

**DEACON ASSOCIATE~~S~~**

**Description, Procedures, Guidelines and Agreement**

**Description**

A Deacon Associate is deacon who has reached the retirement age of 72, and desires to continue to serve in an assignment with a congregation.

A deacon’s roles are:

* To be a symbol of Christ’s commitment to heal suffering and challenge injustice, and
* To lead the Church to carry out Christ’s commitment in the world.

The Bishop may assign a retired deacon to perform those roles as a Deacon Associate in a specific congregation for a period of one year or less. *Guidelines for a Deacon Associate Assigned in a Congregation* (p. 2) apply. Specific duties and expectations of the deacon and the congregation (Terms of Agreement p. 3) are negotiated and proposed by the deacon and the priest for the approval of the Bishop.

**Procedures**

1. The Bishop gives the deacon approval to explore assignment as a Deacon Associate in a congregation.
2. Deacon and priest discuss and propose the deacon’s assignment as Deacon Associate.
   1. Deacon and priest accept the Guidelines for a Deacon Assigned to a Congregation.
   2. Deacon and priest indicate the proposed Terms of Agreement and submit this to the Archdeacon for Deployment ([archdeacon@episcopalmaryland.org](mailto:archdeacon@episcopalmaryland.org) ).
3. The Bishop will review and possibly revise. If the Bishop, priest and deacon are in agreement, the Bishop will grant approval.
4. One month before the end of the assignment period, the deacon and priest may repeat this process to propose re-assignment.
5. The congregation is requested to contribute to the Diocesan Deacon Program according to the chart below.

|  |  |
| --- | --- |
| **Congregation’s Annual Budget** | **Suggested Contribution to**  **Deacon Program** |
| $60,000 or less | $250.00 |
| $61,000-120,000 | $500.00 |
| $121,000-200,000 | $750.00 |
| $200,000 and over | $1,000.00 |
| This payment is due each September at the commencement of the Letter of Agreement. The payment is payable to the Diocese of Maryland with Deacon Program in the memo line and sent to the Bishop’s Office, Attn: Ms. Eve Wayne. | |

Questions may be directed to the Archdeacon for Deployment [archdeacon@episcopalmaryland.org](mailto:archdeacon@episcopalmaryland.org)



***Guidelines For A Deacon Associate Assigned To A Congregation***

1. Deacons serve directly under the authority of and are accountable to the Bishop. The Bishop appoints retired deacons to serve as Deacon Associates in congregations for a period no longer than 12 months. This appointment is renewable.
2. A deacon’s roles are:
   1. To be a symbol of Christ’s commitment to heal suffering and challenge injustice, and
   2. To lead the Church to carry out Christ’s commitment in the world.
3. The Deacon Associate will serve liturgically in accordance with the rubrics in the Book or Common Prayer.
4. The Bishop licenses the Deacon Associate to preach.
5. The Deacon Associate may, when the service of a priest cannot be obtained, distribute Holy Communion from the Reserved Sacrament as outlined in the Book of Common Prayer, page 408, and in the current ~~2020~~ Manual for the Diaconate.
6. If problems arise which affect the welfare and unity of the congregation, the Deacon Associate will bring them to the priest or senior warden and shall follow their counsel and advice. The Archdeacon may provide support for problem solving. If unresolved, the Bishop is the final arbiter.
7. One month before the end of the assignment period, the Deacon Associate and the priest may repeat the process to propose re-assignment.
8. Upon the departure of the priest, the Bishop may terminate the appointment. It may be terminated at any time by any party, subject to a 30-day notification to all parties and the final approval of the Bishop.
9. All questions and requests for clarification should be addressed to the Archdeacon for Deployment [archdeacon@episcopalmaryland.org](mailto:archdeacon@episcopalmaryland.org).

**The Episcopal Diocese of Maryland**

**Agreement for Deacon Associate Assignment to a Congregation**

Reverend Deacon\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Congregation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Terms of this Agreement:

* Dates of Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to August 31, 20xx
* # of Sundays/month deacon serves in the liturgy \_\_\_\_\_\_\_
* # of worship services per Sunday \_\_\_\_\_\_\_\_
* How often (approximately) will the deacon preach? \_\_\_\_\_\_\_\_\_
* Deacon’s non-liturgical duties in this parish placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Typically, how many hours/week will deacon serve the parish? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How will deacon lead the congregation to pursue ministry in the world?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Congregation will contribute $\_\_\_\_\_\_\_\_\_\_ to the diocesan deacon program (see chart on p. 1).
* Congregation will reimburse deacon for out-of-pocket expenses including mileage. Yes\_\_\_\_ No\_\_\_
* Congregation will cover \_\_\_\_\_% of deacon’s convention registration and lodging.
* Congregation will cover \_\_\_\_\_% of deacon’s clergy conference registration and lodging.
* Periods of deacon’s planned leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The deacon shall be allowed a sabbatical leave, normally three months, by arrangement with the bishop after five years of continuous service.
* Other agreed arrangements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We understand and accept the *Guidelines for a Deacon Associate Assigned to a Congregation*. We jointly submit this proposal on this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deacon print/type Name Priest Name

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Archdeacon, The Venerable Ruth Elder

The Bishop approves this proposal on this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Rt. Rev. Eugene Taylor Sutton

*RE+/JO+/+ETS 6-25-2022*