

**Letter of Agreement
Between
The Reverend [Name], Rector,
The Vestry of [Congregation],
The Reverend Deacon [Name],
and
The Rt. Rev. Martin S. Field, Bishop of West Missouri**

With the concurrence of the Rector, The Rt. Rev. Martin S. Field, Bishop of West Missouri, has assigned The Reverend Deacon [Name] to minister according to *his* order with and among the people of [Congregation], [city/town], MO. *His* ministry, and the supervision of *his* ministry, shall be subject to the following understandings:

- (A) It is understood all “*Deacons serve directly under the authority of and are accountable to the Bishop.*” (Canon III.7.1) Therefore ministry in the community, secular employment, formation, pastoral direction, redeployment and ecumenical involvement are beyond the scope of this Letter of Agreement (LOA).
- (B) It is understood that “*Deacons assigned to a congregation act under the authority of the member of the Clergy or other leader exercising oversight in all matters concerning the congregation.*” (Canon III.7.4) Therefore the Rector will exercise full authority over the Deacon’s ministry in the Parish.
- (C) It is understood “*Deacons may have a letter of agreement setting forth mutual responsibilities in the assignment,*” and this LOA “*is subject to renegotiation with the Vestry after the resignation of the Rector*” and is “*subject to the Bishop’s approval.*” (Canon III.7.4.a)
- (D) It is understood that “ . . . *no Deacon shall be in charge of a congregation.*” Canon III.7.4.c)

In keeping with the above Canonical provisions, Deacon [Name] may be assigned by the Rector to:

- (A) Function in congregational liturgies as appropriate to the Order of Deacons;
- (E) Participate, but ordinarily not preside, at the Pastoral Offices;
- (F) Deliver sermons or homilies according to a schedule established by the Rector and agreed to by the Deacon, and at other times as agreed upon;
- (G) Provide training, scheduling and support for licensed Eucharistic Ministers;
- (H) Provide training, scheduling and support for licensed Eucharistic Visitors;
- (I) Provide training, scheduling and support for Lectors;
- (J) Provide training, scheduling and support for licensed Worship Leaders;
- (K) Provide pastoral support, but not counseling, to parishioners;
- (L) Participate in Christian formation and educational programs of the congregation;
- (M) Join in representing the congregation in ecumenical settings;

Comment [MF1]: [The following are recommendations of what might be contained within a letter of agreement. Specifics of agreements may vary from congregation to congregation. Pronouns throughout should be changed as applicable. The term Rector will be changed to Priest-in-Charge where applicable.]

- (N) All parties to this agreement that Deacon [Name] will serve the congregation an average [??]hours per month for twelve (12) months per year. Vacation time can be scheduled with mutual agreement of the Rector and Deacon.
- (O) The Deacon will take [Name of day] of each week as an off-day.
- (P) Assist members of the congregation in discerning and preparing for their ministries of service;
- (Q) Offer opportunities for education about the needs of the world after consultation with the Rector;
- (R) Deacon is to be reimbursed for mileage based on the current IRS rate;
- (S) The Deacon will meet at least monthly with the Rector;
- (T) The Deacon may participate in meetings of the Vestry with voice, but no vote, in consultation with the Rector;
- (U) The Deacon will also perform any other duties as assigned by the Rector;
- (V) The Deacon will consult with the Rector on all issues affecting the Parish;
- (W) Since the Deacon also holds employment outside the Church, the Rector and Vestry understand the scheduling conflicts may occur which will be handled as such instances arise;
- (X) This Letter of Agreement may be reconsidered at any time;
- (Y) The Rector may ask the Bishop to terminate this assignment at any time.

May God grant insight, blessing and enthusiasm to our endeavors. Let us bless the Lord.

Signed this ___ day of _____, _____, at [City/town], Missouri.

The Reverend [Name], Rector

The Reverend Deacon [Name]

[Name], Senior (or Bishop's) Warden

The Rt. Rev. Martin S. Field, Bishop