

Name of Deacon: _____

Diocese of Austin
PASTOR/DEACON MINISTRY AGREEMENT

The purpose of this agreement is to help the pastor and deacon understand the ministry responsibilities of the deacon. Generally, a deacon is most effectively utilized to facilitate and enable lay ministry. The needs of the parish, and not personal preferences, should be the determining factors. **The Pastor/Deacon Ministry Agreement is to be signed each year and submitted to the Office of Diaconal Ministry by March 31st of each year.**

Describe in reasonable detail the expectations of the deacon in applicable functions or ministries. Add additional sheets if necessary.

Possible Pastoral Functions (Specify expectations)

A. Religious Education

1. Adult Education

2. RCIA

3. High School

4. Other Pastoral Functions

B. Sacramental Preparation

1. Baptismal Instruction

2. Marriage Instruction

3. Other Sacramental Preparations

C. Tribunal Work

1. Annulment Preparation

2. Advocate for Tribunal

D. Other Pastoral Functions

Name of Deacon: _____

Possible Liturgical Ministry

- A. Assist at the altar during Mass? Yes No Specify.
- B. Preach? Yes No Specify.
- C. Conduct Communion Service outside of Mass? Yes No Specify.
- D. Baptize? Yes No Specify.
- E. Witness Marriages? Yes No Specify.
- F. Preside at Benediction and Exposition? Yes No Specify.
- G. Preside at funerals? (Rosary, vigil, commendation, graveside) Yes No Specify.
- H. Other Liturgical Ministries:

Possible Service Ministry (Specify expectations)

- A. Ministry to the poor
- B. Ministry to the aged and infirm
- C. Ministry to jails and/or prisons
- D. Ministry to the homeless
- E. Visiting hospitals and/or nursing homes, hospice, shut-ins
- F. Youth Ministry
- G. Campus Ministry
- H. Ecumenical/Interreligious Ministry

Name of Deacon: _____

I. Other Service Ministry

F. Is there an unmet ministerial need in the community? If so, will the deacon assist in addressing the need?

Other Activities (Specify expectations) (*Note: It is not appropriate for a deacon to serve as an elected, voting member of parish bodies. With the permission of the Pastor, he may attend council and board meetings in a non-voting capacity.*)

A. Attend Parish Council and Board Meetings

B. Work with parish organizations

C. Other activities

Expenses. Diocesan Policy provides that the Parish will reimburse deacon for out-of-pocket expenses. The Parish should be willing to pay for an annual retreat and the annual continuing education for the deacon and is urged to pay for the deacon's wife for both functions.

Will parish pay for deacon's annual retreat and deacon's continuing education? Yes No
Wife's? Yes No

How will deacon or the deacon's wife be reimbursed for expenses?

Signature of Pastor Date

Parish

Signature of Deacon Date

Signature of Wife Date

Approved by Director of Diaconal Ministry Date

Return to Office of Diaconal Ministry, 6225 U.S. Highway 290 E, Austin, TX 78723 or by e-mail to ron-walker@austindiocese.org by March 15.