**DELINEATION OF DUTIES AND RESPONSIBILITIES**

Name of Deacon

Name of Pastor/Administrator

1. ***The Permanent Deacon’s Responsibility to the Parish:***

(please note: the ministry of charity should predominate, with a minimum of 5 to 7 hours in a 12-hour week).

a. **Ministry of Charity** (hospital, nursing home, hospice, street ministry, elderly, persons with disabilities, youth, widowed/ separated/divorced, prison, advocacy, justice, migrants, development and coordination of lay apostles, administration, etc.):

*Ministry Approximate Hours/*

*Week or Month*

1)

2)

3)

4)

5)

b. **Ministry of the Word** (proclaiming the Gospel, preaching [when granted the proper faculties and with the permission of the pastor], adult education, catechetical instruction, catechumens, sacramental preparation, outreach to alienated Catholics and the unchurched, parish renewal programs, ecumenism, counseling, giving retreats, etc.):

*Ministry Approximate Hours/*

*Week or Month*

1)

2)

3)

4)

5)

c. **Ministry of Liturgy** (baptism, assisting at the Eucharist, wake/burial services, Liturgy of the Hours, exposition and benediction of the Blessed Sacrament, conduct prayer services for the sick and dying, train lectors and acolytes, etc.):

*Ministry Approximate Hours/*

*Week or Month*

1)

2)

3)

4)

5)

It is understood that the permanent deacon's ministry responsibilities are not to interfere

with his obligations to his spouse (where applicable), family and occupation.

The permanent deacon agrees to take part in continuing education courses, workshops, seminars and conferences as designated by the Diocesan Secretary for Clergy Formation.

The permanent deacon will meet with his spiritual director on a regular basis and is expected to be faithful to his personal prayer life and spiritual reading (*minimum requirement for permanent deacons in the United States is to pray Morning Prayer and Evening Prayer from the Liturgy of the Hours*). He will make at least a three-day

(or weekend) retreat each year.

2. ***The Parish/Institution and Its Responsibility to the Permanent Deacon:***

Recognizing that the permanent deacon's service is of a part-time nature with no compensation expected, the following, however, should be provided by the parish/institution for his ministry:

a. Reimbursement of as much as $450.00 per year for permanent deacon's continuing education experiences will be provided by the parish.

b. Reimbursement of $500.00 per year for the mandated annual retreat for the permanent deacon and his wife ($300.00 per year, if he is single, widowed, or if his wife does not attend)

c. The parish shall also provide compensation for the use of the permanent deacon's car when used for *specific* pastoral work relating to the parish. The norm is to be the current IRS rate *(57.5¢ per mile in 2015).* The standard rate for any given year can be found on the IRS website - [www.irs.gov](http://www.irs.gov).

d. The parish shall also reimburse the permanent deacon for out-of-pocket expenses directly related to his ministry within the parish.

e. Space should be provided the permanent deacon for office work. There should also be provided, when necessary, secretarial assistance, office supplies, and postage.

f. The permanent deacon is to be considered a member of the parish/institutional staff and is to be an ex-officio member of the parish council.