

§400 EXERCISE AND EVALUATION OF THE MINISTRY OF DEACONS

§401 BASIC FACULTIES AND PERMISSIONS

§401.1. Granting of Faculties

401.1. Policy Upon the recommendation of the Vicar for the Diaconate Community, with the consent of the pastor, it is the canonical duty of the Office for Canonical Services to extend faculties for ministry to deacons.

§401.2. Permission for Exercise of Faculties

401.2. Policy Permission for the exercise of these faculties and other pastoral responsibilities in the parish shall be provided in a written ministerial agreements between the pastor and the deacon (See §03 Ministry Agreement, herein).

Procedures

a) In the Archdiocese of Chicago, a deacon is normally given the following faculties:

- Baptism Can. 861-1
- Communion Can. 910-1
- Exposition of the Blessed Sacrament Can. 943
- Marriage-if Faculty granted Can. 1111
- Blessings Can. 1169-3
- Preaching if granted Can. 767-1
- Wake/Cemetery Service
- Holy Communion to the Sick
- as deacon at Mass

b) When granted these faculties, it is expected that a deacon will exercise them (unless excused by a legitimate impediment [CAN. 274-2]) in order to build up the Body of Christ in accord with each one's own condition and office in serving the common good of the faith community.(CAN 208)

c) Restrictions on these faculties or permissions for their exercise shall be made in accord with §202.2, Supervision, herein. Refer also to §1100, Priest Policies, for other restrictions related to Sexual Misconduct with Minors.

§401.3. Cooperation

401.3. Policy The deacon is to co-operate with his Pastor, parochial administrator, or priest moderator (according to the circumstances in the pastoral care of the community to which he is assigned as specified in Can. 517§2, Can. 519, or Can. 540.)

§401.4. Member of Staff

401.4. Policy The deacon , by virtue of his ordination and his ministry within the parish, agency, or institution shall be a member of the parish staff or institution staff and be invited to participate in its meetings, and so share in the development of decisions which affect the faith community.

§401.5. Assistance of Board

401.5. Policy If the Pastor/Director and the Deacon cannot agree on the Deacon's specific service and exercise of the faculties, and/or the Pastor/Director refuses an explanation, the Deacon may solicit the assistance of the Board.

§401.6. Job Description

401.6. Policy Every parish, agency or institution of the Archdiocese will retain a Deacon Job Description in its portfolio of ministry job description.

§402 MINISTRY EVALUATION

§402.1. Written Evaluation

402.1. Policy The Deacon shall be subject to the same formal annual written evaluation required of all ministers in the parish or institution he serves in accord with the established policies of both the Archdiocese and Diaconate Community.

§402.2. Supervision

402.2. Policy The Deacon should function as a leader within the parish, agency, or institution and be subject to the supervision of the Pastor/Director. Recognizing the complexity and demands of the role of Pastor/Director, the Pastor/Director may assign supervisor working within the area of responsibility the Deacon is ministering.

§402.3. Periodic Meeting with Supervisor

402.3. Policy The Deacon's supervisor, either Pastor/Director or assigned supervisor, shall meet periodically with the Deacon to evaluate the Deacon's ministerial activities, and if necessary counsel him on ways of improving his skills.

§402.4. Annual Evaluation

402.4. Policy An annual evaluation of the Deacon's ministerial performance should be conducted by the Deacon's supervisor. The evaluation should be an objective review of the Deacon's performance and not based on personal expectations. The evaluation form provided by the Personnel Board must be signed by both the supervisor/pastor and the Deacon as being in agreement with the evaluation.

§402.5. Conflict Resolution

402.5. Policy If there is disagreement about the evaluation and either party refuses to sign the evaluation form, a meeting shall be scheduled between the Deacon, the Pastor/Director, and/or a member of the Personnel Board, and the Deacon Delegate to discuss the areas of disagreement and resolve them.

§402.6. Meeting With Pastor

402.6. Policy When the Pastor/Director is not the Deacon's supervisor, the Pastor/Director shall meet with the Deacon to review the Deacon's ministerial performance as documented by the Deacon's acceptance of the evaluation, and to affirm the Deacon's contribution to the spiritual life of the community.

§402.7. Unsatisfactory Evaluation

402.7. Policy If a Deacon receives an unsatisfactory evaluation, a member of the Personnel Board shall meet with the Deacon to discuss improving his ministerial performance.

§402.8. Future of Ministry

402.8. Policy If a Deacon receives two consecutive unsatisfactory annual evaluations, the Board shall arrange a meeting with the Deacon, the Pastor/Director, a member of the Personnel Board, and the Deacon Delegate to discuss the Deacon's future ministry within that parish, agency, or institution.

§403 MINISTRY AGREEMENT

§403.1. Written Agreement

403.1. Policy It is the policy of the Archdiocese that all Deacons execute a written Ministry Agreement with the parish, agency, or institution to which they are assigned. All agreements will begin on July 1 and end on June 30. Newly ordained Deacons will negotiate a one year Ministry Agreement with their Pastor/Director. Agreements of a three year duration are recommended thereafter.

Procedures

- a) The agreement must be forwarded to the Board; photocopies should be retained by the Pastor/Director and the Deacon
- b) Any Deacon who does not wish to renegotiate his agreement with the parish, agency, or institution he is serving should communicate this in writing to his Pastor/Director before placing his name on the Deacon's Open List.
- c) Deacons moving to a new assignment will be on probation for six months, at which time a performance evaluation will be given. At the end of the probationary period, the Pastor/Director and the Deacon will be contacted by a member of the Personnel Board, at which time the Personnel Board will make a determination about future ministry.
- d) At the discretion of the Personnel Board, the probationary period can be waived or extended.

- e) If an administrator is named to the parish, agency or institution, the administrator should review the Deacon's Ministry Agreement in force and become familiar with its content. There should be no changes to the agreement or suspension of the Deacon's ministerial activities defined in the agreement.
- f) If a new Pastor/Director is named to the parish, agency, or institution, he should meet with the Deacon, and the Deacon's wife, if the Deacon requests it, to review the Ministry Agreement in force. No changes should be made to the Ministry Agreement unless agreed to by the Pastor/Director and the Deacon.
- g) If a Deacon's Ministry Agreement expires within a three month period at the time a new Pastor/Administrator/Director is assigned, the Deacon will be issued a six month extension beginning the date the new Pastor/Administrator/Director is assigned.

§404 PUBLICATIONS OF OPENINGS

§404.1. Publish Open Listings

404.1. Policy The Vicar/Board shall periodically publish a list of openings for diaconal ministry.

§404.2. Notification of Board

404.2. Policy Deacons seeking new assignments shall notify the Board. Their request will be forwarded to those parties, agencies, and institutions of the Archdiocese of Chicago seeking Diaconal assistance.

§405 FULL TIME DEACON ASSIGNMENTS

405.1. Policy Deacons devoting full time in the service of the Church without remuneration shall be governed by Canon 281-3.

§406 EXPENSE REIMBURSEMENT

406.1. Policy Deacons shall be reimbursed for all authorized expenses they incur for the benefit of the parish, agency, or institution they serve. This shall include, but not be limited to travel, meals, lodging, required materials, telephone, postage and meeting or seminar fees. The expense shall be approved by the Pastor/Director prior to being encumbered. (See Section VI, page 17 of the Diaconate Policies and Procedures.)