

Episcopal Diocese of San Diego, 2017  
A LETTER OF AGREEMENT  
Between  
The Rector, Wardens and Vestry  
of  
[name of parish]  
And  
The Rev. [name], Deacon

The purpose of this Letter of Agreement is to outline the responsibilities and duties of Deacon [name] at the parish of [name of parish and location]. It is not meant to be all-inclusive, but the initial framework describing [his/her] ministry and [his/her] relationship with the [Rector/Vicar/Priest-in-Charge, Vestry and members of [name of parish]]. As such, it is expected that this document will be modified over time to better express this ministry as it blossoms into fruition and as it grows and changes into all God might have it be.

1. The Rt. Rev. James R. Mathes, Bishop of San Diego, has assigned Deacon [name] to the staff at [name of parish and location], with the consent and invitation of the Rev. [name], [Rector/Vicar/Priest-in-Charge] at [name of parish].
2. Under the direction of [name of priest], Deacon [name] will have the following ministry responsibilities: [The following are suggestions. You should list those to which you both specifically agree.]
  - a. Worship
    - To exercise diaconal role at all Sunday, weekday and special liturgies when available.
    - To be included regularly on the preaching Rota.
    - To oversee the Eucharistic Ministry and provide EM training when necessary.
  - b. Pastoral Care
    - To make calls on the sick and shut-in as necessary.
    - To oversee the Eucharistic Visitor Ministry and arrange for EV training when necessary.
  - c. Outreach
    - To oversee and assist in ministries of the parish that serve all people, particularly the poor, the weak, the sick, and the lonely.
  - d. Administration
    - To attend regular staff meetings, when possible.
    - To provide articles and announcements for newsletter, web site, e-blasts and bulletin as appropriate.
3. In addition to [his/her] ministry at [name of parish], Deacon [name], under the Bishop's direction, will perform other duties and services for the Diocese of San Diego. These duties may require [him/her] to be absent from [name of parish] from time to time.

4. It is understood that Deacon [name] has secular employment which provides a portion of his financial support and family obligations. A continuing dialog between [him/her] and the [rector/vicar/priest-in-charge] will be necessary to provide a balance in [his/her] schedule that will be mutually beneficial to [him/her] and the parish.
5. Deacon [name] position with the parish is non-stipendiary. [Name of parish] will reimburse all Deacon [name] church-related travel and incidental expenses including, but not limited to, attendance at Diocesan Convention, Clergy Conference, periodic gathering of Diocesan Deacons' Council, and the Triennial Conference of the Association of Episcopal Deacons (AED). From time to time the parish may provide [him/her] with Honoria for services rendered.
6. Deacon [name] will have [number] weeks' vacation per year, including five Sundays. The Deacon's scheduled workweek is [number] days. [He/She] is expected to preserve at least one continuous 24-hour period each week solely for personal use.
7. Deacon [name] will be expected to participate in at least one week of continuing education each year that will be funded by [name of parish].
8. Duties and responsibilities of Deacon [name] may be added, removed or modified provided [he/she] and the [rector/vicar/priest-in-charge]. Should the [rector/vicar/priest-in-charge] change, this agreement will remain in effect until re-negotiated.

That we may serve Christ together in one accord, we agree on the above description and we sign this Letter of Agreement.

The Rev. [name]

Deacon

The Rev. [name]

[Rector/Vicar/Priest-in-Charge]