

Office of the Diaconate
Diocese of Worcester
49 Elm St.
Worcester, Massachusetts 01609

Deacon _____

MINISTRY AGREEMENT

Pastor/Agency Supervisor and Deacon

The assignment of a deacon is a direct appointment of the Bishop and reflects a threefold ministry: *Service of the Word, Service of the Altar, and Service of Charity*. This ministry encompasses specific expectations of the deacon's services in the parish or agency under the direction and guidance of the pastor or supervisor as well as the parish's or agency's responsibility to pay for expenses incurred by the deacon's ministry.

- I. **SERVICE OF THE WORD** is far-ranging and includes, in addition to proclaiming the gospel, preaching, offering catechetical instruction, counseling, instructing catechumens, giving retreats, conducting renewal programs. (These responsibilities may not be all-inclusive and may vary week to week).

* **What will be his specific responsibilities ?**

Total Hours Each Week _____

PREACHING- (Guidelines state that the deacon *must preach at least once each month at Lord's Day celebrations during weekend liturgies* if preaching faculties have been granted)

Deacon will preach _____ times each month

II. SERVICE OF THE ALTAR centers, above all, on the Eucharist, but it includes other sacraments as well. In addition to offering the petitions in the Prayer of the Faithful, the deacon prepares the gifts and distributes Holy Communion at the Lord's Table. He solemnly baptizes children and adults, witnesses marriages in the name of the Church, brings Holy Viaticum to the dying, and presides over wakes, funerals, and burial services. He presides over Liturgies of the Word, the Liturgy of the Hours, and exposition and benediction of the Most Blessed Sacrament. He may lead non-sacramental reconciliation services, conduct prayer services for the sick and dying, and administer certain of the Church's sacramental. (These responsibilities may not be all-inclusive and may vary week to week).

*** What will be his specific responsibilities ?**

Total Hours Each Week _____

III. SERVICE OF CHARITY is as extensive as are human needs. Deacons minister in prisons and hospitals. They visit the homebound and people in nursing homes. They serve the mentally ill, the chemically dependent, the abused, battered, the old, the young, the abandoned, the dying, the bereaved, immigrants, refugees and the victims of racial and ethnic discrimination. Through this wide range of service of charity, the deacon carries out the biblical mandate to feed the hungry, clothe the naked, and give relief to all in need. (These responsibilities may not be all-inclusive and may vary week to week).

*** What will be his specific responsibilities ?**

Total Hours Each Week _____

IV. ROLES REQUESTED BY PASTOR

Total Hours Each Week _____

V. AREAS OF NEEDED COOPERATION (regular meetings with pastor/deacon, staff meetings, parish council, finance committee, religious education board, etc.)

VI. PARISH OR AGENCY RESPONSIBILITIES:

- Assuming the payment of the annual assessment fee to the Diaconate Office each year.
- Assuming the cost of the annual retreat for the deacon and his wife (not to exceed \$500.00 total).
- Providing proper vestments (stoles and if possible, dalmatics) for the deacon's use.
- Reimbursing the deacon for "out of pocket expenses" each month not to exceed \$85. Mileage reimbursement is to be calculated at \$.40 per mile. Deacons are to submit a list of expenses each month to their pastor and/or supervisor.
- Providing the deacon with suitable space in which to perform his various ministries.
- Assuming the cost of on-going academic & spiritual formation as required by the Diaconate Office.

Other expenses approved by the pastor will include:

The areas covered by this agreement have been discussed by the pastor and the deacon and his wife, and they have reached an understanding of their roles and responsibilities. This agreement will be reviewed every three years. If the pastoral leadership changes during the tenure of this agreement, the Diaconate Office suggests a three-month period in which to evaluate the working relationship between the deacon and the pastor/agency supervisor. If the deacon is to continue in the same setting, then a new agreement shall be submitted to the Diaconate Office for approval.

* One third of the total hours devoted to parish/agency ministry are to be devoted to the Word and Altar. The limit of 12 -15 hours does not apply to those hired as full time, salaried deacons in a parish or agency.

It should be understood that all of the responsibilities in each category are not performed on a regular basis each week. Some are performed as the need arises, and others are performed each week on a regular basis. For instance, marriage/ baptism preparations do not occur every week. Funerals, wakes, etc. do not occur on a regular basis, nor does the giving of retreats and /or renewal programs.

The important thing to remember is that the part-time, non-salaried deacon should not exceed the agreed upon 12-15 hours of total ministry in the parish each week.

Please check one of the following:

This agreement is for a part-time, non-salaried assignment (12-15 hours per week) _____
This agreement is for a full-time, salaried assignment (40+ hours per week) _____

TOTAL HOURS COMMITTED TO PARISH/AGENCY _____

Pastor _____ Date _____

Deacon _____ Date _____

Wife of Deacon _____ Date _____

Director of the Diaconate _____ Date _____

Bishop: _____ Date: _____

Please return this agreement signed by the Pastor, Deacon and Spouse to the Office of the Diaconate. Once the agreement has been approved and signed by the Director and the Ordinary of the Diocese, copies will be forwarded to the pastor or agency supervisor and the deacon.