishop and his delegates in developing and promoting the Archdiocesan plan for ongoing formation, and

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<sup>3</sup> In appointing members to the Ongoing Formation Advisory Board, every effort should be made to ensure that the composition of the Board honor the diversity of age, experience, ministries, and cultural background within the Archdiocesan presbyterate.

by encouraging each other and holding each other accountable for continuing growth and development.

### **3400 CONSTANT (SYNCHRONIC) ELEMENTS**

#### **3410 Clergy Study Weeks:**

The Archdiocese will sponsor a Clergy Study Week twice each year, usually in June. All priests with an Archdiocesan assignment are expected to attend one of the two weeks. Financing for the Study Weeks will be taken from Archdiocesan funds set aside for this purpose.

#### **3420 Priest Retreats:**

The Archdiocese will offer two retreat options each year, usually in October. All priests serving in the Archdiocese are required to make a retreat each year. [Canon 276] Any priest with an Archdiocesan assignment who wishes to make other retreat arrangements is to notify the Vicar for Clergy regarding his proposal. Funding for the Retreats will be taken from Archdiocesan funds set aside for this purpose.

#### **3430 Other Archdiocesan Ongoing Formation Events**

##### **3430.1 Annual Clergy Day / Chrism Mass:**

The Archdiocese will offer each year, in conjunction with the Chrism Mass, an afternoon of recollection for priests serving in the Archdiocese. All priests are strongly encouraged to participate in the Clergy Day and Chrism Mass. The Archdiocese provides the funding for the Clergy Day.

##### **3430.2 Days of Recollection:**

The Archdiocese will offer occasional Days of Recollection for priests serving in the Archdiocese, often in conjunction with the seasons of Advent and Lent. Funding for Days of Recollection will be taken from Archdiocesan funds set aside for this purpose.

##### **3430.3 Archdiocesan workshops and convocations:**

From time to time, the Archdiocese may offer a workshop or convocation to address areas of critical importance to its mission. The Archbishop will inform the clergy whether attendance at these events is mandatory, encouraged, or optional.

#### **3440 Priest Support Groups:**

All priests are encouraged to participate in a priest support group. The Office of Ongoing Formation is available to assist priests in forming or joining such groups.

**3450 Spiritual Direction:**

All priests are encouraged to meet with a well-trained spiritual director on a regular basis. The Office of Ongoing Formation will develop and maintain a list of recommended spiritual directors.

**3460 Sabbaticals:**

A sabbatical leave is available to incardinated priests of the Archdiocese who have been ordained at least ten years and have an assignment in the Archdiocese.<sup>4</sup> Ordinarily, sabbatical leaves will be granted for a six-month period.

**3460.1** The sabbatical should include participation in an approved program of priestly renewal or educational or ministerial development for three months, as well as an extended retreat and the opportunity for personal rest and renewal. The priest's annual vacation time is to be included within the sabbatical leave.

**3460.2** To apply for a sabbatical, priests are to write to the Vicar for Clergy to request permission and outline their proposal. Priests are eligible to apply for a sabbatical ten years subsequent to their last sabbatical or continuing education leave. Priests interested in a sabbatical leave are encouraged to make their request and proposal at least two years prior to the beginning of the session under consideration. The Archdiocese will make every effort to maximize the number of openings for priest sabbaticals, according to current financial and personnel resources. Priests applying for sabbatical are encouraged to find priests to cover their ministerial obligations during their time away and to ensure that these priests have Archdiocesan approval. The Archdiocese will also assist a priest in finding suitable coverage for his assignment during his absence, should the priest so request. Funding for sabbatical leaves, including salary and benefits, will be taken from Archdiocesan funds set aside for this purpose.

**3500 PARTICULAR FORMATIONAL MOMENTS (DIACHRONIC ELEMENTS)**

**3510 First Years of Priesthood:**

The first years of ordained ministry are very important. They set a pace for the years that stretch ahead and lay a foundation for the future, providing a point of reference across a lifetime of priestly ministry. [BP 41] The Archdiocese of San

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<sup>4</sup> For the Archdiocesan policy regarding sabbaticals for religious priests in Archdiocesan assignments, see section 3810 below.

Francisco seeks to serve and encourage recently ordained priests in the following ways:

**3510.1      Pastoral assignment:**

The *Basic Plan* recognizes the importance of the first pastor for the personal and ministerial development of a newly ordained priest: As such, the Director of Ongoing Formation will serve as a resource to the Personnel Board with regard to the formational dimensions of the first assignment.

**3510.2      Mentor:**

The *Basic Plan* also notes that “a priest-mentor can be very helpful in the ongoing formation of newly ordained priests.” [BP 53] Within the Archdiocese of San Francisco, all newly ordained diocesan priests are expected to meet regularly with a trained and approved mentor.

**3510.3      Regional workshops:**

All newly ordained diocesan priests [1-2 years ordained] are expected to participate in the ongoing formation programs offered for priests of the San Francisco Province or Region XI.<sup>5</sup>

Participation in such workshops is understood to be an integral element of the recently ordained priest’s pastoral assignment, and as such, is not to be regarded as personal time or vacation time.<sup>6</sup> Funding for such programs will come from Archdiocesan funds set aside for this purpose.

**3520      International Priests:**

The Archdiocese of San Francisco has, throughout its history, been blessed and sustained by the generous and dedicated service of priests born outside the United States. A culturally diverse presbyterate both reflects and enriches the cultural diversity of the local Church. The USCCB Committee on Migration, in its document, *Guidelines for Receiving Pastoral Ministers in the United States*, acknowledges that “pastoral situations have occurred in many dioceses that warranted bringing priests and other pastoral personnel...from other countries to minister in the United States.” [Guidelines 3, 5] The Archdiocese of San Francisco seeks to serve this purpose and support and encourage recently arrived international priests in the following ways:

**3520.1      Pastoral assignment:**

The 2006 study, *International Priests in America: Challenges and Opportunities*, includes among its conclusions: “With

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<sup>5</sup> As of 2008, such programs for newly and recently ordained priests are being offered by the Vatican II Institute for Clergy Formation at St. Patrick’s Seminary and University in Menlo Park.

<sup>6</sup> Participation in such programs does not substitute for presence at Clergy Study Week, an annual retreat, or other core synchronic elements of an ongoing formation plan.

international priests as with newly ordained priests, the first assignment has far reaching consequences in the man's ministry. It must be carefully planned... The first assignment of an international priest must be one in which he will be welcomed and helped." [International Priests 106] Moreover, "it is important that the host community be educated about the culture of the pastoral minister." [Guidelines 30] The Director of Ongoing Formation will serve as a resource to the Personnel Board with regard to the formational aspects of the pastoral assignments of recently arrived international priests.

3520.2

**Cultural Orientation Programs:**

Guidelines recommends several levels of welcome and orientation for recently arrived international priests. [Guidelines 23-30] The Archdiocese of San Francisco, often in conjunction with Dioceses of the Province and Region, will seek to implement these recommended programs for the benefit of recently arrived international priests and the people they serve. All recently arrived international priests with an Archdiocesan assignment, are expected to participate in the diocesan and regional orientation programs in a timely fashion.<sup>7</sup> Funding for such programs will be shared equally between the Archdiocese, the priest himself, and the parish or institution to which he is assigned.

3520.3

**Mentor:**

In the Archdiocese of San Francisco, all newly arrived International priests in an Archdiocesan assignment are expected to meet regularly with a trained and approved mentor.

3520.4

**Language assistance / accent reduction:**

The *Guidelines* highlight the importance of providing programs in American English, accent reduction, etc. for all international priests. All priests serving in Archdiocesan assignments must take seriously their responsibility to communicate effectively in English. Where the Vicar for Clergy identifies a need, the Director of Ongoing Formation will serve as a resource for identifying appropriate resources and programs to assist priests in improving their communication skills. Funding for such approved programs will be shared equally between the Archdiocese and the priest himself.

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<sup>7</sup> In 2008, all recently arrived international priests with an Archdiocesan assignment are expected to complete the Cultural Orientation Program for International Priests (COPIM), offered in service to the Dioceses of Region XI via the Center for Religion and Spirituality of Loyola Marymount University, within the first 12 – 18 months following their arrival in the Archdiocese. Other cultural orientation programs are currently being considered, both at the diocesan and regional level, to complement COPIM and to implement more fully the recommendations of *Guidelines*.



**3530 Proximate Preparation for Pastorate:**

Recognizing the critical importance of well-formed, well-prepared pastors for the welfare of the Church and the effectiveness of its mission, the Archdiocese of San Francisco seeks to assist recently ordained (2-7 years of ordination) and recently arrived priests in their preparation for pastorate in the following ways:

**3530.1 Pastoral assignments:** Pastors of recently ordained priests are encouraged to invite them to assume responsibility for particular areas of parish leadership and administration, as their confidence and abilities merit, and to supervise them in such assignments. The Director of Ongoing Formation will serve as a resource to the Personnel Board in the formational elements of pastoral assignments of recently ordained priests.

**3530.2 Regional ongoing formation programs:** The Archdiocese of San Francisco recognizes the importance of formal preparation for the responsibilities of a pastorate during the initial years of service in the Archdiocese and of collaboration with the Vatican II Institute and other Dioceses in the Province and Region to address this need. Recently ordained priests with an Archdiocesan assignment are expected to participate in these interdiocesan programs or their equivalent, either prior to their assignment as pastor or in the early years of their first pastorate. Funding for these programs will be taken from Archdiocesan funds set aside for this purpose.

**3530.3 Archdiocesan workshops:** All priests who wish to be appointed as pastor are likewise expected to attend an Archdiocesan workshop to introduce them to Archdiocesan personnel, offices, ministries, and policies.<sup>8</sup> Funding for this workshop will be taken from Archdiocesan funds set aside for this purpose.

**3540 First Pastorate:** The first pastorate sets a pace for how growth, development, and formation will happen in the years ahead. The Archdiocese of San Francisco seeks to support and encourage its first-time pastors through the following programs, policies, and practices:

**3540.1 Regional workshop:** All first-time pastors and administrators are expected to participate in Region XI's *Beginning as Pastor* program or its equivalent during their first year as pastor or administrator.<sup>9</sup> Funding for this program will be shared equally

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<sup>8</sup> All first-time pastors of parishes entrusted to the care of religious communities in the Archdiocese are also expected to participate in the Archdiocesan workshop.

<sup>9</sup> This expectation applies as well to religious priests who are assigned to their first experience as pastor or administrator of a parish.

between the Archdiocese, the priest himself, and the parish to which he is assigned.

3540.2 Mentor: The *Basic Plan* affirms the value of a priest-pastor-mentor to provide guidance to new pastors and administrators in assuming their pastoral responsibilities and deepening their priestly identity and spirituality. [BP 73] All first-time pastors and administrators are expected to meet regularly with a trained and approved mentor.

3540.3 Continuing Education Plan: Upon completion of the regional workshop, all first-time pastors and administrators are expected to develop a five-year continuing education plan to develop further their spiritual, pastoral, and administrative leadership skills. First-time pastors and administrators are encouraged to identify workshops, or equivalent programs and resources, which will either strengthen their own leadership skills or better equip them to address the particular needs of the parish to which they are assigned. The Director of Ongoing Formation will serve as a resource for the identification of such programs and resources. Funding of approved programs will be shared equally between the Archdiocese, the priest himself, and the parish to which he is assigned.

3550 Other formational moments: The BP identifies other important transitional moments in the life of priests, e.g. changes of assignment, midlife, and retirement. The Ongoing Formation Board will discuss and develop appropriate responses to these formational moments at a later date.

## 3600 CONTINUING EDUCATION PROGRAMS

3610 Full-time advanced degree programs to which a priest is assigned:

3610.1 Definition: Programs to which a priest is assigned for the purpose of pursuing a full-time program in an accredited institution, e.g. a master or doctoral level program pursued on a full-time basis.

3610.2 Eligibility: An assignment to such a program is the responsibility of the Archbishop. The Personnel Board, the Ongoing Formation Board, and, when appropriate, the Director of the concerned Archdiocesan agency or department, may assist in the identification and selection of qualified candidates for such programs. Diocesan priests who wish to be considered for assignment to full-time studies leading to an advanced degree should consult with the Director of Ongoing Formation concerning

their interests and qualifications and how these might serve the present and future needs of the Archdiocese.

- 3610.3      **Funding:** For assignments that originate from the Archdiocese, the Archdiocese will provide funding for all expenses directly related to the completion of the approved degree program, as well as provide the priest's salary and benefits package. For assignments that originate from an individual priest, funding arrangements will be negotiated on a case by case basis.

3620    Short-term educational experiences requiring absence from assignment

- 3620.1      **Definition:** Programs which require the absence of the priest from his regular assignment for an extended period of time of up to six months, but not necessarily leading to a degree, e.g. programs to provide foreign language facility, clinical pastoral education, training in spiritual direction, etc.

- 3620.2      **Eligibility:** All diocesan priests serving in a diocesan assignment may request permission for a short-time educational leave.

- 3620.3      **Requirements:** Assignments to such programs must be approved by the Archbishop. Recommendation of such approval is the responsibility of the Ongoing Formation Board, in conjunction with the Personnel Board. Such recommendation and approval will be contingent upon the assessment of the quality of the program proposed and the needs of the Archdiocese. Priests interested in such an educational leave should consult with the Director of Ongoing Formation at least six months in advance of the proposed starting date of the educational leave. Priests are also expected to consult with their pastor or supervisor before making their proposal. If the proposal is approved, it is the responsibility of the priest himself to arrange for coverage during his absence from his assignment and to ensure that the proposed replacements have Archdiocesan approval. The Archdiocese may also assist a priest in finding suitable coverage for his assignment during his absence, should the priest so request.

- 3620.4      **Funding:** Funding arrangements for the educational program will be negotiated on a case by case basis.

3630    Part-time programs not requiring absence from assignment

- 3630.1      **Definition:** Programs offered by accredited institutions or agencies for academic credit, ordinarily leading to a degree or certificate, which a priest may pursue in conjunction with his regular

Archdiocesan assignment, e.g. a Master's program offered by a local college or university not requiring full-time residence.

**3630.2**      **Eligibility:** All diocesan priests serving in a diocesan assignment may request permission to participate in such programs.

**3630.3**      **Requirements:** The approval of the Archbishop is required for all such programs. Recommendations for such approval are the responsibility of the Ongoing Formation Board in conjunction with the Personnel Board. Such approval and recommendation will be contingent upon the assessment of the quality of the program, its relevance to the ministerial needs of the Archdiocese, and its helpfulness to the priest. Priests desiring to engage in a particular program should consult with the Director of Ongoing Formation at least six months in advance of the proposed starting date concerning the type of program, his rationale for pursuing it, and the financial arrangements. Priests are also expected to consult with their pastor or supervisor before making their proposal.

**3630.4**      **Funding:** Funding arrangements for the particular program will be negotiated on a case by case basis.

**3640**      **Short-term educational programs in the context of an assignment**

**3640.1**      **Definition:** Workshops, institutes, conventions, seminars, etc. sponsored by the Archdiocese or other institutions or agencies which do not require prolonged absence of a priest from his assignment, e.g. liturgical workshops, management seminars, etc.

**3640.2**      **Eligibility:** All diocesan priests serving in an archdiocesan assignment are eligible for such short-term educational programs.

**3640.3**      **Requirements:** All priests serving in the archdiocese are encouraged to avail themselves to workshops that they judge to be relevant and beneficial toward his ministerial development, in keeping with their individual growth plans. Priests are eligible for one such workshop each year. Absence from the assignment for a short-term workshop requires the approval of the pastor or supervisor. The priest himself is responsible for securing coverage for his assignment during his absence.

**3640.4**      **Funding:** Ordinarily, the priest himself is responsible for all costs associated with the educational program.

### **3700 ONGOING FORMATION OF THE PRESBYTERATE:**

*“The corporate sense of priestly identity and mission, although not fully developed even in official documents, is clearly emerging as an important direction for the future.” [BP 93]* The ongoing formation of the presbyterate has a three-fold purpose: a missionary and ministerial purpose; the purpose of promoting pastoral charity; and a sacramental purpose. [BP 94] The cultivation of presbyteral unity in the service of a common mission provides an important framework both for the individual priest’s understanding and practice of ongoing formation and for the development of Archdiocesan policy, priorities, and programs in the area of ongoing formation of priests. The Office of Ongoing Formation and Continuing Education, in consultation with the Archbishop, the Vicar for Clergy, the Council of Priests, and other appropriate offices, is responsible for designing and promoting a plan for the ongoing formation of the presbyterate that implements the instructions of BP within the context of the Archdiocese of San Francisco.

### **3800 ADDITIONAL POLICY AREAS**

**3810 Religious priests serving in Archdiocesan assignments:** The Archdiocese of San Francisco seeks to support and encourage the ongoing formation of religious priests serving in Archdiocesan assignments. The presence and participation of religious priests in Archdiocesan ongoing formation programs strengthens the collaborative relationship between religious and diocesan priests in their service to the local Church. Most areas of the Archdiocesan Policy for Ongoing Formation and Continuing Education of Priests, apply equally to diocesan priests and to religious priests with an Archdiocesan assignment. Recognizing the distinctive nature of religious life, the following elements of the Ongoing Formation Policy require appropriate adaptation:

- **Priestly growth plans:** It is the expectation of the Archdiocese that all religious priests with an Archdiocesan assignment develop and observe an individual growth and development plan appropriate to the charism of their community and to the ministry they exercise in their assignment.
- **Sabbatical eligibility and funding:** Religious priests in Archdiocesan assignment are eligible to apply for a sabbatical through the Office of Ongoing Formation. The Archdiocese will provide appropriate funding for approved sabbatical requests. The funding policy is currently under review.
- **Mentors:** One of the central elements of the practice of mentoring in the Archdiocese is an invitation to a deeper integration of the priest’s diocesan identity and ministry. It is the expectation of the Archdiocese that the religious communities will provide mentoring for their newly ordained priests, their first-time pastors, and their priests who have recently arrived in the United States in a manner that serves the deepening integration of the priest’s religious identity and ministry.

**3820 Permanent deacons:**

Archdiocesan practice and policy for the ongoing formation of permanent deacons is the responsibility of the Permanent Diaconate Office. Deacons are welcome to attend the annual Clergy Day offered in conjunction with the Chrism Mass. Deacons may also attend the Clergy Study Week, as space is available.

**3830 Seminarians:**

It is highly desirable that Seminarians studying for the Archdiocese of San Francisco, particularly during their pastoral year and their final year of seminary formation, participate in Archdiocesan ongoing formation programs and events, as feasible. Ongoing formation events provide a fitting setting for introducing seminarians to the local presbyterate and for laying the foundation for their own practice of continuing formation after ordination. The Director of Ongoing Formation, in consultation with the Archdiocesan Vocation Director, the Vicar for Clergy and the seminary Rector, will extend the appropriate invitations.

**3840 Mentors:**

The Archdiocese of San Francisco recognizes the importance of effective mentoring for priests in the midst of important moments of transition in their life and ministry. The Archdiocese is committed to the necessary training and continuing support of its mentors.<sup>10</sup> Funding for the training of mentors will be taken from Archdiocesan funds designated for this purpose.

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<sup>10</sup> As of 2008, the Archdiocese is committed to sending two or three priests each year for training as mentors via the *Mantle of Elijah* program offered by the Vatican II Institute for Clergy Formation at St. Patrick's Seminary and University in Menlo Park. The Ongoing Formation Advisory Board is in the process of developing an Archdiocesan policy for mentoring.