

**APPENDIX B**  
**SAMPLE LETTERS**  
**LETTER 1**

**Letter from Deacon to New Bishop  
of Diocese to Which He is Moving**

Most Reverend Chanute Vicarius  
Bishop of Newminster

Your Excellency:

I am a deacon of the Diocese of Stockton in good standing. By reason of employment (or for reasons of health and on the recommendation of my doctor) I shall be relocating into your diocese after the beginning of September.

Following my arrival in the Diocese of Newminster, I shall call your office to request an appointment to call on you or your designated representative. I have requested of my bishop that a letter of introduction to be sent to you.

Sincerely yours,

Deacon Stephen Diaconos

cc: Vicar for Deacons  
Diocesan Director of Diaconate

**APPENDIX B**  
**SAMPLE LETTERS**  
**LETTER 2**

Most Reverend Christian Romanum  
Bishop of Stockton

Your Excellency:

By reason of transfer of employment (or reason of condition of health and recommendation of change in climate by doctor) it is my intention to leave the Diocese of Stockton and resettle in the Diocese of Newminster, effective the first day of September.

It is requested that a letter be sent to the Bishop of Newminster providing information of this move with appropriate letters of recommendation and evaluation.

Sincerely yours,

Deacon Stephen Diaconos

cc: Bishop's Liaison to Diaconate

**APPENDIX B**  
**SAMPLE LETTER 3**

**Letter of Recommendation and Evaluation  
From Deacon's Ordinary to Receiving Bishop**

Most Reverend Chanute Vicarius  
Bishop of Newminster

Your Excellency:

Deacon Stephen Diaconos, a deacon in good standing in this diocese, by reason of transfer in employment (or for reasons of health and on the recommendation of his doctor) will be relocating into your diocese after the beginning of September.

Enclosed is a resume' of Deacon Diaconos's personal history, a written record of his academic, spiritual and pastoral formation, and an evaluation of his ministry.

It is requested that favorable consideration be given to providing Deacon Diaconos with a suitable ministerial assignment.

Your assistance in this matter is deeply appreciated.

Sincerely yours,

Christian Romanus  
Bishop of Stockton

**APPENDIX B**  
**SAMPLE LETTER 4**

**Letter From Receiving Bishop to Deacon  
Informing of Temporary Assignment**

Deacon Stephen Diaconos  
Stockton

Dear Deacon Diaconos,

In accordance with the request of the Bishop of Oldminister, your own expressed desire for a ministerial assignment, following a review of your resume' and appropriate consultation, in response to ministerial needs you are hereby assigned on a temporary basis to the Pastoral Care Team at St. Mary's Hospital and as pastoral minister in Saint Paul Parish, Rocky Hills, of which the Reverend George Smiley is Pastor, effectively immediately.

You are accorded the following faculties of the Diocese of Stockton: (here listed)

These faculties are valid until withdrawn.

Father Smiley will also serve as your supervisor and he will conduct evaluations of your ministry at six month intervals.

Sincerely yours,

Chanute Vicarius  
Bishop of Stockton

**APPENDIX B**  
**SAMPLE LETTER 5**

**Deacon's Letter to His Diocesan Bishop**  
**Stating His Intention to Seek Incardination Elsewhere**

Most Reverend Christian Romanum  
Bishop of Oldminster

Your Excellency:

I have been resident in the Diocese of Stockton for \_\_\_\_\_ years. It appears that I shall be living here indefinitely. During this time I have been given faculties to minister in the Diocese of Stockton.

After prayerful reflection, it is my intention, God willing, to seek incardination in the Diocese of Stockton and excardination from the Diocese of Oldminster.

Sincerely yours,

Deacon Stephen Diaconos

cc: Vicar for Deacons  
Diocesan Director of the Diaconate

**APPENDIX B**  
**SAMPLE LETTER 6**

**Letter From Deacon to Receiving  
Bishop Requesting Incardination**

Most Reverend Chanute Vicarius  
Bishop of Stockton

Your Excellency:

Having served the Diocese of Stockton \_\_\_\_\_ years with favorable evaluations of my ministry, because of the pastoral needs of the Diocese, my own interest and pastoral formation, I desire to continue to provide pastoral ministry.

I have therefore requested excardination from my diocese of incardination, Diocese of Oldminster, and the bishop has indicated his willingness to grant this. I now hereby request incardination in the Diocese of Stockton and declare that I wish to be dedicated to the service of the Diocese of Stockton in accord with the norm of law.

Sincerely yours,

Deacon Stephen Disconos

**APPENDIX B**  
**SAMPLE LETTER 7**

**Letter of Incardinating Bishop to Deacon**

Deacon Stephen Diaconos  
Stockton

Dear Deacon Diaconos,

After consulting with the personnel board of this diocese, I am pleased to inform you that I am willing to incardinate you in the Diocese of Stockton. Please write to the Bishop of the Diocese of Oldminster requesting a letter of excardination.

After I have received a letter from the Bishop of Oldminster, I will issue a formal incardination into this diocese.

Asking God's continued blessings upon your ministry among us, I am

Sincerely yours in Christ,

Chanute Vicarius  
Bishop of Stockton

**APPENDIX B**  
**SAMPLE LETTER 8**

**Letter From Deacon Requesting Incardination**

Most Reverend Christian Romanum  
Bishop of Oldminster

Your Excellency,

Because of the pastoral needs of the Diocese of Stockton and because of my own interest and pastoral formation, I desire to continue to provide pastoral ministry in the Diocese of Stockton.

My relocation to the Diocese of Stockton was occasioned by reason of employment. What appeared to have been a temporary arrangement I have now been assured by my employers will be on a more stable basis. The prospect of long-term residence is now assured and the Bishop of Stockton has expressed a willingness to incardinate me.

In light of the above, I am therefore requesting excardination from the Diocese of Oldminster in order that I might incardinate in the Diocese of Stockton.

Sincerely yours,

Deacon Stephen Diaconos



**APPENDIX B**  
**SAMPLE LETTER 9**

**Letter of Excardinating Bishop to Deacon**

Deacon Stephen Diaconos  
Newminster

Dear Deacon Diaconos,

In response to your letter requesting excardination, I am writing to grant you excardination from the Diocese of Stockton. This letter does not take effect until you receive a letter from a bishop who will incardinate you. It is my understanding that the Bishop of Newminster has expressed a willingness to incardinate you. If there should be any changes in your plans, please notify me.

With my prayers and best wishes for your continued ministry, I remain

Sincerely yours in Christ,

Christian Romanum  
Bishop of Stockton

**APPENDIX B**  
**SAMPLE LETTER 10**

**Notification of Incardination to  
Diocese of Excardination**

Most Reverend Christian Romanum  
Bishop of Oldminster

Your Excellency:

I am writing to confirm that I have consented to the incardination of Deacon Stephen Diaconos, and have issued today the necessary letters for this purpose. Enclosed is a copy.

Your assistance in this matter has been deeply appreciated.

Sincerely yours in Christ,

Chanute Vicarius  
Bishop of Stockton

Enclosure

## APPENDIX C

### **Pagella of Faculties Granted to Deacons by the Bishop of Stockton**

In virtue of their ordination to the Order of Deacons, deacons exercise ministry according to the norm of universal and particular law. The Code of Canon Law provides the following ministry for deacons:

#### **I. Teaching Office**

1. The deacon may preach the homily at any liturgical service at which he presides. Unless restricted by a competent ordinary, he is permitted to preach the homily at the celebration of the Eucharist in any church, oratory, or chapel in the Diocese of Stockton with at least the presumed consent of the rector of the church (canon 764), or the permission of the superior, in the case of preaching to religious in their churches or oratories (canon 765).

#### **II. Sanctifying Office**

1. The deacon may participate in the celebration of divine worship (including the Eucharist and ecclesiastical funeral rites) in accord with the norm of law (canon 835, §3).
2. The deacon is an ordinary minister of the sacrament of baptism (canon 861), with due regard for the prescriptions of canon 530, 1°, which gives precedence to the right of the pastor to baptize his own subjects.
3. The deacon is an ordinary minister of communion (canon 910).
4. The deacon is a minister of exposition of the Most Holy Sacrament and the Eucharistic benediction (canon 943).
5. In danger of death, and only in those cases where the local ordinary cannot be reached, the deacon who assists at marriage can dispense his own subjects and those actually present in his territory from the form of marriage as well as each and every public or occult impediment of ecclesiastical law, except the impediment arising from the sacred order of the presbyterate (c. 1079, §2).
6. The deacon may administer sacramentals in accord with the norms of the liturgical books (canon 1168) and impart only those blessings which are expressly permitted to him by liturgical law (canon 1169, §3).

#### **III. Specific Faculties granted by the Diocesan Bishop**

In addition to the rights and privileges granted to deacons by reason of the universal law of the Church, the following faculties are granted to deacons serving in the Diocese of Stockton.

**1. The faculty is granted to deacons to assist at marriages within the boundaries of the parish to which they are assigned.**

Canon 1111, §1 says that the local ordinary and the pastor, as long as they validly hold office, can delegate priests and deacons the faculty, even in a general fashion, to assist at marriages within the confines of their territory. Canon 1111, §2 requires that general delegation be in writing. This faculty gives such written general delegation to deacons; the faculty is valid within the confines of the parish to which they are assigned. In light of canon 137, §3 the delegated deacon can subdelegate this faculty in individual instances.

Deacons are reminded that when they officiate at marriages outside their assigned parishes, they must (for validity) receive delegation from the local ordinary, pastor, delegated parochial vicar, or delegated deacon.

**2. The faculty is granted to deacons with delegation to assist at marriages to dispense from the canonical form for marriage and from all the impediments to marriage which may be dispensed by the local ordinary, when everything has been prepared for the marriage and when the marriage cannot be delayed without the probable danger of grave harm until the dispensation can be obtained from the competent authority. After the use of this faculty, a notification is to be made to the Tribunal of the Diocese.**

Canon 1080, §1 says that whenever an impediment is discovered after everything is prepared for the wedding and the marriage cannot be delayed without the probable danger of grave harm until a dispensation is obtained from the competent authority, the local ordinary may dispense from all impediments of ecclesiastical origin except the impediment arising from sacred orders and the impediment coming from a public perpetual vow of chastity in a religious institute of pontifical right. Moreover, in occult cases, these same ecclesiastical impediments may be dispensed by a minister as defined in canon 1079, §§ 2 and 3.

This faculty gives to those able to assist at marriages the ability to dispense from the canonical form of marriage and from all ecclesiastical impediments which may be dispensed by the local ordinary, when everything is prepared for the wedding and when the marriage cannot be delayed without probable danger of grave harm until the dispensation can be obtained from the competent authority. It is an extension of the instances mentioned in canon 1080, §1 inasmuch as it permits a dispensation from canonical form and a dispensation from non-occult ecclesiastical law impediments from which the local ordinary can dispense.

**3. The faculty is granted to deacons assigned to a parish, to allow ecclesiastical funeral rites for an unbaptized child, if the parents had intended to have the child baptized.**

Canon 1183, §2 states that the local ordinary may allow church funeral rites to be celebrated for children whose parents had intended to have them baptized but who died before baptism. This faculty gives the ability to permit such funerals to deacons. The pastor and the parochial vicar also have this faculty.

4. **The faculty is granted to deacons assigned to a parish to allow ecclesiastical funeral rites for a baptized person belonging to a non-Catholic church or ecclesial community, provided this is not clearly contrary to the wishes of the deceased and provided a minister of the faith of the deceased is not available.**

Canon 1183, §3 says that, in accordance with the prudent judgment of the local ordinary and provided the deceased's own minister is unavailable, a baptized person belonging to a non-Catholic church or ecclesial community may be given church funeral rites, unless it is clear that such is against his or her wishes. This faculty gives the ability to allow such funerals to deacons assigned to a parish, who must first make a prudent judgment concerning the matter. The pastor and the parochial vicar also have this faculty.

5. **The faculty is given to deacons to dispense, in individual cases and for a just reason, from the Eucharistic fast.**

Canon 919, §1 requires that anyone receiving the Eucharist fast for at least one hour before Holy Communion from all food and drink, except water and medicine. This faculty allows and deacons to dispense from this Eucharistic fast, in individual cases and for a just reason.

6. **The faculty is granted to deacons assigned to a parish to dispense from private vows made by a person belonging to the parish to which they are assigned and also by a visitor within the territory of the parish. This dispensation may be granted only if no injury is done to the acquired rights of others.**

Canon 1196, 1° gives to the local ordinary and the pastor the ability to dispense their own subjects and visitors from private vows, provided no injury is done to the acquired rights of others. Canon 1196, 3° indicates that the Apostolic See and the local ordinary may delegate the faculty of dispensing to others. This faculty grants this delegation.

7. **The faculty is granted to deacons assigned to a parish to commute to a lesser good what has been promised by a private vow made by a person belonging to the parish to which they are assigned and also by a visitor within the territory of the parish.**

Canon 1197 says that what has been promised by a private vow can be commuted into something better or equally good by the person who made the vow. It can be commuted into something less good by the one who has the authority to dispense in virtue of canon 1196. This faculty is the logical sequel to the preceding one, which gives deacons assigned to a parish the ability to dispense from private vows.

8. **The faculty is granted to deacons assigned to a parish to suspend, dispense or commute a promissory oath. This faculty may not be exercised if the dispensation from the oath would tend to prejudice those who refuse to remit its obligation.**

Canon 1203 provides that those who can suspend, dispense or commute a vow have, in the same manner, the same power over a promissory oath. However, if the dispensation from the oath would tend to prejudice others who refuse to remit the obligation of the oath, only the Apostolic See can dispense the oath. According to canons 1196 and 1197, the local ordinary and the pastor have the ability to dispense from private vows and to commute what has been promised by a private vow to a lesser good. In view of canon 1203, the local ordinary and the pastor can also dispense from promissory oaths.

---

Bishop of Stockton

---

Chancellor

Given at the Chancery of the Diocese of Stockton  
this 5<sup>th</sup> day of December, 1998.

## APPENDIX D – DEACON’S CONTINUING EDUCATION REPORT

Name: \_\_\_\_\_

Please complete this annual form and e-mail or mail by **February 1, 2020** to: [pianni@stocktondiocese.org](mailto:pianni@stocktondiocese.org)

**Diocese of Stockton – Diaconate Office**  
**Attention: Patti Ianni**  
**212 N. San Joaquin Street**  
**Stockton, CA 95202**

---

A. Retreat(s) attended last year – date, location and duration:

- 1).
- 2).
- 3).

B. Day(s) of Reflection and other spiritual programs, including local parish educational programs.

- 1).
- 2).
- 3).

C. Spiritual Direction (frequency of meetings)

- 1).
- 2).
- 3).

D. Directed Reading, video or audio study programs.

| Name of book/video | Description of its value for you | Length |
|--------------------|----------------------------------|--------|
|--------------------|----------------------------------|--------|

---

| Name of book/video | Description of its value for you | Length |
|--------------------|----------------------------------|--------|
|--------------------|----------------------------------|--------|

---

| Name of book/video | Description of its value for you | Length |
|--------------------|----------------------------------|--------|
|--------------------|----------------------------------|--------|

---

E. List the workshops, diocesan educational sessions for deacons, etc., you have attended this past year.

- 1).
- 2).
- 3).

---

Signature of Deacon

---

Date

## APPENDIX E— DIACONAL MISSION STATEMENT

Deacon: \_\_\_\_\_ Parish: \_\_\_\_\_

The appointment of the Permanent Deacon is a direct appointment by the Bishop. The deacon has a threefold ministry, and this form sets forth the specific service expected of him in the parish community, under the direction and guidance of the pastor. It also clarifies the parish responsibility for the remuneration of expenses incurred by the ministry of the deacon.

---

**A. MINISTRY OF SERVICE** Appx. Hours per Week

Main Ministry: \_\_\_\_\_

Other Ministry: \_\_\_\_\_

**B. MINISTRY OF WORD**

Preaching: \_\_\_\_\_

Teaching: \_\_\_\_\_

Other: \_\_\_\_\_

**C. LITURGICAL MINISTRY**

Sunday Liturgy: \_\_\_\_\_

Other Liturgical Roles: \_\_\_\_\_

Roles Requested by Pastor: \_\_\_\_\_

\_\_\_\_\_

**D. AREAS OF NEEDED COOPERATION** (i.e., regular meetings with pastor, staff meetings, parish council, etc.)

\_\_\_\_\_

**E. PARISH'S RESPONSIBILITIES**

a). Expenses for ministry (i.e., needed supplies for a class, homiletic aids, reimbursement for travel at current rate):

Please specify: \_\_\_\_\_



- b). Other expenses approved by pastor: \_\_\_\_\_
- c). Annual Retreat for Deacon and Wife
- d). Ongoing education expenses – the same as allotted to priests in the diocese
- e). Deacon will retain stipends for personal diaconal ministry in accordance with diocesan/parish policies; i.e., weddings, funerals, graveside services.

The parish will provide the actual costs for the above expenses or the following agreed amounts:

---



---



---



---

The areas covered by this agreement have been discussed by the parties concerned and they have reached an understanding of the roles and responsibilities. This agreement will be reviewed annually and revised as needed.

**Signatures below:**

**Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deacon:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deacon's Wife:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please scan/e-mail to: Patti Ianni, [pianni@stocktondiocese.org](mailto:pianni@stocktondiocese.org)  
 or mail to: Diocese of Stockton  
 Att'n: Patti Ianni – Clergy Services  
 212 N. San Joaquin Street  
 Stockton, CA 95202

APPENDIX F

**Diocese of Stockton: Funeral Guidelines**

**Please type or print**

Deacon name \_\_\_\_\_

Wife \_\_\_\_\_ Phone \_\_\_\_\_

Children \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**Special Funeral Instructions**

Parish for service \_\_\_\_\_

**Funeral Mass**

Celebrant \_\_\_\_\_ or \_\_\_\_\_

Deacon of the Altar \_\_\_\_\_

Deacon of the Word \_\_\_\_\_

Alternate \_\_\_\_\_

Homilist \_\_\_\_\_

First Scripture Selection \_\_\_\_\_ Second Scripture Selection \_\_\_\_\_

Gospel Selection \_\_\_\_\_

Special Requests

**Vigil Service**

Deacon of the Altar \_\_\_\_\_

Deacon of the Word \_\_\_\_\_

First Scripture Selection \_\_\_\_\_ Gospel Selection \_\_\_\_\_

Homilist \_\_\_\_\_ or \_\_\_\_\_

Pall Bearers (if requesting deacons)

\_\_\_\_\_

\_\_\_\_\_

Special Requests

Burial to take place at \_\_\_\_\_

This information requested of all deacons will make it easier for us to carry out your wishes in case of an emergency. You may make changes at any time by sending updated information. It is suggested that copies be made for your family, pastor and other persons who should be informed as to your funeral instructions.

**Please send this completed form to the Diaconate Office, 1105 N Lincoln St., Stockton, CA, 95203.**

**Deacon signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Spouse signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Appendix G

### CODE OF ETHICS for Deacons of the Diocese of Stockton \*

Diaconal service is rooted in the Baptism of all Christians, in the particular gifts of Confirmation and the life in the Spirit, and in Eucharist. It is directed toward the building up of God's kingdom on earth. It recognizes that all persons are children of God who must be served with justice, mercy and charity. It honors and supports the call which all men and women have to holiness and service.

1. We will respect the dignity of all persons.
2. We will respect the diversity of the human community and will model inclusivity at every level.
3. We will conduct ourselves so that our interpersonal relationships are free from sexual harassment or sexual misconduct.
4. We will promote conditions that prevent and /or eliminate discrimination against any person or group.
5. We will promote a public awareness of the need for Gospel values in family, community and civic life.
6. We will remain mindful that we should reflect always the presence of God in our lives and the greater glory of God at work in the world.

In diaconal ordination we are called to be conformed to Jesus who came to serve and not be served and to give his life as a ransom for the multitude.

1. We will honor the ministerial gifts of others.
2. We will earnestly seek out ministries and life styles that are consistent with the social teachings of the Catholic community: the life and dignity of the human person; the call to family, community and access to participate in society; human rights and duties; an option for the poor and vulnerable; the rights of workers; solidarity with human family, and care for God's creation.
3. We will diligently work for Christian unity and find common ground with other faith communities. We will avoid both proselytizing and the glossing over of genuine differences.
4. We will take our ministries of Word and Sacrament seriously with prayerful reflection and dignity.

Ministry is public in nature and serves the Church as well as individuals and communities within the Church. We serve neither in isolation nor in anonymity. Therefore, we must have the ability to see our specific ministerial activities within the context of the universal mission of the Church.

1. We will exercise our ministries only upon the proper endorsement and at the request of appropriate Church authorities.
2. We will participate in collaborative ministry, keeping in mind the entire Church community. We will treat coworkers with respect, courtesy, fairness and in good faith.
3. We will be mindful that whatever we are doing or saying, we are always deacons of the Church.
4. We will not exploit our ministry and its relationships for personal gain or advantage.
5. We will void relationships in our ministry or our commitments that conflict with the interests of the people we serve.
6. We will obtain the consent of people before taping or recording services or activities; and explicit permission to use in preaching, teaching or other ministry any knowledge of individuals whom we have come to know as part of our ministry.
7. We will refrain from gossip that is false degrading, defaming, invasive or harmful to another person's reputation. We recognize that such activity, even in minor matters trivializes the unique lives of those we are called to serve and compromises trust in us.
8. We will not remain silent when there is evidence of abuse of children, the elderly or the disabled.

Public ministry includes a responsibility to maintain high standards of professional competence. We are expected to keep up to date and know what is expected of us by professional associations. We understand that membership in associations appropriate to our ministry is encouraged.

1. We consider plagiarism and falsification of documentation as serious matter. We will claim as our own work only what comes from us. We will clearly identify the sources and the work of others when we use it as references.
2. We will honor and keep shared confidences and respect the privacy of others.
3. We will respect the professional qualifications, views and findings of colleagues. When we disagree with their views and findings we will use appropriate, fair and open channels to express our judgments.
4. We will act against unethical conduct in an appropriate and fair manner.

Genuine diaconal ministry engages us as a whole person on many levels. It touches us as spiritual, intellectual, physical, personal and social beings. On-going conversion and growth, at all levels, and in all fields is needed for authentic responsible service. We acknowledge that we are encouraged to participate in retreats, workshops, seminars and other worthwhile activities. We acknowledge that we have a responsibility to take care of and nurture our bodies and souls.

1. We will promote respect for honesty and competency in each of the areas of service.
2. To the degree of our level responsibilities as leaders and workers in our faith communities, we will keep current with what is happening in our field. This includes theology, scripture, liturgy, education, and the social sciences.
3. We acknowledge that we are not expected to be experts or have an opinion on every field of ministry or Church service. We have an obligation to admit to what we do not know and to what we are not comfortable or competent to do.
4. We will also take time to rest, pray and recreate.

\* Adapted from the Code of Ethic of the School of Ministry of the Diocese of Stockton