

ROMAN CATHOLIC DIOCESE OF LAS CRUCES
Diaconal Decree of Appointment

Deacon _____

Will perform his diaconal ministry at:

Parish/Diocesan Office _____

Under the direction of:

Pastor/Director _____

- I. The deacon is to perform not less than ten hours of ministerial service each week in a parish, diocesan office or approved community ministry. The diaconal ministries of Word, liturgy and charity are not to be separated; the deacon is ordained for them all. A deacon's ministry may be marked by one of them more than by the others; however, there is an intrinsic unity in a deacon's ministry that should be considered when assigning his duties. While a majority of the deacon's time may be spent in one of the following ministries, his assignment should include tasks in all three.

The following assignments are included in this diaconal service agreement:

- A. Ministry of Word (preparing and giving homilies, adult education, catechetical instruction, sacramental preparation, outreach to alienated Catholics and the unchurched, parish renewal programs, ecumenism, giving retreats, etc.)

<u>Ministry</u>	<u>Frequency</u>
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

- B. Ministry of Liturgy (baptisms, marriages, assisting at Eucharist, wake/burial services, Liturgy of the Hours, exposition and benediction of the Blessed Sacrament, presiding at communion services, etc.)

<u>Ministry</u>	<u>Frequency</u>
1. _____	
2. _____	

3. _____

4. _____

5. _____

C. Ministry of Charity (hospital, nursing home, hospice, street ministry, elderly, persons with disability, youth, widowed/separated/divorced, prison, advocacy, justice, migrants, administration, etc.)

Ministry

Frequency

1. _____

2. _____

3. _____

4. _____

5. _____

II. In recognizing that the deacon’s ten hours of ministry is his gift to the Church for which hi is not to be compensated, the following should be provided by the parish/diocesan office for approved community ministry:

A. Reimbursement of up to \$250 per year for continuing education programs approved by the diocese;

B. Reimbursement of up to \$200 per year for the required annual retreat for the deacon and his wife;

C. Reimbursement of up to the amount established by the IRS for the deacon’s use of his private vehicle in the performance of the above ministries;

D. Reimbursement for approved out-of-pocket expenses incurred by the deacon that are directly related to the above ministries; and

E. Provision of necessary office space, clerical assistance, office supplies, and postage required in the performance of the above ministries.

F. The deacon is to be considered a member of the parish/office staff and should be included in all staff meetings and other staff activities.

III. Stole fees given a deacon on the occasion of baptisms, marriages or funerals belong to the parish where the liturgical event was celebrated.

IV. The deacon is expected to give ten hours per week to his diaconal assignment and is not to be compensated for this except for the reimbursement of expenses as described above. The deacon is, on the other hand, entitled to compensation for time given in excess of ten hours per week based on the salary and benefits provided to a lay person performing like duties. If an agreement has been reached to compensate the deacon for additional hours, the terms of this agreement must be stated below:

Compensable Duties

Hours per Week _____

Annual Salary \$_____ to be paid in _____ installments of \$ _____.

Benefits to be provided

This ministry agreement will be reviewed on a bi-annual basis and is terminated on the transfer of the pastor/director or any change in the deacon's family or job circumstances that significantly affects his ability to perform the ministries described above.

V. It is understood by all parties that ministry assignments are the responsibility of the Bishop as he perceives the needs of the Local Church and are subject to change when deemed necessary by the bishop. Should the Bishop decide to change the deacon's assignment, this agreement becomes null and void.

We the undersigned, acknowledge entering into this agreement:

Date

Deacon

Date

Pastor/Director

This Diaconal Decree of Appointment was reviewed and is in compliance with the pertinent existing policies and procedures for the Diaconate in the Diocese of Las Cruces.

Date

Deacon Personnel Director

I hereby approve of this diaconal ministry agreement and grant this deacon the diaconal faculties required to perform these functions.

Date

Bishop of Las Cruces

Please return this form to the attention of the Deacon Personnel Director, Pastoral Center.