

Diaconal Service Agreement – Appendix PD403A

Permanent Diaconate Office

Parish: _____
Pastor: _____
Deacon: _____
Date: _____

Overview

- The Diaconal Service Agreement embraces the three elements of diaconal ministry: service to Charity, the proclamation of the Word, and the Liturgy.
- This agreement is intended for both the deacon and the pastor, ensuring that expectations are clear and reasonable. It is used to plan the deacon's ministry in the parish. Preparing a specific outline of ministerial duties also allows the deacon to consult with his wife about the time commitment entailed, prior to signing the agreement.
- An ordained deacon doesn't undertake a "job", and this document is not a job description. It is an essential part of a fruitful annual evaluation of the deacon's ministry and his relationship with the pastor and the parish community.
- The pastor can consult the Parish Pastoral Council concerning the ministerial tasks proposed for the deacon.
- When defining the ministries to be carried out/fulfilled by the deacon, the needs of the community must be assessed carefully alongside the gifts the deacon brings it and how those gifts can best meet the parish's needs.
- Care is to be taken that the deacon's ministry enhances and not replaces the present service of parishioners. It is appropriate to consult with existing leaders when identifying suitable areas for ministry.
- The Diaconal Service Agreement must also consider the deacon's family and employment, encouraging their spiritual growth and promoting their personal wellbeing.
- Along with the Policy and Procedures Manual, the Faculties for Permanent Deacons, and the canons concerning the obligations and rights of clerics in the *Code of Canon Law* (cc. 273-286), this agreement governs the ministry of Permanent Deacons in their particular parish or charitable work.
- This agreement is to be reviewed every year, preferably in September, or as is necessary.
- This Diaconal Service Agreement becomes effective once signed by all parties and approved by the Vicar for Clergy.

Ministry of the Word

1. Preach at Sunday and other Masses: ☐ Yes ☐ No Frequency: _____

2. Participation in Evangelization and Faith Formation

- a. Adult Education: ☐ Yes ☐ No Details: _____
- b. RCIA: ☐ Yes ☐ No Details: _____
- c. First Nations Ministry: ☐ Yes ☐ No Details: _____
- d. Youth Ministry: ☐ Yes ☐ No Details: _____
- e. Young Adult Ministry: ☐ Yes ☐ No Details: _____
- f. High School: ☐ Yes ☐ No Details: _____
- g. Elementary School: ☐ Yes ☐ No Details: _____
- h. Ministry to Families: ☐ Yes ☐ No Details: _____
- i. Other (specify): ☐ Yes ☐ No Details: _____

3. Participation in Sacramental Preparation

- a. Pre-Baptismal instruction: ☐ Yes ☐ No Details: _____
- b. Pre-Marriage instruction: ☐ Yes ☐ No Details: _____
- c. Other (specify): ☐ Yes ☐ No Details: _____

Ministry of the Liturgy

1. Assist at the altar at Sunday and other Masses:

☐ Yes ☐ No If 'yes', how often? _____

2. Celebrate Baptisms:

☐ Yes ☐ No If 'yes', how often? _____

3. Assist at Marriages:

☐ Yes ☐ No If 'yes', how often? _____

4. Preside at funerals (Rosary, Vigil, Commendation, grave side):

☐ Yes ☐ No If 'yes', how often? _____

5. Preside at Exposition and Benediction:

☐ Yes ☐ No If 'yes', how often? _____

6. Conduct celebration outside of Mass (Devotions):

☐ Yes ☐ No If 'yes', how often? _____

7. Preside at public celebrations of the Liturgy of the Hours:

☐ Yes ☐ No If 'yes', how often? _____

Diaconal Service Agreement – Appendix PD403A

Other Activities

1. Work with other parish organizations/committees:

☐ Yes ☐ No Specify: _____

2. Promotion of Stewardship (specify): _____

3. Other activities: _____

Language

1. In what other language(s) can you fluently minister in?:

☐ English Only ☐ English & French

☐ Other (specify): _____

Time Commitment

Unless mutually agreed and indicated below, the deacon's voluntary service to the parish generally should not exceed 40 hours per month, exclusive of homily preparation.

Weekly hours agreed: _____ Deacon's initials: _____ Pastor's initials: _____

Commitments of the Parish

Recognizing that the deacon's service is not remunerated, the following will be provided by the parish in recognition of his ministry:

- Reimbursement for reasonable out-of-pocket expenses, including mileage, related to his ministry subject to the approval of the Pastor.
- Registration Fees for the Deacon (and his spouse if applicable) to attend:
 - a) Annual Clergy Assembly;
 - b) Annual Deacon's Banquet; and the
 - c) Annual Permanent Diaconate Retreat.

Signature of Pastor

Date

Parish

Signature of Deacon

Date

Signature of Deacon's Spouse

Date



Diaconal Service Agreement – Appendix PD403A

Approval

Once the pastor and deacon have agreed on the above Diaconal Service Agreement, it is to be submitted to the Permanent Diaconate Office. After approval by the Archbishop or his delegate, it will be incorporated into the deacon's Letter of Appointment to the parish.

Signature of the Director, PDO

Date

Approved by the Vicar for Clergy

Date

CC: Deacon
Pastor

PDO: Mail to: Office of the Permanent Diaconate
8421 101 Avenue NW
Edmonton, AB T6A 0L1