



## **DELINEATION OF DUTIES AND RESPONSIBILITIES EXPLAINED**

### **1. The Relationship of the Priest and Deacon:**

In order that the diaconal ministry be fully realized in a parish, there needs to be a relationship of brotherly love fully lived between the priest and the deacon. The National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States, no. 50 reads:

*“Deacons exercise their ministry in communion not only with their bishop but also with the priests who serve the diocesan Church. As collaborators in ministry, priests and deacons are two complementary but subordinate participants in the apostolic ministry bestowed by Christ upon the apostles and their successors. The diaconate is not an abridged or substitute form of the priesthood, but is a full order in its own right.”*

This **delineation of deacon duties and responsibilities form** will be open to review in the event of any change in family or job circumstances that will significantly affect the ability of the deacon to perform his ministry. The form will automatically be reviewed and updated if the assignment of the deacon's pastoral supervisor changes. When necessary, a reassignment of the deacon may be requested by either the pastor or the deacon himself.

- It is understood that the deacon's ministry responsibilities are not to interfere with his obligations to his spouse (where applicable), family and occupation.
- The deacon agrees to take part in continuing education courses, workshops, seminars and conferences as designated by the Office for Clergy Formation and the Office of the Episcopal Vicar for Clergy.
- The 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 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.

It is understood that the following are ***an essential component of this delineation of duties and responsibilities***:

- a) By virtue of their ordination, deacons are clerics; however, their ministry as a cleric is normally part-time. The Bishop has issued a policy and procedure on title and dress to assure appropriate usage under these circumstances. The Pastor/Director and the deacon agree to follow the current policy on title and dress for deacons in the Diocese of Scranton.

- b) The deacon is expected to give an average of 12 hours per week (or 52 hours per month) to his assignment. Unless specified below (see i) the deacon is to serve in his ministry without financial remuneration.
- c) His decree of Appointment entitles the Deacon to work as a team member with any others charged with the responsibility of ministering to the identified ministry.
- d) Ordinarily, the deacon is expected to serve regularly at the altar on Sunday. Ministerial assistance at Mass is both for support and for identification. He and the priest are to sense the partnership they share in ministry. The people of the community should learn to identify him as someone committed to the diaconal ministry.
- e) As a rule, the deacon's liturgical ministry will normally be limited to the place(s) of his assignment. It is understood, however, that for good reason, he might be requested to function liturgically at some place outside the place(s) of his assignment. In such instances, he must obtain the permission of his pastor/director and of the pastor and the place where the liturgical function will occur before using any of his assigned faculties in this manner.
- f) The policy of the diocese is that stole fees given a deacon on the occasion of funerals and baptisms belong to the parish where the liturgical event was celebrated. Money given personally and other direct gifts are, of course, the personal property of the one to whom they are given.
- g) It is recognized that the deacon is expected to exercise accountability both to those whom he bears personal responsibility and also to the Church which he is serving as an ordained minister. With regard to his ecclesiastical responsibilities, the deacon is accountable to the Bishop of the diocese either directly or through the pastor or the Office of the Episcopal Vicar for Clergy. At all times, the deacon will conduct himself with good taste and proper conduct so as not to bring disrespect upon the parish community, the Diaconate, the Diocese of Scranton and the Universal Church.
- h) It is understood that ministry assignments are the responsibility of the Bishop as he perceives the needs of the Church and are, therefore, in consultation with the deacon, subject to change when deemed necessary by the Bishop.
- i) If the deacon is hired by the parish/institution to provide additional ministry beyond the regular twelve (12) hours per week, he is entitled to be compensated with salary and benefits commensurate with his professional qualifications and family needs.