

## **SAMPLE ARCHDEACON DUTIES**

1. Pray daily for deacons and their ministries.
2. Organize events for deacon community with Deacons' Council:
  - a. Deacons' Day with the Bishop
  - b. Fresh Start
  - c. Fall Retreat
  - d. Sacred Resistance Initiatives
  - e. Matters of encouragement and support
  - f. Other appropriate gatherings as they arise
3. Initiate/organize activities to raise awareness of the diaconate:
  - a. Organize outreach to the poor to raise up diaconal leadership
  - b. Oversee fundraising for diaconal education
  - c. Continue to develop the role of Deacons' Council and initiate awareness raising activities (e.g., fundraising, Sacred Resistance, etc.)
  - d. Preach/ speak as needed/requested
4. Attend all appropriate national meetings.
5. Provide an Archdeacon's Report to Convention as Bishop requests.
6. Consult with Bishop regarding diaconal placements, appointments, and changes.
7. Review deacons' Letters of Agreement.
8. Consult with deacons as needed regarding their ministry.
9. Consult with the Office of the Bishop on all matters of concern regarding deacons.
10. Provide oversight of the Diaconal Training Seminar.
11. Work with the Examining Chaplains to develop and review canonical exams, incorporating ongoing canonical changes as they affect the diaconate.
12. Be available for any committee work assigned by the Bishop.
13. Serve with the Bishop at any ecclesiastical function as requested.
14. Continue an ongoing interface with the COM and OTM.
15. Carry out any other duties as assigned by the Bishop.