

# Roman Catholic Diocese of San Angelo



## Covenant of Service for Diaconal Ministry Instructions, Guidelines, and Form

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**The Covenant of Service** is an instrument that serves to formalize the working arrangement between the pastor and a deacon assigned to the same parish. While the covenant does not serve the same purpose as a *pagella* of faculties, it should reflect the conditions under which the faculties are exercised in a particular parish.

Subsequent to ordination (or after being accepted into the diocese from elsewhere) a deacon will be provided a *pagella* of faculties from the bishop listing the specific faculties a deacon has by universal law in virtue of ordination, those powers that pertain to deacons by ecclesiastical law, and any special authorities the ordinary may grant.

Also listed in the *pagella* are those powers under universal law to be used on behalf of someone in danger of death. Any limitations on the faculties are addressed in the *pagella*.

The *pagella* is useful for the deacon and pastor as a verification that the habitual faculties enumerated in the document are intended to be exercised by the deacon at the assigned parish with oversight from the pastor.

All deacons are ordinarily a part of a parish, and the focus for the exercise of diaconal faculties will normally be at a parish.

For that reason, a covenant should address the duties of the deacon in a way that recognizes the capacities he has (the faculties) and should speak to the particular conditions at the parish in which those faculties are normally exercised.

In most cases, the following format for the covenant will address all areas of diaconal activity in the parish. The document is provided in hard copy and by electronic means on a Word document file and may be modified as needed.

**Upon completion**, forward a copy to the Director of the Office of Diaconal Ministry. The director will review and if deemed sufficient will forward it and a recommendation to the bishop to accept the covenant. The director may request the pastor and deacon to consider clarifying or modifying the covenant for clarity.

The Office of Diaconal Ministry is available to assist pastors and deacons upon request to complete a Covenant of Service.





## Diocese of San Angelo Deacon's Covenant of Service



This Covenant of Service pertains to \_\_\_\_\_,  
serving at the direction of the Bishop of San Angelo, assigned to parish duties at  
\_\_\_\_\_ Parish, in \_\_\_\_\_, Texas  
working with the pastor, \_\_\_\_\_.

This covenant presumes that full ministerial faculties are in place for the deacon and the pastor. Modifications or restrictions of faculties as directed by the bishop may require modifications to this covenant.

Following is the agreement entered into for the People of God between the deacon and pastor concerning diaconal duties at the parish and the responsibilities the pastor/parish has to the deacon.

Please fill in the blanks where applicable.

**Liturgy:** The deacon will assist at Mass as directed by the pastor according to a schedule that may change after considering parish needs and other circumstances. Sunday Celebration in the Absence of a Priest (SCAP), when necessary, will be the deacons' responsibility as will daily Communion services when a priest is not available.

**Preaching:** The deacon does not preach unless he is allowed by the pastor. As much as possible, there should be advance scheduling of the deacon's preaching assignment to allow time for him to prepare a homily.

**Other Sacraments/Sacramentals:** The deacon will administer the Sacraments of Baptism and Matrimony and officiate at funerals, quinceañeras, and other services, such as Stations of the Cross or benediction, as directed by the pastor. The deacon is to be available at any reasonable time for blessings as provided for in liturgical books. Attending to the sick and dying falls to the deacon whenever circumstances require. The deacon does not administer the Sacrament of Anointing of the Sick.

**Administration:** The deacon is an ex-officio member of the pastoral council and will attend all meetings and participate in the deliberations, though, as with the pastor, he has no formal vote on the council.

The deacon \_\_\_ will \_\_\_ will not serve as a member of the Finance Council.

The deacon \_\_\_ has \_\_\_ has not received and maintains appointments of Ecclesiastical Notary and Procurator/Advocate decreed by the diocesan bishop. If so, he will serve as Advocate for marriage cases.

**Catechesis:** The deacon will be involved in sacramental preparation efforts and other catechetical work on a schedule developed with the pastor, or on an *ad hoc* basis. Specific duties at this time include:

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**General Pastoral Care:** The deacon will be involved in the pastoral care of the parish community and beyond, working in conjunction with the pastor and other clergy. He will see to the needs of the faithful who cannot attend Mass, those who are ill, incarcerated, or in institutions where services are not regularly provided. The deacon will be available to parishioners and others as needed for spiritual guidance, prayer, blessings, and to assist in meeting temporal needs when emergency situations arise.

**Specific Pastoral Care responsibilities at this time include:**

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**Annual Retreat:** The parish will pay for the required annual retreat for the deacon and spouse. (Diocesan Pastoral Manual: D3a)

**Continuing Education:** The parish will pay up to \$500.00 annually for expenses incurred by the deacon in pursuit of his continuing education. (Diocesan Pastoral Manual: D3a)

**Reimbursements:** The deacon will be reimbursed for actual expenses connected with his ministry at the parish. (Diocesan Pastoral Manual: D3a)

**Working space:** The deacon will be provided a working space adequate to support the duties he is assigned.

**Civic duties:** The deacon is encouraged to be active in civic activities in his area as deemed appropriate.

**Current civic activities:**

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**Note on secular and family responsibilities:** (Here describe the deacon's job and family

structure, noting the duties and responsibilities he has at this time.)

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**Note on Diocesan Service:** (note here any diocesan duties/activities outside the parish that require the deacon's time.)

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**Note on Communications:** All deacons are to maintain and use the diocesan email address provided by the Diocese of San Angelo in their official capacity as a deacon of the Diocese of San Angelo.

This covenant is a guideline intended to aid the pastor and the deacon to work together forming a pastoral unit at the service of the people of God under their care. Significant changes in this agreement should be shared with the Director of Diaconal Ministry and the diocesan bishop by means of a new covenant. This covenant should also be reviewed upon the arrival of a new pastor.

Entered into this date: \_\_\_\_\_

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Deacon

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Pastor