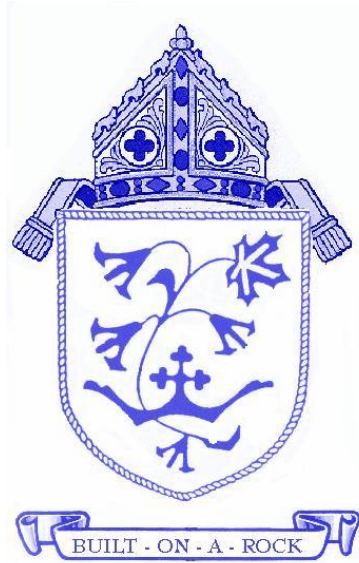


Archdiocese of Kingston



CHAPTER 9

PERMANENT DIACONATE

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REGULATIONS & BASIC NORMS FOR PERMANENT DEACONS

Please contact the Diaconate Office for a copy of the complete Diaconate Policy and Procedure Manual.

Appointments

1. It is within the competence of the Archbishop to provide deacons for ecclesiastical office in this Archdiocese by free conferral.
2. It is understood that the "liturgical base" of a deacon is the parish or pastoral centre to which he is canonically appointed by the Archbishop.
3. An initial appointment following ordination is normally for a period of one or more years.
4. Subsequent appointments to a parish are made for a period of six years.
5. A second appointment of six years to the same parish may be requested by the deacon and the pastor of the parish.
6. If the deacon is within six years of retirement, (i.e. has reached the age of 69 years) a new appointment will not normally be initiated unless it is requested by the deacon and/or the pastor involved.
7. A deacon wishing to receive a transfer to a new pastoral appointment should follow the procedure outlined in the ***Diaconate Policy and Procedure Manual***.
8. A deacon who transfers to a new domicile in this Archdiocese may receive a new canonical appointment only after three months from the date of the change.
9. A deacon who obtains a domicile in the Archdiocese of Kingston and who wishes to have a canonical appointment can make an application to the Archbishop of Kingston. The request will be considered in consultation with his (Arch)diocese of incardination. Details of this process are outlined in the Diaconate Policy and Procedure Manual.
10. A deacon who loses his domicile in this Archdiocese must consult with the Director of the Permanent Diaconate concerning arrangements for exercising ministry in another (Arch)diocese.

Liturgical Functions

Deacons function under the authority of the Archbishop, and, pastor as appropriate, in accord with the prescriptions of Canon Law, liturgical norms, and the faculties outlined on the Faculty Sheet for Deacons.

Dress

1. The distinctive symbol of the deacon will be a lapel cross-pin.
2. Permanent deacons are not bound by the prescriptions of clerical dress.
3. A permanent deacon may wear clerical attire, in the following pastoral settings:
 - a) in hospitals, jails, other institutions, and in other specialized ministry situations;

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- b) at funerals/wakes/committals, while representing the parish;
- c) during nursing home visitation, while representing the parish.

Forms of Address

1. Formal Written Address: Rev. Mr. J. Smith.
2. Title: Permanent Deacon.
3. Address: Deacon John or Deacon Smith
4. Liturgical Assignment in a parish setting: Pastoral Minister

Ministry Description

1. Each permanent deacon, who has received a canonical appointment, must complete, in consultation with his wife, where applicable, the Ministry Description as included.
2. While acknowledging the importance of the deacon's commitment to his family and employment, there is an expectation that the deacon should devote 10 to 15 hours weekly to Diaconate ministry.
3. The Ministry Description is normally completed at the time the appointment is made. In consideration of the need to obtain more information of a practical nature, it may be deferred for a time, but not for more than six months. It will be reviewed annually and may be reviewed from time to time by the Director of the Permanent Diaconate.
4. The Ministry Description may be reviewed at any time upon the request of the deacon or the pastor.
5. A deacon may petition to change his Liturgical Base after consultation with the Director of the Permanent Diaconate.
6. When a new pastor is appointed, a review is to be made of the Ministry Description in consultation with the pastor, the deacon, and the Director of the Permanent Diaconate. When possible, this review should take place prior to the effective date of the pastoral appointment.
7. Deacons will not ordinarily be compensated for their services to the Archdiocese. Deacons are expected to receive remuneration by reason of their secular profession, which they exercise or have exercised, and to provide for the needs of their family.
8. Deacons will be compensated for approved "out-of-pocket" expenses incurred in their ministry. This shall include, but not be limited to, retreats, required materials, and travel expenses.
9. With respect to stipends and stole fees, the policy of the Archdiocese will apply.

Transfers within the Archdiocese

A deacon wishing to receive a transfer to a new canonical appointment must follow the procedures outlined herein:

1. Discuss the matter directly with his pastor and the Director, indicating the reason for seeking reassignment. In some situations, this procedure may not be suitable, and the deacon may go directly to the Director;

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2. Follow up the conversation with the pastor, with a letter confirming what has been discussed with him. Send a copy of the letter to the Director and to the Archbishop;
3. The assignment will be discussed by the Deacon Personnel Committee for the purpose of making a recommendation to the Archbishop.

Special Note:

Deacons do not resign, nor may pastors remove them from their assignment. Only the Archbishop assigns, removes, or reassigns.

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MINISTRY DESCRIPTION FORM

By virtue of the Sacrament of Holy Orders, Deacon _____

is empowered to function in all areas appropriate to his diaconal ministry when assigned to the parish of:

_____.

In order to assist with your time, and to provide for the needs of the parish, please complete the following chart in consultation with, and under the supervision of the Pastor or Rector:

MINISTRY			
Please check each as appropriate (If this Ministry is not in a parish, or you would feel more comfortable responding in a narrative form, please feel free to add additional comments in space provided below).			
Ministry of Word	Ministry of Sacramental / Liturgical	Ministry of Service	
Proclaim Gospel *	Participate at altar during Mass*	Visitation to the poor, aged & Infirm	
Homilize () Frequency _____	Baptismal preparation	Outreach to Alienated	
Prayer Services	Preside at baptisms	Faith formation	
Communion Services	Pre-marriage instruction	Administration	
Sunday Celebration w/o Priest	Prepare Pre-nuptial papers	Social Ministry	
RCIA - Teach	Preside at marriages	Evangelization	
Bible Study	Preside at wakes	Campus Ministry	
	Preside at funerals	Chaplaincy	
Other: (Please Explain)	Other: (Please Explain)	Other: (Please Explain)	
Use additional paper if needed	Use additional paper if needed	Use additional paper if needed	
<p>Reminder: Deacons are normally available for 10 hours of weekly service.</p> <p>* At Mass, the deacon proclaims the Gospel reading, sometimes preaches God's Word, announces the intentions of the <i>General Intercessions</i>, ministers to the priest, prepares the altar and serves the celebration of the sacrifice, distributes the Eucharist to the faithful, especially under the species of wine, and from time to time gives directions regarding the people's gestures and posture (GIRM, 94).</p> <p>Please note: Contractual or any other full-time ministry of service, such as chaplaincy, should be briefly outlined in this area.</p> <p>COMMENTS (if needed)</p> <p>_____</p> <p>_____</p> <p>_____</p>			

Deacon

Spouse of Deacon

Pastor/Rector/Supervisor

Date

Send copy of Ministry Description to
Director: Office of the Permanent Diaconate
Archdiocese of Kingston
390 Palace Rd. Kingston, ON K7L 4T3

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Ministry

The ecclesiastical ministry of a deacon is defined in the current List of Faculties of the Archdiocese of Kingston as signed by the parties. Where a deacon's actions exceed the faculties listed, he is deemed not to be acting as a deacon but in some other capacity.

Screening

Deacons will be subject to the same screening policy as is in place from time to time for all clergy, employees, and volunteers. The level of screening required will depend on the types of activities engaged in by the Deacon.

Upkeep

The Diaconate Ministry is one of service, and it is understood and confirmed by all parties that it is provided without remuneration. The appointment is, in no way, to be considered employment.

Deacons may be granted, from time to time, honoraria. They will be reimbursed for expenses incurred in the exercise of their ministry.

Insurance

While a deacon is exercising his ecclesiastical ministry, he is insured under the liability policy of the Archdiocese of Kingston only to the extent that all clerics are covered.

The deacon and Archdiocese accept the expectations outlined under Upkeep and Insurance (pp. 15-20) of the *Directory for the Ministry and Life of Permanent Deacons*.

Education and Annual Retreats

The deacon and spouse will be reimbursed for the costs associated with their annual retreat and any expenses related to the diaconal convocation and study days.

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LIST OF DIACONAL FACULTIES

All Deacons

Deacons are ordained to a three-fold ministry of Word, Liturgy (Altar) and Charity which is exercised in close collaboration with the Bishop and all members of the Presbyterate.

The following faculties are granted in accordance with his assignment in the Archdiocese of Kingston to assist him in exercising his three-fold ministry of Word, Liturgy (Altar) and Charity.

Working in close collaboration with the Pastor, the deacon will exercise the following faculties and ministries in accordance with the prescriptions of canon law.

Ministry of the Word and Liturgy (Altar)

The following faculties exercised by the deacon during the celebration of the Mass express the unity of his ministry of word, liturgy (altar) and charity:

1. To lead specific penitential rites as designated in the *Roman Missal*;
2. To proclaim the Gospel;
3. To preach the homily;
4. To voice the needs of the people in the General Intercessions, needs with which he should have a particular and personal familiarity from the circumstances of his ministry of charity;
5. To assist the presider and other ministers in accepting the offerings of the people and preparing the gifts;
6. To extend the invitation of peace;
7. To serve as an ordinary minister of Communion with a special responsibility for the distribution of the cup;
8. To dismiss the community at the end of the Eucharistic liturgy.

Other Liturgical Roles

1. To preach the Word of God at Baptisms, Marriages, Vigil Services for the Dead and memorial services;
2. To distribute communion both within the celebration of the Eucharist and outside it; to distribute communion to the sick at home and in hospitals and institutions; and to communicate himself when a priest is not available;
3. To dispense the Eucharistic abstinence in individual cases and for a just reason;

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4. To catechise and instruct converts, catechumens, adults, and children in the doctrines of the Faith;
5. To administer the sacrament of baptism to infants - those under seven and those lacking the use of reason;
6. To receive converts into full communion with the Church, if a priest is not available. The deacon does not have the sacramental power to administer Confirmation even in conjunction with the reception of converts;
7. To give Viaticum to the dying and according to the prescribed ritual;
8. To celebrate the Rite of Commendation of the Dying according to the prescribed ritual;
9. To witness the sacrament of Christian marriage with delegation from the pastor or associate pastor;
10. To preside at the convalidation of a marriage with permission of the pastor or associate pastor.

Sacramentals

1. To administer the blessings of the Church which occur within the liturgical rites which he is authorized to perform, namely, the blessing of baptismal water during the Rite of Baptism; the blessing of rings during the Rite of Christian Marriage; the blessing of the grave during the Rite of Burial;
2. To administer any blessing of persons or objects in the name of the Church as permitted by the Books of Blessings (*Liber Benedictionum*) except those blessings specifically reserved to the bishop or priest.

Ministry of Charity

1. As a participant in the one ecclesiastical ministry, the deacon is a specific sacramental sign in the Church of Christ the servant. In his ministry of the altar, he lays the needs of human beings on the Eucharistic table; in his ministry of the word, he gives voice to these needs; and, through his ministry of charity, he makes the parish aware of urgent situations of need, motivating them to share with one another and to give practical help.

Other

1. To exercise, when duly appointed, the duties of administration.
2. To participate, as the delegate of the pastor of the parish of canonical assignment, or as a member of the parish staff, in sessions of the parish council or in other such meetings.