

Letter of Agreement
Sample

For

Deacon _____

Date _____

The Rt. Rev. Dabney T. Smith, Bishop of the Diocese of Southwest Florida, agree that the exercise of the diaconate by _____ shall be subject to the terms set forth in the Customary for the Diaconate in as reviewed by the Commission on Ministry and Standing Committee, and as amplified by the additional provisions of the Letter of Agreement.

I. Deployment:

- a. The Bishop assigns the Reverend _____, Deacon, to serve in _____ Church, _____, Florida, where he/she shall function as a part-time, non-stipendiary deacon. This assignment is to be reviewed annually by the Rector and Bishop, and a new agreement signed when necessary.
- b. Deacon _____ shall serve with the Rev. _____, Rector of _____, (hereafter referred to as presbyter) who will act as immediate supervisor.

II. Ministry Guidelines:

- a. All parties to this agreement understand that the Deacon's secular employment takes precedence over community involvement and church activities.
- b. The deacon generally expects to serve the church a maximum of 10 hours per week, with an overall goal of a maximum of 30 hours per month.
- c. The deacon should receive financial assistance for the cost of Continuing Education, the Annual Deacon's Conference and travel required for fulfillment of diaconal responsibilities.
- d. The deacon should have access to a Discretionary Fund, established by the Parish for such purposes.

III. The Deacon shall serve in the world as follows:

- a. Encourage the Church's participation in all opportunities for ministry in the world, especially in this country.

- b. Make Christ and his redemptive love known, by word and example to the people of the world through:
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- IV. The Deacon shall serve the congregation through pastoral ministry, particularly to: _____
- V. The Deacon shall serve liturgically as follows:
- a. Perform the full and proper liturgical role of a deacon at Eucharist on Sunday, and at the liturgies of Christmas, Ash Wednesday, Maundy Thursday, Good Friday, the Easter Vigil, and other congregational worship services as requested by the Rector.
- b. Assist at other liturgies, such as baptisms, weddings, and funerals, and in the inter-parochial or diocesan liturgies when called upon to do so by the Rector or the Bishop.
- c. Compose and preach liturgical homilies, with the understanding that the presbyter is the ordinary preacher of the parish. In services of Morning or Evening Prayer and Compline conducted by the deacon, the deacon is the ordinary preacher.
- VI. The Deacon shall take the following periods of leave:
- a. One calendar month vacation each year, or 4 weeks.
- b. Time as needed for development of diaconal ministry.
- c. Sick leave and personal days as required.
- d. Such other leave as is required to develop and maintain self-support outside the Church, with adequate advance notice.
- e. Three month sabbatical of rest and refreshment, outside the present diaconal assignment, every 5 to 7 years with the Bishop's approval.
- VII. If problems arise which affect the welfare and unity of the parish, the deacon shall consult with the Presbyter and shall follow his/her counsel and advice. In case of a disagreement, the deacon, with the knowledge of the Presbyter, shall inform the bishop in writing, with copy to the presbyter and the Archdeacon. The bishop shall accept the responsibility for resolution. The quality of the priest's supervision and the adequacy of inter personal communication shall be considered in working towards resolution.
- VIII. Annual Report
The Deacon shall submit to the Bishop an annual report of all ministry and

continuing education performed in the previous year with a copy to the supervising priest, who shall provide an evaluation of the Deacon's contributions to the life of the congregation. The major emphasis of this report shall not be liturgical, but shall be the development of lay ministries in the world under the leadership of the Deacon.

- IX. This Agreement terminates:
- a. At the discretion of the Bishop and/or Presbyter
 - b. If and when the Deacon moves to another community, which would require over A 45 mile drive in one direction on a regular basis to perform assigned duties.
 - c. When the supervising Presbyter resigns from the parish.
 - d. After _____ years; after evaluation, then may be renewed after any necessary changes.
 - e. If Deacon is reassigned to a new parish. A new agreement should be in place after ninety (90) days.
 - f. At age 72, following the guidelines of the Customary for Deacons.
- X. In order for the Deacon to function at this parish, the written consent of the Presbyter is required to this Agreement.

Date: _____

Deacon: _____

Bishop: _____

On behalf of _____ Church

_____, Florida

Senior Warden

I consent to the above agreement.

Presbyter