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**Ministry Covenant**

among

The Reverend \_\_\_\_\_\_\_\_\_\_\_\_, Deacon

AND

the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas

AND

and the Reverend *\_\_\_\_\_\_\_\_\_, rector/vicar/priest-in-charge*

AND

the people of *NN Church*

The deacon’s ministry is subject to and described by *Constitution and Canons of the Episcopal Church*, the service of the Ordination of a Deacon (*Book of Common Prayer* 537), and the *Guidelines for the Sacred Order of Deacons in the Episcopal Diocese of Kansas, 2022.* This agreement may be dissolved by mutual consent or at the sole discretion of the bishop.

**SECTION A: Appointment**

Having prayerfully discerned with all parties, the bishop has appointed the above-named deacon to *NN Church*. This appointment will be reviewed periodically, especially during periods of presbyteral transition.

**SECTION B: Time Commitment**

1. If the deacon is secularly employed, all parties to this agreement understand that the deacon’s secular employment takes precedence over community involvement and church activities.
2. The deacon will generally devote about 10 hours per week to diaconal work in and on behalf of the church.
3. It is the bishop’s expectation that the deacon will participate in diocesan events, as well as in diocesan leadership as a regular part of the deacon’s work, including but not limited to, the Thresholds in Ministry Group, Annual Gathering of Clergy, Diocesan Convention, Minster and Convocation Meetings. Participation in the diocesan community of deacons is also important, especially the Archdeacon’s regular gatherings of deacons (i.e. monthly Zoom). The deacon should be aware of and sometimes attend events of the Association of Episcopal Deacons.
4. Participation in ecumenical and interfaith associations and activities is encouraged, especially in matters of Advocacy and Justice.

**SECTION C: Mutual Roles and Responsibilities**

1. The deacon’s ministry is generally described in the *Constitution and Canons of the Episcopal Church*, the service of the Ordination of a Deacon (*Book of Common Prayer* 537), and the *Guidelines for the Sacred Order of Deacons in the Episcopal Diocese of Kansas, 2022.* Beyond those general guidelines, the deacon’s role at *NN Church* and its neighborhood will include:
2. In partnership with and support of the deacon, the parish/vestry will:
3. In partnership with the deacon and in oversight of congregational matters of the deacon’s ministry, the rector/vicar/priest-in-charge will:

**SECTION D: Periods of Leave and Absence**

1. The deacon is entitled to at least four Sundays each year away from the parish
   1. When the annual Gathering of Clergy takes place over a weekend, the deacon will attend and be away from the parish for an additional Sunday
2. Continuing education is important and necessary. Reasonable accommodations will be made to support this formation in consultation and discernment with archdeacons and parish leadership.
3. Sickness and personal days, as required.
4. Sabbaticals in line with diocesan policy, which necessitates the approval of the bishop.

**SECTION E: Compensation and Expenses**

1. Reimbursement: The deacon will be eligible for reimbursement from the parish for all registration and travel costs (IRS mileage rate when using a personal vehicle) associated with attending required diocesan, minster and convocation events. (above)
2. Continuing Education: If the parish is unable to budget the costs of continuing education, the deacon should pursue other options in conversation with the archdeacons. Deacons may apply to the diocesan Tocher Fund for support.
3. Discretionary Funds: The rector/vicar/priest-in-charge may grant permission to the deacon to expend monies from the rector’s discretionary fund, or the vestry may establish, and others may contribute to separate funds for the deacon’s use. Should such funds be established, their use and accountability must follow the *Canons* and the *Manual of Business Methods in Church Affairs*. It should be well-understood by all parties how the deacon may access the funds.

**SECTION F: Annual Report**

1. Deacons shall report annually to the Bishop or the Bishop's designee on their life and work. (*Canon III.7.4(b)*). The diocese will administer the form for such report in line with the annual parochial report (beginning of each calendar year) and the report will include invitations to reflect on the year of ministry and state of the agreements in this Covenant.
2. Deacons are also encouraged to share any reports they have submitted to their parish’s annual meeting.

**SECTION G: Other Agreements**

1. If the deacon is newly ordained, the bishop has appointed the Rev. \_\_\_\_\_\_\_\_\_\_\_ as the deacon’s mentor. (*Canon III.7.4(g)*)
2. The deacon’s ministry at *NN Church* begins *MM DD, YYYY*.
3. Background Checks, Safe Church and Anti-Racism training are to be kept up to date per diocesan policy.
4. Copies of this agreement will be given to all signatories and one copy kept in the deacon’s permanent file.
5. Any disagreement or dispute about the contents of this agreement should first be referred to an archdeacon and thereafter referred to the bishop. Other matters of conflict should follow the procedures laid out in the Guidelines.

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*Deacon Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Archdeacon Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Bishop Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Rector/Vicar/Priest-in-Charge Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Senior Warden Date*