

§100 ASSIGNMENTS

§101 ASSIGNMENT PROCESS

§101.1. Assignment

101.1. Policy Upon ordination Deacons shall be assigned to the parish or Archdiocesan agency that sponsored their candidacy.

§101.2. Request for Transfer

101.2. Policy Deacons may request transfer from their parish or agency if:

- (1) Deacon's residence changes from the boundaries of the parish or becomes too distant from the agency location.
- (2) Deacon and Pastor/Director are in agreement that a change in assignment is in the best interest of the deacon and of the parish/agency.

§101.3. Deacon Personnel Board

101.3. Policy Deacons may solicit the assistance of the Deacon Personnel Board in securing placement at another parish or agency.

Procedures

- a) Request for assignment must be in writing to the Deacon Personnel Board and must include:
 - 1) Written permission from the current Pastor/Director to terminate the Ministry Agreement in force.
 - 2) Any written ministry performance evaluation the Pastor/Director wishes to submit.
- b) Deacon Personnel Board will acknowledge, in writing, receipt of the Pastor/Director's permission to terminate the deacon's Ministry Agreement.
- c) Deacon Personnel Board will contact parishes/agencies that have requested diaconal assignment or that the Board believes will have an interest in having a deacon assigned to them.
- d) Interested Pastor/Director must advise Deacon Personnel Board what ministry activities the deacon will be required to perform.

- e) Deacon Personnel Board will provide a resume listing deacon's ministry skills, certifications, special training, etc., to every Pastor/Director interested in the deacon's assignment.
- f) Deacon Personnel Board may request an interview between interested Pastor/Director and the deacon.
- g) If Pastor/Director and deacon agree on ministry standards, the Deacon Personnel Board will inform Pastor/Director that:
 - 1) A written request for the assignment of the deacon to the parish/agency is required.
 - 2) The Board will recommend to the Vicar that the deacon be assigned for a period of six months. At end of that term, the Board must receive an evaluation of the deacon's ministry performance, and be notified if a permanent assignment is requested. (It will be up to Board member to submit for file.)
 - 3) If a permanent assignment is requested, the Deacon Personnel Board will advise the Vicar so that a permanent assignment may be requested of the Chancery.
 - 4) The deacon will be assigned for a period not to exceed three years from date of probationary assignment.
 - 5) A Ministry Agreement must be filed with the Deacon Personnel Board before the notice of assignment is published.

§102 REQUESTING FACULTIES AND ASSIGNMENT

§102.1. Canonical Faculties

<p>102.1. Policy Deacons who move into the Archdiocese of Chicago and request to minister within it, shall obtain the required canonical faculties.</p>
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Procedures

- a) Until such time as the deacon completes the excardination or incardination process according to the norms of the Code of Canon Law and Archdiocesan policies and procedures, he shall remain attached to the diocese in which he is incardinated.(Can.271§2)
- b) The deacon should approach the local pastor to ascertain the possibility of ministering in that specific parish. If this is agreeable to both, the pastor should then write a letter to the Vicar requesting the services of the deacon and expressing his willingness to accept him.

- c) The deacon should then request a personal interview with the Vicar. In addition to the pastor's letter mentioned above, the deacon must present: a letter of recommendation from the director of the diaconate in the diocese from which he came; copies of all his official documents, faculties received, an overview of the training he received and evaluations while in training, as well as any other evaluations of his ministry after ordination; a letter of recommendation and evaluation of his ministry from his previous pastor; and a resume of his ministry and some reflection on it prepared by the deacon himself.
- d) If the deacon is married, his wife is also expected to be present for this dialogue with the Vicar. If she has been engaged in ministry, an overview of her involvement and possibly a similar letter from her previous pastor would be appreciated.
- e) If the deacon has been unable to elicit a letter of request from his local parish, the Deacon Personnel Board will endeavor to place him. All other steps in paragraph c) herein should be completed before this is attempted.
- f) Upon completion of these steps, the Vicar may request that the faculties of the Archdiocese be extended to the deacon. He will then be assigned for a temporary period of six months. After this probationary assignment, if the deacon, pastor and pastoral staff are favorable, a permanent assignment will be made.

§103 INCARDINATION

§103.1. Request for Interview

103.1. Policy After a period of no less than three years of ministering, should a deacon request incardination in the Archdiocese of Chicago, he shall request a personal interview with the Vicar.

Procedures

- a) The deacon should present to the Vicar: a statement in writing of his desire to be incardinated and his reasons for this request; a letter of recommendation and evaluation of his present ministry from the pastor of the parish in which he presently serves.
- b) The Vicar and the deacon (and his wife) will review his (their) years of ministry in this Archdiocese. Particular attention will be given to the fulfillment of all Archdiocesan expectations for diaconal ministry

delineated in our Deacon's Handbook (Policies and Procedures). A reasonable assurance of the deacon's continued presence in the Archdiocese is expected.

- c) The Vicar and the present pastor make their written recommendations to the Archbishop indicating their opinions regarding the petition for incardination. If the recommendations are positive and the Archbishop accepts them, then the Archbishop sends a letter to the Deacon's current bishop indicating that he is willing to incardinate the deacon and requesting a letter of excardination from the bishop of the diocese from which excardination is being sought. This letter, together with a personal petition by the deacon, will be forwarded to the bishop of the diocese from which excardination is being sought.
- d) Upon reception of the appropriate document of excardination, the office of the chancellor shall prepare a decree of incardination for the Archbishop's signature.

§104 REQUESTING FACULTIES IN ANOTHER DIOCESE

104.1. Policy With the permission of the Archbishop or the Vicar for Deacons, faculties may be requested for diaconal ministry in another diocese. The deacon shall remain incardinated in the Archdiocese of Chicago and a yearly evaluation of his ministry shall be required and sent to the Vicar for Deacons.

Procedures

- a) Before departing from the Archdiocese, the deacon must notify the Diaconate Office of his future address.
- b) If he plans to be involved in diaconal ministry, he must obtain verification of his ministerial status and a letter of introduction before departure. Further information to assist him will also be given at that time.
- c) Upon establishing his residence, contact the diocesan director of the diaconate to ascertain the possibility for diaconal ministry. The local pastor may assist him in this process.
- d) Should the diaconate director support his involvement in Diaconal ministry, a request for the extension of faculties may be forwarded to the local bishop.

§105 EXCARDINATION

105.1. Policy Should residence in another diocese be permanent, the deacon, after fulfilling the requirements established by the local diocese, shall begin the excardination and incardination process.

Procedures

- a) A request accompanied by a letter of support from the diocese's diaconate director and the local pastor should be sent to the bishop of the diocese in which he seeks incardination.
- b) Should the bishop be willing to incardinate the deacon, he will then forward the necessary document requesting excardination to the Archbishop of Chicago. The deacon himself should put this request in writing and forward it to our Vicar for the Diaconate Community.
- c) Upon the recommendation of our Vicar, with the Archbishop's approval, an instruction of excardination from Chicago may be granted.

§106 DEACON'S DEATH

§106.1. Notification of the Archdiocese

106.1. Policy The appropriate Archdiocesan agencies shall be informed of the death of a deacon.

Special Note:

In the event of a Deacon's death, consult with the policies and procedures regarding Funeral Procedures of Diocesan Priests.

Procedures

- a) The pastor or family should notify the Diaconate Office (708) 383-9200.
- b) The Diaconate Office notifies the Chancery Office (312) 751-8220 - and other deacons in the deceased deacon's class.
- c) The Associate Director and Deacon Coordinator responsible for the area in which the deacon ministered are notified by the Diaconate Office.

- d)** A wake service should be celebrated. It is recommended that this be conducted by other deacons from the parish or the Deacon Coordinator or Associate Director.
- e)** The traditional attire for a deceased deacon within the Archdiocese is a suit or an alb with stole.
- f)** The Chancery Office notifies the Dean of the area who will try to be present at the funeral service. The Vicar, if it is possible, will be present for the funeral mass.