

DIACONAL MINISTRY COVENANT

The covenant is required within 6 months after the first assignment or reassignment, every time a renewal of faculties is requested, and any time the leader of the parish changes. When completing this document, please consider the Deacon's commitment to ministry at or on behalf of the parish to be approximately 40 hours per month, depending on work and family commitments.

I. Introduction to the Ministry Covenant

This Covenant seeks to promote communication and accountability between the Deacon and the Pastor/Administrator/Pastoral Coordinator (parish leader). It provides a basis for an annual review by the deacon and parish leader. This Ministry Covenant should be regarded as a serious commitment by all who sign it. A Copy is to be kept in the Parish files and in the Deacon's diocesan file.

II. Commitment

I, _____, a member of the parish community of _____, and an ordained Deacon in service to the **Most Reverend Alberto Rojas, Bishop of the Diocese of San Bernardino**, do hereby enter into this Ministry Covenant. My ministry shall be accountable to the Bishop of the Diocese of San Bernardino, the parish leader: _____, Title _____ and to the people of the parish community.

III. Identify and Describe the Deacon's Service

A. Specific Ministry

Estimate Monthly Hours

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Total Hours _____

B. Liturgical Ministries:

Estimate Monthly Hours

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Total Hours _____

C. Activities Beyond the Parish (add an asterisk * next to the activity, if on behalf of the parish and approved by the parish leader) Estimated Monthly Hours

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Total Hours _____

IV. Special Diocesan Assignment

Position Title: _____

Job Description attached: _____ Yes _____ No Estimated Total Annual Hours: _____

Diocesan Office: _____ Phone: (____) ____ - _____

V. Financial Reimbursement to Deacon for Educational & Retreat Expenses

The Deacon is to be reimbursed, subject to Diocesan financial policies, for expenses he incurs in the actual performance of his ministry to the parish, for example: mileage, telephone charges, stationary, postage, etc. Diocesan policy allows for an annual maximum of **\$1000** for the required annual diaconate retreat and any required educational expenses. According to diocesan policy and National Guidelines, Deacons are not to be compensated for diaconal services. All stipends and fees belong to the parish which must issue a signed and dated receipt for each amount received, identifying the ministry or diaconal service for which it was paid and the date the service was provided. *The Bishop has directed that Deacons are to collaborate with their Pastors so that the Deacon and their wives are able to plan one weekend per month with no parish commitments*

VI. Acknowledgment of Acceptance

I hereby enter into this Ministry Covenant on the ____ day of _____, in the year _____. This Covenant will remain active until the _____, day of _____, in the year _____, at which time, in prayer and discernment and in accord with the wishes of the Bishop, the parish leader and I will review this Ministry Covenant and make changes in keeping with the needs of the parish community.

This Covenant may be changed or modified by mutual consent as personal or pastoral situations arise.

(Pastor/Administrator/Pastoral Coordinator)

(Deacon)

(Pastoral Council President)

(Spouse)

Please return this form to: Office for Deacons, 1201 East Highland Ave., San Bernardino, CA 92404
Please make one copy for yourself and one copy for the Parish Files. Thank You! [Rev. July 2023]

Reviewed Date: _____ INITIALS of Pastor: _____ Deacon: _____ Spouse: _____