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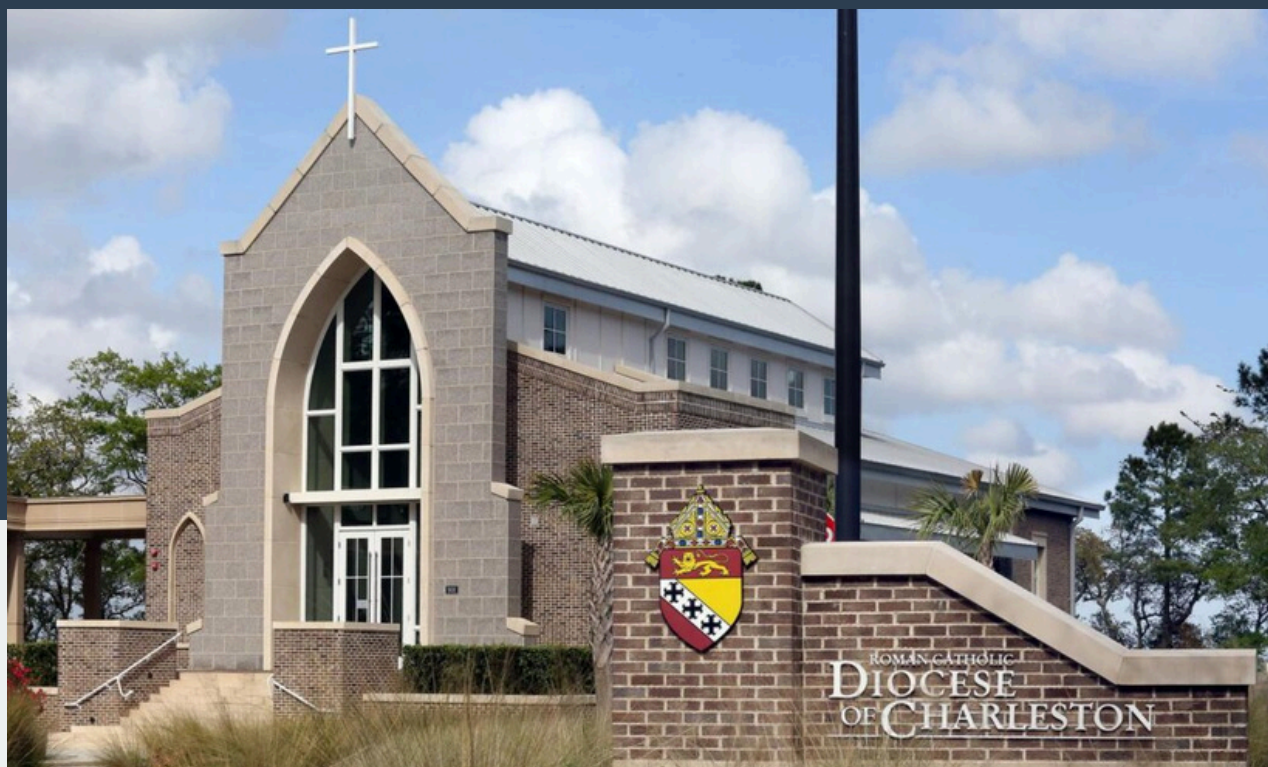


ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

DIACONATE HANDBOOK

Most Rev. Jacques Fabre-Jeune, CS
BISHOP OF CHARLESTON

UPDATED SEPT. 2026



Dedicated to the
Permanent Deacons & Wives
of the Diocese of Charleston

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History of the Diaconate



The Second Vatican Council restored the permanent diaconate as an order in the Church. In *Lumen Gentium* 29, the council briefly described the nature and functions of the diaconate. It also described the need of the Church that this ministry would hope to meet. The council also left the decision to local Episcopal conferences, with papal approval, whether to restore the permanent diaconate in their own regions.

Pope Paul VI, in June 1967, issued a *moto proprio*, *Sacrum Diaconatus Ordinem*, restoring this sacred order of the Permanent Diaconate to the Church in countries which requested it. As early as the fifth century in the West, only men preparing for ordination to the priesthood were ordained to the diaconate.

While this practice continues, the restoration of the Permanent Diaconate provides for men to be ordained to the office of Deacon permanently without any intention of accepting priesthood. In the United States, the National Conference of Catholic Bishops (now the U.S. Conference of Catholic Bishops, or USCCB) petitioned Rome for Permanent Deacons in order “to complete the hierarchy of sacred orders and to enrich and strengthen the various diaconal ministries at work in the United States with the sacramental grace of the Diaconate.”

This request of the NCCB was approved in Rome in August 1968.

In 1971, the Bishop's Committee on the Permanent Diaconate, under the chairmanship of Bishop Ernest L. Unterkoefler, then bishop of the Diocese of Charleston, published guidelines for the formation and ministry of permanent deacons in the United States.

These guidelines drew upon the experience and knowledge gained in the initial programs and upon a report of the Catholic Theological Society of America on the theology of the diaconate. The guidelines were written in a creative and open manner and served the American Church well as it began to assimilate the new ministry of the deacons.

In February 1978, the committee was authorized to commission a comprehensive study of the permanent diaconate in the United States. A work ensued, entitled *A National Study of the Permanent Diaconate in the United States*, and it explained the strengths and weaknesses of the diaconate in the United States.

The leadership of Bishop J. Snyder, Diocese of St. Augustine, and later of Bishop John F. Kinney, brought a revision in these guidelines in November of 1984. The new guidelines were published in July of 1985.

In 2005 the USCCB published *The National Directory for the Formation, Ministry, and Life of Permanent Deacons*. The Second Edition was published in 2021.



Overview of the Permanent Diaconate

The diaconate program in the Diocese of Charleston was initiated by Most Rev. Ernest L. Unterkoefler, Bishop, and supervised by Msgr. Thomas R. Duffy, Vicar General, who was named the Director of Deacons. Formational changes and improvements were made during the many years that Msgr. Duffy directed the program. The first deacons were ordained for ministry in the diocese in 1971. Deacons were sent to serve throughout the state in parochial and diocesan assignments.

Msgr. Duffy led the program from its days of infancy to a time of growth. The academic training program was constantly updated, and the priests of the diocese assisted in this effort by their gracious and generous gift of time to educate deacons.

In 1990, under the leadership of Most Rev. David B. Thompson, Bishop, Msgr. Joseph R. Roth was appointed Chairman/Director of the Office of the Permanent Diaconate for the diocese.

In 1999, Most Rev. Robert J. Baker, Bishop, re-appointed Msgr. Roth as the Director of Deacons. He was assisted by Rev. Edward W. Fitzgerald as Spiritual Director of the program, with Rev. Jay Scott Newman as the Academic Director, responsible for the aspirancy and candidate paths of the program. Msgr. Roth guided the diaconate program for the diocese until his death in 2011. In addition to his book, *The Deacon in Church Ministry*, Msgr. Roth served on the Executive Board of the National Association of Diaconate Directors from 1995-1998 and as President of the Association from 1996-1997. He was assisted by Deacons George Tierney and Walt Pezanowski.

In 2011, Father Fitzgerald was appointed Director of Deacons, under the leadership of Most Rev. Robert E. Guglielmone, Bishop. Father Fitzgerald was assisted by Deacon Andre Guillet, the Director of Diaconate Formation, as well as Deacons George Tierney and Gabriel Cuervo, who assisted regionally.

In 2014, Deacon Guillet was named Director of the Diaconate, the first deacon to hold this position. He was assisted at various times by Deacons Cuervo, Ron Anderson, Regi Armstrong, John Tempesco, and Tom Whalen. Deacon Guillet retired in 2022, having formed almost 90 men during his tenure. Deacon Tempesco succeeded him as Director of Deacons in 2022, with Deacon Armstrong as Director of Formation.

In July 2023, Most Rev. Jacques Fabre-Jeune, CS, Bishop, appointed Deacon Armstrong as Director of the Permanent Diaconate, and in November that year, he appointed Deacon Brian Justice as Director of Formation.



The Ministry of a Deacon



The terms “deacon” and “diaconate” derive from the Greek word *diakonia*, which means service. The diaconate is an ordained ministry. It belongs to those central ministries of leadership to which Jesus Christ has entrusted the fundamental task of assuring that the Church become and remain the authentic sacrament of salvation.

In ordination, a Christian blessed with the ability to minister is chosen from the members of the Body of Christ to occupy an office and to fulfill a role representing both Christ and the Church. In this sacrament, the bishop lays hands upon a man and, in the name of the Church, prays God to empower him with the gifts of the Spirit that will enable him to fulfill his role.

Ordination is the sacramental differentiation of a Christian within the community of faith, so that he becomes for it a unique sign and instrument of what Jesus Christ is for the Church and of what the Church must be for the sake of Jesus Christ.

In communion with the bishop and priests, deacons are ordained for a distinct ministry, which is indicated by their name: they are ordained for service. They function in all three areas of the Church’s life: the Word, the Liturgy, and in charity.

The deacon, therefore, is more properly defined in terms of who he is rather than of what he does. He is a visible sign of the Church’s call to *diakonia* — service. He is both servant and sacrament.

It must be remembered, however, that not everyone called to service in the church is called to the sacrament of Holy Orders. There must be a need within the local church for an ordained minister of service. (*Permanent Deacons in the United States, NCCB, pp.15-16. The Diaconate: A Full and Equal Order, Barnett, p.165*)

The pastor must perceive the need and the bishop must concur. Ultimately, the responsibility for issuing the call to ordained service in the sacrament of Holy Orders rests with the diocesan bishop. (*The Canons and Decrees of the Council of Trent, Schroeder, OP, p.174*)

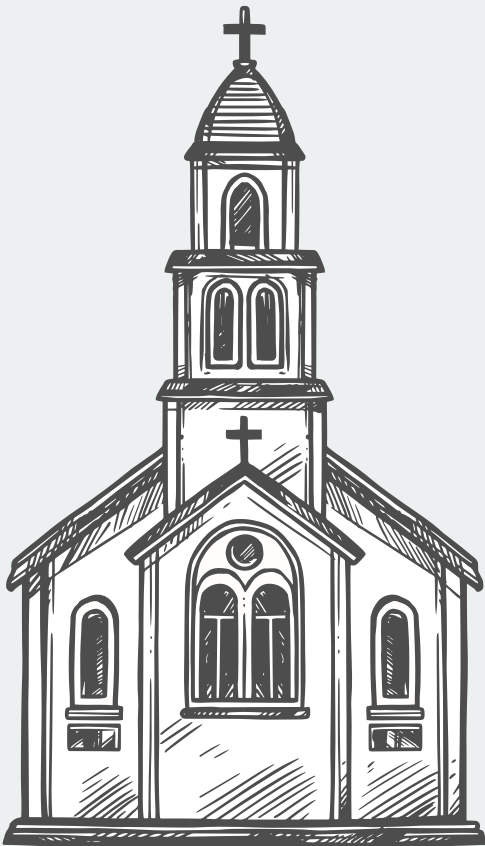
I. Formation Program for Deacons

Application Procedures

The admission process to the Permanent Diaconate in the Diocese is an on-going process with well-defined requirements including the frequent and regular evaluation of candidates, a process that begins with the consultation with the pastor and continues until ordination.

Selection of Deacon Candidates

Selection of candidates for the permanent diaconate is accomplished through general publicity given to the program. The efforts of people already in ministry, especially priests, are necessary to encourage, identify, and welcome likely candidates to the diaconate.



Steps for Inquirers

01

The following are the minimum requirements at time of application:

- No younger than 35
- No older than 60
- U.S. citizen or Permanent Resident
- Lifelong Catholics must have received all three sacraments of initiation at least three years prior to applying
- Applicants recently received into the Church must have reached their fifth anniversary prior to applying
- If married, must be in a sacramental marriage at least five years
- If a widower, must be widowed at least five years
- Must have at least a High School Diploma or GED
- Must be in good standing with the Church
- Must be actively involved in parish ministry for at least three years

02

The inquirer should meet with his pastor to express his interest in the formation program.

03

If the pastor supports the desire to apply, the inquirer should email the Director of Formation to let him know of his interest and his pastor's support.

04

The pastor must then do the following:

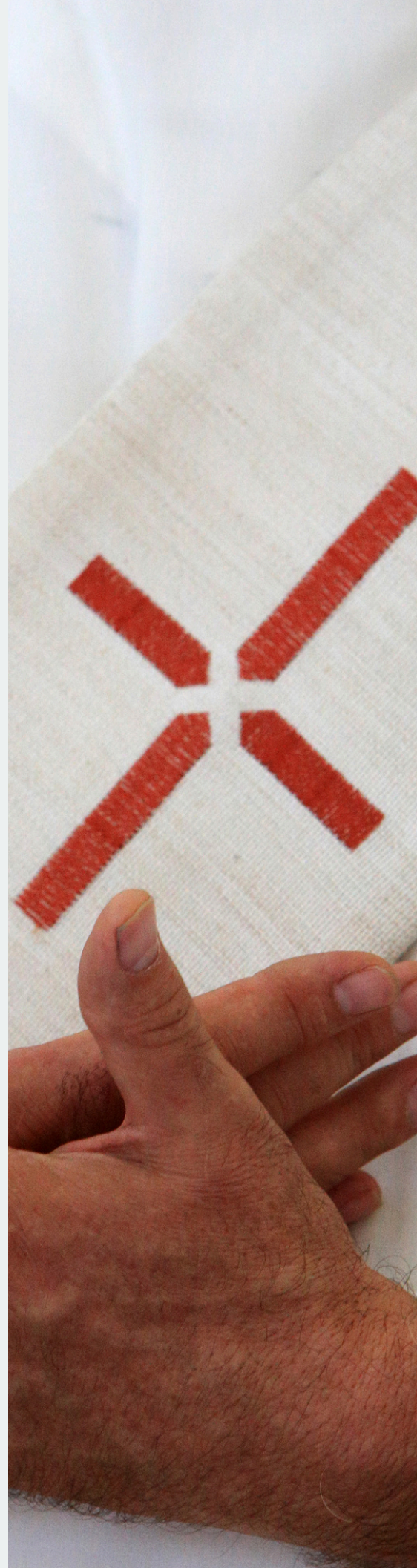
- Call the Director of Formation to discuss why he believes he may be called to be a deacon. The Director, if he concurs, will then send the pastor Form A (Pastor's Recommendation) of the application, when an application window is open.
- Pastor fills out Form A and submits to the Office of the Permanent Diaconate.

05

Once the Director of Formation has reviewed Form A, he will then inform the inquirer as to whether he should submit an application.

06

The Director of Formation will then invite qualified applicants to schedule an interview with the Diaconate Advisory Board.



07

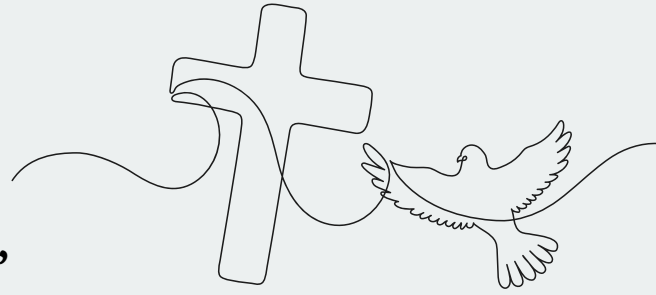
Qualified applicants will then undergo a psychological evaluation.

08

The Diaconate Advisory Board will recommend qualified applicants to the Vicar for Clergy, and then to the Bishop for a decision.

Wives of married deacon candidates are interviewed as part of the admission process. They are encouraged to attend formation sessions with their husbands and to participate as fully as possible in the entire formation program. The Bishop expects that wives attend all sessions of the discernment year, if at all possible, and at least 4 classes per year for the remainder of the program.

The Code of Canon Law requires the written consent of the wife to her husband's ordination. It is presumed that this consent is based on her familiarity with the formation process, the deacon program, and her understanding of the commitment her husband is making when he presents himself for ordination. More information can be found in the Diaconate Formation Manual.



II. General Guidelines for Deacons

Definition of Diaconal Status:

FACULTIES:

A faculty is a grant by a higher authority enabling person to act in a way that the recipient would not otherwise be empowered or authorized to act. Upon diaconate ordination or incardination into the diocese, diaconal faculties are granted by the authority of the diocesan bishop, through the Director of the Permanent Diaconate (See page 12 for the Pagella). Upon transfer to a new ministry assignment, these faculties must be renewed.

ACTIVE:

A deacon who has the faculties of the Diocese has an assignment from the Bishop and is currently working in that assignment. The deacon is subject to the liturgical, formation, and ministry guidelines. This includes attending the annual retreat, the annual day of prayer, and 15 hours of ongoing formation (25 if ordained under five years).

SENIOR ACTIVE:

A deacon, in good standing, who because of age (75) has requested retirement from the Bishop, but requests to remain active. He has all the obligations and responsibilities of Active Deacons, except for ongoing formation.

FULLY RETIRED:

A deacon, who because of age (75) or infirmity has withdrawn from active ministry. He retains faculties and may still minister in whatever manner is mutually acceptable to him, his pastor, and the Director. He is not required to maintain a ministry agreement, he does not have ongoing formation obligations, nor is he required to attend the annual retreat or the day of prayer. However, he must remain current with all Safe Environment requirements. (Refer to Retirement Policy Section of this Handbook.)



INACTIVE:

A deacon who is not assigned to a parish and is not performing functions normative to his ordination. Faculties and benefits of diaconal status cease while inactive.

LEAVE OF ABSENCE:

A deacon who, at his request or the recommendation of the director, has been authorized by the Bishop to withdraw from active ministry for a fixed period of time. His return to active ministry would then require the approval from the Director.

ADMINISTRATIVE LEAVE:

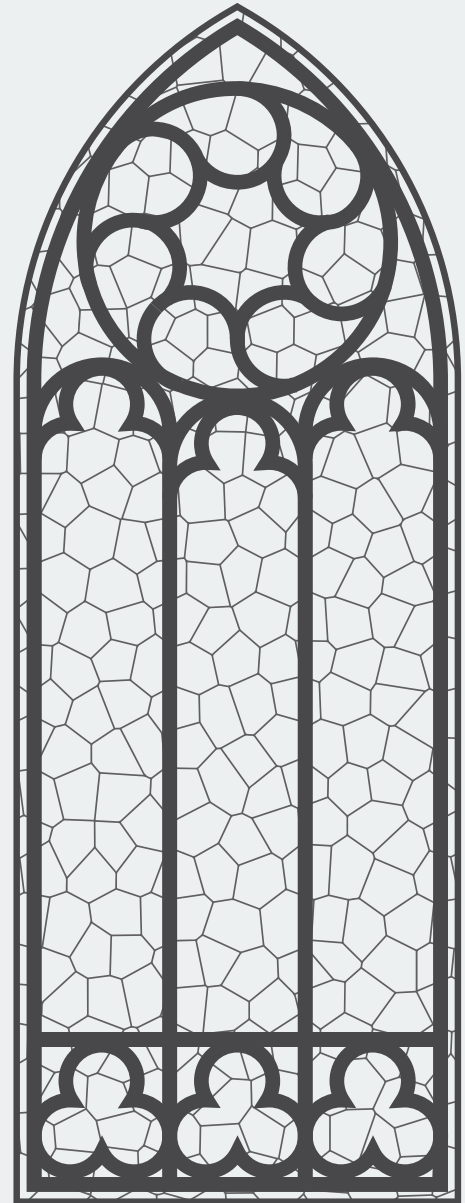
A deacon who is relieved of all responsibility for an ecclesiastical office or function, as well as a participation in active ministry. He may not function or represent himself as deacon while this is in effect. This is usually the result of the deacon's own decision to withdraw from ministry without seeking laicization.

SUSPENDED:

A deacon whose faculties have been suspended by the Bishop, or his Vicar, and may not function as an official minister in any parish, agency, or institution of the diocese.

LAICIZED:

A deacon, who, voluntarily or involuntarily, is returned to the lay condition by the Apostolic See, at his request, or at the request of the diocesan bishop.



Expectations of Assignment

A permanent deacon in the Diocese of Charleston is trained for and ordained to minister as assigned by the Bishop and offers his time in accordance with the Diocese of Charleston Deacon Ministry Agreement. He continues to make his livelihood by his usual full-time employment and so offers, on a part-time basis, diaconal service voluntarily without financial compensation. It is understood that he will be available for diaconal service and will freely exercise his ministry at times beyond that demanded by his profession, work, and family.

Whether engaged in his profession, at home with his family, or exercising his particular ministry, the deacon is one who shares in the ministry of Jesus Christ at all times.

Deacons may be employed in full-time service in the Church, but these deacons receive such full-time employment by reason of some special expertise. They are expected to have the same preparation and certification as would anyone else hired for the same position. In this case, his particular diaconal ministry would be identified apart from his professional church involvement.

The deacon is not to be seen as a cleric leaving his previous employment and assuming a new identity.

His identity is first and foremost a Christian man in his usual employment and lifestyle, now trained and formed by additional study and prayer for service in ministry to the community. He continues to dress as a layman, except when exercising his ministry in accordance with diocesan policy, and he does not assume a clerical title beyond that of "deacon."

Thus, in the world in which he lives and works, the deacon provides a valuable sign of the Church serving the world and the secular community. His becomes an important ministry extending the mission of the Church far beyond its liturgical communities.

Having completed his period of training and formation, and having been ordained to the Order of Deacon, the deacon receives an appointment from the Bishop through the Director authorizing him to exercise his diaconal service in a specific assignment. In the Diocese of Charleston, the appointment is most often to a parish. In some cases, it is to an institution or to a special apostolate of the diocese.



The appointment terms are enumerated in a Ministry Agreement arrived at by the deacon, the Director, and the pastor or director of the apostolate or institution to which the deacon is to be assigned. The Ministry Agreement specifies the ministries in which the deacon is to function. It also makes provision for the deacon to identify liturgically with a parish where he assists in the liturgy. The Ministry Agreement is renewed every three years. *When a new pastor is assigned, a new agreement should be enacted between the new pastor and deacon within 90 days, renewed at the usual three-year period.*

The time of Ministry Agreement renewal also provides an opportunity for the deacon, the pastor or director, and the Director to evaluate the deacon's service and to review his participation in continuing education and spiritual growth opportunities. Additionally, the pastor is asked to conduct an annual assessment using the Annual Assessment Form.

While a deacon is ordained for the general service of the Liturgy, the Word, and Charity, not every deacon needs to function in every possible area. What the deacon does varies depending on the needs of the local community he serves and on his own capabilities and time. A deacon may be appointed to exercise a charitable service of caring for the sick and not to exercise the liturgical service of preaching. Since the deacon is ordained for service in the diocese, his ministry may be divided between a liturgical ministry in a parish and a ministry of charity in some diocesan or community apostolate. In short, the specific nature of the deacon's ministry is determined at the time of his appointment.

Prior to acceptance as a deacon candidate, he is expected to have the assurance of a parish, institution, or diocesan apostolate in which he will have an opportunity to exercise his ministry. This assurance is to be in writing and signed by the pastor or director. The appointment through the Director then follows and is to the parish, institution, or apostolate under whose assurance the deacon has begun his preparation. In most cases this is the parish church of which the deacon has been a member but need not be so. Permanent Deacons are to be assigned only to those parishes and diocesan ministries where circumstances are such that they will be able to minister effectively and are needed.

After ordination, each deacon is mandated to participate in an annual retreat, annual day of prayer, and take ongoing formation hours. See the appropriate section in this handbook for details.



Faculties for Permanent Deacons



PAGELLA OF FACULTIES GRANTED TO DEACONS IN THE DIOCESE OF CHARLESTON, SOUTH CAROLINA

The Catechism of the Catholic Church teaches that from Christ, deacons receive the strength to serve the people of God in the diaconia of liturgy, word and charity, in communion with the bishop and his presbyterate. Indeed, the ministry of clerics to the Church is conferred by the sacrament of Holy Orders (CCC. No. 875). The 1983 Code and other universal legislation of the Church provide an extensive list of faculties given to deacons.

The bishop grants faculties to his deacons, both incardinated and non-incardinated, who are domiciled in his diocese so that they may exercise their diaconal ministry in communion with the bishop and priests and so that they are “empowered to serve the people of God in the ministries of the liturgy, the word and charity (c. 1009 §3).”

To assist you in the exercise of your diaconal ministry within the Diocese of Charleston, I, Jacques Fabre-Jeune, CS, Bishop of Charleston, grant you the following faculties, which are to be exercised subject to the Pastor of the parish where you are appointed.

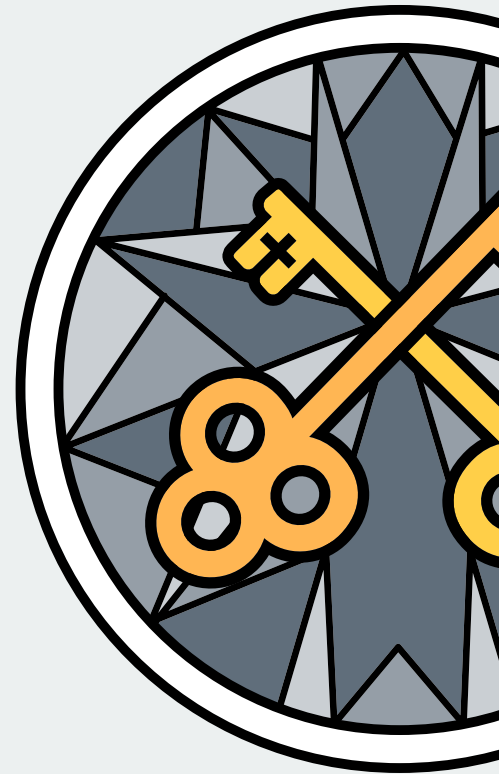
Preaching

1. To assist in the ministry of the Word to the People of God in communion with the bishop and priests (c.757).
2. To preach the word of God, including the homily at the sacred liturgy. This faculty is to be exercised with at least the presumed permission of the pastor or rector of the church in which you are preaching. This faculty permits you to preach throughout the world unless a particular diocese has restricted or taken away this faculty of preaching or has required that the deacon receive express permission to preach there (c. 764).

Baptism

3. To administer the Sacrament of Baptism in accordance with the norms of law (c. 861).
4. To administer the Sacrament of Baptism to “infants.” An “infant,” is defined by Canon 97§2 as “a minor before the completion of the seventh year.” Therefore, deacons are not granted the faculty to administer the Sacrament of Baptism to those who are seven and older in age.

Therefore, since anyone who has reached the age of seven is to be baptized and confirmed as part of their initiation into the Church, and since liturgical law gives the faculty to confirm to the priest who welcomes the person into the Church, and since the celebration of baptism and confirmation must be celebrated by the same priest in order for the confirmation to be valid, a deacon may not baptize anyone who is seven and older in age.





Eucharist

5. To assist at the celebration of the Eucharist according to the rubrics and prescriptions of the General Instruction of the Roman Missal and of other liturgical law.
6. To distribute Holy Communion (c. 910).
7. To bring Holy Communion to the sick in the form of Viaticum in a case of necessity or with at least the presumed permission of the pastor or the chaplain (c. 911 §2).
8. To distribute the Eucharist outside Mass or to lead the faithful in Eucharistic worship outside Mass according to the approved rites for "Holy Communion and Worship of the Eucharistic Mystery Outside Mass," with the express delegation from the Bishop or his Vicar General (c. 918).
9. To expose the Most Holy Sacrament and give the Eucharistic benediction (c. 943).



Marriage

10. To conduct the required pre-marital investigation and preparation for marriage and administer the necessary oaths.
11. To assist at marriages within the territory of the parish in which the deacon has been assigned provided he has been granted special delegation by the local pastor or the ordinary of the place (c. 1111 §§1-2). If the deacon is assigned to a personal parish, he may validly assist within the confines of the jurisdiction at marriages when at least one of the parties is the deacon's parishioner (c. 1110). A deacon may NOT assist at a marriage between Eastern parties or between a Latin Rite Catholic and an Eastern party, Catholic or non-Catholic (c. 1108 §3).
12. All deacons assisting at marriages in the Diocese of Charleston are to follow particular law for the preparation and celebration of couples for marriage.

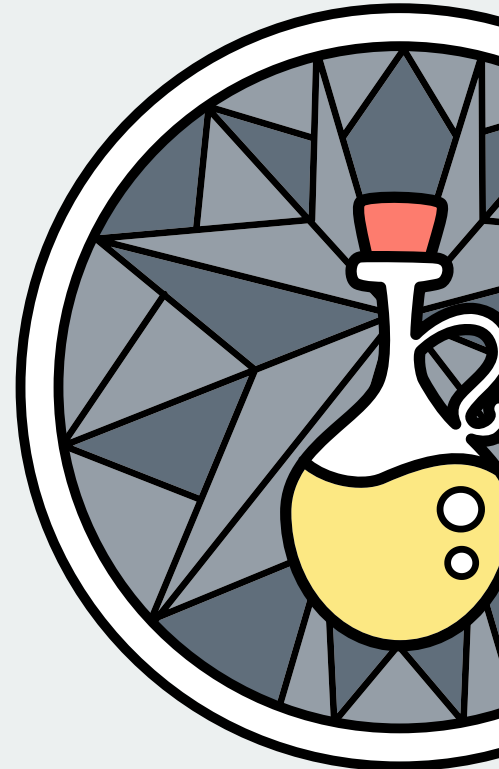
Funerals

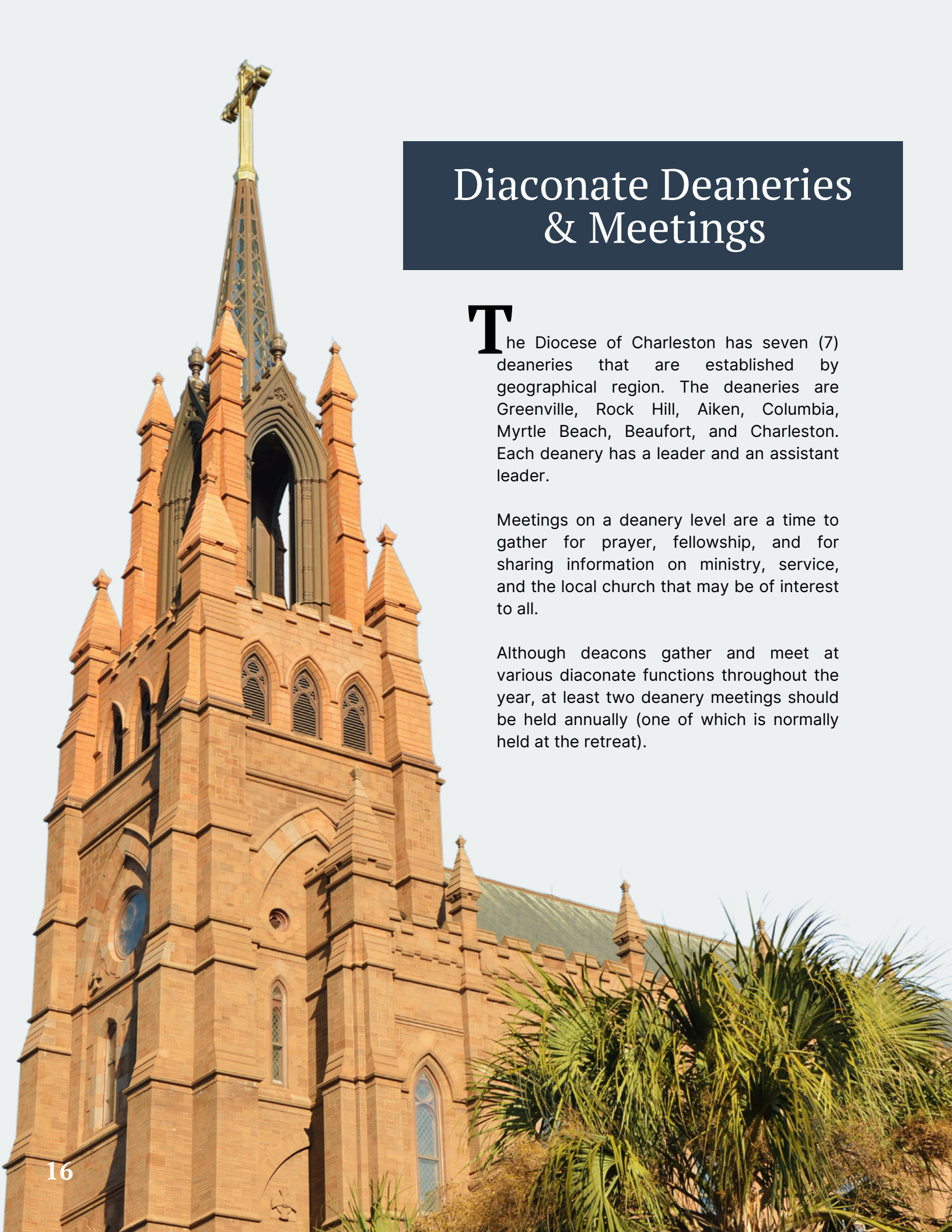
13. To conduct vigil and related rites and prayers according to the liturgical norms.
14. To preside at funeral rites outside of Mass.
15. To conduct the rite of final commendation.
16. To conduct the rite of committal.

Sacramentals

17. To impart only those blessings which have been expressly permitted by law (c. 1169 §3). A deacon can give blessings which are part of the liturgical celebration at which he presides: the rite of marriage outside of Mass, baptism, Holy Communion and Viaticum outside of Mass, Morning and Evening Prayer, non-sacramental penance services and the blessing with the Holy Eucharist at benediction.
18. To preside at the communal celebration of the Liturgy of the Hours in the absence of a priest.

**THESE FACULTIES
ARE VALID UNTIL
REVOKED,
WHETHER WHOLLY
OR PARTIALLY.**





Diaconate Deaneries & Meetings

The Diocese of Charleston has seven (7) deaneries that are established by geographical region. The deaneries are Greenville, Rock Hill, Aiken, Columbia, Myrtle Beach, Beaufort, and Charleston. Each deanery has a leader and an assistant leader.

Meetings on a deanery level are a time to gather for prayer, fellowship, and for sharing information on ministry, service, and the local church that may be of interest to all.

Although deacons gather and meet at various diaconate functions throughout the year, at least two deanery meetings should be held annually (one of which is normally held at the retreat).

Retreat & Day of Prayer

RETREAT

Deacons are required by Canon Law to make an **annual retreat**. The diaconate office schedules an annual retreat, which is paid for by the deacon's assigned parish. Wives are always invited to attend this retreat as well.

Deacons in an Active or Senior Active status are expected to attend the annual retreat coordinated through the Diaconate Office. Periodically, a deacon may wish to be excused from a retreat. To do so, he must contact the Director directly and provide sufficient reason to be excused and provide information for an alternative retreat.

If, with permission, the deacon participates in a retreat not coordinated through the diaconate office, a written acknowledgement of the retreat must be submitted as a way of maintaining the diocesan records of the deacon. Up to \$400 can be paid directly to the retreat center.

Deacons are strongly encouraged to participate in additional retreats for the sake of spiritual development in addition to the annual retreats.



DAY OF PRAYER

Deacons in an Active or Senior Active status are also expected to attend the **Day of Prayer** organized by the diaconate office each year. Occasionally a deacon may wish to be excused from this obligation. To do so, he must contact the Director at least two weeks in advance, provide sufficient reason, and request approval for how he will make up the required prayer time.

Parishes are assessed \$600 annually per Active or Senior Active Deacon for the retreat and Day of Prayer. Parishes of Fully Retired Deacons will only be assessed if the deacon attends the retreat.

Ongoing Formation

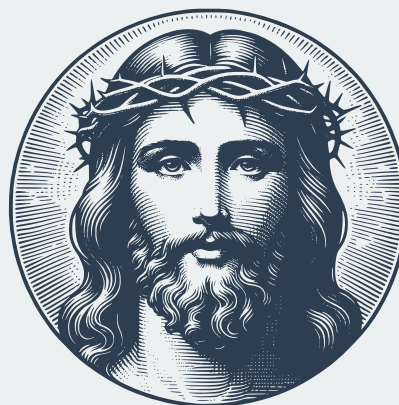
The ongoing formation of deacons is necessary to effectively minister over the years. Deacons must continually “sharpen the saw” or risk becoming blunt ministerial instruments.

According to the *National Directory for the Formation, Ministry, and Life of Permanent Deacons, 2nd Edition, 48*, “Newly ordained deacons, therefore, are to be appointed to and supervised by a priest. This pastoral care of a newly ordained deacon, coordinated by the Director of the Permanent Diaconate, extends for the first five years after ordination, with a reminder that ongoing formation continues for the entire life of the deacon, until he passes from this life to the next.”

Deacons in an Active status who have been ordained fewer than five years are required to take 25 hours of Ongoing Formation annually.

They will also meet with the Director and Formation Director at the Day of Prayer for the first two years after formation, submit an Annual Ministry Report for the first three years, and respond to the annual survey for the first five years. Deacons ordained five years or more are required to take 15 hours annually. Up to five hours can be carried over to the next year. Deacons in a Senior Active status are exempt from ongoing formation.

The Josephinum Diaconate Institute’s (JDI) Josephinum Connect! is the diocese’s primary partner for ongoing formation. Every Active and Senior Active deacon will have a subscription paid by the diocese. This will also be the hub for logging any formation hours not provided by JDI.



All deacons also receive access to EveryDayDeacon content paid by the diocese. These must also be logged into JDI. Senior Active, Fully Retired, Wives, and even candidates receive access to EveryDayDeacon at no charge.

An overseas pilgrimage of six days or more will count as retreat, day of prayer, and ongoing formation requirements being fulfilled for the calendar year.

Deacons who show a pattern of flagrant and persistent disregard to attend the retreat, day of prayer, or ongoing formation requirements may face repercussions up to and including the Director requesting that steps to suspend faculties be taken.

Fully Retired deacons are exempt from the retreat, the day of prayer, and ongoing formation, but are always invited.

Parishes are assessed \$150 annually per Active deacon. While Senior Active deacons will have access to ongoing formation, parishes will not be assessed for this. Should a Fully Retired deacon desire to have an ongoing formation subscription, they are responsible for payment unless their parish prefers to pick up the cost.

Episcopal, Presbyterate & Diaconate Relationships

The parish provides an ecclesial context for a deacon's ministry and serves as a reminder that a deacon's labors are not carried out in isolation, but in communion with the Bishop, his priests, and all those who in varying degrees share in the public ministry of the Church.

The deacon has vowed to respect and obey the Bishop and his successors. The deacon also has a right to be accepted and fully recognized by his fellow clergy, and by all, for what he is, an ordained minister of the Word, the Altar, and Charity.

In a case where it becomes obvious that a deacon and a pastor/priest are not working well together, the Director will meet with either or both parties to help process the concerns and to determine whether an agreeable solution can be worked out between them.

If it is determined that the situation is irreconcilable, the deacon and/or pastor/priest may request, in writing, to the Director a reassignment. The deacon will remain with active faculties at the parish until a reassignment is made.



Function of the Deacon

THE DOGMATIC CONSTITUTION OF THE CHURCH SPEAKS OF THREE AREAS OF DIACONAL SERVICE: MINISTRY OF CHARITY, MINISTRY OF THE WORD, AND MINISTRY OF LITURGY.

Ministry of Charity

The deacon is ordained to be a witness to the Gospel through a life of service. A deacon serves through his person-to-person encounters; he ministers to the poor, the aged, the sick, prisoners. He participates in programs dealing with community problems like substance or child abuse. The deacon works with youth and young adults in various parish and/or community programs. The deacon is obliged to be a positive influence for change in the world...so that society may be renewed by Christ and transformed into the family of God.

Ministry of the Word

The deacon proclaims the Gospel. He is an agent of evangelization, that is, of announcing the Good News of Christ in society. He also preaches at liturgical gatherings: he teaches in religious education programs, sacramental preparation programs, i.e. baptism, marriage, OCIA.

Ministry of Liturgy

The deacon assists at the Eucharistic Celebration, administers baptism, witnesses marriages, officiates at wakes and funerals, administers some sacramentals, and presides at prayer services.

The deacon has the flexibility to dedicate his special talents under the guidance of the Holy Spirit and through the Church, to contribute to the mission of the Church within his own world of community activity. The diaconate broadens the concept of ministry and makes it possible for others to share their talents in varying ways.

The summons of his bishop, the needs of the community, the deacon's own specific competence and guidance of the church's pastor will help him decide how to use his resources wisely and effectively.

The purpose of the deacon is not to be seen only as supplying ministry where there is a shortage of priests. Rather, it is an authentic ministry in itself.

Liturgical Guidelines for Deacons

01

PROCLAMATION OF THE WORD

The proclamation of the Gospel is **not** a presidential function, but a ministerial one belonging to the deacon. Even when the deacon does not preach, his proper ministerial and liturgical role is proclaimer of the Gospel. (GIRM #34)

02

PREACHING OF THE WORD

The ministry of preaching depends on the faculties given by the Bishop of the Diocese of Charleston. According to the Code of Canon Law, "... deacons possess the faculty to preach everywhere, to be exercised with at least the presumed consent of the rector of the church, unless that faculty has been restricted or taken away by the competent ordinary or unless express permission is required by particular law." (CIC #764) In our diocese, as is the general rule throughout the United States, the Bishop encourages deacons to preach, and are given the faculty to preach by the Bishop through the Director of the Permanent Diaconate.

a

The deacon may preach when he is the presiding minister of a sacrament or liturgical rite:

- Baptism of infants
- Some of the Order of Christian Initiation of Adults
- Sacrament of matrimony
- Benediction of the Most Blessed Sacrament
- Wake service, or church service of Christian burial (apart from Mass), and at the Rite of Committal
- Celebration of the Liturgy of the Hours
- Visitation of the sick and elderly and administering *Viaticum*

b

The deacon may preach at the following liturgies and occasions when he has received faculties from the Bishop through the Director of the Permanent Diaconate:

- Any celebration of Holy Mass with the permission of the pastor and celebrant
- Any celebration of a sacrament in which he is not the presiding minister of that sacrament, with the permission of the pastor and celebrant
- Retreats, days of recollection, missions, novenas, etc., with the permission of the pastor and celebrant
- Sermons, talks, homilies to be given at ecumenical gatherings or services

CONTINUED ...

c

In those instances where a deacon may wish to be a minister of a liturgical celebration in a parish or institution other than his own (e.g. marriage, baptism, funeral), he should first obtain the proper delegation or permission as required by Canon Law. This should be requested from the appropriate pastor or his delegate. He will also likely need a Letter of Good Standing from the Diaconate Office (see page 37 for details).

03

COMMENTARY

The Code of Canon Law distinguishes between “faculty” — the right to preach; “permission” — the use of the faculty; and “consent” the approval of the one who has local responsibility for pastoral care.

The ordinary may restrict the faculty to preach; national or diocesan legislation may establish norms for the use of the faculty; and the pastor might withhold his consent to preach after exercising his responsibility to keep careful vigilance over the “integrity” of the presentation. While careful care must be taken to respect the free exercise of the minister's right (C.I.C. # 18), these precautions indicate the Church's responsibility and concern for the Word of God (C.I.C. # 767).

Those charged with pastoral care (e.g. pastor, administrator) have the responsibility to see that the Word of God is preached with integrity (C.I.C. # 528) and have a right of vigilance over the preaching that takes place in their churches. They may refuse their consent for a deacon (or priest) to preach therein. However, this must be done only for a very serious reason, based on sure knowledge, and after careful deliberation, and dialogue with the individual deacon. This is a grave decision and must be done with prudence and clarity. This decision should be made known to the Director of the Permanent Diaconate as well as the reasons for the decision.



Ministry at Mass



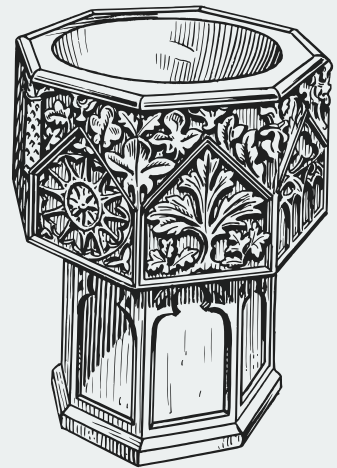
Deacons are expected to be intimately familiar with the Roman Missal, the General Instruction of the Roman Missal, and *Redemptionis Sacramentum*.

Please see the appendix for the *The Deacon at Mass: General Principles*, which provides guidelines for the Diocese of Charleston.

Sacramental Ministry

BAPTISM

- a** The deacon follows the Rite of Baptism as outlined in the Roman Ritual. He gives all the blessings as prescribed.
- b** Before baptizing, the deacon must:
 - 1. Receive the permission of the proper pastor.
 - 2. Have the information on paper, including any legal or adoption decrees, concerning the material needed for recording the baptism in the proper baptismal register.
 - 3. Be certain the parents have been properly prepared for the reception of the sacrament by their child.
 - 4. Give the pastor or person in charge of recording the baptisms in the baptismal register, the information needed. This should be done as soon as possible and not delayed.



MARRIAGE

If a deacon is permitted to witness marriage by the proper pastor, he must do the following:

- a** Have in his possession all of the papers necessary. This includes the affidavits of freedom to marry properly filled out and bearing the parish seal where needed.
- b** Have in his possession the pre-nuptial investigation properly filled out in all areas and signed where needed. If permissions or dispensations are needed, the proper forms must be completed.

- c** Have in his possession the baptismal certificate (recent- within the past 6 months with all notations provided) of the Catholic party or parties. If the marriage is a mixed religion marriage, then he needs some proof of baptism on the part of the non-Catholic Christian. If one party is not baptized, then the deacon needs to be certain to request the necessary dispensation from the Office of Matrimonial Concerns and Dispensations. Before officiating at a mixed religion marriage or a marriage with dispensation from disparity of cult (worship), the deacon must have the needed permission or dispensation in hand.
- d** Have in his possession the 3 copies of the marriage license application from the probate judge. The deacon should fill these in as needed. One copy is given to the couple after the marriage (and in South Carolina, they must sign it as well as the officiating priest/deacon) and the remaining copies are mailed to the probate judge.
- e** Be certain that the couple has been adequately prepared for marriage according to Canon Law and the Diocesan Guidelines.
- f** Have delegation for the marriage (or in his own parish have permission) from the proper pastor.
- g** See that the marriage is properly recorded in the parish marriage register.



EUCCHARIST

- 1** *Distribution of Holy Communion*
- The deacon is an **ordinary** minister of the distribution of Holy Communion.
 - If not serving as a deacon of the Mass, but attending the Mass, the deacon should distribute communion instead of an Extraordinary Minister of Holy Communion. He should normally vest in alb and stole prior to approaching the sanctuary to distribute communion (pastor permitting). He can then remove his vestments and return to the pew.
- 2** *Exposition and Benediction*
- a. The Rite of Eucharistic Exposition and Benediction is divided into four elements: exposition, adoration, benediction and reposition, and is explained in Chapter III of the Roman Ritual: Holy Communion and Worship of the Eucharistic Mystery outside of Mass (nos. 79-100).
 - b. The deacon is a minister of the exposition of the Blessed Sacrament and may bless the people with the sacrament.
 - c. The deacon vests in alb and stole for exposition. He should wear the cope and humeral veil to give the blessing after the adoration. In the case of exposition with the ciborium only, the humeral veil should be worn.



Liturgical Ministry

LITURGY OF THE HOURS

Every deacon has the daily obligation to pray Morning Prayer and Evening Prayer of the Liturgy of the Hours. While this may be done alone or in community, this celebration should increasingly be introduced into the life of parish communities, especially in Advent, Lent, Eastertide and on the great feasts. The deacon may preside at the Liturgy of the Hours and may lead the people in daily prayer, according to the General Instruction of the Liturgy of the Hours.

PASTORAL CARE OF THE SICK

The rites for the visitation and communion of the sick and dying are found in Chapters I and III of the Roman Ritual: Rite of Anointing and Pastoral Care of the Sick (nos. 42-63,93,114).

The deacon has always been closely associated with the pastoral care of the sick, the aged and the dying. While he may not administer the sacrament of anointing, the deacon is a minister in the communion of the sick, and of viaticum, the sacrament of the dying.

Thus, the deacon should be particularly sensitive to the need and wishes of the sick in the parish, in nursing homes, and in hospitals, and should work closely with pastors, chaplains, and Extraordinary Ministers of Holy Communion so that Communion may be brought frequently to the sick.

rites of Christian Burial

All the rites of Christian burial, except the Eucharist itself, may be celebrated by a deacon. These rites include: the vigil or wake service; the non- Eucharistic rites in the church; and the rites at the cemetery.



III. Administrative Issues

BACKGROUND SCREENING & SAFE ENVIRONMENT TRAINING

In accordance with Diocesan policy, the Office of the Permanent Diaconate is responsible to insure all deacons granted faculties of the Diocese of Charleston are compliant with all Safe Environment requirements, including but not limited to the appropriate background screenings, Safe Environment trainings as determined by the Office of Child & Youth Protection, the Diocesan Policy Concerning the Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personnel, the Code of Conduct for Church Personnel and Ministerial Guidelines for Dealing With Minors and Vulnerable Adults, the Social Media Policy and any trainings required by the Office of Human Resources.

All personnel records related to deacons will be maintained by the Office of the Permanent Diaconate, the Office of Child & Youth Protection and the Office of Human Resources, as indicated.

APPROPRIATE TITLE OF THE DEACON

The appropriate title for addressing deacons in the Diocese of Charleston is Deacon John Doe, Deacon, or Deacon and Mrs. John Doe. These are appropriate forms of address to use when referring to a deacon from the pulpit in church bulletins, parish website, official correspondence, etc.

SPIRITUAL DIRECTION

It is recommended that all Deacons in the Diocese of Charleston have a Spiritual Director. Regular spiritual direction is of great assistance to deacons. Much can be gained in sincere and humble dialogue with a wise spiritual director, not only to resolve doubts or problems that arise throughout life, but for the necessary discernment to arrive at better self-knowledge and the ability to grow in faithful fellowship of Christ.

DIOCESAN EMAIL POLICY AND COMMUNICATIONS

- All Active and Senior Active Deacons must use official diocesan or parish-issued email addresses for all official communications. Using personal email addresses for all official and ministerial communications is forbidden.
- The email address for the Diaconate Office Assistant is diaconateadmin@diocesearchleston.org
- The primary platform the Diaconate Office uses to communicate with deacons, wives, and candidates is Flocknote.

OTHER INFORMATION

- Deacons are non-voting members of parish finance and pastoral councils.
- All deacons of a parish are expected to be present at parish liturgies when the Bishop is present.
- All deacons are expected to know how to assist at a Mass with the Bishop, especially a Confirmation Mass.

Retirement Policy for Deacons

Sacred ordination establishes a man in a permanent relationship with the Church. Therefore, in one respect, a deacon does not “retire” from the diaconate. However, having reached a certain age, it is reasonable to release a deacon from the responsibilities attached to his office.

Retirement Age & Policy Details

Deacons of the Diocese of Charleston may apply to retire when they reach their 70th birthday by submitting a signed letter to the Bishop that includes the reason(s) for retirement.

Deacons of the Diocese of Charleston must submit a signed letter of resignation from office when they reach their 75th birthday.

Letters must include one of the following:

1. Request to change to Senior Active status,
2. Request to be Fully Retired, but with faculties, or
3. Request to be Fully Retired without faculties.

A copy of the letter to the Bishop must also be sent to the Director of the Diaconate.



➔ Considerations

Each deacon's ability to continue in diaconal ministry after retirement should be evaluated while also considering the needs of the diocese. The deacon should consult with his pastor/priest to define a subsequent ministerial role and service times consistent with the deacon's capabilities, his wishes for continued service, and the ministerial needs of the parish.

➔ Senior Active (*Active Status Beyond the Age of Retirement at 75*)

If approved, the deacon remains on active status with a written ministry agreement with the pastor/administrator and a written letter of appointment and associated faculties from the bishop. The deacon is expected to attend the annual retreat and day of prayer, and is also required to keep current requirements for the background and Safe Environment training.

➔ Fully Retired Status

A deacon in fully retired status is not required to attend the annual retreat or the day of prayer, nor does he have ongoing formation requirement. He is also not required to maintain a Ministry Agreement. He is invited to continue ministering as a deacon according to the needs of the parish, and as he desires and is able. He is required, however, to maintain background screening and Safe Environment training current.

The fully retired deacon retains faculties of the Diocese (unless otherwise indicated) and is invited, and encouraged, to attend the annual retreat, the day of prayer, and liturgical and social gatherings or other activities offered to all active deacons of the diocese.

A fully retired deacon will consult with the Director and his pastor/administrator annually, or at any time his ministerial activities need to be adjusted due to health changes or other considerations.

If a fully retired deacon desires to no longer retain faculties, then he should notify the Director. A fully retired deacon without faculties no longer has Safe Environment obligations but cannot function as a deacon in any capacity.

➔ Transition from Senior Active to Fully Retired

For those who are Senior Active and now desire to be Fully Retired (or their pastor/family believe it is everyone's best interest) an email should be sent to the Director and copy your pastor. Our office will then reply with an official memo of your change of status (as opposed to another letter from the Bishop), copying your pastor and the Vicar for Clergy. We will retain a copy in your files.

Retirement for Health Reasons

In the event of a deacon's poor health or disability, or other significant changes in his life, the option for him to withdraw from his formal and assigned ministry always exists. The deacon, his family, or the pastor/priest may make this request of the Bishop through the Director of the Permanent Diaconate. The Director will be responsible for consulting with all the parties involved for the sake of the deacon and his ministry.

Failure to Maintain Safe Environment Status

Expiration of any of the VIRTUS requirements technically means automatic suspension of faculties until the deacon rectifies the situation. A Letter of Good Standing will not be issued until the deacon is once again compliant.



Deacons Ordained Outside the Diocese



Procedure for Requesting Faculties and Assignment

1

Deacons who move into the diocese and wish to minister within it must obtain the required canonical faculties. The deacon should contact the Director to discuss the relocation to South Carolina, and to find an appropriate location for the diaconal assignment. The deacon may be assigned to any parish within a 30 minute drive. While below are the requirements, please visit the appropriate diaconate webpage for the most current information:

2

- a. Application (available on website).
- b. Background screening through the Office of Child Protection Services.
- c. Safe Environment: Virtus and Vulnerable Adults training, acknowledgement of Child Protection Policy, Code of Conduct, and social media policy.
- d. A Driver application with license and insurance.
- e. Copies of all official documents, faculties received, etc.
- f. An overview of the training received, grades, and evaluations while in training.
- g. A letter of recommendation and evaluation of your ministry from previous pastor.
- h. A letter of recommendation and certification of good standing from the Director of the Permanent Diaconate or Bishop of prior diocese.
- i. A letter from prior Bishop giving permission to serve in the Diocese of Charleston.
- j. If married, a letter of approval from wife that she is in accord with his application for faculties and assignment in the Diocese of Charleston.
- k. A letter of acceptance from local pastor requesting services of deacon.
- l. Two letters of recommendation from members of the parish staff or fellow parishioners from the last parish served, or a work associate
- m. Emailed photo of deacon — or deacon with wife — to the director.

- 3 All items are sent to the Director. Once these documents have been received, the Director will schedule a phone appointment with the applicant to discuss the ministry.

Upon completion of these steps, the Director shall request the Bishop to make the assignment. The Bishop will then grant the deacon faculties and give him his assignment.

- 4 While in the diocese, the deacon is expected to partake in the regular program for the Permanent Deacons of the Diocese of Charleston. When the bishop gives the deacon the assignment, faculties of the diocese are given. He is also expected to submit an Annual Ministry Report to the director for the first three years. Until such time as the deacon completes the excardination/incardination process according to the norms of the Code of Canon Law and the diocesan guidelines, he remains attached to the diocese in which he is incardinated.

Deacons not incardinated in the Diocese of Charleston upon moving out of the diocese cease to have faculties in, and obligations to, the Diocese of Charleston.

- 5 The applicant will attend a workshop at the next annual retreat that details the diaconate policies within the Diocese of Charleston.

Procedure for Incardination

After a period of no fewer than three years of ministering, should a deacon wish to seek incardination in the Diocese of Charleston, he must request a personal interview with the Director. The deacon requesting incardination normally should be no older than 65. Exceptions will be considered on a case by case basis.

The deacon should present to the Director:

- a. A statement in writing of his desire to be incardinated and his reasons for this request.
- b. A letter of recommendation and evaluation of his present ministry from the pastor of the parish in which he presently serves.

The Director and the deacon (and his wife) will review his (their) years of ministry in this diocese. Particular attention will be given to the fulfillment of all Diocesan expectations for diaconal ministry as delineated in the Deacon's Handbook. A reasonable assurance of the deacon's continued presence in our diocese is expected.

The Director may then prepare a letter requesting excardination. This petition, together with a personal petition written in the deacon's own handwriting, will be forwarded to the bishop of the diocese from which excardination is being sought.

Upon reception of the appropriate document of excardination, the recommendations of the Director and the present pastor will be forwarded to the Bishop requesting incardination into the Diocese of Charleston.

Procedure for Excardination

Should residence in another diocese become permanent, the deacon, after fulfilling the requirements established by the local diocese, should begin the excardination/incardination process.

A request, accompanied by a letter of support from that diocese's Diaconate Director and the local pastor, should be sent to the bishop of the diocese in which the deacon seeks incardination.

Should the bishop be willing to incardinate the deacon, he will then forward the necessary document requesting excardination to the Bishop of Charleston. The deacon, himself, should put this request in writing and forward it to the Director. Upon the recommendation of our Director, with the Bishop's approval, excardination from the Diocese of Charleston may be granted. Upon receipt of the notice of excardination, the diocese in which the deacon now ministers may incardinate him.

Procedure for Letter of Good Standing

Anytime a deacon desires or is requested to exercise his ministry outside the diocese, he will need a Letter of Good Standing. Within the diocese, if a deacon serves at a parish to which he is not assigned, a pastor has the right to request a letter as well. The letter will NOT be issued if Background Screening and Safe Environment are not current.

Go to the Resources section of the diaconate webpage to download the checklist: (<https://charlestdiocese.org/diaconate/resources/>) Submit to the diaconate office per the instructions.



Procedure for Assignment Transfer

Upon ordination, Permanent Deacons are assigned to the parish or diocesan institution that sponsored their candidacy. Permanent Deacons may request transfer from their parish or institution if:

- a. Deacon's residence changes from the boundaries of the parish or is too distant from the institution's location.
- b. Deacon and pastor/director agree that a change in assignment is in the best interest of the deacon and of the parish/institution.
- c. A serious personal reason that the deacon makes known to the Director (or to the Bishop directly). The Bishop may make any changes in assignments as he sees needed.

Deacons must then request a change of assignment in writing to the Director. The request for transfer should include the following:

- a. Written permission from the current pastor/director to terminate the Ministry Agreement presently in force.
- b. Any written ministry performance evaluation the pastor/director wishes to submit.

The Director will acknowledge, in writing, receipt of the Pastor/Director's permission to terminate the deacon's Ministry Agreement. If another pastor/director and the deacon agree to a Ministry Agreement, the pastor/director and the deacon must submit this to the Director. If approved, the assignment may then be made for a period not to exceed three years. Should a deacon be unable to secure an assignment, the Diaconate Office will make every effort to help the deacon find an assignment. When an assignment is agreed upon according to the norms mentioned above, the Director shall request the Bishop to make the assignment. At that time, the faculties of the diocese will be given as needed, and as explained above.

Procedure for Requesting Faculties in Another Diocese

Before departing from our diocese, the deacon should notify the Diaconate Office and inform the office of his future address, since he is still incardinated in our diocese. If he plans to be involved in diaconal ministry, he must obtain verification of his ministerial status and receive a letter of introduction before departure. Further information to assist the deacon will be given to him at that time.

Upon establishing residence in his new diocese, he should contact the diocesan Director of the Permanent Diaconate in that diocese to ascertain the possibility for diaconal ministry. The local pastor may be able to assist in this matter. Should the diaconate director of the diocese in which the deacon now lives support his involvement in diaconal ministry, a request for the extension of faculties may be forwarded to the local bishop or may be given by the director of deacons in the name of the bishop.

If faculties are granted, the deacon may exercise his diaconal ministry. He remains incardinated in the Diocese of Charleston, and a yearly evaluation of his ministry will be required just as is done for all our incardinated deacons.



St. Stephen's Fund

Emergency Financial Assistance

The St. Stephen's Fund was created to assist Deacons and the men in the Diaconate Formation Program in the Diocese of Charleston who experience financial difficulties. It also can assist widows of deacons. The fund is financially supported by the Deacons and the men in formation, Ancient Order of Hibernians, Knights of Columbus, and other donors as received.

CONTRIBUTIONS

All donations solicited for the St. Stephen's Fund are made out to the Diocese of Charleston with "St. Stephen's Fund" written in the memo line of the check and mailed directly to the Office of the Permanent Diaconate to ensure that they are not mixed with general contributions to the diocese.

PROCEDURES

1. Deacons and/or men in the Diaconate Formation Program complete the "Request for Emergency Financial Assistance" form.
2. Each individual request is limited to \$3,000.00 per fiscal year unless there are extenuating circumstances. In such cases, the Director of the Office of the Permanent Diaconate Office will call a meeting of the Diaconate Board to discuss the situation and make recommendations based on the individual needs of the request. All recommendations above \$3000 up to \$6000 are submitted to the Vicar for Clergy for approval.
3. Upon receipt of the request, the Director will review the application and contact the deacon personally to discuss their situation.
4. Once the facts are clear, the Director forwards the information to members of the Diaconate Board for review and approval.
5. If the request is approved, the Director requests the individual bills associated with the request to be paid directly by the finance department. No check should be written directly to an individual deacon to ensure that the funds are being used appropriately and that there is an audit trail of the expenses covered in the request.
6. If the request is not approved, the Director will contact the individual with an explanation.
7. Upon becoming aware of a dire need of the widow of a deacon, the Director, after interviewing and ascertaining the need, will follow steps 1-6 with the following modifications:
 - a. The director will fill out the application
 - b. Financial Hardship is the only tier available for application.

Tiers for Requests

a) Education Assistance

- Books
- Tuition

b) Financial Hardship

- Loss of work or income
- Medical

Life Insurance

Incardinated deacons in the Diocese of Charleston are eligible to receive a life insurance policy. This policy covers all incardinated deacons, regardless of status. Newly ordained or newly incardinated deacons are eligible to receive the life insurance policy on the first of the month following their ordination or incardination.

As an ordained deacon of the Diocese of Charleston the diocese provides the deacon with a modest amount of life insurance coverage. The coverage is \$20,000. This reduces to \$14,000 at age 70 and \$9000 at age 75. To be eligible the deacon must be incardinated in the Diocese of Charleston and not employed full-time in a parish, parochial school, or the diocese.

It is important to fill out a beneficiary form and have it on file at the Office of the Permanent Diaconate.

Funeral and Burial

In the event of a deacon's death, the pastor or family should notify the Office of the Permanent Diaconate. The Diaconate Office will notify the Bishop and notification will be sent to the Diaconate Community. If possible, the Director of the Permanent Diaconate and/or the Deanery Leader will be present for the Funeral Mass.

The Funeral and Burial form should be completed by all deacons in the Diocese of Charleston. The completed form will be maintained in the Office of the Diaconate and a copy should be kept with the deacon and their representatives.

Procedures regarding funerals for deacons in the Diocese of Charleston are as follows:

1. The vigil for the deacon should be done in the parish or church where the deacon served and be led by the Deacon Deanery Leader.
2. The deceased deacon should, at minimum be vested in white alb and white stole. He can also have a white dalmatic on top of the alb and stole (see page 44).
3. The Funeral Mass should be held at the parish or church and celebrated by the pastor or his representative.
4. The homilist should be either the celebrant or another priest or deacon requested by the family or the deceased deacon while he was still alive.
5. Two deacons should be vested in alb, stole, and dalmatic to serve as Deacon of the Word and Deacon of the Eucharist. Other attending deacons should vest in white alb and stole. They will process in together and sit together.
6. The burial should normally be celebrated by a deacon.
7. Death notifications are sent from the Office of the Vicar General.
8. Deacons are encouraged to complete the Funeral and Burial Form and send a copy to the Diaconate Office. They should also inform their family of their desires.

Clerical Garb



Mass Vestments for the deacon are:

- **Alb** and **stole**, which is worn over the left shoulder, drawn across the chest, and fastened at the right side.
- **Dalmatic**, worn over the stole, but which may be omitted either out of necessity or for less solemnity.

It is the responsibility of the parish to provide liturgical vestments (stoles and dalmatics) in all the appropriate liturgical colors for their deacons.

Albs worn by deacons of this diocese are to be white in color and should not be concelebration style albs or chasuble-albs. Concelebration albs and chasuble albs are for use by priests.

Cassock and surplice are not required garments for deacon, unless the Pastor requires. In that case, the parish will supply these vestments.

Clothing outside of liturgical function:

- Normally, the deacon wears normal lay faithful clothing, keeping in mind that he is always a deacon and should avoid giving scandal.
- Polo type shirts and other clothing with the diaconal symbol can be worn when engaged in ministry.
- Deacons in Active or Senior Active status should have at least one set of "clerics." This includes black shoes, black pants, black belt, and gray shirt (with or without diaconate cross and stole symbol) with white collar. A dress black jacket is optional but recommended for more formal occasions.
- Deacons in Active, Senior Active, or Fully Retired status may wear clerics while in the performance of their ministerial duties. Shirt colors other than gray (black, white, blue, etc.) are not permitted in the Diocese of Charleston and pastors do not have the authority to authorize such.
- Proper attire for the Annual Retreat and the Day of Prayer is a loose business casual: nice slacks or very nice jeans with either a polo shirt or dress shirt. T-shirts, sweatshirts, hoodies, shorts, and worn-out jeans are not acceptable. At the retreat banquet a nicer level of dress is expected, including a jacket. For deanery level meetings attire is up to the Deanery Leader.

Marital Difficulties

Any deacon or deacon candidate, whose marriage is undergoing serious stress, should make this known to the Director. If this problem should move into the public forum, the Director must be informed of the situation. Arrangements should be made for immediate counseling. For candidate, continuation in the program leading to ordination should be stopped and efforts made to save the marriage.

Since marriage is the first vocation of a married deacon or candidate, it is imperative that this vocation be safeguarded. When the marital situation has been stabilized and sufficient time has elapsed, the candidate may reapply for the program of studies. The matter will then be determined by the Director as to whether the candidate should reenter the program.

In the case of a permanent deacon, the Director will likely ask the deacon to go on inactive status. Should the deacon not wish to comply, the Director may place him on inactive status. Again, counseling is essential. Everything possible should be done to assist the couple in resolving the problem.

When and if, in the judgment of the Director, the problem has been resolved, and sufficient time has elapsed to indicate this, after his consultation with the Vicar for Clergy and/or Bishop, the Director will inform the deacon he may apply to be returned to Active status.

In the unfortunate case of a legal separation or a divorce action taking place, the deacon is automatically placed on Inactive status. Depending upon the nature of the case and the danger of scandal, the deacon may or may not be reinstated to Active status. If, after sufficient time has elapsed, and after consultation with both the Vicar for Clergy and the Bishop, the Director believes the deacon can return to Active status, he will likely be assigned to a different parish.

A divorced deacon is required to remain celibate and there is no possibility of remarriage without laicization.



Celibacy Requirement

The Code of Canon Law requires a married deacon who has been widowed to remain celibate. He may not enter into a new marriage. Occasionally, a widowed deacon may feel the “need” to enter into a new marriage. The normal step at this point — after discussion with the Director and the Bishop — is laicization.

While the Church has allowed married men to become clerics since its beginning, a cleric getting married has never been the norm. If a deacon wishes to get married and still remain a deacon, he must appeal to the Holy See (after meeting with the Bishop). This appeal will normally be denied. In very rare and exceptional cases, the Holy See may grant a dispensation, but this is normally only if a deacon has younger children.

Sexual Misconduct

A deacon (or any cleric) who attempts even a civil marriage incurs an automatic suspension. If he does not repent after being warned and continues to give scandal, he can be punished gradually by privations or even by dismissal from the clerical state. (C.I.C. #1394)

If a deacon (or any cleric) has committed an offense against the sixth commandment of the Decalogue with force or threats or publicly or with a minor below the age of sixteen, the cleric is to be punished with just penalties, including dismissal from the clerical state if the case warrants it. (C.I.C. #1395)

SEXUAL MISCONDUCT, IN ANY FORM, WILL NOT BE TOLERATED BY THE DIOCESE.

Support Groups

Deacons and their wives, as well as candidates and their wives, are encouraged to form local support groups to meet from time to time to assess their local needs and to assist and encourage each other in the ministry and in the family. It is left to the Deanery Leadership Council and individual deacons to arrange for these groups.

NADD

The Diocese of Charleston is a member of the National Association of Diaconate Directors. The Director and/or the Director of Formation will normally attend the annual NADD Convention. They may also attend the National Directory Institute (focused on pre-ordination formation) and the Ministry and Life Institute (focused on post-ordination formation).

Region XIV USCCB

The Diocese of Charleston is active in Region XIV and takes part in the bi-annual conferences and continuing education. The Director and/or the Director of Formation regularly attend the fall regional meeting of Diocesan Directors.



IV. Structure of the Diaconate Community

Office of the Diaconate

Philosophy and Administration

A faculty is a grant by a higher authority enabling person to act in a way that the recipient would not otherwise be empowered or authorized to act. Upon diaconate ordination or incardination into the diocese, diaconal faculties are granted by the authority of the diocesan bishop, through the Director of the Permanent Diaconate (see *page 12 for the Pagella*). Upon transfer to a new ministry assignment, these faculties must be renewed.

GOALS

The fundamental goals of the Office of the Permanent Diaconate of the Diocese of Charleston are:

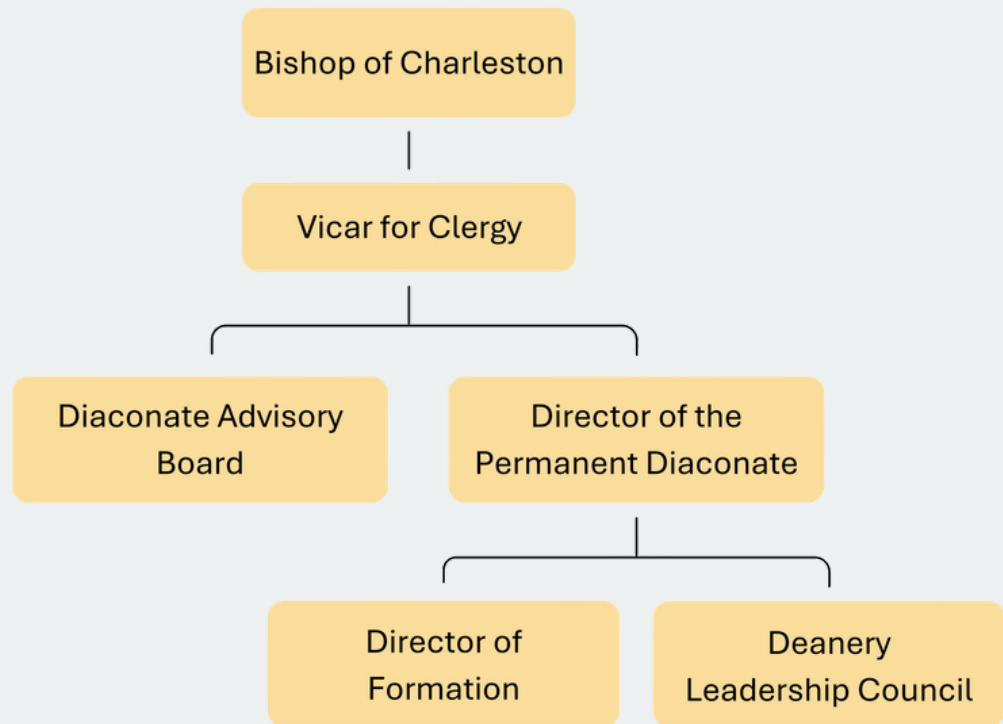
1. to train and form, by study and prayer, men who have demonstrated active church service and leadership for diaconal ministry, and
2. to direct and support the ministry of permanent deacons in the diocese.

To accomplish these goals, the Bishop of the Diocese established an Office for the Permanent Diaconate.

A deacon formation program was reviewed and approved by the Bishop's Committee on the Permanent Diaconate in 1990. The Charleston program strives to put particular emphasis on the notion of the deacon "as one who serves." The goals of the program are these:

1. To provide theological formation that will prepare effective ministers of the Gospel, and provide enough knowledge of ecclesiastical sciences to make them competent in the specific ministry they exercise;
2. To provide the means for the spiritual development and growth of permanent deacons and candidates;
3. To provide pastoral formation that equips the deacon with the pastoral skills needed in his ministry;
4. To provide family formation that allows families to support enthusiastically their husbands and fathers;
5. To provide on-going support and direction for deacons and their families.

ORGANIZATIONAL STRUCTURE



STAFF

The staff of the Permanent Diaconate Office of the Diocese of Charleston shares the responsibility for direction of various aspects of the program in the following way:

Director of the Permanent Diaconate

- a. Is appointed by the Bishop and reports to the Secretary of the Clergy.
- b. Has primary responsibility for program administration, for both the formation program and continuing education and retreats for deacons
- c. Coordinates the various formation programs, arranges for the screening and selection of candidates, and notifies candidates of their acceptance by the diocese.
- d. Will be available to arbitrate or give advice when problems and conflicts affecting permanent deacons and their ministry arise
- e. Proposes assignments for the deacons to the bishop for his appointment
- f. Maintains communications with the bishop, the pastors and priests, and the deacons of the diocese. He is also in contact with the Religious as needed.
- g. Submits an annual report to the Bishop
- h. Submits a budget to the Office of Finance and receives and dispenses the approved funds for the diaconate program
- i. Relates to the wives of deacons and candidates concerning the participation of their husbands in the program and matters of importance to them
- j. Attends national and regional meetings of Diocesan Directors.

Director of Formation

- a. Is appointed by the Director of the Permanent Diaconate with the approval of the Bishop.
- b. He reports to the Director.
- c. Involved in recruitment of those considering a vocation to the permanent diaconate.
- d. Responsible for overseeing and implementing the various pieces of the formation program to include not only academic instruction, but also human, pastoral, and liturgical proficiency.
- e. Responsible for the monitoring and evaluation of those in formation.
- f. Maintains open communications between the diocese, those in formation, and their pastors regarding all aspects of formation.



DIACONATE ADVISORY BOARD

Established in 2013, the Diaconate Advisory Board is an advisory committee that consists of the Director of the Permanent Diaconate, the Director of Formation, two designated Diocesan Priests, one Religious, and three Deacons and wives. Newly ordained deacons are not eligible until their third ordination anniversary. Deacons who have transferred to the Diocese of Charleston are ineligible until they have been assigned for at least one year in the diocese.

The Board has the responsibility to assist with interviews for new applicants, identify strengths and weaknesses of the formation program and offer improvements, and to offer suggestions and resolutions for issues between deacons and pastors.

DEANERY LEADERSHIP COUNCIL

Deanery Leaders are the point of contact for deacons within the given deanery. They report to the Director and pass along deanery information to the Diaconate Office. Deanery Leaders and Assistant Leaders serve for three years. They also organize and schedule deanery level meetings.

After three years, the Assistant Leader becomes the Leader at the annual retreat. A new Assistant Leader is elected by the deacons of the deanery at the retreat. (Newly ordained deacons are not eligible until their third ordination anniversary. Deacons who have transferred to the Diocese of Charleston are ineligible until they have been assigned for at least one year in the diocese and attended at least one Diaconate Retreat.)



Appendix: The Deacon at Mass

GENERAL PRINCIPLES

The Mass is the “sacrament of unity” (91, 92) in which the faithful are nourished from the table of God's Word and of Christ's Body (28). This unity is expressed particularly in common posture (42), in communal singing (47), reverential silence (45, 56), and in sharing together of the one bread and one cup (83, 321).

The assumption of the Roman Missal is that every Sunday and feast day, the Eucharistic liturgy will be celebrated with song (40, 115), with a cantor (104), with one or two readers (109), and with other assisting ministers (115).

After the Priest, in virtue of the sacred ordination he has received, the Deacon has first place among those who minister in the celebration of the Eucharist. For the sacred order of the Diaconate has been held in high honor in the Church since the time of the Apostles (94).

“For the sacred order of the Diaconate has been held in high honor in the Church since the time of the Apostles.”





MASS WITH A DEACON

When there is a deacon present at the Eucharistic celebration, he should exercise his ministry wearing sacred vestments.

The vestment proper to the Deacon is the dalmatic, worn over the alb and stole; however, the dalmatic may be omitted out of necessity or on account of a lesser degree of solemnity (338).

The Deacon:

- Assists the Priest and processes at his right side (unless he is carrying the Book of the Gospels, in which case, he precedes the Priest). At Diocesan Liturgies the Deacon carrying the Book of Gospels will follow the instruction given by the Master of Ceremonies.
- Ministers at the altar, both as regards the chalice and the book; (Roman Missal)
- Proclaims the Gospel and may, at the direction of the Priest Celebrant, give the homily (66).
- Guides the faithful people by giving appropriate instructions.
- Announces the intentions of the Universal Prayer.
- Prepares the altar, assisted by the acolyte, but it is the Deacon's place to take care of the sacred vessels himself.
- Assists the Priest in receiving the people's gifts.
- Assists the Priest Celebrant in distributing Communion to the people. (If Communion is given under both kinds, the Deacon himself administers the chalice to the communicants; and, when the distribution is over, standing at the altar, he immediately and reverently consumes all of the Blood of Christ that remains, assisted, if the case requires, by other Deacons and Priests) (182).
- Purifies and arranges the sacred vessels.
- Carries out the duties of other ministers himself, if necessary when none of them is present (171).

Introductory Rites

Carrying the Book of the Gospels slightly elevated, the Deacon precedes the Priest as he approaches the altar or else walks at the Priest's right side (172).

When he reaches the altar, if he is carrying the Book of the Gospels, he omits the sign of reverence and goes up to the altar. It is a praiseworthy practice for him to place the Book of the Gospels on the altar, after which, together with the Priest or Bishop, he venerates the altar with a kiss. The General Instruction uses the verb place rather than display or enthrone. This suggests that the Book of the Gospels be laid flat on the altar. Plexiglas or other sorts of display implements are not to be used on the altar with the Book of the Gospels.

However, if he is not carrying the Book of the Gospels, he makes a profound bow to the altar with the Priest or Bishop in the customary way and with him venerates the altar with a kiss.

If, however, the tabernacle is located in the sanctuary, all the ministers genuflect to it only when they first approach the altar and when they leave the sanctuary, but not during the celebration of Mass itself (274).

Lastly, if incense is used, he assists the Priest in putting some in the thurible and incensing the cross and the altar (173). Once the altar has been incensed, the Deacon goes to the chair together with the Priest, and there stands at the Priest's right side and assists him as necessary (174).

The Deacon may lead the penitential tropes when the third form of the penitential act is used (Roman Missal #6 Order of Mass).

Liturgy of the Word

During the singing of the *Alleluia* or other chant, if incense is being used, the Deacon ministers to the Priest as he puts incense into the thurible.

Then bowing profoundly before the Priest, he asks for the blessing, saying in a low voice: "*Your blessing, Father.*" The Priest blesses him, saying, "*May the Lord be in your heart*" The Deacon signs himself with the sign of the cross and replies, *Amen*.

Having bowed to the altar, he then takes up the *Book of the Gospels* which was placed on it and proceeds to the ambo, carrying the book *slightly elevated*. He is preceded by a thurible carrying a smoking thurible and by ministers with lighted candles.

At the ambo the Deacon greets the people, with hands joined (hands and arms are not to be extended), saying, *The Lord be with you*. After this, at the words; *A reading from the Holy Gospel*, he signs with his thumb the book and then himself on the forehead, mouth and breast. The Deacon adds no words to the dialogue prescribed by the Roman Missal (for example, "Brothers and Sisters") at any point before, during, or following the proclamation of the Gospel.



He incenses the book with three double swings of the thurible and proclaims the Gospel reading. Remember to bow before and after incensation.

When this is done, he acclaims, without elevating the Book of the Gospels: "The Gospel of the Lord," to which all respond: "Praise to you, Lord Jesus Christ."

He then bows down and venerates the book (do not pick up the Book of Gospels) with a kiss saying quietly the formula *Per evangelica dicta* (Through the words of the gospel may our sins be wiped away). If the deacon is not the homilist, he then returns to his chair.

When the Deacon is assisting the Bishop, he carries the Book of the Gospels (OPENED) to be venerated by the Bishop. The Deacon **DOES NOT** kiss the Book.

Then the Deacon carries the Book of the Gospels to the side table or another dignified and appropriate place (175).

If there is no other qualified reader(s) present, then the deacon may deliver the other readings as well (176). However, every effort should be made to insure the presence of lectors for the celebration of the Eucharistic liturgy.

After the introduction by the Priest, it is the Deacon himself who announces the intentions of the Universal Prayer, usually from the ambo. (177). If announcing the Universal Prayer from the ambo remain there while the priest celebrant concludes the Intercessions with a prayer.

The Priest or Bishop opens and closes the General Intercession. The norm in the General Instruction is that when a Deacon is present, the Deacon — not the lector — is to lead the assembly in praying the general intercessions. Obviously there may be some impediments such as a lack of familiarity with language (bi-lingual multi-lingual celebration) that might make it wise for the presiding Priest to ask the lector to read the General Intercessions.

But this is an exception and not to be confused with the norms in both the revised Roman Missal and in the revised General Instruction of the Roman Missal.

Liturgy of the Eucharist

After the Universal Prayer, while the Priest remains at the chair, the Deacon prepares the altar, assisted by the acolyte, but it is the Deacon's place to take care of the sacred vessels himself. He also assists the Priest in receiving the people's gifts.

- Gestures of the Deacon should be simple and not distracting.
- The corporal must be carefully opened facing upward as the altar is prepared. It must never be flung open carelessly since it may contain Eucharistic particles. If there is a cross embroidered on one of the outer center squares, move the corporal around (do NOT lift it up), so that the cross is nearest to you.

He also sets out the chalices to be used for distribution of the Precious Blood to the faithful on a separate corporal, and fills them at this time, unless they have come to the altar already filled.

After having received the gifts from the people the deacon goes to the altar with the priest.

Neither the paten with the priest's host nor the principal chalice are to be placed on the central corporal. He hands the Priest the paten with the bread to be consecrated, pours wine and a little water into the (main) chalice only saying inaudibly: "By the master of this water and wine may we come to share in the divinity of Christ who humbled himself to share in our humanity" then hands the chalice to the priest.

If incense is used, the Deacon assists the priest with the incensation of the gifts, the cross and the altar; afterward he, or the acolyte, incenses the priest and the people (178). Three double swings of the thurible are used to incense the priest. If there are concelebrating priests, these too, are incensed with three double swings. Before incensing the people (preferably from a place proximate to them), it may be necessary to gesture simply for them to stand. They, too, receive three double swings of the thurible. Before and after incensing the priest(s) or people, the deacon bows to them.

During the Eucharistic Prayer, the Deacon stands near but slightly behind him, so that when necessary, he may assist the priest with the chalice or the Roman Missal.



As a general rule, from the epiclesis until the elevation of the chalice the deacon usually remains kneeling.

- Deacons need to note that the timing of their kneeling is different from the rest of the worshipping assembly. The deacon kneels from the time of the epiclesis — when the priest extends his hands over the gifts of bread and wine calling for the Holy Spirit — until the time “when the chalice is shown” which would be after the consecration.
- Deacons need to carefully time their standing after the consecration so as not to confuse the worshipping assembly.
- Deacons should remain kneeling (if able) through the anamnesis and then rise gradually. While in a kneeling position, the Deacon DOES NOT BOW since they are already in a posture of reverence. If you are unable to kneel, you should bow at the epiclesis and when the celebrant genuflects at the elevations.
- When there is more than one deacon serving, for uniformity at the altar, they should both either kneel or both stand.

At the concluding doxology of the Eucharistic Prayer, the Deacon stands next to the Priest, and the Priest (or Bishop) will hand him the chalice (do not pick it up from the altar unless directed to do so), he elevates the chalice as the Priest raises the paten with the Eucharistic bread, until the people have responded with the acclamation Amen (180) and then hands it back to the Priest (or places it on the corporal).

After the Priest has said the prayer for The Rite of Peace and the greeting "*The peace of the Lord be with you always.*" and the people have made the response "*And with your spirit,*" the Deacon says the invitation to the Sign of Peace. **With hands joined**, he faces the people and says, "**Let us offer each other the sign of peace**" (nothing more, nothing less). He himself receives the sign of peace from the Priest and may offer it to the other ministers near him (181).

When the distribution of Communion is over:

- The Deacon returns to the altar with the Priest, collects the fragments, reposes the Blessed Sacrament, and then carries the chalice and other sacred vessels to the credence table, where he purifies them and arranges them as usual, while the Priest returns to the chair.
- Standing at the altar (but not in the center), the Deacon immediately and reverently consumes all of the Blood of Christ that remains, assisted, if the case requires, by other Deacons and Priests. (182)
- **Please note:** the Deacon is at the altar with the Priest to collect fragments and possibly consume what remains of the Precious Blood, but when the Priest returns to the chair, the Deacon carries the sacred vessels to the credence table to purify.

It is also permitted to leave vessels needing to be purified on a corporal, suitably covered, on the credence table, and to purify them immediately after Mass, following the Dismissal of the people. Should circumstances dictate, purifications should be done after the final blessing, the deacon(s) will immediately attend to the Sacred Vessels after the dismissal and not process out and greet the faithful.

Concluding Rite

Once the Prayer after Communion has been said, the Deacon makes brief announcements to the people, if indeed any need to be made, unless the Priest prefers to do this himself (184).

If a Prayer over the People or a formula of Solemn Blessing is used, the Deacon says, "*Bow down for the blessing*". (Nothing more, nothing less).

After the priest's blessing, the deacon, with hands joined and facing the people, dismisses them, saying **one** of the following: **(Do not add any words to the dismissal or combine the dismissals.**

- "Go forth. The Mass is ended."
- "Go and announce the Gospel of the Lord"
- "Go in peace, glorifying the Lord by your life"
- "Go in peace"

Together with the Priest, the Deacon venerates the altar with a kiss, makes a profound bow, (4) and leaves in the manner prescribed for the entrance procession (186).

All numbers listed are from the General Instruction of the Roman Missal (GIRM) unless otherwise noted.





When Serving with the Bishop

1. Proper dress for the deacon should be dress pants, optional gray clerical shirt, dress shoes.
2. During the entrance procession, when carrying the Book of Gospels, walk directly behind the cross and acolytes. If not carrying the Book of the Gospels, the deacon(s) walk directly in front of the Bishop.
3. If incense is used, assist the thurifer and accompany the bishop when he incenses the altar.
4. Take your seat on the right side of the Bishop.
 - a. If there are two deacons: Deacon of the Word is at his right, Deacon of the Eucharist to his left. This will be your proper seated position throughout the liturgy, do not switch seats after Communion.
5. During the Alleluia, approach the Bishop (after he blesses the incense, if used) and make a profound bow stating, "Your blessing father".
6. If you are deacon at a bilingual Mass, the Gospel is **only** to be proclaimed in English.
7. At the conclusion of the Gospel, DO NOT reverence the Book, rather present the Book of the Gospels (opened) to the Bishop, he will reverence the Book, do not place the book back on the altar.
8. After the Creed (if required), announce the Prayers of the Faithful at the ambo or other suitable place.
9. After the Prayers of the Faithful, the Deacon of the Word duties are completed, the Deacon of the Eucharist will prepare the altar placing the corporal, chalice etc. upon the altar.
10. Bishop does not use a book stand, place the Roman Missal directly in the center of the altar.

11. The deacon(s) will assist with receiving the gifts from the faithful, Bishop will approach the altar from the front and bow, he will then proceed to the front of the nave to receive the gifts, he will take the paten and cruet of wine and turn around facing the altar at which time he will elevate the gifts, then hand them off to the deacon(s) or servers.
12. The deacon of the Eucharist will hand the paten to the Bishop, prepare his chalice and hand it to him, and assist, if necessary, with incense.
13. At the altar, the deacon of the Eucharist will position himself to the right of the bishop and slightly behind, if there is a deacon of the Word, he will approach the altar after the Prayer over the offerings and position himself to the left of the bishop and slightly behind.
14. During the Lord's prayer do not extend your hands in the orans position. With hands joined the Deacon of the Eucharist says the invitation to the Sign of Peace; "Let us offer each other the sign of peace". Do not add anything to the invitation.
15. For reception of Communion, both deacons should position themselves to the right side of the altar, bishop will distribute the Host then the Cup to the deacons. Assist with Communion if needed.
16. The Deacon of the Eucharist will repose the Blessed Sacrament and remove the vessels from the altar. After placing the Blessed Sacrament in the Tabernacle, genuflect or bow before closing the Tabernacle door.
17. After the Prayer after Communion, if there is a Solemn Blessing the Deacon of the Eucharist says, "Bow down for the Blessing."
18. After the blessing by the Bishop, with hands joined, the Deacon of the Eucharist will dismiss the faithful using ONE of the prescribed formulas for dismissal. DO NOT add any words or combine the dismissals.
19. The deacons along with the Bishop will bow or genuflect at which time you will process out in the same manner as the entrance, **the deacons are to walk in front of the Bishop not by his side or behind him.**
20. As a reminder: The duties of the Deacon of the Word are completed after the General Intercessions. The Deacon of the Word DOES NOT invite the faithful for the sign of peace, nor does he issue the dismissal.
21. Finally, always be mindful of any particular instructions given by the Master of Ceremonies.





Purification of Sacred Vessels by the Deacon at Mass

In the *Roman Missal, Third Edition*, the role of the deacon has been considerably elaborated. The need for clarifications, however, are still present, and so the Secretariat of Divine Worship would like to offer the following elucidation, admittedly minor, regarding the purification of vessels by deacons.

One of the ways that the Church seeks to avoid confusion between the office of deacon and priest regards the manner of service at or near the altar. Service at the altar has many forms. The General Instruction of the Roman Missal (GIRM) states that the deacon “ministers at the altar, both as regards the chalice and the book” (no. 171b).

GIRM no. 173 states that he may lay the *Book of the Gospels* on the altar and no. 178 states that he “prepares the altar” for the Liturgy of the Eucharist; he may also remove the corporal and sacred vessels from the altar after Communion. Purification of sacred vessels, however, is not something that the deacon does at the altar, but at the credence table, perhaps to avoid the appearance of the deacon doing a ministry alone at the altar that is other than preparatory or in assistance to the priest.

Paragraph 163 of the GIRM, which describes Mass without a deacon, describes the purification by the priest as being done either at the altar or at the credence table:

“Upon returning to the altar, the Priest collects the fragments, should any remain, and he stands at the altar or at the credence table and purifies...” This contrasts, however, with the instruction found in paragraph 183, which describes Mass with a deacon:

When the distribution of Communion is over, the Deacon returns to the altar with the Priest, collects the fragments, should any remain, and then carries the chalice and other sacred vessels to the credence table, where he purifies them and arranges them as usual, while the Priest returns to the chair. Nevertheless, it is also permitted to leave vessels needing to be purified on a corporal, suitably covered, on the credence table, and to purify them immediately after Mass, following the Dismissal of the people.



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