

THE EPISCOPAL DIOCESE OF MAINE



DRAFT TEMPLATE
Individual agreements will vary and
LOAs must be submitted to the
Bishop for review prior to signing.

DEACON LETTER OF AGREEMENT

This Letter of Agreement is between the priest-in-charge and vestry of The Episcopal Church of XXX, located in XXX, Maine, and The Rev. Deacon XXX, appointed by the bishop to serve the people of the congregation of XXX in her/his ministry as deacon under the direction of the priest-in-charge, XXX, and the pastoral oversight of the Bishop of Maine.

PREAMBLE

The members of the Episcopal Church of XXX agree that the relationship between the deacon and congregation shall be one in which they are joined together in a venture and bond of common faith and purpose. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention and the Diocese of Maine, The Rev. Deacon XXX shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

JOB DESCRIPTION AND OTHER TERMS

As Deacon, XXX will:

- Support and assist all baptized persons in carrying out their ministries, providing leadership in outreach and worship.
- Provide ZZZ per week, on the average, to the work of the church and to the community at large in the role of deacon of the Church.
- Perform the traditional liturgical role of deacon: proclaim the Gospel, prepare the Eucharistic table, assist in the distribution of communion, clear the table, and dismiss the people.

- Preach at varied occasions, including Sunday services, weddings, funerals, ecumenical settings and Holy Days.
- As schedules permit, participate in programs, committees and ministries of the Diocese of Maine, including Clergy Days and the annual Deacons' Retreat.
- Meet regularly with the priest-in-charge of the congregation.
- The deacon may, upon request, write articles for the congregation's newsletter, or other publications (e.g., annual report distributed at the annual meeting of the congregation), in order to assist the congregation in understanding the ministry of deacons and the ministry of their deacon in particular.
- Work with the congregation's goals established by the vestry, as a team member, consulting and communicating regularly with the priest-in-charge (although not necessarily attending staff or vestry meetings).

COMPENSATION AND LEAVE

- The deacon will be compensated for travel above and beyond trips between home and church at the rate established by the Internal Revenue Service. The vestry of XXX will plan for this reimbursement in their budget. These expenses will be reimbursed to the deacon, who will provide to the treasurer receipts, mileage reports, and other appropriate documentation.
- For expenses incurred in the course of diocesan ministries, the bishop will reimburse the deacon for mileage and other agreed-upon expenses.
- The Rev. Deacon XXX will have eight Sundays off each year with two additional Sundays off each year in compensation for Christmas and Easter season services. Sundays off will be scheduled in consultation with XXX.
- The Vestry of XXX shall provide an annual continuing education allowance for their deacon. The allowance is to be used for the deacon's continuing spiritual and professional development. For the year ZZZ, the continuing education allowance amount is set at ZZZ. Any remaining balance may not be carried into subsequent years.

OTHER AGREEMENTS

In consultation with the priest-in-charge, the deacon may provide or assist with such services and rites for parishioners and others as may be deemed appropriate for the ministry of the Episcopal Church of XXX.

The Letter of Agreement shall be effective when all parties have signed it. The term of service agreed to by this Letter of Agreement begins on ZZZ. This letter is to be reviewed, renewed, or edited annually by the deacon and priest-in-charge, and is subject to the approval of the Bishop of Maine.

In any case of dispute or disagreement regarding the deacon's ministry, the Bishop of Maine will be consulted at once. The bishop may refer to parties to other resource person or persons. In all cases, the bishop is the final arbiter.

The Rt. Rev. Stephen T. Lane
Ninth Bishop of Maine

Date

The Rev. Mr./Ms. XXX
Priest-in-Charge, XXX, ME

Date

Mr./Ms. XXX
Senior Warden, XXX, ME

Date

The Rev. Mr./Ms. XXX
Deacon

Date