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/incardinination 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