

Letter of Agreement  
between  
----- (Congregation)  
The Episcopal Diocese of Chicago  
and  
(Name of Deacon)

This document sets forth the terms for the diaconal ministry of ----- (Deacon).

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 ----- effective ----- (Date). The Deacon shall also serve the Diocese in other ways, as the Bishop or his 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 of interpretation—of 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 for the liturgical role of deacons.
3. Service Within the Parish. The Deacon will serve a maximum of ten hours per week in the following ministries:
  - 1) Serving as deacon at the parish liturgies on Sundays, Christmas, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil and Principal Feasts observed by the parish. The Deacon will proclaim the Gospel, prepare the altar, assist in administering communion and give the Dismissal.
  - 2) Other services  
(Possible Examples: Assisting with Adult and Children's Formation, sharing in the pastoral care of the members of the parish, preaching at parish liturgies, attending Vestry, or committee meetings as appropriate.)
4. Leave. The Deacon, in consultation with the Rector, may take the following periods of leave from Diaconal responsibilities and functions:
  - Four weeks (including Sundays) per year for vacation;
  - Two weeks (may include Sundays) for professional or personal development;
  - Sick leave and such other leave as necessary, with prior approval of the Rector.
5. Compensation. The Deacon will serve at -----(Parish) without monetary compensation.  
Note: ~~Some~~ Parishes may provide a stipend for continuing education or mileage.
6. Supervision. The Rector shall supervise the Deacon's ministry at ----- (Parish).

Matters of discipline are subject to the advice and consent of the Bishop and the Canons of the Episcopal Diocese of Chicago and The Episcopal Church in the United States of America.

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 to the Parish 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 years and will be reviewed annually. (Note: If deacon is 72 or older, Bishop's authorization to continue in active service must be obtained annually.)

The agreement will expire automatically if the Rector resigns the Cure. A new agreement with Vestry may be signed in the interim and when the new Rector called to the parish. The agreement may be terminated at any time by the Deacon or Rector with the advice and consent of the Bishop or his designee, or by the Bishop, provided that written notice of a party's 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 made part of this agreement.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, (year)

\_\_\_\_\_

Deacon

\_\_\_\_\_

Rector

\_\_\_\_\_

Director of Ministries

\_\_\_\_\_

Bishop