

Diocese of Lansing

Agreement between Pastor/Supervisor and Permanent Deacon and Wife

PARISH _____

DEACON _____

WIFE _____

The appointment of the Permanent Deacon is a direct appointment by the Bishop. The deacon has a threefold ministry and this Agreement Form sets forth the specific service that he has accepted in the parish and wider community under the direction and guidance of the pastor. This agreement also clarifies the parish responsibility for the remuneration of expenses incurred by the ministry of the deacon.

1. Ministry of Charity (Briefly describe ministry)

Hours/Week
Including Prep.

Ministry outside the Parish Community

2. Ministry of the Word (Briefly describe Ministry)

Preaching

Teaching

Other

3. Ministry of Liturgy (Briefly describe Ministry)

Sunday Liturgy

Other Liturgies

4. Other Roles requested by the Pastor (attendance at councils, staff, and other meetings, etc...)

5. Parish Responsibilities: The Parish is expected to support and remunerate the Deacon for any expenses incurred as a result of ministry. Ideally the deacon would submit an annual budget to the Pastor to clarify expectations, what expenses will be incurred for:

A. Ministry

B. Travel

C. Convocation and when scheduled a Retreat for Deacon and Wife

D. Ongoing Educational Expenses (Workshops, etc.)

E. Other

6. Comments about Previous Years Ministry and Performance

Pastor's Comments

Deacon's Comments

Wife's Comments

The areas covered by this agreement have been discussed by the parties concerned and they have reached an understanding of the roles and responsibilities of the Deacon. This agreement will be reviewed annually and revised as needed.

Pastor _____

Date _____

Deacon _____

Date _____

Wife of Deacon _____

Date _____

Director of Office of Deacons _____

Date _____

cc: Pastor

Deacon and Wife