

IV. Introduction – Permanent Deacons

The Diaconate, Sacrament of Holy Orders

Those who, from ancient times, have been called bishops, priests and deacons exercise the divinely instituted ecclesiastical ministry in different degrees:

- *Bishop, sign of Christ the Shepherd;*
- *Presbyter, sign of Christ the Priest;*
- *Deacon, sign of Christ the Servant.*

The Diaconate is a distinct permanent order, a ministry vitally necessary to the life of the Church, which sacramentalizes the primacy of service and charity in the Church. (Acts 6. 1-6)

The deacon, subordinated to the Bishop, identifies himself with Christ who washed the feet of his disciples. Though Baptism and Confirmation obligate all Christians to love and serve their neighbour and all who hold office in the Church are called to service, the deacon has a particular share in the diaconal task of the bishop through which the whole church's service is sacramentalized. In his ministry, to the people of God, the servanthood of Christ's Church is rendered visible, tangible, and audible.

Ministry of the Deacon

The fundamental diaconal ministry is service as the deacon is “a specific sign, in the Church of Christ the Servant.” (Norms, 5) The Dogmatic Constitution on the Church recognizes three areas of diaconal service: “For strengthened by sacramental grace, in communion with the bishop and his group of priests, they serve the people of God in the ministry of the liturgy, of the word and of charity.” (LG 29)

Diakonia of the Liturgy – Ministry of the Altar

The Deacon provides sacramental assistance to the ministry of the bishop, and subordinately to that of the priests, which is intrinsic, fundamental and distinct. Since founded on the Sacrament of Orders the deacon's ministry differs in essence from any liturgical ministry entrusted to the lay faithful.

Accordingly, the deacon:

- *Assists the bishop and priest at the Eucharist, he prays the intercessions, invites the faithful to exchange the sign of peace, sends them forth (dismissal at the end of Mass)*
- *Distributes the Eucharist during Mass and administers Viaticum to the sick*
- *Proclaims the Gospel*
- *Preaches the homily*

Clergy

- *Administers the sacrament of Baptism*
- *Witnesses and blesses marriages*
- *Presides at prayers, funerals outside of Mass and burial services*
- *Presides at prayer services and Benediction*
- *Prepares the faithful for reception of the sacraments and follows up by contributing to their pastoral care.*

Deacons follow the liturgical norms proper to the sacred mysteries and observe faithfully the rubrics of the liturgical books without adding, omitting or changing anything of their own volition.

Furthermore, deacons have an obligation to pray personally and, whenever possible, in communion with the greater Christian community, Morning and Evening Prayer of the Church every day (c. 276, §2, 3° and CCCB Decree No. 17).

Diakonia of the Word

“Receive the Gospel of Christ whose herald you have become.” (Diaconal Ordination Rite)

Sacred Scripture, Tradition, and the liturgy and the life of the Church constitute the sacred deposit from which the deacon draws to communicate effectively the mystery of Christ. Therefore, it is for the deacon to proclaim and preach the Word of God:

- *At the celebration of the Eucharist*
- *In liturgies outside of the Eucharist*
- *In Religious Education programs both in the parish and in the Archdiocese*
- *At informal gatherings and meetings*

Diakonia of Charity

Traditionally, diocesan and parochial works of charity are among the primary duties entrusted to the Diaconate. Deacons “discharge the duties of charity and administration in the name of the hierarchy and also provide social services to:”

- *Those in our society who are poor*
- *Those in nursing homes, the aged, the sick, and those in prison*
- *Those on the margins of society*
- *Those who need special attention to bring them to an experience of God’s love*

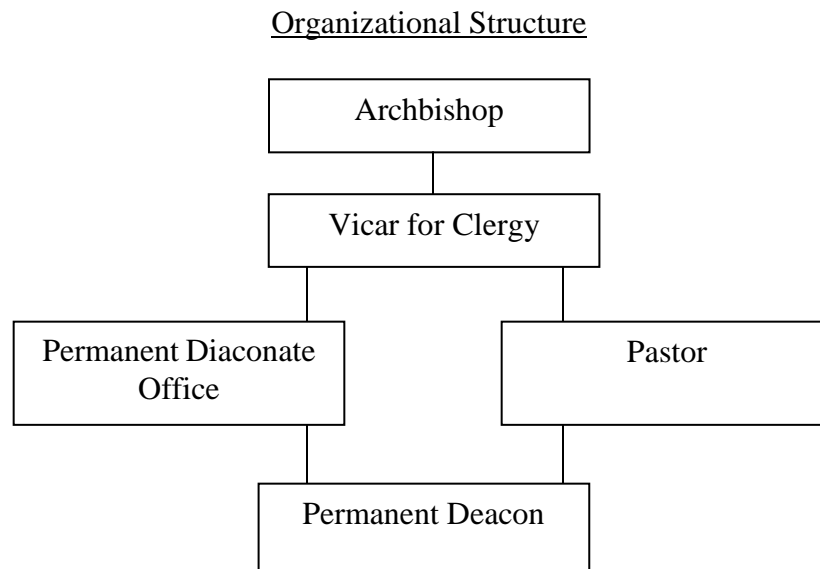
V. Policies – Permanent Deacons

Structure and Responsibility

Policy No. 426

Policy Statement: Arising from his promise of obedience, the deacon remains accountable to the Archbishop or his delegate (typically the pastor) for the performance of his ministry, and the exercise of his faculties and canonical duties.

When a deacon is ordained, he is given a canonical appointment with all the faculties, duties and rights of a deacon according to the norms of Canon Law.



Appointments

Policy No. 427

Policy Statement: The Archbishop appoints each deacon to a parish or to another pastoral assignment according to the needs of the Archdiocese

Procedure:

- a) Appointments will be made in consultation with the Office of the Permanent Diaconate, the Vicar for Clergy and the Pastor of the parish as required.
- b) Individual appointments will be reviewed on an annual basis by the Office of the Permanent Diaconate in consultation with the Vicar for Clergy.

Diaconal Faculties

Policy No. 428

Policy Statement: Each permanent deacon is required to exercise a ministry of service that meets the needs of the parish/Archdiocese and that is attentive to the marginalized, the poor and those who are suffering.

Procedure: A deacon who has received a canonical appointment will receive faculties from the Archbishop.

Exception: In certain situations where the Archbishop deems it necessary, he may limit or suspend one or more of the deacon's faculties. Such limitation or suspension to function in a ministerial capacity as a deacon will be communicated to the deacon in writing.

Diaconal Service Agreement

Policy No. 429

Policy Statement: Each permanent deacon must have a Service Agreement covering the details of his ministry and his liturgical functions in the parish.

Definition: For a sample of the Service Agreement see [Appendix E](#).

Procedure:

- a) The Service Agreement is to be completed by the deacon in consultation with the Office of the Permanent Diaconate, the Pastor of his liturgical base and his spouse, if applicable.
- b) The agreement is to be signed and approved within a maximum of three months after ordination or his canonical appointment by the Archbishop or his delegate.
- c) The agreement must be reviewed yearly, preferably in September.

Continuing Education

Policy No. 430

Policy Statement: Continuing education is required for all active deacons and is open to their spouses.

Definition: Deacons are expected to participate in the following continuing education activities on a yearly basis.

- evaluation of his learning plan is to be done by the deacon by June 30th of each year and submitted to the Office of the Permanent Diaconate
- attendance at an annual “Come Together” with the Archbishop
- complete at least two (2) study days

Intent of Policy: A program for continuing education is to provide the deacon with the knowledge and skills that will help him more effectively live out his commitment of service to the Archdiocese.

Procedure:

- a) Each deacon is to develop an annual individualized formation and learning plan based upon his ministry and his own specific needs and to submit it to the Office of the Permanent Diaconate by September 30th each year. (See [Appendix F](#))
- b) Continuing education activities will be organized and coordinated through the Office of the Permanent Diaconate.

Spiritual Direction

Policy No. 431

Policy Statement: To promote spiritual growth, every deacon is to have a Spiritual Director from the Archdiocesan approved list with whom he will meet on a regular basis.

Retreats

Policy No. 432

Policy Statement: Every deacon must make an annual retreat (c. 276, §2, 4^o). It is strongly recommended that all deacons in the Archdiocese participate in the annual Archdiocesan Diaconal Retreat to strengthen community bonds.

Procedure:

- a) The Vicar for Clergy in conjunction with the Office of the Permanent Diaconate will be responsible for planning and arranging retreats and days of recollection for the diaconal community.
- b) The parish where the deacon functions in a liturgical and/or service role will be responsible for the cost of the deacon and his spouse/widow's annual diaconal retreat.
- c) Any additional retreats other than the annual diaconal retreat will be paid for by the deacon himself, his spouse or his widow.

Vesture

Policy No. 433

Policy Statement: The proper vestment of the deacon is the alb, transverse stole and dalmatic at Mass or when the Archbishop is presiding; the alb, transverse stole and cope (optional) at Baptisms, Marriages, Funeral Rites, the Liturgy of the Hours and Benediction depending on the solemnity of the occasion.

The parish is responsible for providing the required diaconal vestments as it is able.

Dress and Title

Policy No. 434

Policy Statement: In ordinary pastoral service in the Catholic Archdiocese of Edmonton, a deacon shall be recognizable by his use of the Roman collar (see [Appendix G: CCCB Decree No. 25](#)) when engaged in active ministry or representing the Church in the Archdiocese.

The permanent deacons of the Archdiocese of Edmonton will be addressed as “Deacon John Smith or Deacon and Mrs. Smith.”

Public Office

Policy No. 435

Policy Statement: Permanent deacons are not bound by the prescriptions on occupations foreign to the clerical state such as public office, administration of property belonging to the laity, positions requiring accountability, business and trade, participation in partisan politics and acting as officials in labour unions (c. 288).

However, before seeking or accepting such offices, a permanent deacon must consult with the Archbishop.

Remuneration and Gifts

Policy No. 436

Policy Statement: Deacons are expected to receive remuneration by reason of their secular profession, which they exercise or have exercised, and are to see to their own and to their family's needs from that income (c. 281, §3).

Deacons are not to be compensated for their services to the Archdiocese. Deacons may accept stipends for sacramental ministry such as baptisms, weddings, funerals and freewill gifts from parishioners, pastors or other sources.

Expenses

Policy No. 437

Policy Statement: Deacons are entitled to be reimbursed for expenses incurred in the provision of their services. They will be compensated for "out of pocket" expenses incurred in their ministry. Such compensation will be determined with the Vicar for Clergy and/or Pastor of his liturgical base.

Procedure: It will remain the responsibility of the deacon incurring the expenses to make suitable written claims accompanied by pertinent receipts using the Expense Claim Form (Human Resources Chapter 300: Appendix H) or the Mileage Expense Report (Human Resources Chapter 300: Appendix I).

Conflict Resolution Process

Policy No. 438

Policy Statement: In the event of a conflict or if difficulties arise in matters pertaining to pastoral ministry in a parish community, the following resolution protocol is to be followed.

Procedure: If the matter involves a parishioner or parish staff:

- a) The permanent deacon is to work with the pastor of his parish to resolve the problem.
- b) If no satisfactory resolution is achieved, the permanent deacon is to contact the Vicar for Clergy and the Office of the Permanent Diaconate, provide the necessary information and work with them to resolve the problem.

If the matter involves the pastor:

- a) The permanent deacon is to contact the Vicar for Clergy and the Office of the Permanent Diaconate to assist in resolving the issue.
- b) In either of the situations listed, the permanent deacon may make a final appeal to the Archbishop.

Leaves of Absence

Policy No. 439

Policy Statement: A request for time away from ministry for health, family or employment reasons may be made at any time, in writing, to the Office of the Permanent Diaconate.

Procedure: Health:

- a) The deacon must advise the Vicar for Clergy through the Office of the Permanent Diaconate of a health condition that requires rest and/or ongoing treatment.
- b) Normally, a deacon on medical leave will withdraw from all ministry and liturgical functions. Exceptions to this will depend upon the advice of the deacon's doctor.
- c) The deacon must contact the Vicar for Clergy and the Office of the Permanent Diaconate when he is able to return to active ministry. He should have the necessary medical certification to support his return to ministry.

Family or employment:

- a) The deacon must advise the Office of the Permanent Diaconate of a family or employment situation that requires a leave of absence.
- b) Normally, a deacon on leave of absence will withdraw from all ministry and liturgical functions.
- c) The deacon must contact the Vicar for Clergy and the Office of the Permanent Diaconate if he desires to return to active ministry after adequate dialogue and consultation.

Incardination

Policy No. 440

Policy Statement: A deacon seeking incardination in the Archdiocese of Edmonton must apply in writing to the Archbishop requesting incardination. The letter is to set out the following:

- the reasons for the request
- the place where the deacon has taken up permanent residence in the Archdiocese
- confirmation that a request for excardination has been sent to the diocesan bishop of the deacon's current diocese of incardination

Definition: Incardination is the formal acceptance of an ordained cleric into a diocese.

Procedure:

- a) The Vicar for Clergy will collect testimonial data concerning the petitioner from his diocese of incardination including:
 - a résumé of his service as a deacon
 - the preparation and training he received
 - an official document of Ordination
 - a list of faculties or ministries which he has exercised
 - recommendations and evaluations from the appropriate authority
- b) The Incardination Committee will evaluate the request and background of the petitioner. The findings and recommendations will be submitted to the Archbishop. The Archbishop will issue, if he deems it appropriate, a preparatory letter of intent addressed to the diocesan bishop of the petitioner.
- c) All other arrangements rest with the bishops who will decide for either an experimental period in the Archdiocese, e.g. three to five years, or for incardination in the Archdiocese, depending upon the present policy and the recommendations of the Incardination Committee.
- d) The Vicar for Clergy and the Office of the Permanent Diaconate, in consultation with the deacon, will identify the liturgical base and the ministry of service.

Retirement From Diaconal Ministry

Policy No. 441

Policy Statement: A deacon may retire at any time for reasons of health or family circumstances.

A deacon approaching his 75th year must offer his resignation, in writing, to the Archbishop who, after considering the good of the deacon as well as that of the Archdiocese, will accept or defer the retirement.

Definition: Retirement from diaconal ministry means resignation from an office, assignments, duties or responsibilities associated with the diaconate; not retirement from Holy Orders.

Procedure:

- a) The deacon's written request for retirement is to be sent to the Vicar for Clergy with a copy to the Office of the Permanent Diaconate.
- b) The requested date for retirement should be sufficiently foreseen so that there is time for review and discussion. Someone in good health and able to continue in his ministry might well be requested to postpone his retirement.
- c) If the request is accepted, the deacon, at retirement, will no longer be required to meet the stipulations for an active deacon regarding his ministerial assignment and continuing education.

Suspension and Loss of Clerical State

Policy No. 442

Policy Statement: Suspension may be imposed upon a deacon for very grave reasons, e.g. public crime, scandal, non-conformity with Church teaching.

Furthermore, a deacon may lose faculties through suspension.

For serious reasons, the Apostolic See may issue a "rescript" which permanently removes the deacon from the clerical state.

Funeral Policy

Policy No. 443

Policy Statement: The death of a deacon places unique demands on the community because the deacon is an ordained minister of the Church as well as a husband, father, grandfather, uncle, etc. At the time of the death, both the family and the Church are in grief. Therefore, both the needs of the family and the Church are considered vital.

In general, the norms governing a deacon's funeral are those found in the liturgical books as well as those in the particular law of the Archdiocese. Church law relating to funerals and internment are canons 1176-1185 and canons 1240-1243, respectively.

Intent of Policy: This policy is intended to foster an atmosphere of love and support during this difficult time of need and to minimize any conflict between the family and the Church.

***Procedure:* Responsibilities of the Deacon/Deacon's Family:**

- a) In the case of the death of a deacon, the family must ensure that the Vicar for Clergy and the Director of the Permanent Diaconate are notified *immediately*, and prior to arrangements being made for the prayer vigil and/or Mass. This is to allow for consultation with the Archbishop's Office regarding the funeral arrangements.
- b) The deacon's family is primarily responsible for making funeral arrangements with the funeral director with the support of the Vicar for Clergy or his delegate. To this end, it is recommended that the deacon, spouse and family complete the "Procedure on the Death of a Deacon, Wife or Widow," that details the wishes of the deceased. The form should be retained in a safe place for retrieval at time of death (See Appendix H).
- c) A copy may be deposited with the Chancery Office. The information will be used by the Vicar for Clergy, in consultation with the family, to facilitate the funeral liturgies.

Responsibilities of the Vicar for Clergy:

- a) The Vicar for Clergy acts as the liaison between the family and the diaconate community to:
 - notify the Chancellor's office and arrange for the Archbishop or his representative to preside at the funeral liturgy
 - notify the diaconate community regarding the arrangements for the vigil and funeral
 - take all the necessary actions to facilitate the funeral liturgy
 - arrange for the Communications Director to communicate funeral arrangements to the Archdiocese

Protocols:

- a) Consideration of the following may be helpful to the deceased deacon's family, and those concerned with the vigil and funeral arrangements:
 - the deceased deacon may be vested in alb and stole, (and dalmatic) or in secular clothing
 - the vigil for a deceased deacon may be either at the funeral home or the church where the funeral liturgy will be celebrated
 - the diaconal community may organize a prayer service for their deceased brother on the evening prior to the funeral liturgy with a delegate of the diaconal community responsible for ensuring that the family is aware of this and that specific wishes of the family are carried out regarding readings and readers, and the homilist
 - for the funeral liturgy:
 - the celebrant will be the Archbishop or his delegate
 - pallbearers will be chosen by the family
 - the selection of concelebrants, a deacon for the Mass, readers etc. is to be done in consultation with the family, the Pastor and the Vicar for Clergy
 - the family, the Vicar for Clergy and the Pastor of the church will establish the various celebration times in consultation with the Archbishop's office
 - the Archdiocesan Master of Ceremonies can assist in coordinating the participants in the liturgy and will work in close cooperation with the Pastor of the parish

- deacons participating in the funeral liturgy shall vest in alb and white transverse stole
 - deacons, deacon's wives and widows of deacons will process as a community to a reserved area in the front of the church immediately prior to the funeral liturgy
 - all costs associated with the funeral and burial arrangements are the responsibility of the deacon's estate
- b) When making funeral arrangements for a deacon's wife, the widow of a deacon, or other members of the diaconal community, the family should be aware that the community stands ready to assist with any of the above arrangements where they are applicable. In all of the above, early advice of the Vicar for Clergy should be sought out in order to facilitate the wishes of the family regarding the participation of the diaconal community.

DIACONAL SERVICE AGREEMENT

FOR

THE CATHOLIC ARCHDIOCESE OF EDMONTON



The Catholic
Archdiocese
of **Edmonton**

Preamble

The following constitutes the Diaconal Service Agreement for Permanent Deacons serving in the Catholic Archdiocese of Edmonton. Along with the Policy and Procedure Manual, the Faculties for Permanent Deacons, and the canons concerning the obligations and rights of clerics in the *Code of Canon Law* (cc. 273-286), this agreement governs the ministry of Permanent Deacons in their particular parish or charitable work.

This agreement is to be reviewed every year, preferably in September, or as is necessary.



Permanent Diaconate

Deacon _____, appointed to _____, for
_____, and the undersigned, agrees to the following particulars of
this Diaconal Service Agreement:

1. DIAKONIA OF CHARITY

Commenced _____
Hours _____

2. DIAKONIA OF THE WORD

Commenced _____
Hours _____



The Catholic
Archdiocese
of Edmonton

Permanent Diaconate

DIAKONIA OF THE LITURGY

Commenced _____

Hours _____

3. Spiritual Director

4. Deacon Mentor (optional)

5. Diaconal Support Group – Do you have a mechanism in place to provide support to you in your diaconal ministry? i.e., spouse, pastor, another deacon(s), close friends, other individuals.

Deacon's Signature

Spouse's Signature

Pastor's Signature

Director, Permanent Diaconate Program

Approved: _____
Vicar for Clergy

Date _____



The Catholic
Archdiocese
of Edmonton

Annual Individualized Formation and Learning Plan

Deacon: _____

For the Period: _____ to _____
Month/Year Month/Year

Submitted on: _____
Day/Month/Year

1. Individualized Learning Plan Activities completed and/or planned: (please list)

- a. Study Days:

	<u>Start</u>	<u>End</u>
i. Topic: _____	Date: _____	Date: _____
ii. Topic: _____	Date: _____	Date: _____
iii. Topic: _____	Date: _____	Date: _____

- b. Directed Retreat:
 - i. Theme: _____ Date: _____ Date: _____

- c. "Come Together" with Archbishop Richard Smith
 - i. Location: _____ Date: _____ Date: _____

2. Personally Planned Learning Initiatives: (If you need more space, attach additional page.)

- a. _____ Date: _____ Date: _____
- b. _____ Date: _____ Date: _____
- c. _____ Date: _____ Date: _____
- d. _____ Date: _____ Date: _____
- e. _____ Date: _____ Date: _____

Signature: _____



Implementation of the 1983 Code of Canon Law

*** DECREE ***

Decree No. 25: Ecclesiastical Dress

In accordance with the prescriptions of Canon 284, the Canadian Conference of Catholic Bishops hereby decrees that, without prejudice to the provisions of Canon 288, clerics are to dress in such a way as to be identifiable as clerics.

This decree is effective immediately.

Commentary

Decree No. 25, approved by the CCCB in October 1986, was reviewed by the Apostolic See, October 10, 1987
(Congregation for Bishops – Prot. No. 6/84).

The decree applies to all clerics. However, in virtue of the prescriptions of Canon 288, permanent deacons are not bound by its prescriptions.

The decree does not specify what would constitute clerical dress. Instead, it calls for some identifying sign, which may vary from place to place. This sign could be the roman collar, a crucifix or cross worn either on a lapel or around the neck. In the case of a cleric who belongs to a Religious Institute, it could consist of the insignia of the Institute.

The purpose of the decree is to ensure that clerics dress in a discreet manner appropriate to the given situation.



PROCEDURE ON THE DEATH OF A DEACON, WIFE OR WIDOW

Name of deceased _____ Deacon ___ Wife ___ Widow ___

Name of Family Contact _____ Phone Number _____

1) Family Phone _____ and/or Funeral Home _____
(Telephone #) (Telephone #)

2) Secure details as follows:

a) THE WAKE:

Where: (Funeral Home/church) _____
When: (times of visitation & the wake service) _____
Prayer Service (by diaconal community) _____
Other Liturgical Requests (Rosary, etc.) _____
Music _____

b) THE FUNERAL MASS:

Day and Time _____
Where (Parish) _____
Celebrant _____
(The Archbishop or his delegate)

<u>MUSIC</u>	<u>Item</u>	<u>Name</u>
Entrance Hymn	_____	_____
Communion Hymn	_____	_____
Sprinkling Hymn	_____	_____
Recessional	_____	_____
Other	_____	_____

Concelebrants _____



Permanent Diaconate

READINGS

1 ST Reading	_____	_____
Psalm	_____	_____
2 nd Reading	_____	_____
Gospel	_____	_____
Gift Bearers		_____

Homilist _____

(Will generally be the celebrant or priest/deacon requested by family)

c) INTERMENT:

Name of Cemetery: _____

Internment Prayers by: _____

3) DEACON ASSISTANT:

Wake Prayers _____

Mass _____

4) MASTER OF CEREMONIES

(Archdiocesan MC or his delegate)

5) CONTACT THE FOLLOWING:

a) Vicar for Clergy (780-469-1010)

6) MAKE CONTACT WITH:

Pastor/Deacons ordained same year/Mentor/Support Group Representative



The Catholic
Archdiocese
of **Edmonton**

Permanent Diaconate

7) PHONE/FAX:

Archbishop/Chancellor
Priest's Personnel
Parishes
Deacons (by fax & e-mail)

8) OTHER INSTRUCTIONS



The Catholic
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