Appendix B

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
homebound (oversight of Lay Eucharistic Visitors) (other). **Other responsibilities should be listed in this Letter of agreement.**

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: _________________________________________________

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**ADMINISTRATIVE MATTERS**

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.

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Print Name of Deacon ____________________________
Signature of Deacon ____________________________ Date ___

Print Name of Rector / Priest in-charge ____________________________
Signature of Rector / Priest in-charge ____________________________ Date ___

__________________________
Archdeacon Signature ____________________________ Date ___

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Bishop Signature