

7.8 DECREE OF SEASONAL APPOINTMENT FORM

Deacon Decree of Seasonal Appointment

Roman Catholic Diocese of Tucson

Deacon _____ **(name)** _____ is hereby formally appointed to diaconal ministry at _____ **(parish)** _____ effective _____ **(date)** _____. This decree hereby grants faculties for an interim period of not more than six (6) months annually as approved by the Bishop of Tucson.

Deacon as Minister

Deacon _____ **(name)** _____ has been granted diaconal faculties, which are derived by Ordination and detailed in 7.7 “*Faculties Pagellae*”. Liturgical duties and responsibilities are defined in the “*General Instruction of the Roman Missal, April 2003*” and further duties are promulgated in the *Diocesan Policies, Permanent Diaconate, the Directories Pro Ministerio et Vita Diaconorum Permanentium, and the National Director, USCCB*. The deacon is obligated to support the mission statements of the Diocese of Tucson and the parish where he is assigned. The deacon is expected to become familiar with and follow the guidelines given in these documents.

Deacons will typically spend 6 to 10 hours a week in service to the parish which often will include presiding at Baptisms, assisting at Mass, teaching classes, leading studies of Holy Scripture, serving on committees, and otherwise being fully active in the parish. The deacon makes a commitment to support and assist his pastor and to fully participate in the life of the parish. The pastor will assign his specific duties. Although his diaconal assignment is primarily parochial, he will serve the wider community and Diocese of Tucson as a whole by assisting the Bishop with his diocesan ministry and engaging in such extra-parochial ministries as visiting the imprisoned, caring for the sick, and serving the poor as time permits.

Continuing Formation, Life and Ministry

The Director of the Office of the Diaconate is his diocesan supervisor who shall conduct periodic performance evaluations and assessments of the appropriateness of his placement that shall be reported to the ordinary. The deacon is obligated to complete and report on 30 hours of continuing education credit each year as part of the deacon extern program. He commits to make an annual retreat, which at least for the next three years must be the diaconal community retreat. He is expected to participate in any liturgy or Church related event mandated by the Bishop of Tucson. More specifically, he will attend the Bishop’s annual Convocation of Deacons unless his written request to be absent is approved by the Director of the Office of the Diaconate. Deacons are expected to attend at least one meeting of their deanery annually and to otherwise participate in deanery activities. Deacons collectively are expected to assist with preparation, provide hospitality, attend and be part of Diocesan liturgies and events. These events include, but are not limited to, celebrations such as the Rite of Election, Chrism Mass, and Ordinations. The deacon will notify his pastor and the Director for the Diaconate of serious marital difficulties, interpersonal problems, parish related or other issues in his life, which may significantly impact his ministry. He will schedule an annual performance evaluation of his ministry with his pastor and submit a copy of the Deacon

Annual Evaluation form to the Office of the Diaconate. He is obligated to conduct himself at all times in an ethical and professional manner and to comply with the Diocese's *Directory of Policies and procedures for Deacons* (including the prevention of sexual misconduct and conditions of a safe environment) or otherwise officially promulgated to the college of deacons. The deacon is responsible for annually notifying the Bishop of Tucson in writing detailing the dates that he will be active in ministry within the Diocese of Tucson.

Pastor as Supervisor

The pastor is the parish supervisor of the deacon who is considered an unsalaried staff member and should be accorded all the rights and privileges of the ordained clergy. The pastor will provide the deacon with opportunities to serve the needs of the parish and Diocese in keeping with his gifts. The deacon will be included in the liturgical and sacramental life of the parish and will assist at the Sunday celebration of Eucharist including the proclamation of the Holy Gospel and the opportunity to preach from time-to-time as provided in the *GIRM*, and to exercise his ministry as provided in the *Directorium Pro Ministerio et Vita Diaconorum Permanentium*, and the *National Directory*. The pastor shall maintain regular communications with the deacon, meet and confer with the deacon annually for the purposes of an annual evaluation of his ministry, and report the results of this evaluation to the Office of the Diaconate. The pastor will relieve the deacon of parish duties for those times the deacon is expected to participate in diocesan activities and training. The pastor will have the parish reimburse the deacon for his out-of-pocket expenses incurred in his service to the parish, he will provide the deacon with items needed to carry out his ministry and direct the parish to pay the annual assessment for the support of the diaconate in the Diocese of Tucson. The parish will provide some financial support to the deacon for at least one annual in-service event relative to diaconal life and ministry. The pastor should make every effort to provide office and conference space for the deacon. Should the pastor become aware of significant issues, which may impact the ministry and life of the deacon such as marriage or family problems, performance, health, interpersonal difficulties, or inappropriate behavior, he will notify the Director of the Office of the Diaconate. The Director will provide appropriate supervisory and support services to the deacon and will confer with the parties when there is a need for conflict resolution.

This *Deacon Decree of Seasonal Appointment* is duly proclaimed with prayers for a fruitful ministry by:

Most Rev. Edward Weisenburger
Bishop of Tucson

Date