



Diocese of Salt Lake City
CONTRACT FOR DIACONAL SERVICE
October 1, 2025, through September 30, 2028

DEACON:

PARISH :

Begging the Blessing of Almighty God, this contract is a reminder of the commitment to diaconal ministry pledged by the deacon at ordination and supported by his wife. We pray that the Holy Spirit will guide them in this ministry for the greater honor and glory of God and the welfare of God's people.

Our agreement on diaconal service is as follows:

I. LITURGICAL SERVICE

Liturgical service will be rendered at:
throughout the term of this contract.

Time expectation for this is (hr/wk):

This will include:

- Presiding at SCAPS: This is an as-needed duty for all Deacons.
- Assisting at weekend Masses:
- Preaching at weekend Masses:
- Assisting at week day Masses:
- Teaching/assisting RCIA:
- Baptism Preparation:
- Presiding at Baptisms:
- Pre-Cana instruction & Preparation:
- Annulment preparation & submission:
- Funeral: planning & assisting:
- Parish administrative work (describe):
- Liturgies, as Holy Hour, prayer meetings, etc.:

II. PASTORAL SERVICES AND MINISTRIES OF CHARITY

Pastoral services depend on the needs of the parish, institution or the diocese in agreement with the pastor or assigned supervisor. List services assigned by the diocese, parish or institutional assignments as well as supervisor of each below. This applies to such things as attending meetings of civic groups etc. Time expectation for this service will be among those outlined below.

III. FINANCIAL CONSIDERATIONS

Each year, funds are available through the Office of On-going Formation for Deacons for the deacon's continuing education and formation, retreats, and related expenses.

Parishes/institutions where deacons are assigned will be assessed a certain amount annually to meet these expenses. This amount will be determined by the Bishop.

In addition, the deacon is reimbursed for the following:

(1) Salary (Canon 281, paragraph 3): Deacons who dedicate themselves full-time to the ecclesiastical ministry deserve remuneration sufficient to provide for themselves and their families. Those, however, who receive remuneration by reason of a secular profession which they exercise or exercised, are to see to their own and to their families' needs from that income.

(2) Expenses: The Deacon is reimbursed for approved parish/institution-related expenses. The pastor or appropriate supervisor needs to establish the amount, which requires his prior approval. Agreement:

According to Canon 531, offerings received from the faithful for performing some parochial function are to be given to the parish, unless the donor has made clear a contrary intention.

(3) Travel: Pastor and deacon agree on either a monthly allowance for travel or mileage reimbursement when the deacon lives outside of parish boundaries.

IV. PASTORAL ACCOUNTABILITY

Deacons like Priests are ordained clerics. The Deacon has received training in scripture, theology, canon law, and their application in the pastoral environment. Formation for a Priest is much more extensive. However, the new deacon like the newly ordained priest needs the nurturing of the pastor to become a journeyman in his vocation. The Bishop assigns deacons. Deacons like priests have taken an oath of obedience to the Bishop and, although infrequent, the assignment may change as needs arise. The Pastor of the parish is the representative of the Bishop, and as such, the Deacon has a direct reporting responsibility to him. These guidelines can change when the deacon has had lengthy experience, especially if this is a renewal contract.

- 1) A monthly meeting between the pastor and deacon (newly ordained).
- 2) In the event the deacon is the only ordained minister left in the parish because of an unexpected absence of the Pastor and other priests; the deacon/s should be prepared to carry on limited liturgical functions for the parish until the priest returns or the bishop appoints a temporary replacement.
- 3) During the first 3 years of a newly ordained deacon's assignment, there will be a discussion of expectations of the assignment every six months with the pastor, deacon, and the assigned member of the diaconate office.
- 4) The Deacon will perform such pastoral works as needed or directed by the Pastor; hospital calls; calls on the homebound; death of a parishioner; liturgies when a Priest is not readily available; initial dialogue with a parishioner when the Deacon has been approached by the parishioner (this will usually end in a referral to a more qualified person).

V. FAMILY LEAVE

Deacon receives one weekend a month apart from liturgical duties, at a minimum. In addition, the Deacon has vacation time totaling two weeks each year.

This contract will be in effect from **October 1, 2025, through September 30, 2028.**

If, after discussion, either the pastor or the deacon desires to terminate the contract, a request for termination in writing goes to the Bishop. Alleged breaches of the contract go through normal diocesan channels.

This contract will automatically be reviewed if the assignment of the deacon's pastor or supervisor changes. Under these circumstances when necessary, the contract may be modified or terminated.

We acknowledge our acceptance of this contract and pray for a fruitful ministry.

Date

Deacon - By checking this box
I acknowledge my signature

Pastor - By checking this box
I acknowledge my signature

This contract is for administrative review and is acceptable to the Pastor and Deacon.

Pastor Copy

Deacon Copy

Diocesan Copy (Please send to Office of Ongoing Diaconate Formation.)