

THE DIOCESE OF ARIZONA



DIACONAL LETTER OF AGREEMENT FOR

THE REVEREND _____, DEACON

The Reverend _____ (rector/vicar), and the Right Reverend Kirk S. Smith, Bishop of the Diocese of Arizona, agree that the *above named* Deacon, exercising the Diaconate in the Diocese of Arizona, shall be subject to the terms set forth in the guidelines for the Diaconate in Arizona issued by Bishop Kirk S. Smith (copy attached) and as amplified by any additional provisions of this "Diaconal Letter of Agreement." The *above named* Deacon is subject to the guidelines for those ordained under Title III, Canon 6 & 7 of the Constitution and Canons of the Episcopal Church, that stipulates he/she was ordained to the diaconate without the intention of becoming a priest in the Episcopal Church.

I. Deployment

- a. The Bishop hereby assigns the *above named* Deacon to serve at:
_____ parish in _____,
Arizona, where he/she shall function as part-time, non-salaried deacon (unless there is a special circumstance as indicated below) for the term of this Agreement.
- b. The *above named* Deacon will serve under the immediate supervision of the Reverend _____.

II. Non-Stipendiary Guidelines

- a. In the event that the diaconal ministry is non-salaried, all parties to this agreement understand that the Deacon's secular employment takes precedence over community involvement and church activities.
- b. If the Deacon is non-salaried all parties to this agreement are in accord that the deacon generally expects to serve the church a maximum of _____ hours per week/month. (Suggestion: Ten hours a week)

- c. The deacon should receive financial assistance for the cost of Continuing Education and travel when deemed appropriate to the individuals' defined diaconal ministry.
- d. The deacon may have access to a Discretionary fund established and maintained in the name of the congregation for the use of the clergy in their ministries, and under conditions established for the normal disbursement of those funds.
- e. Under special circumstances a deacon may be salaried in a church or diocesan position with the approval of the bishop.

III. The Deacon shall serve in the world as follows:

a.

b.

c.

IV. The Deacon shall serve pastorally ("leadership") as follows:

a. Encourage the Church's participation in all opportunities for ministry in the world

b.

c.

V. Liturgically, the deacon shall:

- a. Perform the full and proper liturgy of a deacon at a regular Sunday Eucharist, and at the liturgies on Christmas, Ash Wednesday, Maundy Thursday, Good Friday, the Easter Vigil, Ascension Day and All Saints Day, that may occur on other days of the week.
- b. At the Eucharist proclaim the Gospel, lead the Creed (if appropriate), lead the Prayers-of-the-People but not when Lay participation is available, lead the Confession (if appropriate), prepare and clear the altar, administer bread or wine at communion, and dismiss the people.
- c. Take the consecrated elements to the sick and infirm of the parish.
- d. Anoint the sick when a priest is not available and with consent of the supervising priest.
- e. In the event that no priest is available to perform the sacramental needs of a congregation, the bishop may authorize a deacon to communicate the congregation from the reserved sacrament. Such an arrangement is always understood to be temporary and may only be done after consultation and written permission from the bishop.
- f. Assist in other liturgies, such as baptisms, weddings, and funerals, and in the inter-parochial or diocesan liturgies when called upon to do so by proper authority. The deacon should only preside at weddings or funerals when the services of a priest cannot reasonably be obtained, and after consultation and written permission from the rector/vicar and/or the bishop.
- g. The bishop has licensed the deacon to compose and preach liturgical homilies at divine worship at any church in this diocese. When invited, the deacon may preach, but with the understanding that the rector/vicar is the ordinary preacher of the parish. In services conducted by the deacon (i.e. Daily Office), the deacon is the ordinary preacher.
- h. The deacon's proper liturgical vestments, in addition to an alb and "collar", are the diaconal stole, and dalmatic, if desired and/or available.

VI. The Deacon shall take periods of leave:

- a. One calendar month vacation each year.
- b. Two weeks each year for development of diaconal ministry through recognized Continuing Education opportunities.
- c. In sickness and personal days, as required.
- d. As required, to develop and maintain self-support outside the Church, with adequate advance notice.
- e. A three month sabbatical every 5 to 7 years with the bishop's approval.

VII. Parish Issues

- a. By invitation of the rector/vicar and vestry, the deacon shall have a seat and voice in the parish vestry and shall participate in the annual parish meeting and may serve other appropriate parish bodies.
- b. If problems arise which affect the welfare and unity of the parish, the deacon shall bring them to the rector/vicar and shall follow their counsel and advice. In case of a disagreement, the rector/vicar and deacon shall immediately report the same to the bishop for resolution.

VIII. Annual Report to the Bishop and Rector/Vicar

- a. The content of the report is to be based upon one event, issue, etc. of the past year that was a *new learning experience* which may be related to the Deacon's ministry, personal life or of the world.
- b. The report must also summarize any projected personal growth events for upcoming year through classes, retreats, conferences, lectures, etc.

IX. The Agreement Terminates

- a. At the discretion of the Bishop, Rector/Vicar or Deacon.
- b. If and when the Deacon moves to another community or diocese.
- c. If and when the supervising Rector/Vicar resigns from the parish/mission.
- d. After three (3) years, and it should then be renewed, and any necessary changes made.
- e. If reassigned to a new parish. A new agreement should be in place after ninety (90) days.

In order for the Deacon to function at this parish/mission, the written consent of the Rector/Vicar is required to this *Diaconal Letter of Agreement*. The addendum/modification page(s) may be included to clarify and/or expand upon any of the above named topics or subtopics of items II through VI.

Deacon

Rector/Vicar

Date

Reviewed by the Archdeacon

Date

Bishop Kirk S. Smith

Date

THE DIOCESE OF ARIZONA



**DIACONAL LETTER OF AGREEMENT – ADDENDUM/MODIFICATIONS
FOR**

THE REVEREND _____, DEACON