



LETTER OF AGREEMENT FOR DEACONS
Episcopal Diocese of East Carolina



The Rev. Deacon_____ and the Rt. Rev. Clifton Daniel, 3rd, Bishop of East Carolina, agree that Deacon_____’s exercise of diaconal ministry in the Diocese of East Carolina will be subject to the terms set forth in this Letter of Agreement and in the attached *Diocesan Guidelines*.

Deacon_____ accepts the following principles of ministry and will serve as:

- An icon - inviting model and image – of servanthood in the life and worship of the congregation
- A bridge between the Church and the pain, need and brokenness of the world
- A prophet of social justice and compassionate action, calling all the people of God to live the servant ministry of their Baptismal Covenant
- A leader, teacher, and nurturer of the Church’s social ministry and outreach to the world
- A person working in harmony with other ministers of the Church, lay persons, bishops, priests, lending support and seeking always to build up the Body of Christ.

Diaconal Ministry in the Community:

Describe briefly the Deacon’s ministry out in the community, including accountability and support and the number of hours per week in each service area.

Oversight of the Deacon’s ministry in the community is the responsibility of the Bishop and is carried out partly through annual written reports from the Deacon to the Bishop. There will also be meetings with the Archdeacons and the Bishop.

Diaconal Ministry in the Congregation:

Deacon_____ is assigned to serve as deacon at _____ Church by Bishop Daniel at the request of the Rector and with the concurrence of the Vestry. His/her diaconal ministry at _____ Church will be carried out under the supervision of the Rev. _____ and will include the following responsibilities: Encourage, support and equip members of the congregation to live out their Baptismal Covenant, identify their

gifts, discern their calls to specific ministries, and respond to the needs of the world. (Describe specifics in areas such as education, instruction and formation; outreach development and programming; gifts identification and discernment training; leadership development; preaching; etc.)

Deacon _____ will serve as a Deacon in the liturgy on _____ Sundays per month and on other major feast days as requested by the Rector. When serving as a deacon in the liturgy, he/she will carry out the diaconal functions outlined in the attached *Diocesan Guidelines*.

Deacon _____ will have seat and voice in the parish vestry, annual parish meeting and other appropriate parish bodies but does not have vote.

Deacon _____, with the request of the Rector, may be allowed to administer Communion from Reserved Sacrament **only after receiving written permission from your Archdeacon.**

Deacon _____ will carry out additional responsibilities as time permits: (List other responsibilities agreed upon such as assisting with pastoral care, training and supervision of Eucharistic Visitors, etc.)

Supervision of Deacon _____'s ministry in the congregation to which the Deacon is assigned is delegated to the Rector as an extension of the Bishop's supervision. The Rector will provide supervision through regularly scheduled staff meetings, supervisory sessions and other means of evaluation as mutually agreed upon. The Deacon will take the initiative to schedule a conference with the Rector **at least monthly** to review their parish ministry and to update the Rector on their diaconal ministry.

Deacon _____ will provide ministry within the congregation an average of _____ hours per week. This includes Sunday and other services, meetings, visits, congregational events and any other activities carried out on behalf of the congregation as mutually agreed upon. The Deacon will take the following periods of leave from diaconal responsibilities in the Church each year: one month of vacation (including four Sundays); two weeks for continuing education (including two Sundays); sick leave as required; leave to carry out other diaconal activities as assigned or

directed by the Bishop (i.e. Deacons' Retreat and the Annual Diocesan Convention); other leave when necessary to maintain self-support outside the Church; sabbatical leave accumulated at the rate of two weeks for each year of service.

_____ Church will provide Deacon _____ reimbursement to cover actual travel and ministry expenses up to \$_____ annually. In addition, Deacon _____ may be provided discretionary funds maintained in accordance with Chapter V: Clergy Discretionary Funds of the Financial Manual of the Diocese. Up to \$_____ per year will be provided to assist the Deacon with continuing education and will be reimbursed to cover actual continuing education expenses only.

Terms of Agreement:

The time frame for the Letter of Agreement will be for twelve months (July 1 through June 30) and will be in force from the date accepted by all signers of the Agreement. Please note that a letter requesting continuing assignment is required at the six month interval. This Agreement may be terminated at any time by mutual consent, or by the Deacon with the advice and consent of the Bishop, or by the Bishop, or by the Bishop upon request of the Deacon's Rector or other supervisor, provided written notice is given to all parties involved. This Agreement will expire automatically when the Rector resigns the cure. At that time the Assignment Policy for Deacons will be followed.

A Letter of Agreement must be modified as needed and rewritten one month before the annual renewal date. The Letter of Agreement will be prepared in triplicate with copies filed with the Deacon, Rector and Bishop. **No Deacon may function anywhere according to their order without a current approved Letter of Agreement.**

The Rev. _____, Deacon

The Rev. _____, Rector _____ Church

_____, Senior Warden

_____, Archdeacon _____, Archdeacon

The Rt. Rev. _____ Date _____
VII Bishop of East Carolina

(Revised 3/09)