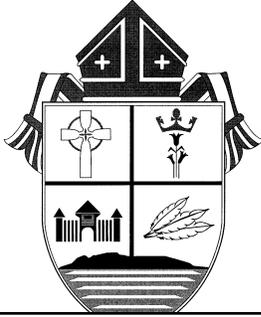


Permanent Deacon Service Agreement



In the name of our Lord, We(Deacon)
and(Pastor) join together in this
Agreement of diaconal service. We pray that the Holy Spirit will guide us
in ministry together for the greater glory of God and the welfare of God's
people.

We therefore agree that the Deacon will serve in ministry as follows, as agreed by the parties above, and with the knowledge of the Director of Diaconate Formation and the Bishop of the Diocese.

A. **Ministry of Charity** (list details of these ministries in the Parish (visiting the sick, family ministry, etc.) Diocese (work with the poor, administration, etc.) and community (work with refugees, volunteer action, etc.) including the approximate number of hours per month)

B. **Ministry of the Word and of Liturgy**

1. Functions as the Deacon at (number) Sunday Eucharistic celebration(s)
each week at Church.

2. Preaches at Sunday Eucharistic celebrations per year.

3. Assists at and solemnly blesses, in the name of the Church, Marriages when requested by the Pastor. (This excludes the pre-nuptial interviews and documentation, except under the supervision of the Pastor.)

4. Other specific Liturgical Ministries

Baptisms	yes__	no__
Benediction	yes__	no__
Funeral Vigils	yes__	no__
Funerals, committals	yes__	no__
Communion Services	yes__	no__
Presides at Prayer services	yes__	no__
Sacramental Preparation	yes__	no__
Prayer Groups	yes__	no__

C. **Continuing Education Program**

The Deacon will participate in Continuing Education (also referred to as Ongoing Formation) by attending programs offered by the Diaconate office and by following other specific courses as requested by the Deacon and approved by the Director. It is expected that each Deacon will participate in the equivalent of two continuing Education weekends per year.

D. **Retreat**

The deacon will attend an annual retreat. Normally, this will be arranged by the Ongoing Formation Committee of the Diaconate. The Director should be notified which choice of retreat is made.

E. **The Pastor will provide**

1. The opportunity and encouragement to exercise Diaconal ministry in
..... (place and/or Parish)

2. The opportunity to carry out the Ministries of the Word and of Liturgy at the

altar of (Parish).

3. Financial consideration as outlined below:

a. Out-of-pocket expenses incurred in the performance of his ministries will be reimbursed to the Deacon in the amount of (approximately) \$..... per month. These expenses will include mileage, (at the current Diocesan rate or an agreed set amount), homily and ongoing formation resources, dry cleaning expenses, etc.)

b. The parish shall be responsible for the fee and expenses for the Deacon and his wife's annual retreat; the sum for each not to exceed that normally allowed for priests for the same purpose.

Diocesan note: As stated in Canon Law, Deacons will not normally be compensated for their services to the Diocese of Thunder Bay. They will, however, be reimbursed for approved travel expenses and out-of-pocket costs incurred in performing Diocesan ministries.

Compensation will be considered when the Deacon performs a ministry for which another person doing the same ministry would normally be compensated (e.g. Chancellor, Parish Administrator, Adult Faith Director, etc.) terms of this compensation to be determined in consultation with the Director and the Bishop.

The Diocese will pay the cost of the Police Record's Check which is required for all Deacons in ministry with youth and other vulnerable persons in our Diocese.

(See Diocesan Screening Policy)

F. **Term of this agreement**

This agreement will normally be for a three year term but may be extended at the written request of the Deacon and with the accord of all parties. If any party to this Agreement does not wish to renew the Agreement, a notice of termination should be made to all parties/signatories not less than 90 days prior to the expiration date. The Agreement may be reviewed at any time at the request of any of the parties/signatories.

The Agreement will be automatically reviewed if the Deacon's Pastor changes, or the Deacon moves to another Parish.

This Agreement will be in effect from, 20... to, 20... (normally 3 years)

We the undersigned hereby acknowledge acceptance of this Agreement, this day of, 20...

Deacon

Pastor

Deacon's Spouse

This agreement has been submitted for review and approval:

Recommended:

Director

Approved:

Bishop (or Representative)