

Deacon's Handbook

2019



A Guide to * Inspire * Empower * Enable

**The Rt. Rev. Jennifer A. Reddall
The Office of the Archdeacon and Deacons' Council**

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Other Resources:

Title IV. www.titleiv.org

What is the theological basis for the Title IV disciplinary system?

At the outset, the basis is Canon 1 of Title IV and a call to live into our baptismal covenant. But it goes much deeper than that. As a Christian community, we are called into relationship with one another. In those relationships we owe one another respect and caring. Canon 1 represents the expectation that all activities and determinations arising out of proceedings under this Title represent the theological values of the Church. We address disputes and conduct issues within the framework of who we are, what we believe and how we might best promote opportunities for "healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among all involved or affected."

That do the canons have to do with theology?

To quote the Rev. Dr. Pamela Cooper-White, the canons are "a God given expression of care for the ordering of the church that is grounded not merely in restraint of evil ... but focused on creating a community in which every member is supported in living a life grounded in desire for God and the joy of being in harmony with the original goodness of God's creation."

The canons create a mechanism for accountability and a definition of boundaries to help us live into those holy relationships. (from www.titleiv.org FAQs)

The General Convention of the Episcopal Church Constitution and Canons:

<https://extranet.generalconvention.org/staff/files/download/23914>

Deacon website: Deacon and Diaconate button <http://www.azdiocese.org/deacons.html>

Commission on Ministry: <http://azdiocese.org/commissions/ministry.html>

Diocesan Policies and Procedures: <https://www.azdiocese.org/diocesanpolicies/index.html>



The Right Reverend Jennifer A. Reddall
BISHOP OF ARIZONA

Pastoral Letter From Bishop Reddall

April 11, 2019
Feast of George Augustus Selwyn

*The Bishop Diocesan may deliver, from time to time...a Pastoral Letter to the people of the Diocese....The Bishop may require the clergy to read such a letter to their congregations.**
--Canon III.12.3

Dear Friends in Christ,

At the 2018 General Convention, Resolution D034 temporarily lifted the statute of limitations against bringing new cases of misconduct against a member of the clergy for cases in which the victim was over the age of 21 at the time of the alleged incident. The suspension of the statute of limitations shall last from January 1, 2019 through December 31, 2021. (There is no statute of limitations for sexual abuse committed against people under the age of 21.) Misconduct can fall under many categories, and is not limited to sexual misconduct, but it was the strength of the #metoo movement that brought about this canonical change.

The Diocese of Arizona currently has only one Title IV Intake Officer, Canon Megan Traquair. In light of her departure, and in order to ensure that anyone who wishes to make a complaint is able to do so, I am appointing the following four people in our diocese to serve as Title IV Intake Officers for a period of three years:

The Rev. Ann Johnson (St. Paul's, Winslow)
Mr. Clyde Kunz (Church of St. Matthew, Tucson)
The Rev. Canon Martir Vasquez (St. Andrew's, Glendale)
The Rev. Canon Debbie Royals (St. Raphael's, Benson)

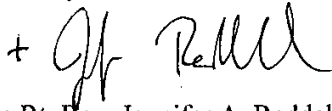
You can contact the new Title IV Intake Officers through a new email address (TitleIV@azdiocese.org) or new phone number (602-456-1578) we have set up just for this purpose. Both will be checked daily for messages by the Intake Officers. When a new Canon to the Ordinary is appointed to my staff, he or she will also serve as a Title IV intake officer.

If you wish to know more about how our church handles discipline—for sexual misconduct as well as other issues—you can look it up at www.titleiv.org.

Pastoral Letter From Bishop Reddall
April 11, 2019

Many of you know that last year I served on the House of Deputies Task Force on Sexual Exploitation and Harassment in the Church. The church is called to be a safe place for all people; but we know that all too often it has not been. As your bishop, my deepest desire is to ensure that there are sufficient pastoral and disciplinary resources available when sin enters our relationships, and exploitation, violence, or misconduct results. Healing, justice, and repentance are not vague concepts to us as Christians; they lie at the heart of the Gospel, and our approach to discipline incorporates all of them.

Faithfully,

+ 

The Rt. Rev. Jennifer A. Reddall
Sixth Bishop of Arizona

**This letter may be read this Sunday, April 14 or distributed in the form of a hard copy available to parishioners on Sunday morning.*

Accountability & Responsibility to the Bishop and the Diocese

Deacons are directly accountable to the Bishop.

Annual Report to the Bishop Canon 7.4.b (Appendix A)

Each active deacon is expected to submit, to the Bishop, a report of all their ministry and continuing education activities annually, during the month of their birthday. **The annual report shall be in the form specified in Appendix A.**

Relationship with the Bishop Canon 7.1

In fulfillment of their ordination vows, each deacon has:

1. A direct reporting relationship to and is under the pastoral direction of the bishop.
2. In this relationship deacons are expected to seek counsel from the bishop, or the bishop's designated representative, for issues related to:
 - a) pre-marital planning,
 - b) marital crisis,
 - c) hospitalization and
 - d) severe illness of themselves or family members,
 - e) personal faith crisis or other serious concerns of ministry.
3. It is the prerogative of the bishop to perform the marriage service of a deacon.
4. At the funeral service of a deacon or his/her spouse or family member, the bishop will normally be the designated celebrant, if available, and others may assist.

Reporting During Sabbatical or Leave of Absence

If eligible for a sabbatical or leave of absence, the deacon should consult with the Bishop and the Archdeacon first. The deacon shall provide a report which also indicates where the deacon is worshipping regularly. It is expected that each deacon will engage in an intentional program of continuing formation, conferences, continuing education in their individual focus of ministry or other area of interest or personal growth.

Clergy Assembly with the Bishop

Clergy will meet at least once a year as directed by Bishop. **Absence requires permission from the bishop or the bishop's designated representative.**

Diocesan Convention

Deacons are required to attend the diocesan convention. **Absence requires permission from the bishop or the bishop's designated representative.**

Voting at Convention Canon I.4.a

A deacon who is: (1) In good standing; (2) canonically and actual resident in the diocese and; (3) actively exercising a regular parochial or Diocesan ministry in the diocese, as determined by the rector/priest in-charge of the parish or mission in which the deacon serves, **or** by the Bishop; is a clerical member of and shall be entitled to a seat and vote in convention. A deacon who is in good standing, and is canonically resident in the diocese, but who is not actively exercising a regular parochial or diocesan ministry, may have a seat in convention but not vote.

Licensed, non-canonically resident deacons are required to attend convention as non-voting clergy.

Diocesan Events *(Also see Roles in Liturgy starting on Page 6)*

1. Deacons are encouraged to participate in the ordination or reception of new deacons into the community.
2. Deacons are encouraged to participate in the Renewal of Vows when offered.

Committees

1. Deacons are encouraged to serve on Diocesan Committees and Commissions when available and as their work schedules permit.
2. Deacons are expected to attend conferences, convocations, leadership conferences and summits convened by the bishop, when available and as their work schedules permit.

Safeguarding God's People

Deacons are required to successfully complete and remain current the Safeguarding modules and other mandated training materials as per Constitution and Canons.

Archdeacon

An archdeacon is appointed by the bishop to assist the bishop and other diocesan staff in the formation, deployment, supervision, and support of deacons.

Clerical Clothing

Deacons are expected to wear clerical clothing when participating in Liturgy, and when attending church functions, such as diocesan convention, clericus, meetings at Diocesan House and when directed. Deacons can be powerful witnesses to the larger world of the presence of the church in its midst and are encouraged to wear their collars while serving in their parish or community.

When participating in liturgy a deacon will wear a diaconal stole (and a dalmatic, if desired and available).

Conflict Resolution

The deacon should inform the Bishop and Archdeacon early in the situation to consider appropriate counsel and possible mediation.

Compensation and Reimbursement

The role of deacon in this diocese is understood to be a part-time and non-stipendiary position. However, under special circumstances a deacon may be compensated in a church or diocesan position with the approval of the bishop.

A deacon assigned to a parish or mission shall be reimbursed by the parish or mission for mileage and other

incidental expenses needed to the performance of their ministry as well as for diocesan required events including:

1. Diocesan convention
2. Clergy days and conferences
3. Community of Deacons gatherings.

Continuing Education (CE) Reimbursement for Deacons Canon III.7.5

Parish / Mission is encouraged to reimburse their deacon for mileage and other incidental expenses for expenses related to these events. This includes:

1. CE for their Deacon(s).
2. Compensation for mileage to CE events.
3. Hotel Accommodations to CE events.

Attendance at diocesan events such as the Diocesan Convention, Clergy Retreats, and other Diocesan sponsored CE are considered opportunities for CE that parishes are expected to reimburse the deacon for.

Continuing Formation and Discernment Canon III.7.5

Continuing Formation:

1. Deacons are expected to complete **Post Ordination education during their first two (2) years** post ordination. It is expected that each deacon will engage in an intentional program of continuing formation, conferences, continuing education in their individual focus of ministry or other area of interest or personal growth.
2. Deacons shall document their continuing formation each year in their deacon's Annual Report to the Bishop.
3. Deacons should have a **spiritual director** and meet with him/her regularly.

Discernment:

1. Discernment is a lifelong process.
2. Discern intentionally when a diaconal assignment changes (such as when a deacon senses a significant change in his or her ministry activities or has significant personal life changes)
3. Discern intentionally when a deacon is approaching retirement age of seventy-two (72).
4. Deacons are encouraged to ask the Archdeacon for assistance.

Deployment

1. In the Diocese of Arizona, a deacon will usually serve in the parish or mission that raised them up for ordination, with the understanding that a deacon's ordination is never local, but always for the whole church.
2. The Bishop may re-assign a deacon at any time.
3. A deacon or a priest in charge may request the Bishop to re-assign the deacon at any time. The gifts, talent, experience and location of a deacon will be considered in assignment decisions, as well as the ministry needs of the diocese.

Discretionary Funds

Discretionary funds given to a deacon should be deposited in an account established by their assigned parish or mission. Discretionary funds should be **used only for pious and charitable expenses as shall be thought fit in the conduct of the Deacon's ministry on behalf of the Church**. The deacon and priest in charge should discuss the principles expressed in Chapter V of The Episcopal Church's ***Manual of Business Methods in Church Affairs*** (www.episcopalchurch.org/files/full) so there is no confusion as to the use of these funds.

Questions or Concerns may be addressed to the Archdeacon.

Diocesan Policies

As clergy persons of the diocese, deacons are subject to diocesan policies and procedures; use this link: <http://www.azdiocese.org/diocesanpolicies/index.html>

Role in Liturgy *(As written in the BCP rubrics)*

1. A deacon serving as Chaplain to the bishop or otherwise assisting at a service at which the bishop presides shall be guided by:
https://s3.amazonaws.com/dfc_attachments/public/documents/3252003/serving_as_chaplain_to_the_bishop.p
2. A rector/priest in-charge of a parish or mission to which a deacon is not assigned may invite or ask for a volunteer deacon to participate at a service at which the bishop presides.
3. At **Holy Eucharist** the deacon shall **proclaim the Gospel** (BCP 326, 357, 414), **prepare the Table**, assist with administration of Holy Communion, and **give the dismissal** (BCP 339-340). The deacon may lead the laity with the **Prayers of the People** (BCP 359, 383 - 393) and the **Confession** (BCP 330, 352, 360).
4. The rector/priest in-charge may invite the deacon to preach. In addition, the Bishop encourages deacons to chant or **lead the Exsultet** (BCP 286) as well as to preach on Maundy Thursday.
5. The deacon's ministry in said church shall **conform to the policies** set forth in the current edition of the Deacons' Handbook and by the Bishop of Arizona.
6. The deacon may have responsibility for **pastoral care** including (visitation of the sick and homebound (oversight of **Lay Eucharistic Visitors**, Canon III, 4.6) (other). If so, this should be listed in the Letter of Agreement along with any other responsibilities. *(Appendix A)*.
7. The deacon will not normally "**hear confessions**" but may lead the **Reconciliation of a Penitent** (BCP 447) using the same form as laity.
8. A deacon does not officiate at **Holy Baptism** unless it is an **Emergency Baptism** (BCP 313) but can assist at the request of rector/priest in-charge.
9. The deacon may not officiate at **weddings** (BCP 435) or at a blessing of a **civil marriage** (BCP 433) or a **same-sex blessing**. They may, at the request of the rector/priest in-charge, participate in liturgical leadership, including preaching, at these services.
10. Deacons, may, at the request of the rector/priest in-charge, officiate at a **funeral / memorial** outside the church. Any of these liturgical activities that are not associated with the congregation **must be approved by the Bishop**.
11. It is appropriate for the deacon to **lead Morning or Evening Prayer, Compline** or other offices of the church. This includes doing so at the main service(s) on Sundays if requested to do so by the rector/priest in-charge or, in the absence of the same, by the Senior Warden.
12. It is appropriate for a deacon to lead the **Ministration to the Sick** (BCP 453) or the **Ministration at the Time of Death** (BCP 462). This especially relevant if the deacon has pastoral care responsibilities.
13. The **Bishop** shall have final authority in liturgical and pastoral policies that **do NOT have rubrics**

associated with them, including 'Deacon Mass'.

Letter of Agreement (Appendix B)

1. A Letter of Agreement shall be established between the deacon and the rector/priest in-charge.
2. The new agreement is sent to the Archdeacon for the Bishop to review and to sign.
3. About four to six months prior to the age of seventy-two (72) the deacon and the rector/priest in-charge should discuss plans for retirement and review the ministries that the deacon has in place. The deacon should also be in conversation with the Archdeacon. (See Retirement section)

Licensing (Active and Inactive) Canon III.7.6

1. A deacon from a diocese other than the Diocese of Arizona may be licensed by the bishop to act as deacon in the Diocese of Arizona. The process for licensing is described in the diocesan policy entitled Clergy licensing.
2. A deacon from a diocese other than the Diocese of Arizona who seeks to become canonically resident in the Diocese of Arizona is subject to the Episcopal Church Canon 111.7.6 (page 77)
<http://www.azdiocese.org/diocesanpolicies/index.html>

ACTIVE DEACON

3. An active deacon is a deacon who serves in any capacity on a **regular** basis.
4. Upon reaching the age of 72 all active deacons email Bishop and the archdeacon offering either retirement or how they would like to continue to serve.
5. The deacon then meets with their rector / priest-in-charge to complete a new Letter of Agreement (LOA). In the LOA and the discussion with their rector / priest-in-charge the deacon will describe the level of activity they will participate in. The LOA is to be emailed or mailed to the Bishop and Archdeacon.
6. The LOA is completed annually on or around their birthday.
7. An active deacon licensed in the Arizona Diocese is required to attend the annual Diocesan Convention and the annual deacon/clergy assemblies/summits.
8. If the deacon is unsure of their call, the deacon may meet with the Archdeacon or the Bishop to discuss taking a sabbatical to discern their call.

INACTIVE DEACON

9. An inactive deacon does not serve in any capacity on a **regular** basis. Bishop must be consulted if they are asked to serve.

Preaching

Deacons are licensed to preach at any parish or mission in the Arizona diocese.

Role of the Deacon during a Transition of the Rector / Priest in-charge

1. A deacon *shall* act as a non-anxious presence to the parish or mission community and *not* participate in any decision directly related to the selection of candidates for rector/priest in-charge. A deacon may advise in the development of parish profiles, especially as related to mission and outreach aspects of congregational life.
2. If the rector/priest-in-charge leaves her/his position, the Senior Warden is the deacon's direct supervisor until an interim rector is appointed by the Bishop. The deacon shall serve as described in the letter of agreement established before the priest in charge's resignation or leaving.

3. The interim rector/priest in-charge is the deacon's immediate supervisor until a new rector/priest in-charge begins to serve. The deacon and the interim priest in charge shall review and revise the deacon's letter of agreement, as necessary and subject to the provisions of this handbook.

Titles

1. 'The Reverend...' applies to all clergy.
2. Variations for deans, canons, bishops, chaplains and archdeacons are used in written communications or in introductions if appropriate.
3. "The Reverend, Jane Doe, Deacon, Rev Jane Doe, Deacon" is appropriate.
4. "Deacon John Doe" is appropriate.
5. Instead of "The Reverend...", the title "The Venerable..." is used for archdeacons.
6. There are many clergy today who prefer to be addressed by the name which identifies them as members of the People of God -- that is, by their Christian name with no title. In these cases, it is fitting to refer to them only by the Christian name *if the Deacon wishes* to be addressed by his/her Christian name with no title.

Appendix A
Annual Report to the Bishop Form

Appendix B
Diaconal Letter of Agreement between Deacon and Rector/ priest-in-charge

The Diocese of Arizona



**Due to Bishop the Month of Deacon's Birthday
Submit Report to the Archdeacon**

Birth Month: _____ **Submission Date of Report:** _____

NAME: _____

ADDRESS: _____ **APT:** _____

CITY/TOWN: _____ **AZ** **ZIP:** _____

PREFERRED PHONE CONTACT #: _____

Is the above number your: Home ____ Mobile: ____ Is texting ok? Yes or No

Email address: _____

Ordination Year: _____

Present status: Active: ____ Inactive: ____ Sabbatical: ____ On Leave: ____

Parish: _____

Address: _____

City/Town: _____

Date Assigned: _____ **Rector/Vicar/Chaplain:** _____

Hours of commitment as Deacon: ____ **Hours of commitment other [e.g. Admin]:** ____

Ministry[ies] _____

Location of ministries: _____

Continuing Education [include date, location and name]:

Diocesan Committees, Appointments including dates:

Below include activities of the year, positive and negative concerns, successes, interesting aspects of ministry, changes in ministry, personal perspective, hopes, plans, etc. for the coming year. If you wish to write a longer report, attach another sheet to this form.

Secular Employment

Secular Employment: _____

Address, City, State, Zip: _____

The Diocese of Arizona



Diaconal Letter of Agreement for

The Reverend _____, Deacon

Deacons support and assist all baptized persons in carrying out their ministries, providing leadership in outreach and worship.

This document sets forth the terms for the diaconal ministry of **(Deacon)**.

Deacon's Deployment: In Consultation with the Bishop, the Deacon and

The Rev _____ Rector/Priest in-charge,

the Bishop has assigned the deacon to serve at, _____.

The deacon shall also serve the Diocese in other ways, as the Bishop or his/her designee may request refer to the Deacons' Handbook for general guidelines.

- 1. Bishop has Direct Authority of Deacons:** Deacons serve directly under the authority of the Bishop and are accountable to the Bishop.
- 2. Rector/priest-in-charge** exercise authority in the parish where the deacon serves. If the rector/priest-in-charge leaves her/his position, the Senior Warden is the deacon's direct supervisor until an interim rector is appointed by the Bishop.
- 3. Liturgy:** The deacon shall perform the full and proper liturgical functions of a deacon as defined in the rubrics of the Book of Common Prayer and approved supplemental liturgies and the Deacons' Handbook.
- 4. Safeguarding God's People:** Deacons are required to successfully complete the Safeguarding modules as per Constitution and Canons.
- 5. Deacons Ministry:**
 - a. The parish will reimburse **travel expenses** and mileage related to the deacon's ministries incurred in the deacon's activities on behalf of the congregation, including mileage, parking fees and out-of-pocket costs at the current IRS rate (except for travel from home to church).
 - b. The deacon may have access to a **discretionary fund**.
 - c. The deacon will strive to **encourage lay people** to engage in works of service to people in need.
 - d. At **Holy Eucharist** the deacon shall **proclaim the Gospel (BCP 326, 357, 414)**, **prepare the Table**, assist with administration of Holy Communion, and **give the dismissal (BCP 339-340)**. The deacon may lead the laity with the **Prayers of the People (BCP 359, 383 - 393)** and the **Confession (BCP 330, 352, 360)**.
 - e. The rector/priest in-charge will invite the deacon to **preach at least once a year**.
 - f. The deacon will strive to bring the needs, concerns, and hopes of the **outside community** to the congregation's attention.
 - g. The deacon *may* have responsibility for **pastoral care** including (visitation of the sick and

- h. The deacon will not normally “**hear confessions**” but may lead the ***Reconciliation of a Penitent*** (BCP 447) using the same form as laity.
- i. The deacon will not officiate at a **baptism** but may baptize in emergency or at the request of rector/priest in-charge, for a special reason.
- j. The deacon may not preside at **weddings** or at a blessing of a **civil marriage** or a **same-sex blessing**. They may, at the request of the rector/priest in-charge, participate in liturgical leadership, including preaching, at these services.
- k. Deacons, may, at the request of the rector/priest in-charge, officiate at a **funeral / memorial** outside the church. Any of these liturgical activities that are not associated with the congregation **must be approved by the Bishop**.
- l. It is appropriate for the deacon to **lead Morning or Evening Prayer, Compline** or other offices of the church. This includes doing so at the main service(s) on Sundays if requested to do so by the rector/priest in-charge or, in the absence of the same, by the Senior Warden.
- m. It is appropriate for a deacon to lead the ***Ministration to the Sick*** or the ***Ministration at the Time of Death***. This especially relevant if the deacon has pastoral care responsibilities.
- n. The **Bishop** shall have final authority in liturgical and pastoral policies that **do have rubrics** associated with them.
- o. The deacon and rector / priest-in-charge have agreed that the deacon shall serve approximately _____ hours per _____.
- p. Other responsibilities: _____

1. Vacation time shall be scheduled in consultation the rector/priest in-charge.
2. The Archdeacon and / or the bishop's staff may consult from time to time with the deacon and / or the rector/priest in-charge regarding life and ministry in the Church.