

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.