

Letter of Agreement Worksheet for Deacons
Episcopal Diocese of Chicago

This document sets forth the terms for the diaconal ministry of The Rev. _____ (Deacon)
and _____ Church in _____.

1. Deacon's Deployment: In consultation with the Deacon and the Rector/Vicar, the Bishop has assigned the Deacon to serve in the Episcopal Diocese of Chicago, and to serve specifically God's people at the aforementioned congregation. This agreement is effective beginning _____ . The Deacon shall also serve the Diocese in other ways, as the Bishop or her designee may request.
2. The Ministry of a Deacon: All parties affirm that deacons are called and ordained to animate members of the Body of Christ in serving those in need, especially the "poor, the sick, the weak and the lonely." Deacons interpret to the Church the needs, hopes and concerns of the world. This work – leading the People of God as they gather around prayer, scripture, and the Lord's table and then out into the world – provides the foundation of the liturgical role of deacons.
3. Service Within the Congregation: The Deacon will serve a maximum of ten (10) hours per week in the following ministries:
 - a. Serving as deacon at liturgies on Sunday, Christmas, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil and all other Principal Feasts observed by the congregation. The Deacon will proclaim the Gospel, prepare the altar, assist in administering communion and give the dismissal.
 - b. The Deacon shall serve at other events and services as agreed upon (such as adult/children's formation, pastoral care, preaching, attending vestry/bishop's committee or other meetings, etc.)
4. Periods of Leave: The Deacon, in consultation with the Rector/Vicar, shall have the following periods of leave:
 - a. Four (4) weeks (including Sundays) per year for vacation
 - b. Two (2) weeks (which may include Sundays) per year for professional development/continuing education.
 - c. Sick leave, parental leave or other leave as needed and negotiated with the Rector/Vicar.
5. Compensation: The Deacon will serve the congregation without compensation for their diaconal duties.
 - a. The congregation will reimburse the Deacon for mileage/tolls/travel for church related matters.
 - b. The congregation will provide \$300 annually for continuing education.
 - c. The congregation is expected to pay registration fees for the Deacon for Diocesan Convention, clergy conference and other diocesan events. This is in addition to the \$300 for continuing education.
6. Supervision: The Rector shall supervise the Deacon's ministry in the congregation. Matters of discipline are subject to the advice and consent of the Bishop, as well as the canons of the Diocese of Chicago and The Episcopal Church.

7. Annual Report and Ministry Review: The Deacon shall report annually in writing to the Rector and the Bishop. The annual report will be published in the Annual Report of the congregation and will be used as the basis for ministry reviews.
8. Term of Agreement and Modification: This agreement will be in force and effect for three (3) years and will be reviewed annually, except in the case of a Deacon over the age of 72, when this agreement will require annual review and authorization of the Bishop.

This agreement will expire automatically if the Rector resigns from the congregation. A new agreement with the vestry/bishop's committee may be signed in the interim and again when a new Rector/Vicar is called to the congregation. The agreement may be terminated at any time by the Deacon or Rector with the advice and consent of the Bishop, or her designee, , provided that written notice of intent to terminate is given to all parties.

This agreement may be amended at any time so long as all parties agree to such changes, and the amendment is signed by all parties and submitted to the Bishop.

Signatures

Deacon	Date
Rector/vicar	Date
Canon to the Ordinary	Date
Bishop	Date