

DIOCESE OF SACRAMENTO

2110 Broadway, Sacramento, CA 95818 • ( 916)-733-0242 • Fax: (916) -733-0215 • E-mail: lrios@scd.org

**Diaconal Service Agreement**

**Name of Deacon**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parish/Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization (If applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This agreement covers the years beginning: (mo) \_\_\_2018\_\_\_, (mo) \_\_\_\_2021, inclusive.**

**1) Purpose of Ministry Agreement:**

This agreement serves as a tool that a pastor and a deacon use to arrive at a mutual commitment and understanding of the deacon’s ministry while assigned to a specific parish and to document the agreement. It also defines the pastor’s commitment to resources needed for the deacon to achieve his goals, and to assist and support the deacon in his continuing formation and spiritual growth.

The agreement seeks also to promote accountability to the Bishop through the diocesan Office of the Permanent Diaconate providing a working basis for ministry reviews of the deacon and his assignment **every three years**. An evaluation form for this process is provided by the Office of the Clergy Formation. Please call (916) 733-0242 or 733-0244

The Agreement must be reviewed by the parties whenever a change in family or job condition might significantly affect the deacon’s ability to continue to perform the duties, as outlined in this document, and whenever the pastor/administrator is changed. In some cases, this Agreement may be continued without change or modification as mutually agreed upon by all parties.

**Services Performed:**

**A) Charity & Justice Ministry:** **(Check off)**

Outreach to the poor \_\_\_

Ministry to the sick and dying \_\_\_

Visiting Homebound/Hospital \_\_\_

Social Justice \_\_\_

Advocacy \_\_\_

Collaboration with Institutions, e.g., St. Vincent de Paul, Jail, or Prison \_\_\_

Staff Meetings \_\_\_

Other \_\_\_

**Hours per month\_\_\_\_\_\_**

**B) Word : (Check Off)**

Adult Education \_\_\_\_

Baptismal Preparation \_\_\_\_

Marriage Preparation \_\_\_\_

Annulments \_\_\_\_

Scripture study \_\_\_\_

RCIA \_\_\_\_

Training of lectors, Extraordinary Ministers of Holy Communion, Altar Servers \_\_\_\_

Cursillos and other non-sacramental activities at which you preside as deacon.

(Include the amount of time spent in homily preparation for these events.) \_\_\_\_\_

Spiritual Direction \_\_\_\_

Other \_\_\_\_ **Hours per month \_\_\_\_\_\_**

**C) Sacraments: (Check off)**

Masses (including Sundays) \_\_\_

Baptisms \_\_\_(at which you function as deacon).

Confirmation \_\_\_

Weddings\_\_\_\_

Funerals \_\_\_\_

Vigil Services \_\_\_

Graveside Services \_\_\_

Prayer Services \_\_\_

Holy Communion taken to hospitals, rest homes, etc., at which you function as a deacon \_\_\_\_

Benedictions \_\_\_

Stations of the Cross \_\_\_

Novenas \_\_\_

Retreats \_\_\_

Days of Recollection \_\_\_

Please include specific preaching assignments each month and include the amount of time spent in homily preparation. \_\_\_\_

Other \_\_\_

**Hours per month\_\_\_\_\_\_**

**D) Tasks Not Subject to Agreement: (Check Off)**

(Do not include Diaconate Continuing Education, Retreats or small group meetings)

Diocesan assignments in correctional facilities\_\_\_

Hospital Chaplaincy\_\_\_

Diocesan Social Service \_\_\_\_

Marriage Tribunal\_\_\_

Other volunteer assignments or appointments to committees related to diocesan and

Church related activities\_\_\_\_

Inter-religious Dialogue \_\_\_\_

Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ **Hours per month\_\_\_\_\_\_\_\_\_**

**Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor/Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E) Resources**: These are the ways I will fulfill my continuing formation: Two Continuing Formation days as part of the 30 hours annually required, and annual retreat. (If recently ordained an added three-year Post-Ordination Formation Program.)

The Deacons do not receive any offering for services rendered in their ministry, according to Diaconate Policy and Diocesan statutes. However, if he is employed in a regular parish ministry, e.g., religious education; director of parish operations, business manager, he will be paid the salary of that professional diocesan classification. The Parish assumes the cost of the continuing formation of Deacons and wives. These include Education days, Retreats, Conferences, books, mileage, or supplies needed for the ministry.

Note: If a Deacon is employed his evaluation will follow the appropriate process.

**Employed by the Parish\_\_\_\_(Yes)\_\_\_\_\_(No)**

**Hours per Month\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Asking for God’s grace, we the undersigned, join together in service to “*God’s People”* in accepting this agreement. We pray that the Spirit will guide us in our ministries for the greater honor and glory of God.**

**Deacon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_**

**Deacon’s Spouse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_**

**Pastor/Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_**

**Please forward a copy of this completed Agreement to:**

**Office of Clergy Formation**

**2110 Broadway, Sacramento, CA 95818**

**Fax: 916-733-0215 ♦ E-mail: lrios@scd.org**