

For Deacons New to the Diocese of Tucson

Deacon: _____

Address: _____

Phone: _____

Wife's Name (if applicable): _____

Sending Arch/Diocese: _____

Anticipated Length of stay: _____

Seasonal Visitor?: Y N (circle one)

Diocese of Tucson Parish: _____

Email Address: _____

For Stays of 30 Days or Less

- Contact Vicar for Deacons
- Letter of Suitability for Ministry from sending arch/diocese
- Completed Diocese of Tucson Permanent Deacon Personnel Record Form
- Letter of petition from the deacon for faculties and assignment [including estimate of time he expects to remain in the Tucson Diocese]

For Stays of more than 30 Days Duration

- Contact Vicar for Deacons
- Letter of Suitability for Ministry (for seasonal visitors, repeated at each time of arrival) with documentation of ordination/incardination in sending arch/diocese
- Completed Diocese of Tucson Permanent Deacon Personnel Record Form
- Letter of petition from the deacon for faculties and assignment [including estimated time he expects to remain in the Tucson Diocese]
- Criminal history check and Safe Environment Program education in accordance with Diocese of Tucson Office of Child, Adolescent and Adult Protection
- Formal ministry agreement with his new pastor / ecclesial sponsor [using Diocese of Tucson template]

Diocese of Tucson
Permanent Deacon Personnel Record

Personal Record of Rev. Mr. _____
Name in full - (first MI Last) – Please Print

Personal Information

SSS # _____
Address in the Diocese of Tucson: _____

Home Phone: _____ Cell phone: _____ Work Phone _____

Email Address: _____

DOB: _____ City & State of Birth: _____

Father's Name: _____

Mother's (Maiden Name): _____

Present citizenship: _____

If Naturalized, Place & Date: _____

Date & Place of Baptism: _____
Date Name of Church & City

Ordination Date & Diocese: _____
Date Diocese

Date Incardinated in the Diocese of Tucson: _____

If Incardinated in another Diocese:

Date of arrival in DOT _____ Anticipated length of stay _____
(Months or Permanent)

Date Faculties formally awarded: _____

Marriage and Family

Married : Yes No If previously married, date of annulment: _____
Diocese: _____ Case #: _____

Wife's name: _____ DOB: _____

Place of Marriage: _____
Church City & State

Languages: _____

List of Assignments since Ordination:

City/State	Parish	Main Assignment	Inclusive dates

Signature _____

_____ Date

Diocese of Tucson Deacon Ministry Agreement

I, Deacon _____, a member of _____
Parish and an ordained Deacon in service to the Bishop of the Diocese of Tucson, do hereby
enter into a Ministry Agreement with the pastor and people of this parish community.

My ministry shall be accountable to Almighty God, the Bishop of Tucson, the pastor and people
of the parish community.

In keeping with the priorities of family, job and ministry, and in discernment with the pastor, I
hereby commit the gifts God has given me in the following ministry areas:

Ministry of the Word

(This area is for how you will participate in the ministry of the word in your parish.)

Ministry of Liturgy

(this is the area for how you will participate in liturgy.)

Ministry of Charity

(this is the area for how you will participate in charity.)

Diocese of Tucson Deacon Ministry Agreement

As an ordained Deacon appointed by the Bishop to serve in this parish, I commit myself to work as part of a parish team which will include the Pastor, any Associate Pastor/s, other deacons Parish Pastoral Team, Parish Council and other parish committees. Together as a team, we will share mutual concern for the needs of the people of this parish community as we support one another in ministry.

In response to the ministry, the parish community, in consideration of parish resources, shall provide ministry support in the following areas:

- Provide adequate work space to conduct a ministry as needed.
- Provide funding for attendance at one retreat per year (accompanied by wife) and ongoing education workshops and seminars, as mandated by the Bishop, for all the ordained in the Diocese.
- Provide funding for ministry resources deemed necessary as aids for teaching, ministering, updating and growth in the ministry.
- Any additional funding or special needs will be addressed with the Pastor as the situation arises.

I hereby enter into this ministry agreement on _____ (date). The ministry agreement will remain active until the annual performance review time with the pastor after which any appropriate additions/deletions will be made.

This ministry agreement may be changed or modified by mutual consent as personal or pastoral situations arise.

Deacon

Date

Wife

Date

Pastor

Date

Retain the original document and provide a copy for your Pastor. Submit a copy to by June 1, 2012 to:

Deacon Ken Moreland, Vicar for Deacons,

Diocese of Tucson

PO Box 31

Tucson AZ 85702-0031

or kenm@diocesetucson.org