



EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

The Episcopal Church in Connecticut (ECCT)

Letter of Agreement between

Deacon's Name____ Deacon

And

Parish's Name__ (Parish/Mission/Organization)

Date Ministry is to begin: **Start Date**

The expectation is that the Deacon will serve for 3 -4 years in this ministry setting.

The Deacon will serve an average of ____ **hours** per (week/month) [suggestion: 7-9 hours]

The Deacon will serve ____ **Sundays** per month (Expectation: Deacon will be at his/her home parish once a month).

The Deacon will take part in the worship services as is fitting the liturgical role of the Deacon (Expectation: read the Gospel, bid the Confession, set the altar, and give the dismissal).

The Deacon will preach ____ **time(s) a month/quarter + as needed** (Suggestion: At least once a quarter).

The Deacon will have _____ vacation weeks (Expectation: 4 weeks).

The Deacon also empowers the following ministries:

- Outreach: Guide and support the laity's ministries in the local community
- Pastoral Ministry: Administration of the sacrament to homebound members of the congregation; Train EVs as necessary
- Christian Formation: Work with Sunday School and confirmands on mission in the community if the occasion arises
- Ministry in the World: Active in the local community, in the_____ Region, and in Ecumenical areas
- Diocesan Ministry:



- As called upon by the Bishops
- Involvement in the local region
- Connect with the Dean of the _____ Region

The Parish agrees to:

- Provide a monthly cash stipend of \$25 and make the required contribution (18%) to the Church Pension Fund.
- Reimburse the Deacon for necessary expenses related to his/her/their ministry (i.e. Diocesan convention).
- Reimburse the Deacon for up to the diocesan recommendation for clergy continuing education and to provide time away from the ministry for continuing education (full time for continuing education per Convention).
- Clergy Discretionary Funds: These funds are held in the parish and remain with the parish fund if and when the Deacon is reassigned. The Deacon can access these funds with the permission of the clergy person/warden in charge. The clergy/wardens may decide on another system and this arrangement needs to be approved by the vestry.

The supervisor of the Deacon is:

Name, Title [Rector, Priest-in-Charge, Warden]

The supervisor and Deacon will meet monthly for supervision and conversation about the development of diaconal ministry.

The Deacon and supervisor will give to the Bishop annually an evaluation of the way(s) in which the Deacon's ministry has connected church and world.

Agreed: Month_____Day_____Year_____



Deacon

Supervisor

Bishop