

MINISTERIAL AGREEMENT

Archdiocese of Omaha

July 1, 20__

MINISTERIAL COVENANT for Deacon

The Ministerial Covenant is a morally binding agreement of shared ministry, articulated in dialogue between the deacon, spouse, pastor, and other supervisor of special ministry, as well as the Archbishop of Omaha through his agent, the Director of the Diaconate Office.

The Ministerial Covenant establishes the specific functions in liturgical and pastoral ministry that the deacon will be involved in at the parish level, or in the special ministry, institution, or marketplace ministry which is officially recognized by the archbishop. The importance of this agreement is seen as a mutually shared vision of ministry, a working document of mature, adult accountability.

A deacon is a deacon always. It is assumed that his first responsibility is to bring Christ to his family and his workplace by the manner of his everyday living.

This covenant does not restrict the deacon, pastor/supervisor, or archbishop (diocesan director) from extending or diminishing the specific ministerial functions based on the needs of the community, if all parties are in accord.

The specific functions delineated herein will be made known by the pastor to all others who exercise pastoral responsibilities in the parish, special ministry, or institution (i.e. Pastoral staff, council president, school principal, etc.)

A review of the Ministerial Covenant will take place annually and whenever a major change takes place in ministry, in the deacon's family, or his regular employment. THE MINISTERIAL COVENANT MUST BE RENEWED WITH A NEW COVENANT EVERY THREE YEARS. A new covenant is negotiated whenever a new pastor/supervisor is appointed.

After the deacon, spouse, pastor/supervisor and Archbishop's designate have signed the covenant, copies will be retained by all parties as well as by the archdiocesan office.

Please make a copy for yourself before mailing. The signed Covenant will be kept on file at the Office of the Diaconate.

LITURGICAL MINISTRY

1. ASSIST AT THE ALTAR DURING MASS: YES ____ NO ____ If "no", list the reasons:

HOW OFTEN? _____

2. PREACH HOMILIES; YES ____ NO ____ If "no", list the reasons:

HOW OFTEN? _____

3. DISTRIBUTE THE EUCHARIST OUTSIDE MASS: YES ____ NO ____
If "no", list the reasons:

HOW OFTEN? _____

4. ADMINISTER BAPTISM & INSTRUCTION: YES ____ NO ____ If "no", list the reasons:

HOW OFTEN? _____

5. WITNESS MARRIAGES: YES ____ NO ____ If "no", list the reasons:

Deacons may marry people who request it, with permission of the priest who has jurisdiction..

HOW OFTEN? _____

6. PRESIDE AT BENEDICTION OF THE BLESSED SACRAMENT: YES ____
NO ____ If "no", list the reasons:

HOW OFTEN? _____

7. PRESIDE AT FUNERALS (WAKE SERVICES, COMMENDATION, GRAVESIDE):
YES ____ NO ____ If "no", list the reasons':

HOW OFTEN? _____

8. OTHER: SPECIFY NATURE AND FREQUENCY (e.g. VESPERS, STATIONS OF THE CROSS, ASHES, THROAT BLESSINGS)

APPROXIMATE HOURS WEEKLY IN LITURGICAL MINISTRY: _____

PASTORAL MINISTRY

1. MINISTER TO THE SICK: YES _____ NO _____
HOW OFTEN? _____

2. MINISTER TO THE AGED AND INFIRM: YES _____ NO _____
HOW OFTEN? _____

3. BRING THE EUCHARIST TO THE SICK: YES _____ NO _____
HOW OFTEN? _____

4. CONDUCT PRE-MARRIAGE INSTRUCTIONS: YES _____ NO _____
HOW OFTEN? _____

5. CONDUCT RCIA (CATECHUMENATE) CLASSES: YES _____ NO _____
HOW OFTEN? _____

6. ASSIST IN RELIGIOUS EDUCATION PROGRAMS: YES _____ NO _____
HOW OFTEN? _____

7. CONDUCT PRE-BAPTISMAL INSTRUCTIONS FOR PARENTS: YES _____ NO _____
HOW OFTEN? _____

8. PARTICIPATE IN YOUTH MINISTRY: YES _____ NO _____
HOW OFTEN? _____

9. PARTICIPATE IN JAIL MINISTRY: YES _____ NO _____
HOW OFTEN? _____

10. SPIRITUAL DIRECTOR: YES _____ NO _____
HOW OFTEN? _____

11. OTHER: SPECIFY NATURE AND FREQUENCY

APPROXIMATE HOURS WEEKLY IN PASTORAL MINISTRY: _____

EXTENDED COMMUNITY MINISTRY

SOME COMMUNITY MINISTRY OF SERVICE COULD EXTEND BEYOND THE SPECIFIC FUNCTIONS OF A PARISH SETTING OR THE WORKPLACE.

IF YOU ARE ENGAGED IN ANY SUCH MINISTRIES, DESCRIBE THEM~ BELOW:

1. _____
HOW OFTEN? _____
2. _____
HOW OFTEN? _____
3. _____
HOW OFTEN? _____
4. _____
HOW OFTEN? _____
5. _____
HOW OFTEN? _____
6. _____
HOW OFTEN? _____

EXAMPLES OF EXTENDED COMMUNITY SERVICE:
MINISTRY TO:

THE ABUSED -- CHILD, SPOUSE, ELDERLY

THE MENTALLY HANDICAPPED, ALZHEIMER'S DISEASE, AIDS,
EMOTIONAL DISORDERS

THE WORK OF ADVOCACY -- WELFARE OF THE NEEDY (POLITICAL,
HUMANE, NURSING HOME, ETC.)

THE ALCOHOLIC AND DRUG ADDICT (HOSPITAL, MENTAL INSTITUTION,
HOME)

THE YOUTH AND/OR ADULT COUNSELING
THE NEEDY -- FOOD PANTRY, CLOTHING, MEDICAL, HOUSING, PUBLIC
UTILITIES

APPROXIMATE HOURS WEEKLY IN EXTENDED COMMUNITY MINISTRY: _____

CONTINUING EDUCATION

To be renewed intellectually, pastorally, and spiritually, in order to give the best possible service to the community in which he ministers, the deacon will comply with archdiocesan requirements for continuing education by participating in education programs, an annual retreat, area meetings, and spirituality days, and other programs sponsored by the Archdiocesan office for diaconate..

MINISTERIAL CONFERENCES

To enhance the deacon's ministry, to provide an opportunity for communication, and to promote a collaborative experience of ministry, the deacon and pastor/supervisor will meet in conference at least once quarterly.

SPECIAL PROVISIONS

In most instances, the deacon's ministry tasks are of a part-time nature with- no regular compensation; therefore, the following should, if possible, be provided for his ministry by the parish, special ministry, or institution to which he is appointed:

1. Registration fees and living expenses to attend continuing education programs, an annual retreat, and programs. sponsored by the Archdiocesan office.
2. Registration fees and living expenses for him and his wife to attend regional conferences on diaconate.
3. Supplies needed to perform his ministry.
4. Vestments required for his liturgical role. (to be chosen in consultation with pastor)
5. Provision for release from normal responsibilities during the time of vacation from his regular employment and on occasional week-ends to provide time with the family.
6. The deacon is entitled to a stipend for continuing education purposes. \$40.00 is asked from the parish to help with the Deacon Council's activities.

THIS MINISTERIAL COVENANT WILL BE IN EFFECT FROM _____ TO _____.

ASKING.GOD'S BLESSING, WE THE UNDERSIGNED JOIN TOGETHER IN THIS COVENANT OF SERVICE. WE PRAY THAT THE HOLY SPIRIT WILL GUIDE US IN THE MINISTRY DESIRED BY THE FATHER, AS WE FOLLOW THE SON WHO CAME NOT TO BE SERVED BUT TO SERVE.

Deacon

Pastor/Supervisor

Wife of deacon

Archbishop

SUGGESTIONS FOR COMPLETING A MINISTERIAL AGREEMENT

1. Generally the deacon can only bring part-time service to his ministry. His priorities must be accorded to the order of spouse, family, occupation and diaconal ministry.
2. The implications for ministry set forth in the Theological Framework for Deacons Formation and Ministry must be adhered to in drawing up any agreement. (Framework, pp. 4-5)
3. Each parish, agency and institution has its own unique needs. It is the responsibility of the pastoral authority and the deacon to match the deacon's ministerial gifts and available time to those needs.
4. At least one area of ministry, specifically one of charity, should be assigned to the deacon on an on-going basis as his responsibility.
5. The expectations of the pastoral authority of the deacon himself must be identified in specific terms. Vague generalities serve no useful purpose for accountability and appraisal.