



**PARISH/INSTITUTION'S RESPONSIBILITY TO THE DEACON**

Recognizing that the 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 deacon's continuing education experiences will be provided by the parish. The expenditure for this amount is for programs approved by the Office for Clergy Formation and the Office of the Episcopal Vicar for Clergy.
- B. Reimbursement of \$500.00 per year for the mandated annual retreat for the 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 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 2020*). 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 deacon for out-of-pocket expenses directly related to his ministry within the parish.
- E. Space should be provided the deacon for office work. There should also be provided, when necessary, secretarial assistance, office supplies and postage.
- F. The deacon is to be considered a member of the parish/institutional staff and should be included in staff meetings.