



ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

OFFICE OF THE PERMANENT DIACONATE

Deacon Ministerial Agreement

Name of Deacon: _____

Name of Parish: _____

Term of Agreement (*three years*) from: _____ to: _____.

NB: Renewed every three years or upon assignment of new pastor/administrator.

Deacons are ordained to be of Service as Ministers of the Liturgy, Word, and Charity. The above-named deacon will serve his parish in these fields as outlined in this agreement.

Each week, the above-named deacon will render at least _____ hours of service to his parish. These hours of service will be in areas of need as seen by the pastor/administrator. The time mentioned here does not include time spent in the Ministry of Liturgy. The normal minimum time would be at least ten (10) hours per month in public ministry, excluding time spent in liturgical functions. It will be up to the pastor/administrator and the deacon to ensure that the deacon has quality time to spend with his family. This important need must be safeguarded. Some quality time should be spent with his family attending church services, especially if his family includes small children. For this reason, this agreement must bear the approval of the deacon's wife.

Ministry of Liturgy

Ministry of Word

Ministry of Charity within the Parish

Ministry of Charity outside the Parish

MINIMUM EXPECTATIONS FOR DIACONAL MINISTRY:

- A. Each Deacon must have an approved Ministry Agreement with a parish or with the diocese directly. This Ministry Agreement must be approved by the Pastor/Administrator; the Deacon; if married, by the Deacon's spouse; and then submitted to the Director of the Permanent Diaconate for approval.
- B. Each Deacon must invest a minimum of ten (10) hours per month in public ministry as defined in the Handbook. This is exclusive of time serving at Sunday Mass.
- C. Each Deacon must fulfill the liturgical and other outlined functions defined in his agreement with his parish.
- D. Each Deacon must fulfill his obligations for ongoing formation, day of prayer, and the annual retreat as specified in the Handbook.
- E. The annual cost for the annual retreat, day of prayer, and ongoing formation is \$750 for Active Deacons, and \$600 for Senior Active Deacons (no ongoing formation required). This is to be paid by the parish/diocesan institution with whom he has this agreement. A parish is assessed \$600 for Fully Retired Deacons only if they attend the retreat.
- F. Deacons receiving a voluntary offering for the administration of sacraments follow the same regulations as those set down for Priests. A personal gift given to a Deacon (or Priest) at the time of the administration of a sacrament would belong properly to him. (*CIC #531*)
- G. The Pastor/Administrator and Deacon should meet regularly at a time that is mutually agreeable. The Pastor/Administrator is to review the Deacon's ministry annually by submitting the *Deacon Annual Assessment*. The Pastor/Administrator should keep the Deacon well informed on parish/institution matters.
- H. The parish may assist the Deacon financially with the cost of textbooks and other materials or travel needed for his ministry.
- I. Diaconal vestments (stoles and dalmatics) should be provided by the parish in the same way that priestly vestments are made available for Priests. The Pastor/Administrator will determine the style of such vestments for his parish. The Deacon is responsible for purchasing his alb, cincture, and amice.

COMMITMENT:

Relying on the Holy Spirit to enable us to fulfill our commitments, we enact this agreement.

Pastor/Administrator

Date

Deacon

Date

Deacon's Spouse

Date

APPROVAL:

Director of the Permanent Diaconate

Date