



## Diocese of Amarillo

### Diaconate Office

(bsw 3/10/2020)

## Appendix 2: DEACON MINISTRY AGREEMENT

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

Pastor(s): \_\_\_\_\_

Parish(s): \_\_\_\_\_

The purpose of the agreement is to ensure that both pastor and deacon fully understand the ministerial responsibilities of the deacon in the parish. For this reason, a detailed job description of the deacon's ministry is required and should be considered an instrument as to the effectiveness of the deacon's ministry. This agreement can be valid up to six (6) years but can be adjusted or modified as needs of the parish or deacon requires, and every time there is a change of pastor or deacon assignment. Should the parish be responsible for a "mission", then those responsibilities should also be addressed to meet the needs of that particular community.

Generally speaking, a deacon is most effectively used to assist the Pastor in ministering and building up the local "Body of Christ". In every case, the needs of the diocese and parish should be the determining factors, thus all parties must be flexible. By the same token, most deacons are married and secularly employed thus their schedule should be taken into consideration. This however should not be an excuse to avoid ministry and service. It should be further noted that a deacon is not a properly functioning deacon if he only serves at the altar.

### PASTORAL FUNCTIONS:

#### A. Religious Education:

1. Adult Education \_\_\_\_
2. R.C.I.A. \_\_\_\_
3. High School \_\_\_\_
4. Youth Ministry \_\_\_\_
5. Renew (or similar outreach program) \_\_\_\_
6. Preparatory catechesis for parents and child celebrating a Quinceañera \_\_\_\_
7. Other (specify) \_\_\_\_\_

#### B. Sacramental Preparation:

1. Pre-Baptismal Instruction \_\_\_\_
2. Pre-Marriage Instruction \_\_\_\_
3. Assist in catechesis of parents of children preparing for
  - \* First Penance \_\_\_\_
  - \* First Holy Communion \_\_\_\_
  - \* Confirmation \_\_\_\_
4. Other (specify) \_\_\_\_\_

#### C. Pre-Nuptial Work:

1. Preparation of Pre-Nuptial Papers \_\_\_\_
2. Annulment Preparation \_\_\_\_

LITURGICAL MINISTRY:

- A. Assist at the Altar during Mass? Every Sunday \_\_ Monthly \_\_ As Needed \_\_
- B. Holy day services: Christmas \_\_ Holy Week \_\_ others \_\_\_\_\_
- C. Preach? Yes \_\_ No \_\_ How Often: \_\_\_\_\_
- D. Conduct Celebrations (Liturgy of the Hours, Liturgy of the Word, etc.) outside of Mass?  
Yes \_\_ No \_\_ As Needed \_\_
- E. Solemnly Baptize? Yes \_\_ No \_\_ As Needed \_\_
- F. Witness Marriages? Yes \_\_ No \_\_ As Needed or Requested \_\_
- G. Preside at Benediction and Exposition? Yes \_\_ No \_\_ As Needed \_\_
- H. Conduct Stations of the Cross? Yes \_\_ No \_\_ As Needed \_\_
- I. Preside at Funerals? (Rosary, commendation, vigils, graveside) Yes \_\_ No \_\_ As Needed \_\_
- J. Preside at Quinceañeras? Yes \_\_ No \_\_ As Needed \_\_
- K. Other (specify) \_\_\_\_\_

OTHER DIOCESAN, PASTORAL, CHARITY & JUSTICE MINISTRIES:

- A. Pro-Life \_\_
  - B. Ministry to the Poor \_\_
  - C. Jail/Prison Ministry \_\_
  - D. Hospice, Hospital Ministry, Nursing Home \_\_
  - E. Engaged Encounter \_\_
  - F. Work with Parish Organizations \_\_ Specify \_\_\_\_\_
- {NOTE: It is not considered appropriate for a deacon to serve as an elected voting member of parish bodies; rather he may attend council and board meetings in an ex-officio capacity if the pastor wishes.}*
- G. Other Ministries: \_\_\_\_\_

CAVEATS/OBLIGATIONS: \_\_\_\_\_

Deacons are not to receive a salary or stipend for their ministry which is described as ordinary work, however extraordinary work may warrant financial remuneration which must be approved by the Bishop.

Diocesan Policy states that the Parish will reimburse the deacon for reasonable out-of-pocket expenses, including mileage if he lives outside the parish of assignment. How will the deacon be reimbursed for expenses? \_\_\_\_\_

The Pastor will encourage and allow the deacon to attend the entire Deacon Retreat Weekend and Continuing Education Weekends. The Deacon is not to be assigned to any parochial duties during any part of the Retreat! In addition, certain Diocesan Ministries should be taken into consideration as to time away from the parish.

Signed and agreed to:

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Signature of Deacon

**CC: Deacon,  
Pastor(s)  
Diaconate Office**