# DEACON LETTER OF AGREEMENT

*between*

**The Rev. Dcn. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, rector of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Episcopal Church, in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(town/village/city), and The Rt. Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Bishop of the Diocese**

 **of Central New York** agree that his/her/their exercise of the diaconate in the Diocese of Central New York shall be subject to the terms set forth in this Letter of Agreement.

## I The Role and Functions of Deacons in the Diocese of Central New York

The Deacon serves immediately under the authority of the Bishop. In most cases, the Bishop, with the consent of the Rector or Vicar, will assign the Deacon to a parish or mission. The Deacon will be responsible for those functions appropriate to the order as defined in the rubrics of the *Book of Common Prayer* (1979) with respect to liturgy; and in keeping with the common usage of the Church with respect to pastoral matters.

In accordance with Title III, Canon 7 (Sections 1 and 4) of the *Constitution and Canons of The Episcopal Church*, Deacons serve under the direction of the Bishop and with supervision by the Rector of the congregation in which they are placed.

Congregations served by Deacons are encouraged to provide appropriate funds to cover necessary expenses incurred during the exercise of ministries carried out by the Deacon on behalf of the congregation.

### Conferences and Continuing Education

Congregations served by Deacons are encouraged to provide some funds for conventions and for continuing education in areas relevant to the ministries of deacons. The Deacon will develop annually a learning plan with goals and continuing education activities supportive of those goals. A report of the year’s continuing education and plans for the coming year shall be submitted to the Bishop Diocesan annually.

### Diocesan Liturgies

Deacons will function in all roles appropriate to the order.

Whenever the Bishop is present at a liturgical celebration, the Deacon, if there is one, will take the appropriate place with the Bishop in recognition of the historic association of the two Orders.

### Functions of Deacons in the Eucharistic Liturgy

1. Proclaim the Gospel (read and preach at least quarterly)
2. Lead the Prayers of the People-or at least the specific prayers for the needs of the Congregation, the Community and the World.
3. Introduce the Confession
4. Prepare the Table
5. Stand with the Celebrant at the Altar during the Great Thanksgiving.
6. Elevate the Chalice at the Invitation
7. Assist in the ministration of Communion
8. Clear the Table and perform the ablutions after the liturgy
9. Dismiss the congregation.

### Additional liturgical and pastoral functions which a Deacon may be authorized to perform include:

1. Work with lay ministries as appropriate
2. Direct congregational outreach programs
3. Preach regularly (at least quarterly) at the discretion of the Rector, Vicar, Priest-in-Charge, or Canon Missioner.
4. Assume responsibility for training and direction of Eucharistic Ministers and Visitors.
5. Share in responsibility for pastoral care
6. Share in responsibility for teaching in the parish and the diocese.

## II Parochial Assignment:

1. The Bishop hereby assigns the Deacon to function liturgically and pastorally at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Episcopal Church, under the supervision of the Rector. This service shall not conflict with the Deacon’s regular employment. The deacon will normally provide \_\_\_\_\_hours per week in liturgical and pastoral roles to \_\_\_\_\_\_\_\_\_\_\_\_ Episcopal Church and \_\_\_\_\_\_\_ hours per week beyond the parish.

The Deacon shall perform the full and proper liturgy of a Deacon at the parish liturgies on Sunday, and in the liturgies for Christmas, Ash Wednesday, Maundy Thursday, Good Friday, and the Easter Vigil. The Deacon shall take the Eucharist to the sick and infirm of the parish. The Deacon shall assist in other liturgies, such as baptisms, weddings, and funerals and shall also serve in inter-parochial, ecumenical, or diocesan liturgies when called upon to do so by the Bishop.

1. Within the limits of time available, the Deacon shall have the following responsibilities in his/her/their pastoral ministry: *(The following responsibilities are tailored to each parish as illustrated in the following example)*
	1. Direct the E.M. & E.V. program, including training of Lay Readers and Eucharistic Ministers and Visitors
	2. Direct the acolyte training program.
2. The Deacon shall take the following periods of leave from professional responsibilities and service and all other diaconal functions in the Church:
	1. Four weeks vacation each year
	2. Two weeks each year for continuing education
	3. Sick leave as required
	4. Any other leave as is required to develop and maintain self-support outside the church.
3. The Deacon serving under the provisions of this agreement shall ordinarily serve the Church without cash stipend, housing, or housing allowance. The diocese or congregation may, at its own discretion, pay for services or expenses incurred by the Deacon in service to the church. By agreement, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church will provide the Deacon with:
	1. payment of mileage at the approved IRS rate and professional expenses
	2. continuing education/conference funding in the amount of not less than *\_\_\_\_\_\_\_\_\_\_\_\_\_*
	3. Discretionary account funding in the amount of $\_\_\_\_\_\_\_\_ and paid to the deacon’s fund as follows: [*i.e. monthly, third Sunday of the month, etc.*]

## III Diaconal Service Beyond the Parish:

The deacon shall serve beyond the parish in the following ministries: *(tailored to specific ministries of the individual; the following are examples*)

1. Chaplain ministry at University Hospital.
2. Research and development of a diocesan formational program.

## IV Mutual Ministry Review

We agree that a mutual ministry review will take place at 6 months and again at 12 months in the first year, and annually thereafter, and that this agreement may be amended at any time should the Deacon’s ministry change and working arrangements be altered, such changes to be initiated by the Deacon or by the Bishop, so long as both shall agree to these changes.

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Date Clergy

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Date Deacon

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Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Transition/Deployment Officer Date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bishop Date