

DIOCESE OF SUPERIOR  
OFFICE OF THE PERMANENT DIACONATE  
**PASTORAL SERVICE AGREEMENT**

**OVERVIEW**

In the process of defining the ministries that will be provided by the Deacon, the needs of the community must be assessed while recognizing the gifts which the Deacon brings to the community and how those gifts might be best utilized to meet community needs.

This agreement must also reflect an awareness of and consideration for the priorities of family and job, while encouraging the spiritual growth and maintaining the personal well-being of the Deacon and his family. It is understood that the Deacon's ministry, as described below, is voluntary and that he is a man with secular employment who must place appropriate priority upon his personal and family obligations and those of his employment. The Deacon's wife, if he is married, is recognized as an integral part of his service to the community. It is with her support that his ministry is possible.

It is with these above priorities in mind, together with the necessity to clearly understand the nature and purpose of the Deacon's role in the parish community that this agreement is formulated. This Pastoral Service Agreement should reflect a full understanding of the role of Deacon, complementary yet distinct from the priest's role as leader and presider of the parish community. As a reflection of the Deacon's ministerial role, this agreement should include the three avenues of diaconal service: Justice/Charity, Liturgy/Sacrament and Word.

This document is intended to provide a general overview of the voluntary pastoral services offered by the Deacon to the people of God and agreed to by the following parties:

Deacon \_\_\_\_\_

Deacon wife \_\_\_\_\_

Pastor (Priest Supervisor) \_\_\_\_\_

Parish / Cluster \_\_\_\_\_

Office Location \_\_\_\_\_

Unless otherwise noted, the hours of service by the Deacon should be limited to 20 hours per month.

Each avenue of service will be identified separately. Emphasis on a particular avenue of Church ministry will vary with individual Deacons and the needs of the local community. However every Deacon's ministry should, by definition, include meaningful support and involvement with charity and social justice activities.

## **MINISTRY OF JUSTICE/CHARITY**

A ministry of Justice/Charity to the community may be carried out through:

- Outreach ministry to a charitable or social justice institution or organization.
- Membership or leadership of a parish social concerns or justice committee.
- Another ministry, within or outside the parish, in which he will serve the poor and marginalized in society and/or in the Church.

The Deacon will exercise the Ministry of Justice/Charity by:

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## **MINISTRY OF LITURGY/SACRAMENT**

Specific areas of Sacramental/Liturgical ministry include:

- Function as Deacon at weekend and holyday liturgies and special liturgical functions of the parish.
- Read, honor and protect the Word of the Lord.
- Assist bishops and priests at liturgical functions.
- Take part in and lead the faithful in the various liturgical services of the Church (e.g. Scripture Services, Benediction, prayer services) as his personal schedule will permit and in collaboration with the Pastor.
- Distribute the Eucharist within the context of the Mass and take the Eucharist to the sick and dying.
- Preside at vigil services, at funerals outside of Mass, and at committal services as his personal schedule permits and in collaboration with the Pastor.
- Preside at Baptisms and Marriages, and provide the necessary preliminary preparations or instructions as his personal schedule permits and in collaboration with the Pastor.

The Deacon will exercise the ministry of the Sacrament/Liturgy in the Parish as follows:

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## **MINISTRY OF WORD**

There are many areas of Word necessary to the Parish:

- Prepare and deliver homilies, after completion of homiletics, and being granted faculties by the Bishop.
- Assist in the Faith Formation program of the parish in areas of competence or special interest.
- Serve members of the community through Sacramental preparation instructions.
- Participate as a member of the RCIA team.
- Assist the Parish Worship Commission in planning and coordination of all areas of worship, particularly toward development of the prayer life of the community.
- Participate in parish ecumenical functions.

The Deacon will exercise the ministry of Word in the Parish as follows:

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## **ROLE OF THE PARISH/CLUSTER/INSTITUTION**

Recognizing that the Deacon's service is of a limited time nature with no compensation expected, the following will be provided for his ministry by the parish:

- Defray the costs of continuing education, workshops, and retreats provided to the diaconate community by the Diocese of Superior.
- Defray the costs of other programs related to growth as a minister as approved by the Pastor (Priest Supervisor).
- Offer release from his normal responsibilities to allow him to participate in required or recommended spiritual exercises, continuing education events and other community activities offered to the Deacons of the Diocese of Superior.
- Make necessary provisions to allow his participation in Diocesan Liturgical celebrations, especially those that recognize his diaconal role of service to the Bishop, Priests and faithful of the Diocese.
- Reimburse those personal expenses incurred by the Deacon in carrying out his ministry as approved by the Pastor (Priest Supervisor).

**DURATION AND ACCEPTANCE**

Recognizing the importance of ongoing communication and evaluation of ministry the Pastor (Priest Supervisor) and Deacon will schedule regular and frequent consultations.

In the event of a change in the major emphasis of the Deacon’s ministry, a revised or new Pastoral Service Agreement will be drafted in consultation by the Pastor, the Deacon and his wife, and the Director of Diaconal Life.

Additionally, if the Pastor (or Priest Supervisor) is changed, this agreement is to be reviewed and updated as needed following consultation with the Pastor and the Deacon and his wife by the Director of Diaconal Life.

This agreement is to be in effect for a period of five years unless there is a change as noted above.

**THE ABOVE TERMS ARE HEREBY ACCEPTED:**

\_\_\_\_\_  
DEACON

\_\_\_\_\_  
DEACON’S WIFE (IF MARRIED)

\_\_\_\_\_  
PASTOR (PRIEST SUPERVISOR)

\_\_\_\_\_  
DIRECTOR OF DIACONAL LIFE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BISHOP