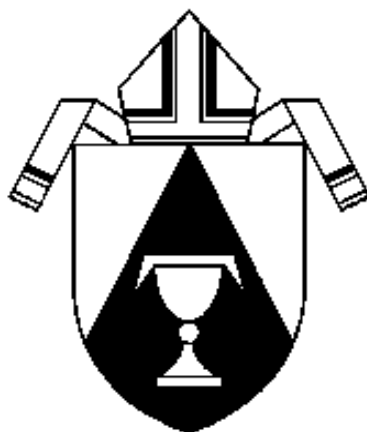


# DIOCESE OF SACRAMENTO



## **DIACONAL POLICIES**

## **DIACONAL POLICIES**

At ordination, a deacon enters into new sets of relationships that define his position in the Church. These policies will assist the deacon in fostering a life devoted to prayer, growth and service so that he may truly be an instrument of God=s love to his family, to his co-workers and to those to whom he ministers.

The following policies were drafted by the diaconate staff, reviewed by the Diaconate Advisory Council and the Deacon Community Council. They were then promulgated by Bishop Francis Quinn. [1These are still in force with minor updates included, until the New Norms for Deacons in the United States are promulgated, following the Directory for the Ministry and Life of Permanent Deacons from the Roman Congregation for the Clergy.]

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1 Items described the revision made according to the Diocesan Policy for Clergy of January 1, 2003.

## APPROPRIATE ATTIRE AND TITLE

Emphasis **against** external signs of a new and somewhat segregated class in the Church...has been powerful both from the people and the priests.

Wearing of the ritual vestments is covered in Section V, **VESTURE** of Bulletin #62. The following additional policy pertains:

The Code of Canon Law exempts permanent deacons from the obligation of wearing ecclesiastical garb. However, in exceptional circumstances, a diocesan bishop, with due consideration for the practice of neighboring dioceses and with appropriate consultation, may decide that deacons should wear distinctive garb when engaged in formal clerical ministry. For liturgical services, of course, the rubrical vesture is required. The bishop, likewise, is to determine what title or titles (if any) may be used to indicate diaconal status and the circumstances in which they may be used.

In accordance with this statement by the United States Bishops= Committee on the Permanent Diaconate, the following policies have been established for all deacons serving in the Diocese of Sacramento:

1. The common distinctive ecclesiastical garb of the deacon is the alb and stole; this vesture is to be worn only in liturgical ceremonies and never apart from them. The dalmatic is the traditional vestment of the deacon and is usually reserved for more solemn occasions.
2. The Roman collar or other non-liturgical ecclesiastical garb is **not** to be worn by the permanent deacon.
3. A deacon who participates in a liturgy but is not called upon to exercise his liturgical ministry should not vest or occupy a specific place, unless the liturgy is one in which the order of deacons is called upon to participate as a body.
4. The terms Reverend or Reverend Mister are **not** used at any time for a permanent deacon. In direct address, such terms as ADeacon Joe or ADeacon Jones are fitting. If it is necessary or desirable to include the fact of Orders with one=s name (such as on a business card or the signature block of a letter) the printing or signing of one=s name followed by the word ADeacon is proper. Indirect printed references, such as a parish bulletin, should simply use the terms ADeacon Joe Jones or AJoe Jones, Deacon.

## **ASSIGNMENT OF A PERMANENT DEACON**

A deacon is ordained for the service of the diocesan Church. Through the imposition of hands by the bishop, the deacon shares sacramentally in the diaconal ministry of Christ. A collaborative bond is thereby established between himself and the bishop in union with presbyter to carry on the mission of Christ to his people.

Since a deacon is bound by the bond of obedience freely undertaken in the Rite of Ordination, he is assigned by the Bishop of the Diocese.

Hence, the assignment of a deacon will be governed by the following norms:

1. A deacon will be assigned by the Diocesan Bishop according to the needs of the Diocese of Sacramento, due consideration having been given to the deacon's particular circumstances.
2. The scope of a deacon's exercise of his ministry is determined by the universal law of the Church, by the faculties granted him by the Diocesan Bishop and by the terms of the letter of appointment given him by the Diocesan Bishop.
3. A deacon assigned to a parish renders his service in pastoral ministry as a coworker with the pastor in common counsel and endeavor with him and also under his authority, as the proper shepherd of the parish, entrusted with its pastoral care under the authority of the Diocesan Bishop.
4. A deacon assigned to a non-parochial ministry has a similar relationship to the supervisor nominated in his letter of appointment.
5. The specific ministerial responsibilities of a deacon are determined by the pastor/supervisor as delineated in the Service Agreement between the deacon and pastor/supervisor.
6. A deacon seeking a change of assignment will send a letter requesting the change to the Bishop with a copy to the Director of the Office of the Permanent Diaconate, and the Delegate for Deacons stating the reasons for the request.
7. A pastor/supervisor seeking the transfer of a deacon will send a letter requesting the transfer to the Bishop with a copy to the Director of the Office of Permanent Diaconate, stating the reasons for the request.

8. A pastor/supervisor seeking the assignment of a deacon to his/her parish/agency/department will send a letter requesting such an assignment to the bishop with a copy to the Director of the Office of the Permanent Diaconate, stating the reasons for the request.
9. In each of the cases stated in 6, 7 and 8 above the Director of the Office of the Permanent Diaconate and/or the Delegate for Deacons will meet with the person making the request to discuss the matter. Subsequently, either or both of these officials will meet for the same purpose with any other people who are directly and immediately affected by the request. The Director/or Delegate for Deacons will then make a recommendation to the Diocesan Bishop regarding the request.
10. It is the prerogative of the Diocesan Bishop alone to decide what assignment will be given to a deacon.
11. A deacon=s assignment is effective on the date determined by the Diocesan Bishop, as stated in the letter of appointment. A copy of the letter of appointment will be sent simultaneously to the pastor/supervisor and the Director of the Office of the Permanent Diaconate.

# **Diocese of Sacramento**

## **Diaconal Service Agreement**

**Name of Deacon:** \_\_\_\_\_

**Parish/Location:** \_\_\_\_\_

**Organization (If applicable)** \_\_\_\_\_

**This agreement covers the years beginning: (Month)\_\_\_\_\_20XX\_\_\_\_, (Month) \_\_\_\_\_20XX\_\_\_\_, inclusive.**

### **1) Purpose of Ministry Agreement:**

This agreement serves as a tool that a pastor and a deacon use to arrive at a mutual commitment and understanding of the deacon's ministry while assigned to a specific parish and to document the agreement. It also defines the pastor's commitment to resources needed for the deacon to achieve his goals, and to assist and support the deacon in his continuing formation and spiritual growth.

The agreement seeks also to promote accountability to the Bishop through the diocesan Office of the Permanent Diaconate providing a working basis for ministry reviews of the deacon and his assignment **every three years**. An evaluation form for this process is provided by the Office of the Permanent Diaconate. Please call (916) 733-0242 or 733-0244

The Agreement must be reviewed by the parties whenever a change in family or job condition might significantly affect the deacon's ability to continue to perform the duties, as outlined in this document, and whenever the pastor/administrator is changed. In some cases, this Agreement may be continued without change or modification as mutually agreed upon by all parties.

### **Services Performed:**

#### **A) Charity & Justice Ministry: (Check off)**

Outreach to the poor \_\_\_\_

Ministry to the sick and dying \_\_\_\_

Visiting Homebound/Hospital \_\_\_\_

Social Justice \_\_\_\_

Advocacy \_\_\_\_

Collaboration with Institutions, e.g., St. Vincent de Paul, Jail, or Prison \_\_\_\_

Staff Meetings \_\_\_\_

Other \_\_\_\_

**Hours per month**\_\_\_\_\_

**B) Word : (Check Off)**

Adult Education \_\_\_\_\_

Baptismal Preparation \_\_\_\_\_

Marriage Preparation \_\_\_\_\_

Annulments \_\_\_\_\_

Scripture study \_\_\_\_\_

RCIA \_\_\_\_\_

Training of lectors, Extraordinary Ministers of Holy Communion, Altar Servers \_\_\_\_\_

Cursillos and other non-sacramental activities at which you preside as deacon.

(Include the amount of time spent in homily preparation for these events.) \_\_\_\_\_

Spiritual Direction \_\_\_\_\_

Other \_\_\_\_\_

**Hours per month** \_\_\_\_\_

**C) Sacraments: (Check off)**

Masses (including Sundays) \_\_\_\_\_

Baptisms \_\_\_\_\_(at which you function as deacon).

Confirmation \_\_\_\_\_

Weddings \_\_\_\_\_

Funerals \_\_\_\_\_

Vigil Services \_\_\_\_\_

Graveside Services \_\_\_\_\_

Prayer Services \_\_\_\_\_

Holy Communion taken to hospitals, rest homes, etc., at which you function as a deacon \_\_\_\_\_

Benedictions \_\_\_\_\_

Stations of the Cross \_\_\_\_\_

Novenas \_\_\_\_\_

Retreats \_\_\_\_\_

Days of Recollection \_\_\_\_\_

Please include specific preaching assignments each month and include the amount of time spent in homily preparation. \_\_\_\_\_

Other \_\_\_\_\_

**Hours per month** \_\_\_\_\_

**D) Tasks Not Subject to Agreement: (Check Off)**

(Do not include Diaconate Continuing Education, Retreats or small group meetings)

Diocesan assignments in correctional facilities \_\_\_\_\_

Hospital Chaplaincy \_\_\_\_\_

Diocesan Social Service \_\_\_\_\_

Marriage Tribunal \_\_\_\_\_

Other volunteer assignments or appointments to committees related to diocesan and

Church related activities \_\_\_\_\_

Inter-religious Dialogue \_\_\_\_\_

Other (Specify) \_\_\_\_\_

**Hours per month** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Supervisor/Coordinator:** \_\_\_\_\_

**E) Resources:** These are the ways I will fulfill my continuing formation: Two Continuing Formation days as part of the 30 hours annually required, and annual retreat. (If recently ordained an added three-year Post-Ordination Formation Program.)

The Deacons do not receive any offering for services rendered in their ministry, according to Diaconate Policy and Diocesan statutes. However, if he is employed in a regular parish ministry, e.g., religious education; director of parish operations, business manager, he will be paid the salary of that professional diocesan classification. The Parish assumes the cost of the continuing formation of Deacons and wives. These include Education days, Retreats, Conferences, books, mileage, or supplies needed for the ministry.

Note: If a Deacon is employed his evaluation will follow the appropriate process.

**Employed by the Parish**\_\_\_\_(Yes)\_\_\_\_(No)

**Hours per Month**\_\_\_\_\_

**Asking for God's grace, we the undersigned, join together in service to "*God's People*" in accepting this agreement. We pray that the Spirit will guide us in our ministries for the greater honor and glory of God.**

**Deacon**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Deacon's Spouse**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Pastor/Administrator:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Please forward a copy of this completed Agreement to:**

**Office of the Permanent Diaconate  
2110 Broadway  
Sacramento, CA 95818**



**Diocese of Sacramento**  
**Evaluation of Diaconal Service**

**Name of Deacon:** \_\_\_\_\_

**Parish/Location:** \_\_\_\_\_

**Organization/Location** (This evaluation covers the period: (Mo.) \_\_\_\_ 20XX, to (Mo.) \_\_\_\_ 20XX.

The diaconal agreement serves as a tool that a pastor and a deacon use to arrive at a mutual commitment and understanding of the deacon's ministry. It also seeks to promote accountability to the Bishop through the diocesan Office of the Permanent Diaconate providing a working basis for ministry reviews of the deacon and his assignment **every three years**.

The purpose of this evaluation is to provide feedback to the deacon from his supervising Pastor/Administrator in order to ensure that the level of service offered by the deacon meets the needs of the parish/agency and its people. It is also an opportunity to identify what resources may be made available to assist a deacon in improving his service in the parish community or the agency in which he is assigned.

**Charity & Justice:**

How has the deacon performed his duties assisting as a deacon? Please check off those areas where you have observed, or have knowledge, of the deacon performing in this capacity; \_\_\_\_\_ Outreach to the poor, \_\_\_\_\_ Ministry to the sick and dying, \_\_\_\_\_ Visiting Homebound/Hospital \_\_\_\_\_ Social Justice, \_\_\_\_\_ Advocacy \_\_\_\_\_ Collaboration with Institutions, e.g., St. Vincent de Paul, Jail or Prison \_\_\_\_\_ Staff Meetings  
Please comment accordingly in the space provided below. Please use additional paper if needed. Indicate if any resources are needed for improvement in any given area.

**Comments:**

Resources Needed (if any):

**Word:**

How has the deacon performed his duties assisting as a deacon? Please check off those areas where you have observed, or have knowledge, of the deacon performing in this capacity;

\_\_\_\_Adult Education\_\_\_\_Baptismal Preparation \_\_\_\_Marriage Preparation  
\_\_\_\_Annulments \_\_\_\_Scripture Study\_\_\_\_ RCIA \_\_\_\_Training of lectors, Extraordinary  
Ministers of Holy Communion, Altar Servers \_\_\_\_Cursillos

Please comment accordingly in the space provided below. Please use additional paper if needed. Indicate if any resources are needed for improvement in any particular area.

**Comments:**

Resources Needed (if any):

**In Celebration of Sacraments:**

How has the deacon performed his duties assisting as a deacon? Please check off those areas where you have observed, or have knowledge, of the deacon performing in this capacity;

\_\_\_\_Masses \_\_\_\_Baptisms, \_\_\_\_Confirmation, \_\_\_\_Weddings,\_\_\_\_Funerals  
\_\_\_\_Vigil Services \_\_\_\_Graveside Services \_\_\_\_Prayer Services\_\_\_\_Holy Communion  
taken to hospitals, rest homes, etc.,\_\_\_\_Benedictions \_\_\_\_Stations of the Cross  
\_\_\_\_Novenas\_\_\_\_Retreats \_\_\_\_Days of Recollection \_\_\_\_Preaching,

Please comment accordingly in the space provided below. Please use additional paper if needed. Please also indicate if any resources are needed for improvement in any given area.

**Comments:**

Resources Needed (if any):

Overall Assessment:

If there are other areas that would be of value to comment for the benefit of the deacon, please do so in this space.

The signatories to this evaluation attest to the fact that they have reviewed this document together and have had an opportunity to discuss it fully:

Deacon\_\_\_\_\_ Date:\_\_\_\_\_

Pastor/Administrator: \_\_\_\_\_ Date:\_\_\_\_\_

Please forward a copy of this completed Evaluation to:

Office of the Permanent Diaconate  
2110 Broadway  
Sacramento, CA 95818

## **INCARDINATION/EXCARDINATION**

1. A permanent deacon already incardinated in a diocese other than the Diocese of Sacramento who seeks incardination into the Diocese of Sacramento is bound to observe the provision set out in Canons 267-270 of the code of Canon Law/1983.
2. Such a permanent deacon must have already established a canonical domicile within the Diocese of Sacramento (See C. 102).
3. Before he is eligible to request incardination the permanent deacon must have completed a minimum of five years diaconal service in the diocese under the supervision of the Office of the Permanent Diaconate.
4. In order to begin the period of probationary diaconal service the non-incardinated permanent deacon must submit in writing a formal request to do so to the Director of the Office of the Permanent Diaconate accompanied by the following documents:
  - (i) A letter of permission from the permanent deacon's Diocesan Bishop clearly stating that the permanent deacon has the Bishop's permission to serve in the Diocese of Sacramento and that he is a permanent deacon in good standing in his diocese.
  - (ii) A resume written by the permanent deacon covering the following points:
    - 1) Personal history: date and place of birth, schools attended and degrees received, an account giving all relevant details of the diaconal training course in which the applicant participated, significant illnesses, special talents or skills in ministry , physical and emotional health at the present time.
    - 2) Ministerial history: where and when ordained, number and types of assignments held, reasons for transfers.
    - 3) Reasons for requesting to serve in the diocese.
    - 4) Types of assignment for which he feels suited.
    - 5) Types of assignment for which he feels unsuited.
  - (iii) Letters of recommendation from the applicant's Diocesan Bishop and his superior of last assignment, containing a statement concerning his physical and emotional health as well as a statement of evaluation of the applicant's prior diaconal service.
5. The decision to admit the applicant to the period of probationary service is made by the Diocesan Bishop in consultation with the Director of the Office of the Permanent Diaconate.

6. In the assignment of the non-incardinated permanent deacon during the period of probationary service the Director of the Office of the Permanent Diaconate shall follow the same criteria and procedures employed in the assignment of incardinated permanent deacons.
7. At the end of the five-year period of probationary diaconal service the non-incardinated permanent deacon must submit his request for incardination in writing to the Director of the Office of the Permanent Diaconate, accompanied by the following documents:
  - (i) A letter of excardination from the applicant's Diocesan Bishop signed by that Bishop.
  - (ii) A resume written by the applicant covering the following points:
    - 1) A personal history: date and place of birth, upbringing, schools attended and degrees received, an account giving all relevant details of the diaconal training course in which the applicant participated, significant illnesses, special talents or skills in ministry, physical and emotional problems, if any.
    - 2) Ministerial history: where and when ordained, assignments held, reasons for transfers, etc.
    - 3) Reasons for requesting incardination in the Diocese of Sacramento.
    - 4) Types of assignments for which he feels suited.
    - 5) Types of assignment for which he feels unsuited.
  - (iii) Letters of recommendation: A letter from the pastor or superior of the institution in which the applicant has served as a permanent deacon in the Diocese of Sacramento, evaluating the ministerial skills of the applicant and indicating the writer's willingness to have the applicant as a cooperator.
8. The Director of the Office of the Permanent Diaconate shall be responsible for making a recommendation to the Diocesan Bishop regarding acceptance or non-acceptance of a permanent deacon's request for incardination.
9. Final decision regarding the request for incardination is the responsibility of the Diocesan bishop.
10. If incardination is refused, but the non-incardinated permanent deacon is permitted by the Diocesan Bishop to continue ministering as a permanent deacon in the Diocese of Sacramento, he must have the proper authorization of his own bishop.

## **LEAVE OF ABSENCE**

1. A leave of absence may be described as a concession granted by the Diocesan Bishop by which a permanent deacon is released from his clerical obligations and rights for a lengthy period.
2. A leave of absence may be requested when personal circumstances make it difficult or impossible for a permanent deacon to continue to fulfill the obligations of his state.
3. A request for a leave of absence must be made formally in writing to the Director of the Office of the Permanent Diaconate or the Delegate for Deacons. Upon receipt of such a request, the Director/Delegate for Deacons will meet with the deacon and then make a recommendation to the Diocesan Bishop, who makes the final decision.
4. If a leave of absence is granted, it will be given for a definite period to be determined by the Diocesan bishop in consultation with the Director/Delegate for Deacons.
5. After the request has been granted, the Director and the deacon will formulate a plan of action for the terms of the leave and will set up a schedule for conferring on the course of this plan.
6. The Director/Delegate for Deacons will consult with the pastor of the deacon requesting the leave of absence.

## **THE ONGOING FORMATION OF A PERMANENT DEACON**

The formation of a deacon's life is an ongoing process. His formation does not end with ordination. It is a never-ending process by which a deacon continually expands his knowledge so that his spiritual journey might be always progressive and that he will increasingly become the unique image of God that he was created to be.

The basic components which compose the diaconal formation program (spiritual dimensions, human dimensions, intellectual dimensions, pastoral dimensions) also serve to structure a deacon's ongoing formation program.

Permanent deacons, as members of the clergy, are declared by Canon Law to be "especially bound to pursue holiness because they are consecrated to God by a new title in the reception of orders as dispensers of God's mysteries in the service of His people."

In order to pursue this perfection Canon Law requires deacons to:

1. "Faithfully and untiringly fulfill the duties of pastoral ministry;"
2. "Nourish their spiritual life from the two-fold table of Sacred Scripture and the Eucharist;"
3. Be conscientious in devoting time regularly to contemplative prayer, in approaching the sacrament of reconciliation regularly, in cultivating special devotion to the Virgin Mother of God, and in using other common and particular means for his sanctification.

In addition to Canon Law, the National Conference of Catholic Bishops and/or diocesan policies requires the deacon to:

1. Pray Morning and Evening Prayer of the Liturgy of the Hours daily, and other portions of the Liturgy of the Hours as his circumstances allow;
2. Make an annual retreat;
3. Have a spiritual director with whom he is able to meet on a regular basis.
4. Participate in small group communities which will meet regularly "to pray and to reflect together about his ministry, to address common problems, to study together, and to be of support to one another." These communities will be organized along deanery or other geographical lines.

5. Meet regularly with his pastor/supervisor for the purposes of reviewing and evaluating his diaconal ministry in order to revise and update the Service Agreement. A copy of the resultant agreement is to be sent by the deacon to the Director of the Office of the Permanent Diaconate by the start of the year as indicated by the Office of the Permanent Diaconate.
6. Spend at least thirty (30) hours each year in any area(s), which he chooses as calculated to serve best his on going personal growth and ministerial formation. Twenty (20) hours of his requirement are to be fulfilled through attendance at the semi-annual continuing education programs arranged by the Permanent Diaconate Office and the Deacon Council. The remainder of the requirement can be fulfilled through attendance at offerings made available through approved institutions or agencies approved by the Director of the Office of the Permanent Diaconate, such as the following:
  - X Office of Worship
  - X Department of Faith Formation
  - X Catholic School Department
  - X Continuing Education of the Clergy
  - X Institute for Ministry Formation
  - X Gospel Justice Resource CenterConferences, conventions workshops and symposia offered by other dioceses and by various national resources for the permanent diaconate.

The deacon may also suggest resources other than those listed above.



## **POLICY APPLICABLE TO QUESTIONS ABOUT REMUNERATION/REIMBURSEMENT FOR A PERMANENT DEACON**

A permanent deacon is ordained for a specific ministry, which is indicated by his title: he is ordained for service. As deacons have followed out this call to the ministry of service many questions have arisen regarding whether a deacon is to receive remuneration.

The policy of the Diocese of Sacramento applicable to such questions is as follows:

1. In the spirit of Canon 281.3, it is the policy of the Diocese of Sacramento that a permanent deacon is ordained for or incardinated into the diocese on the understanding that he does not receive remuneration in view of his ecclesiastical ministry but rather that he is to take care of his own and his family's needs from the income derived from the civil occupation, which he exercises or has exercised. The same understanding applies to a non-incardinated deacon who is accepted to the exercise of an ecclesiastical ministry in the diocese.
2. No variation of the policy stated in Paragraph 1 above is permitted without the explicit permission of the Bishop. Permission for such a variation is to be sought through the agency of the Director of the Office of the Permanent Diaconate.
3. **Stole Fees: Baptism and Marriage:** Voluntary offerings, or stole fees, as they are popularly called, made on the occasion of the celebration of the Sacrament of Baptism or the Sacrament of Marriage are assigned by the Diocesan Statutes to the parish in which the sacrament is celebrated. When on such occasions it is clear that a designated gift over and above the offering is intended for the deacon personally, the deacon may keep such a gift. (Cf. Diocesan Policy on Remunerations schedule A Enclosed.)
4. **Stole Fees: Other Occasions:** In regard to other liturgical or other prayer services [2such as blessings of houses, buildings and automobiles, offerings go to the parish, according to the provisions of Canon 281.3], with the understanding that whenever on such occasion a gift specifically designated for the deacon personally is offered the deacon may keep the gift.

[If a cleric solicits an offering in anyway, directly or indirectly, he is abusing the Sacrament of Baptism, and/or the Sacrament of Matrimony. Such monies should, in good conscience,

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2. Items in brackets describe revisions made according to the Diocesan Policy for Clergy Schedule "A" Assignment of stipends of January 1, 2003.

be passed on to the parish. Pastors are not at liberty to designate a particular sum of the offering to be given to the cleric.]

5. **Retreats**: The parish or institution to which the deacon is assigned covers the cost of his annual retreat. When the deacon's wife joins him on this retreat the parish or the institution will cover her retreat fees also.
6. **Continuing Education (Mandatory)**: The parish or institution to which a deacon is assigned pays the expense for the two mandatory continuing-education weekends offered each year by the Permanent Diaconate and the Deacon Council. When the deacon's wife joins him for these programs the parish or institution will cover her program fees also.
7. **Continuing Education (Occasional)**: A deacon may find it beneficial to his assigned ministry to participate in other courses or programs, even of a more extensive kind, as occasion offers. Under these circumstances, he shall, first of all, seek the authorization of his ministerial superior and the Director of the Office of the Permanent Diaconate to participate in the proposed course/program. His request should be made in writing and should set out a brief summary of course/program an explanation of the benefits anticipated from it and a statement of costs. If he receives authorization to participate from both of these people the costs of the course/program shall be shared equally between the Office of the Permanent Diaconate, the parish/institution and the deacon.
8. **Liturgical Vestments**: When the ministry exercised by a deacon in a parish or institution entails regular involvement in the Liturgy, the parish/institution [which requires it] shall provide dalmatic, alb and diaconal stoles, with the approval of the pastor/supervisor, for the use of the deacon.
9. **Reimbursements**: A deacon shall be reimbursed for all authorized expenses he incurs for the benefit of the parish or institution he serves. This shall include, but not be limited to, automobile mileage at the diocesan rate, required materials and travel expenses. Expenses incurred by a deacon for which he expects reimbursement shall be approved beforehand by the pastor/supervisor.
10. **Liability**: While a deacon is exercising his ecclesiastical ministry, he is insured under the liability policy of the Bishop of Sacramento. As regards accidents that occur while the deacon is using a privately-owned automobile, that is, one not owned by the diocese or an ecclesiastical entity of the diocese, in the course of exercising his ministry, the automobile liability policy of the registered owner shall be primary, that is, benefits/insurance provided by such a policy shall be applicable first.

## **RETIREMENT POLICY FOR PERMANENT DEACONS**

### **INTRODUCTION**

Based on the need for procedures relating to the retirement of deacons, the Diocese of Sacramento establishes a "Retirement Policy for Permanent Deacons."

The normal retirement age for permanent deacons is established at the age of seventy-five (75). Because the deacon is called, permanently ordained and in service to the Church of Sacramento, diocesan efforts will be made to permit him to continue in some form of informal ministry for as long as he experiences good health, the support of his family, ministerial effectiveness, continued willingness to offer himself in service to the people of God, and the approval of the Bishop. Continuation in some form of ministry beyond normal retirement age will need to be in accord with the deacon's individual gifts and circumstances and the opportunities available in the Diocese.

### **RETIREMENT STATUS FOR A PERMANENT DEACON**

1. The retirement of a Permanent Deacon is the cessation of his formal assignment to ministry unless otherwise indicated, the deacon retains the diaconal faculties granted by the Bishop as long as he remains in the Diocese.
2. Subsequent to a permanent deacon's formal retirement, he may volunteer for or be requested by the pastor or diocesan organization to perform specific services or ministries, which are appropriate to the Office of Deacon and his particular charisms. No permission is needed for this service unless the service is planned to be continued on an ongoing basis. Ongoing service needs to be approved by the Bishop.
3. As an ordained person, the permanent deacon retains, in retirement, a special bond with the church, his parish, the diaconate community and the diocese. Consequently, he continues to receive the information and service provided to actively assigned deacons and also to have available to him all spiritual and continuing education opportunities offered by the Office of the Permanent Diaconate.
4. In order that the retired deacon and his spouse be enabled to continue participating in such opportunities for the sake of their growth and to provide a motivating example to the entire diaconate community, the parish or organization of his final assignment shall make available to him and his wife the annual allowances provided for retreat and continuing education. If, in the opinion of the Office of the Permanent Diaconate, other previous places of assignment should share in these expenses, such shall be the case.
5. No retirement benefits or remuneration accrue to a deacon under the provisions of this

policy, except as provided in Section 4 above. This does not preclude a deacon from receiving benefits from the diocese to which he might otherwise be entitled as a result of compensated parish or diocesan service.

## **CONDITIONS FOR RETIREMENT**

1. At age seventy-five (75), the permanent deacon shall retire from formal and assigned ministry. The deacon may request earlier retirement for reasons of health, inhibiting family responsibilities, and/or reasons acceptable to the bishop.
2. If, because of health or inhibiting family responsibilities the permanent deacon is discerned to be incapable of performing his diaconal duties, the Bishop may suggest or direct the deacon to serve in retirement status. Health is understood in the fullest sense, that is, in its spiritual, intellectual, emotional, and physical dimensions.

## **RETIREMENT PROCESS**

1. At age seventy-five (75), the permanent deacon's request for retirement shall be sent in writing to the bishop through the Office of the Permanent Diaconate.
2. The Office of the Permanent Diaconate shall process the deacon's retirement request based on this policy and forward the request to the bishop for his action.
3. Upon acceptance of the deacon's request for retirement, the Bishop will notify the permanent deacon of his retirement from active ministry and assignment. Copies of the bishop's letter will be sent to the deacon's final place of formal assignment and the Office of the Permanent Diaconate.

## **GUIDELINES FOR BURIAL OF A PERMANENT DEACON**

### **DIOCESE OF SACRAMENTO**

These guidelines for the burial of deacons have been prepared by the Office of the Permanent Diaconate, concurred in by the Office of Worship and are issued with the approval of the Bishop of Sacramento.

To the extent that, prior to his death, the deacon did **not** prescribe post-death actions to be taken, the desires of his surviving family must always take precedence over these diocesan guidelines.

The death of a deacon is significant, not only in the life of his family but also in the diocese and in his parish. His life, by its very nature, assumed a public dimension, and both personal and community considerations must be made a part of the planning of his funeral. Mutual planning between the family and the person making arrangements (the coordinator referred to below) is important. These guidelines may serve to facilitate these arrangements.

#### **PRELIMINARY STEPS**

1. Each deacon should provide the Office of the Permanent Diaconate information regarding his family and personal requests/preferences relative to burial arrangements and maintain currency of such information. This does **not** refer to the normal last will and testament, but rather an informal document that should contain the following: Preferred presiding celebrant for the funeral Mass; names of concelebrants, names of deacons to assist at the Mass; names of pall bearers; readings to be proclaimed and the names of the reader(s); name of the homilist and the name of the priest or deacon to be responsible for arrangements (i.e., the coordinator referred to below.)
2. At the time of death, a family member or other appropriate person should notify the Bishop's Secretary and the Director of the Permanent Diaconate. The choice of funeral directors should also be a part of this notification.

## **ROLE OF THE OFFICE OF THE PERMANENT DIACONATE**

1. Confirm the information in Preliminary Step 1 above with the family. If such information has not previously been provided, consult with the family and designate a priest or deacon to supervise arrangements, including the coordinator's duties outlined below.

Advise all members of the deacon community of the time and place of the vigil service and the funeral. The Chancellor should be requested to advise the presbyterate of the deacon's death and details concerning wake service and burial.

## **THE ROLE OF THE COORDINATOR**

1. Assure that the funeral director is knowledgeable in vesting the body of a deceased deacon. (Note: The appropriate vestments are: alb, white stole and dalmatic).
2. Determine the location, format and participants for the wake service. (This service should normally take place in the church from which the deacon will be buried and in the evening of the day preceding the funeral Mass).
3. Arrange for ushers and two alter servers for the funeral Mass.
4. Arrange for appropriate music and musical accompaniment for the Mass.
5. Arrange the processional order and the Offertory procession.
6. Arrange for appropriate vestments for the celebrant and concelebrants. Arrange a location for all participants to vest. (Note: Vestments may be obtained from the Cathedral of the Blessed Sacrament, phone (916) 444-3071.)
7. Assure the availability of a pall to cover the casket or, if the deacon was a veteran, an American flag (if specified by the deacon prior to death or at the request of the family).
8. Arrange for military honors at grave side if the deacon is entitled to such and had requested them (or the family's request if no designation previously made).
9. Arrange for light refreshments for the clergy, family and friends. (Note: Parish organizations may wish to make these arrangements and should be allowed to do so.)

## **GENERAL GUIDELINES FOR THE BURIAL MASS**

1. Deacons sit as a vested body.
2. Two deacons assist the celebrant and a third deacon is designated to proclaim the gospel.
3. Holy Communion is offered the faithful under both species. The coordinator insures that sufficient ministers are designated before Mass begins and that they know their stations.
4. The coordinator prepares the Prayer of the Faithful in conjunction with the family and assures that a copy is available to the celebrant.
5. The readings, homily and Prayers of the Faithful need to reflect the life and spirit of the deceased deacon.

**To:** Office of the Permanent Diaconate

**FROM:** Deacon \_\_\_\_\_ **Date:** \_\_\_\_\_

In accordance with the approved Guidelines for the Burial of a Permanent Deacon, the following information concerning my personal requests/preferences relative to burial arrangements in the event of my death are voluntarily submitted. These requests are to be considered valid upon receipt and until they are modified or rescinded by me, upon written notification to the Office of the Permanent Diaconate. These requests have been discussed and concurred in by my wife and/or family as indicated by the signatures below. I understand that these requests are not to be considered as my last will and testament, but rather an informal document intended to assist the Office of the Permanent Diaconate in carrying out their responsibilities pertinent to my burial arrangements. All persons designated as taking part in my funeral arrangements have been contacted by me and have agreed to participate as specified.

1. \_\_\_\_\_  
Last Name              First              Middle Initial              Spouse's First Name

2. \_\_\_\_\_  
Home Address              City              State              Zip              Home Phone

3. I have designated the following Priest/Deacon as coordinator to assist my family in supervising the burial arrangements.

\_\_\_\_\_  
Name                              Address                              Telephone

In the event that the above cannot perform their duties as coordinator I have requested the following alternates.

1. \_\_\_\_\_  
Name                              Address                              Telephone

2. \_\_\_\_\_  
Name                              Address                              Telephone

3. \_\_\_\_\_  
Name                              Address                              Telephone

4. I (am) (am not) a Veteran.

5. I (do) (do not) wish an American Flag.



6. I (do) (do not) wish military honors at grave side.

7. I (do) (do not) wish a (Wake),(Vigil), (Rosary) service

8. I have asked the following to conduct my (Wake), (Vigil), (Rosary).

1. \_\_\_\_\_  
Name Address Telephone

2. \_\_\_\_\_  
Name Address Telephone

3. \_\_\_\_\_  
Name Address Telephone

9. I have asked Rev. \_\_\_\_\_ to be the  
presiding celebrant for the funeral Mass.

1st Alternate: Rev. \_\_\_\_\_

2nd Alternate: Rev. \_\_\_\_\_

10. I would like the following priests to concelebrate the funeral Mass as well as all other  
priests attending and who Wish to do so:

Rev. \_\_\_\_\_

Rev. \_\_\_\_\_

Rev. \_\_\_\_\_

11. I would like the following Deacons to assist at the Mass:

Deacon \_\_\_\_\_ and \_\_\_\_\_

1<sup>st</sup> Alternate: Deacon \_\_\_\_\_

2<sup>nd</sup> Alternate: Deacon \_\_\_\_\_

12. I would like Rev. or Deacon \_\_\_\_\_ to be the  
homilist.

13. Liturgy Requests: (for Wake, Vigil Rites, Rosary, Funeral Mass and/or Grave side Rites.)

Special Prayers:

Readings: O. T.  
N.T.  
Gospel:

Special Hymns:

Lector: (1)

(2)

Reader: (1)

(2)

Other Requests:

Deacon's Signature\_\_\_\_\_ Date\_\_\_\_\_

Spouse's Signature\_\_\_\_\_ Date\_\_\_\_\_

**SPECIAL REMARK:** (To be signed if you do not wish to submit the above information.)

Deacon's Signature\_\_\_\_\_ Date\_\_\_\_\_

Spouse's Signature\_\_\_\_\_ Date\_\_\_\_\_

Recommendation: In order that all those you have designated as your primary choices will be aware of the other participants and their duties, as well as serving as a reminder to them, it is recommended that they also receive a copy of this form.