

## **§500 ASSIGNMENT OF DEACONS IN SPECIAL MINISTRIES**

### **§501 APPOINTMENT OF ASSOCIATE DIRECTOR**

**501.1. Policy** The appointment of an Associate Director as the supervisor for the individuals in the categories listed below shall be made by the Vicar. This shall be done after consultation with both the Associate and the individual deacon. Both must be willing to accept this arrangement. If it is unacceptable, another Associate shall be assigned.

#### ***Procedures***

##### **CATEGORY ONE**

Those working full time in other than parish ministry: hospitals, prisons, Archdiocesan Agencies, Catholic Charities, etc.

- a) Each deacon shall have a job description and ministry agreement with the supervisor assigned within his work environment.
- b) If he also ministers on weekends or when available in a parish setting, a ministry agreement shall also be completed with the local pastor.
- c) Each deacon is also asked to have a ministry agreement and description of his full time diaconal ministry completed with an Associate Director. This will ensure contact with the Diaconate Community as regards the larger part of his life's work, and also provide the basis for evaluation within the expectations of the Personnel Board. While periodic evaluation may take place within the work place, this is not necessarily directed to specific diaconal evaluation.

##### **CATEGORY TWO**

Those not presently assigned to parish ministry, for whatever reasons, but engaged in some aspect of ministry: hospitals, nursing homes, Marriage Tribunal, Archdiocesan Agency or Program, Diaconate Community, etc. Involvement to be considered ministerial according to the Personnel Board's determination.

- a) Each deacon shall have a job description and ministry agreement which has been developed in dialogue with whomever is responsible

for coordinating or supervising the ministry in which he is engaged. This should be made available to the Vicar for his approval prior to official assignment of the deacon to this special ministry.

- b)** Each deacon is also asked to have a ministry agreement covering the above, completed with an Associate Director. While some evaluation of the individual may be afforded within the ministerial environment, a periodic evaluation by an Associate according to Personnel Board requirements is expected.