

Deacon's Manual
Ministry of the Deacon

The Diocese of North Carolina

September 2024

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The Diocese of North Carolina

Ministry of the Deacon

Section 1

The Deacon's Ministry

A deacon is a person called by God and the Church to lifelong, well-trained, sacrificial service in Christ's name to all people in need. A deacon embodies servant ministry, encouraging the Church in its ministry to the world and interpreting the needs of the world to the Church.

The Diaconate as one of the three distinct orders of ordained ministry has a special historical and canonical link to the Bishop of the Diocese to exercise ministry as an extension of the Bishop's outreach to serve all people. Deacons are dedicated men and women who:

- ❖ Manifest in their lives a commitment to serve others, especially the poor, the forgotten, the vulnerable, the sick, the oppressed and the marginalized;
- ❖ Engage in active ministry at the crossroads of the church and the world/community;
- ❖ Have a vision of and work for the transformation of both the church and the world, based on God's justice, love, mercy and peace;
- ❖ Have discerned, in community, a call to serve as Servant Leaders in Christ's church in the traditional diaconal roles of servant, advocate, prophet, witness, and partner in ministry.

The role of the deacon in the church is also defined in Canons of the Episcopal Church, in the liturgy for the Ordination of a Deacon, in the Outline of Faith.

Diaconal Activities

The ministry of a deacon reflects the unique gifts of the individual (I Corinthians 12), the time constraints of his/her life, and the needs and the opportunities for ministry in the parish and the world. It encompasses both outreach to the world and inreach to the Church (Acts 6-8).

Outreach to the World

The call of a deacon is exercised in the world outside the church community, reflecting the church's prophetic concern for economic and social justice, and exemplifying the servant ministry of Christ.

A few examples of these areas of ministry are

- caring for the homeless and others in shelters
- for those in prison
- for the hungry
- for victims of abuse and violence of all kinds
- advocacy for and ministry to people on the margins of society
- specialized ministries with the aging and elderly, with gay, lesbian and transgender persons, with children and families, with hospital chaplaincy, and with hospice and bereavement support

Inreach to the Church

The deacon then brings his/her work in the world to the church community, to enable the servant ministry of the baptized. Thereby, the baptismal ministry of all people is enhanced.

The deacon's pastoral, teaching, preaching, and liturgical activities in the parish are understood in this context. Pastorally, deacons are involved in visitation of the sick and shut-ins, with parish nurse and wellness programs. Liturgically, the deacon reads the Gospel, leads and oversees the Prayers of the People, sets and clears the table, proclaims the Dismissal, and serves in other ways as described in the rubrics of the Book of Common Prayer. The deacon may also be involved with the Vestry and various parish committees, especially those concerned with outreach. All of these activities take place under the direction of the priest in charge of the congregation to which the deacon is assigned.

Section II

The Call and Discernment

Details of the ordination process are given in the Manual of the Commission on Ministry in the Diocese of North Carolina and on the diocesan website. Listed here, in this manual, are considerations specific to the diaconate. When a person senses God's call to Holy Orders, or when someone suggests to an individual that he/she consider Holy Orders, after prayer and reflection, the individual should have a conversation with the priest to begin a discernment process.

When discerning a call to the Diaconate, the following should be considered:

Emotional and Spiritual Maturity

Ordination requires that a person called by God to be set aside as clergy in the Church be a mature Christian on a "journey inward" as well as a "journey outward." The deacon should be a truly humble person, who recognizes his/her utter dependence on God in and for all things, and who comprehends that the only ultimate reality is God. Since deacons are called to interpret the needs of the world to the church, they may at times be called to make the Church and the local parish aware of things which the parish finds uncomfortable and does not want to hear. Deacons must therefore have strong character, patience, and moral courage, remembering that the prophetic voice must always be exercised with humility, compassion, and respect for the authority of the Bishop and the local parish priest.

Experience in Lay Ministry

The hallmark of the office of the deacon is servant ministry. In discerning vocations to the Diaconate, the Church looks for people who are already involved in servant and prophetic ministries both in the Church and in the world. This is expressed in terms of compassionate service to, empowerment of, and advocacy for those who are in need or marginalized in any way. A person discerning a call to the Diaconate should have experience in lay

ministry particularly in areas related to serving the “poor, the weak, the sick, and the lonely.” She/He should also demonstrate a history of commitment to justice, inclusion, and the liberation of all of God’s people.

The Ability to Lead and Inspire Others to Live Out the Diaconal Dimensions of the Baptismal Covenant

Ordination is not a private vocation, nor does the Church desire to minimize the ministry of laypersons by ordaining professional ministers who understand themselves as doing ministry on behalf of or in place of the laity. Rather, those who are called to Holy Orders are ordained primarily “to equip the saints for ministry,” to help all baptized persons discover and live out the ministries which are theirs by virtue of baptism into Christ’s body. Among the three orders of ordained ministry within the Church, the special call of the Diaconate is to make sure that none of God’s children is left out or left behind, and to challenge and equip the Church to become more inclusive, just, compassionate, and actively involved in human needs, after the example of the ministry of Jesus Christ.

Willingness to Serve Under the Authority of the Bishop and Rector

Diaconal servanthood is a special offering of service, which requires an ability and willingness to serve under authority. Each diocesan Bishop sets guidelines and procedures for the Diaconate within her/his diocese. For that reason, the deacon remains under the direct authority of the Bishop while exercising his/her calling to servanthood under the supervision of a priest. The Bishop has the authority to assign a deacon to serve in a parish other than the one that has raised him/her to ordination.

Personal and Family Life

Ordination to the Diaconate requires a significant investment of personal time and energy. This requires a stable personal and family life.

Section III

Parish Service

Deacons in the Diocese of North Carolina are assigned by the Bishop to serve in a particular faith community, under the direction of the rector or priest-in-charge.

Service may include several roles but is focused primarily on helping the parish identify and respond to the needs of the world.

Letter of Agreement

The Letter of Agreement which the Deacon has with the Rector and Vestry of his/her parish outlines the responsibilities of the Deacon's ministry. It includes:

- ❖ A description of the Deacon's special ministry (outreach to the world)
- ❖ Principles of parish ministry and a description of how the Deacon will function in the congregation (inreach to the church)
- ❖ Responsibilities for Vestry and committee assignments
- ❖ Provision for annual review and for conflict resolution
- ❖ Details of the parish's responsibilities to the Deacon (expense reimbursement, continuing education, discretionary funds, etc.)
- ❖ Agreements between the Deacon and his/her supervisor

The agreement is to be renewed annually. See "Letter of Agreement" in Appendix B.

Non-Canonically Resident Deacons

Upon arriving in the diocese, the deacon should meet with the Bishop and Archdeacon about his/her presence and intended ministry affiliation. Once agreement on ministry and assignment is reached, a Letter of Agreement will be prepared jointly by the deacon, rector or priest in charge, taking into

consideration the expected diaconal activities (ministry in the world and within the parish). This letter will be completed upon a deacon's assignment to a given parish, submitted to the Bishop with a copy to the Archdeacon, and will be updated annually or as the deacon's responsibilities change.

The Deacon and the Rector or Priest in Charge

Each deacon and his/her rector or priest in charge are to have regularly scheduled supervisory sessions together. Expectations of these sessions include:

- ❖ developing a relationship that is collegial and mutually pastoral
- ❖ integrating the deacon's ministry in the world with the life of the parish
- ❖ coordinating any shared pastoral responsibilities with the congregation
- ❖ reflecting together on other shared ministries with the congregation, such as preaching, education and formation, liturgy
- ❖ developing an annual continuing education plan for the Deacon
- ❖ finding ways for the deacon to attend as many retreats, conferences, and gatherings as possible, which are important to the continuing formation and spiritual support of clergy
- ❖ reflecting regularly on their shared ministry and seeking avenues for working together as effectively as possible for the support for and equipping of God's people for ministry.

Annual Review

The deacon participates in an Annual Review of ministry. This process entails a comprehensive review and evaluation of the deacon's ministry in the world and in the parish. It should include strengths and areas for growth as well as recommendations for continuing education and acknowledgements of changes in personal circumstances. The Archdeacon supplies the form in January; it is due to the Bishop via the Archdeacon by April 1.

Compensation and Support

Normally, the deacon's relationship with the parish is non-stipendiary. However, it is expected that a deacon who provides diaconal ministry in a parish (i.e. visiting the sick, teaching, assisting at the Eucharist and carrying out other duties as assigned) be reimbursed for expenses incurred in the exercise of this ministry. Such expenses include travel, mileage, costs of attendance at diocesan convention, deacons' and clergy retreats and other meetings at which the deacon's attendance is expected. The parish and the deacon should agree upon reimbursement for other expenses or for continuing education. A parish should also provide a discretionary fund for the deacon's use in the exercise of his/her ministry.

In a few congregations, a deacon may be employed by the parish for a specific ministry or position not related to his/her ordination (i.e. Music Director, Organist, Parish Administrator, Pastoral Care Coordinator). Such arrangements have special complications and must be in a separate agreement approved by the Bishop.

Conflict Resolution

Should disagreements arise in the parish, deacons, as all other members of the parish staff, are to follow the advice of their rector or priest in charge. (See "Letter of Agreement" in Appendix B.) The Bishop will mediate disagreements between the deacon and his/her rector or priest in charge. The Archdeacon is available as a resource for conflict resolution

Section IV

Liturgical Ministry

The traditional role of the deacon in the liturgy is specified in the rubrics of the Book of Common Prayer and in the Customary that follows. Although liturgical customs may vary from parish to parish and with different Presiders, there are traditional roles normally undertaken by the deacon. Liturgical decisions ultimately rest with the rector or priest in charge.

Diaconate Liturgical Customary

Carrying the Gospel Book, the deacon walks in front of the presider in the procession. If an acolyte carries the Gospel Book, the deacon and priest walk side by side.

The deacon is always the preferred minister to read the Gospel.

The Prayers of the People are a primary responsibility of the deacon. At the very least, the deacon should contribute to the ordering of the intercessions and the presentation of some of the concerns. A suggested format might include:

- Meeting with a prayer group to compose the intercessions/concerns of the parish and the world.

- Introducing the Prayers by announcing the form or page number, or by a bidding such as “Let us pray for the needs of the Church and the World”.

- Reading the names and specific intercessions after a layperson reads the biddings.

- Inviting the congregation to add their own petitions.

- Paying special attention to world events and community concerns by including them in the prayers.

The deacon bids and leads the confession.

The deacon prepares the Table for Communion:

- Places the vessels on the altar and arranges the altar book and other appointments

- Receives the offering and oblations of bread and wine from the people

Places the bread on the paten and pours the wine into the chalice. Adds the water to the wine.

During the Great Thanksgiving the deacon stands next to the presider, either on the right or the left, depending on their serving function. The deacon elevates the chalice at the words: “The gifts of God for the people of God”.

At the distribution it is appropriate for the deacon to distribute the consecrated bread from an additional paten or to administer the consecrated wine from the chalice, or to oversee the altar and provide additional elements to the priests and lay chalice bearers.

The deacon performs or oversees the ablutions and clearing of the altar.

At the conclusion of the service the deacon sends the people forth with the Dismissal.

If more than one deacon is a minister at the Eucharist, it is appropriate that both be at the altar with the presider.

A deacon administers communion from the reserved sacrament to a congregation (the so-called “deacon’s mass”) only with the permission of the Bishop in advance.

Deacons may preach on a regular though not necessarily frequent basis.

In a Eucharistic service, deacons vest in a white alb with a seasonal color stole. The dalmatic is the distinctive diaconal vestment and may be worn at any Eucharist; however, the general rule is that if the presider is not wearing a chasuble then the dalmatic would not be worn. Normally dalmatics are worn during festive celebrations such as high Holy Days, Ordinations, and other festive occasions.

The appropriate vestments for choir offices, such as Morning or Evening Prayer and other occasions when the Eucharist is not celebrated, is cassock, surplice, and stole or tippet.

Priests who take the deacon’s liturgical role in the Eucharist should not vest as deacons.

While it is appropriate for the deacon to point out these diaconal norms, continuing variation from the rubrics should be discussed with the deacon's rector or priest in charge. The Bishop remains the chief authority for the liturgy of the Church. The Archdeacon is available to the rector or deacon for liturgical consultation.

Baptism

Deacons customarily perform certain functions in the rite of Baptism. They may read the prayers for the candidate, assist the priest/Bishop with preparing the water, hold the prayer book, hold the oil, light and give the candle (the sign of Christ's light in the world) with the words "receive the light of Christ", carry the paschal candle to and from the font, etc. The deacon may perform the water baptism (but the signing which follows should be done by the priest). A deacon presides as the sole officiant at baptism only with the permission of the bishop (except, of course, in emergency.)

Marriage

Deacons serve in an assisting capacity at marriages. It is appropriate for the deacon, in addition to the usual functions at the Eucharist, to deliver the charge, request the declaration of consent, and lead the nuptial prayers. A deacon presides at a marriage only with the permission of the bishop in advance.

Preaching

Deacons in the Diocese of North Carolina are licensed to preach by the Bishop. Preaching offers the deacon an opportunity to proclaim the ministry of servanthood to the people of God, and to call the people of God to serve. It is one method of holding before the Church the needs and concerns of the poor, the sick, and those who are marginalized. It also gives voice to a Gospel-centered response to concerns that the deacon encounters in his/her ministry in the world.

Deacons may be asked to preach outside their parish for the purpose of illustrating their ministry or on other topics of a specifically diaconal nature.

Ministration to the Sick

In the absence of or at the request of a priest, it is appropriate for a deacon to anoint with oil when praying for the sick. In a public liturgy of healing, the priest should anoint with oil while the deacon may assist in the laying on of

hands and prayers.

The Service of the Deacon during the Bishop's Visitation and in Diocesan Eucharist

The Bishop's Chaplain – from the Bishop's Customary

- In general, the chaplain helps the bishop with the crozier and mitre and in other ways.
- In the entrance procession, the chaplain precedes the bishop.
- If the occasion is a visitation with confirmation, or an ordination, there is normally a chair placed near the people for the bishop, and the bishop will bring a stand for the crozier. Upon arrival at the chair, the chaplain will take the crozier from the bishop and stand next to the chair, on the bishop's right, facing the people and holding the crozier with the crook pointed out. When not standing immediately beside the bishop, the chaplain carries the crozier with the crook pointed in. The bishop normally removes the mitre and hands it to the chaplain during the prayers, and puts it on during the lessons that precede the gospel.
- If the occasion is a visitation with baptism or no special service, the Bishop will follow the local practice for the seating, standing and movement of the celebrant for such a service.
- The mitre is normally worn by the bishop when seated. If there is a stand, it can be behind the chair or at another convenient place, and the chaplain can place the crozier in the stand and be seated during the lessons.
- The bishop removes the mitre before the gospel.
- If the chaplain is a deacon and is assigned to read the gospel, the deacon may receive a blessing from the bishop before reading – it is a blessing of the deacon, not the book.
- If another deacon reads the gospel, the chaplain may give the crozier to the bishop – it is an ancient custom for the bishop to hold the crozier with both hands during the gospel, in case the bishop hears a call to action!

- The chaplain may place the crozier in the stand and sit during the sermon.
- The bishop normally retains the mitre at the chair.

After the sermon, at the presentation of candidates for baptism, confirmation or ordination the chaplain stands next to the right of the Bishop at the chair, holding the crozier.

- Practice seems to vary on whether the bishop wears the mitre during the laying on of hands, though most references recommend not. Note that someone else will normally be needed at this point, at the bishop's left, to hold the book.
- In the case of baptism and no confirmation to follow, the presentation examination and renewal of Baptismal Covenant takes place according to local custom. The chaplain hands the Bishop the mitre and crozier and then precedes the Bishop in the procession to the font. The chaplain then holds the crozier and, during prayers over the water, the mitre.
- Where confirmation follows baptism, the chaplain precedes the bishop in procession back to the chair and then, once reaching the chair, takes the crozier and mitre from the Bishop before the prayer for the remaining candidates.
- At the peace, the chair is normally removed, and the stand and crozier can be taken and placed near the altar. The mitre can be placed on the altar at the gospel side, with the lappets hanging over the side or front edge, wherever there is room. **Please remember to place the mitre upright rather than laying it flat on the altar.**
- A chaplain who is also the deacon of the table prepares the altar and does the other normal diaconal functions.
- After the communion and post-communion prayer, the chaplain hands the mitre and crozier to the bishop for the blessing, and (if there is a retiring procession) precedes the bishop out.
- Note that at the ordination of a priest or the celebration of a new ministry, the new priest, rector or vicar is invited to give the blessing, and at the

ordination of a deacon, the new deacon prepares and clears the table and gives the dismissal.

- The chaplain should assist the bishop with vestments and directions before and after the liturgy.

A deacon acting as chaplain may also be called upon to take the diaconal role in the Eucharist, if no other deacon is present.

Section V

ADMINISTRATIVE CONCERNS

Direction and Guidance of the Bishop and Rector

Deacons exercise their diaconal ministry as an extension of the Bishop's outreach to serve all people. The Bishop assigns each deacon to a given parish, in consultation with the rector, the deacon and the Archdeacon. While in that parish, the deacon is directly under the oversight of the rector or the priest in charge. The details of the relationship are given in Section III of this manual. Any exceptions to the assignment and practice of ministry of deacons in this diocese are under the authority of the Bishop. Changes in parish assignment or diaconal focus are arranged with the Bishop through the Archdeacon.

Annual Report to the Bishop

Each deacon reports annually to the Bishop on the exercise of his/her ministry using the Deacon's Annual Report. Notification will be sent to each deacon in January, and the report is to be completed and returned to the Archdeacon by April 1.

Continuing Education for Deacons

Believing that effective diaconal ministry in the world and in the church is undergirded by an intentional pursuit of spiritual renewal, new ideas, and sharing with others similarly engaged, deacons in the Diocese of North Carolina plan for opportunities in continuing education each year.

A plan for continuing education is to be worked out in consultation with the deacon's supervisor, and yearly activities are to be reported and described in the deacon's Annual Report.

As set forth in Canon VII, 4 f and g, for two years following ordination, new deacons shall continue a process of formation authorized by the Bishop.

The Bishop or the Bishop's designee, in consultation with the Commission on Ministry, shall assign each newly ordained deacon a mentor deacon where a suitable mentor deacon is available. The mentor and deacon shall meet regularly for at least one year to provide guidance, information, and a sustained dialogue about diaconal ministry.

The Bishop and Commission shall require and provide for the continuing education of Deacons and keep a record of such education. Resources for continuing education are available from the diocese and the Bishop's Committee on the Diaconate.

Vacancies in the Parish

When the rector of a parish retires or resigns, the deacon will consult with the Bishop and the Archdeacon as to the nature of his/her continued service in the parish. At the discretion of the Bishop, the deacon may come under the supervision of the priest in charge or interim rector until the new rector has been called. The deacon will then take a leave of absence from parish service for discernment of future ministry. During the deacon's leave, a ministry plan should be submitted to the Bishop through the Archdeacon for approval. The plan could be for a temporary reassignment, sabbatical, continuing education or other creative ministry possibility. Reassignment to parish service is done in consultation with the Bishop, the rector, the deacon, and the Archdeacon.

The Role of the Archdeacon

The Archdeacon is a Deacon appointed by the Bishop and guided by the pastoral direction and leadership of the Bishop. The Archdeacon models Servant Ministry in service to the diocese as a whole and as servant to the deacons performing their ministries. The Archdeacon assists the Bishops with deacon relations and assignments and (with the Bishop's Committee on the Diaconate and the regional deacons) helps to publicize the ancient order of deacons, to educate the diocese about it, and to seek those called to this ministry. The Job Description of the Archdeacon is included in Appendix C.

The Bishop's Committee on the Diaconate

The Bishop's Committee on the Diaconate, composed of deacons, priests, and lay persons, promotes the Diaconate in the diocese through advocacy, and encourages its growth. The Committee is a continuing resource for support for deacons and those in the formation process. The Committee communicates with the Bishops about deacons and their concerns. Members of the Committee are appointed by the Bishop and serve three-year terms. Regional deacons, the Archdeacon, and the Bishop Suffragan are ex officio members.

Titles and Clerical Attire

The title "Deacon" (abbreviated "Dn") is encouraged for normal address. When the title, "The Reverend" is used, it should always have the word "Deacon" appear in association with the title (for example, "The Rev. Jane Doe, Deacon" or "The Rev. Deacon Jane Doe").

"Transitional Deacon" is the preferred designation for a person who has been ordained a deacon who will later be ordained a priest. The preferred designation for a person who is ordained deacon, and does not seek the order of priest, is simply "Deacon".

Deacons normally wear clerical attire when serving in a liturgical role, when representing the church in an official capacity, and at other appropriate times that may include their special ministry in the world.

Risk Management

Deacons are required to meet all the Risk Management policies of the Diocese of North Carolina, e.g. attendance at the sexual abuse workshops and anti-racism workshops.

Voting in Diocesan Convention

Deacons have voice and vote at the Diocesan Convention and are seated with the parish/ministry they serve. In a vote by orders, deacons vote as clergy.

Retirement

The canons require that "On reaching the age of 72 years, a deacon shall resign from all positions of active service in this Church..." The canon does not use the word "retirement," but attaining this age should be a time for examining a deacon's ministry and resetting expectations for future ministry. Approximately six months before that time, a deacon should schedule an appointment with the bishop and

archdeacon to discuss this. The possibilities include:

- A) *Stepping down from active ministry.* A deacon's ministry should be celebrated by the assigned congregation and the diocese. A deacon who leaves active service is free to worship in any congregation. The deacon and his/her family should not worship in the congregation to which he/she was previously assigned for at least one year. Also, the deacon should not be called upon to participate in weddings, funerals or other parish events during this time.
- B) *Moving to another assignment.* The deacon, archdeacon, and/or bishop may be aware of other places in the diocese where the ministry of that deacon is needed. If this direction is agreed upon, the archdeacon will work to put an assignment in place, including a new letter of agreement.
- C) *Remaining at the current assignment.* If the needs of the congregation, the diocese, and the deacon are compelling, and the rector concurs, the bishop may agree to continuing the current assignment for a fixed period, generally one year. This agreement is to be reviewed annually by the rector, the deacon, and the bishop and may be renewed. The rector and the deacon should write to the bishop requesting another year of assigned service. Duties and responsibilities of the deacon should be mutually agreed upon by the rector and the deacon and may change from year to year.

Post-retirement deacons may

- wear clericals for church services and events
- serve in liturgical roles in worship at the rector's request
- serve on Diocesan committees and commissions
- assist with weddings or funerals or other services at the rector's request
- attend Clergy Conference, Clergy Quiet Day, Diocesan Convention

Regional Deacons

Regional deacons are appointed by the Bishop and serve in one of the three geographic regions of the diocese. Regional deacons serve as the Bishop's Chaplain for confirmations and other Bishop visitations in the region, particularly in congregations that do not have a deacon. They reach out to parishes and missions in the region to encourage consideration of new

ministries and/or the strengthening of existing ministries with their communities. They encourage and connect with other deacons in the region (and rest of the diocese). Regional deacons exercise their own diaconal ministry to which each is called (prison, housing, etc.). They are available to Bishops and worshipping communities in the region to respond to community needs.

APPENDIX A

ORDINATION

Please find all information relevant to discernment, formation and ordination of deacons on the Diocesan website – episionc.org – Resources – Ordination.

APPENDIX B

The Letter of Agreement - Template (for Deacons in the Diocese of North Carolina)

Deacon Assignment Letter of Agreement Diocese of North Carolina

Deacon _____, Anne Hodges-Copple, Bishop of North Carolina pro tempore, the Rev. _____ Rector of _____, and _____, Senior Warden of _____, agree that the diaconal ministry exercised by the above mentioned deacon in the Diocese of North Carolina shall be subject to the terms set forth in this Letter of Agreement and shall be in accordance with the Statement on the Ministry of Deacons in the Diocese of North Carolina attached hereto.

1. **Diaconal Ministry in the Community.** Deacon _____ shall serve the community beyond the bounds of the congregation to which assigned through the following diaconal ministry (or ministries).

(Describe the specific ministry or ministries the deacon will carry out in the community, including accountability and support and the estimated number of hours per week in each service area.)

Supervision of the deacon's ministry in the community is the responsibility of the Bishop and is carried out through annual written reports from the deacon to the Bishop (due no later than April 1st of each calendar year) and meetings initiated (or requested) by the Bishop (or deacon).

2. **Diaconal Ministry in the Congregation.**

a. ***Assignment and Responsibilities:*** Deacon _____ is assigned to serve as Deacon at _____ Church by the Bishop at the request of the Rector and with the concurrence of the Vestry. Her/His diaconal ministry at _____ Church will be carried out under the supervision of the Rector and will include the following responsibilities:

i. ***Diaconal Ministry to the Congregation:*** Encourage, support and equip members of the congregation to live out their baptismal covenant, identify their gifts, discern their calls to specific ministries, and respond to the needs of the world; These responsibilities will be carried out at _____ in the following specific ways.

(Describe specific responsibilities in areas such as education and formation, outreach development and programming, gifts identification and discernment training, leadership development, preaching, etc.)

ii. ***Diaconal Ministry in the Liturgy:*** Serve as deacon in the liturgy on _____ Sundays per month and on other major feast days as requested by the Rector. When serving as deacon in the liturgy, carry out the diaconal functions outlined in the Diocesan Statement on the Ministry of Deacons. Note that deacons do not take on the functions of an assistant priest or “fill in” to conduct worship, and do not, as the Prayer Book states, exercise a presiding function.

iii. ***Other Responsibilities:*** Carry out additional responsibilities below as time permits:

(List other responsibilities agreed upon such as assisting with pastoral care, training/supervision of lay Eucharistic ministers, etc.)

b. ***Accountability and Supervision.*** The Rector, as delegated to him/her by the Bishop, will supervise the deacon’s ministry in the congregation. The Rector will provide supervision through regularly scheduled supervisory sessions and other means as mutually agreed upon. The Rector is asked to submit a letter of evaluation of the deacon’s service in the parish along with the deacon’s annual report.

c. ***Time Commitment.*** The deacon will provide ministry within the congregation an average of _____ hours per week. This includes Sunday and other services, meetings, visits, congregational events and any other activities carried out by the deacon on behalf of the congregation as mutually agreed upon. The deacon will take the following periods of leave from diaconal responsibilities in the Church each year: one month of vacation; two weeks for continuing education; sick leave as required; other leave as required to develop and maintain self-support outside the Church; sabbatical leave accumulated at the rate of three weeks per year of

service.

[It should be noted deacons are not “assistants to the rector.” They often work full time in secular jobs and their time commitment in the congregation should be no more than an average of 15 hours per week. Occasional extreme needs may of course cause this to increase periodically.]

- d. **Support for the Deacon.** _____ Church will provide the Deacon with financial support of \$ _____ per _____ to cover travel and other expenses, continuing education assistance and discretionary funds.

(Describe how the deacon will be supported for incurred expenses.)

Deacons are not paid for diaconal work, but incur expenses of attending diocesan convention, clergy conference, the deacons’ retreat, continuing education, and other events – these can amount to over \$500 annually. The agreement should state how the deacon will be supported.

Deacons are not (except for reimbursement of expenses) compensated for diaconal work. If a deacon is compensated by a congregation via salary or stipend for non-diaconal work, this is to be reflected in a separate agreement and approved by the bishop.

Discretionary funds provided for deacons shall be administered in a manner consistent with national and diocesan policies.

3. **Terms of Agreement.** *This agreement will be in force from the date accepted by all signers of the agreement. This agreement may be terminated at any time by mutual agreement of all signers, by the Deacon with the advice and consent of the Bishop, or by the Bishop upon request of and following consultation with the Deacon’s rector or other supervisor, provided in all cases that written notice is given to all parties involved.*

This agreement shall be reviewed annually by the supervising priest and the deacon, and shall be revised and resubmitted every three years.

This agreement will expire automatically when the Rector resigns the cure. With the approval of the Bishop, a new agreement between the Deacon and the Vestry may be executed for the interim period. When the rector of a parish retires or resigns, the deacon will consult with the Bishop and the Archdeacon as to the nature of his/her continued service in the parish. At the discretion of the Bishop, the deacon may come under the supervision of the priest in charge or interim rector until the new rector has been called. The deacon will then take a leave of absence from parish service for discernment of future ministry. During the deacon’s leave, a ministry plan should be submitted to the Bishop through the Archdeacon for approval. The plan could be for a temporary reassignment, sabbatical, continuing education or other creative ministry possibility. Reassignment to parish service is done in consultation with the Bishop, the

Rector, the Deacon, and the Archdeacon.

(The Rev.) _____, Deacon
(The Rev.) _____, Rector
(Title) _____, Senior Warden
(The Ven.) _____, Archdeacon
(The Rt. Rev.) _____, Bishop

Appendix C

Archdeacon, Diocese of North Carolina Job Description

The Archdeacon is a deacon of the diocese who is appointed by, responsible to, and with access to the Bishop(s). The Archdeacon is unpaid, but with expenses provided.

Archdeacon Duties:

- Liaison between deacons and bishops
 - Convey pastoral needs of deacons to bishops
 - Provide input about deacon placement
 - Receive deacon annual reports and send to bishops, highlighting any pertinent information
 - Advise, review and sign Letters of Agreement
- Diocesan responsibilities
 - Attend diocesan staff meetings and events when appropriate
 - Ex Officio member of Commission on Ministry for the Diaconate
 - Ex Officio member of the Bishops' Committee on the Diaconate
 - Serve as bishop's chaplain at diocesan events (convention, celebrations of new ministry)

Other

- Maintain roster/demographic info of deacons
- Liaison to Association of Episcopal Deacons, informing of ordinations, deaths
- Attend AED archdeacon annual conference when possible
- Organize annual deacon retreat

- Answer questions about deacons' duties, responsibilities ('can I officiate at my nephew's wedding?')
- Meet/talk with those interested in the deacon formation process
- Participate in Deacon Information Sessions

Appendix D
Deacon Annual Report, Year ____

Name:

Address:

Home Phone:

Other Phone:

E-mail:

Parish Assignment:

Supervising Priest:

Date of the most recent Letter of Agreement:

Primary Area(s) of Ministry

Brief report on your ministry (Parish and community:

.

List continuing education experiences related to ministry during the current year (workshops, conferences, formal/informal classes, parish/diocesan events, etc.:

What are your plans for continuing education for upcoming year?

How often did you meet with your supervisor to discuss your ministry?

Concerns you would like the Bishop, Archdeacon, or Regional Deacon to address:

Concerns you would like the Committee on the Diaconate to address: ----

Are you willing to assist the Bishop at a Sunday service in your area?

Do you anticipate changes in your assignment or ministry in the coming year?
Please describe.

Changes in your personal/family/job situation that you would like the Bishop to be aware of:

Other concerns/comments:

Please include an evaluation by your priest or other supervisor of your ministry.