DIOCESE OF ORLANDO

PERSONNEL POLICY

FOR THE

PERMANENT DIACONATE

October 1993
## TABLE OF CONTENTS

DIOCESE OF ORLANDO

PERMANENT DIACONATE PERSONNEL POLICY

From the Bishop ........................................................................................................ iii

I. PERSONNEL PHILOSOPHY AND ADMINISTRATION ............................. 1
   A. Policy Development ......................................................................................... 1
   B. Ordained Ministry of Deacons in the Diocese of Orlando ......................... 1
   C. Diocesan Office of the Permanent Diaconate ............................................. 1
   D. Assistant Director for Formation ............................................................... 2
   E. Assistant Director for Incardination ........................................................... 2
   G. Liaison for Hispanic Diaconal Affairs ....................................................... 3
   H. Adviser for Wives of Deacons .................................................................... 3
   I. Deacon Regions ............................................................................................ 3
   J. Region Coordinator ...................................................................................... 4

II. THE COMMUNITY OF DEACONS ............................................................... 6
   A. Community .................................................................................................... 6
   B. Deacons' Council .......................................................................................... 6
   C. The Deacon and His Family ........................................................................ 7
   D. Wives and Families of Deacons .................................................................. 8
   E. Widows of Deacons ..................................................................................... 8
   F. Widowed Deacons ....................................................................................... 8

III. FACULTIES .................................................................................................... 8

IV. PERSONNEL POLICIES .............................................................................. 9
   A. Appointment of the Deacon .......................................................................... 9
   B. Transfers ....................................................................................................... 10
   C. Leaves of Absence ....................................................................................... 10
   D. Inactive Deacons ....................................................................................... 10
   E. Reactivating Diaconal Ministry ................................................................... 11
   F. Suspension ................................................................................................... 11
   G. Loss of Clerical State .................................................................................. 11
   H. Transfer of a deacon from the Diocese of Orlando to another diocese ...... 11
       I. Procedures for Assignment of Candidates .............................................. 11

V. MINISTRY AND LIFE AFTER ORDINATION ............................................... 12
   A. Relationships with the Diocese of Orlando ................................................ 12
   B. Relationships with Priests ......................................................................... 12
   C. Relationships with the Laity ...................................................................... 13

VI. CONTINUING FORMATION ...................................................................... 13
   A. Continuing Spiritual Formation .................................................................. 13
   B. Continuing Education .............................................................................. 13
   C. Personal Continuing Education .................................................................. 14
   Continuing Education Committee .................................................................. 14
APPENDICES .......................................................... A-1
APPENDIX A - DEACON REGION COMPOSITION BY PARISH ........... A-1
APPENDIX B - MAP OF DEACON REGIONS ................................. B-1
APPENDIX C - FACULTIES FOR DEACONS OF THE DIOCESE OF ORLANDO .. C-1
APPENDIX D - INCARDINATION ............................................. D-1
APPENDIX E - DEACON/PARISH STATEMENT OF MUTUAL EXPECTATIONS ... E-1
APPENDIX F - SUGGESTIONS FOR COMPLETING THE STATEMENT OF MUTUAL EXPECTATIONS (SME) ....................... F-1
APPENDIX G - CONTINUING FORMATION FOR PERMANENT DEACONS .... G-1
APPENDIX H - CONSTITUTION OF THE DEACONS' COUNCIL .......... H-1
APPENDIX I - DIACONAL STATUS ....................................... I-1
APPENDIX J - DIVORCED/SEPARATED DEACONS AND CANDIDATES .... J-1
APPENDIX K - FUNERAL POLICY AND PROCEDURES .................... K-1
APPENDIX L - WAKE AND FUNERAL ARRANGEMENTS FORM ............ L-1
My Brother Deacons:

The Personnel Policy Manual for the Permanent Diaconate of our Diocese provides a basic reference manual for permanent deacon personnel and other related matters approved for use within the Diocese of Orlando.

This document provides comprehensive guidance and information on the secular administration of the Order of Deacons as well as policies and procedures relevant for the Community.

The publication of this guide on the 25th Anniversary of the restoration of the Permanent Diaconate in the American Church represents yet another milestone in the maturation of the Order of Deacons in our Diocese. The Personnel Policy Manual provides significant material with which the Community may continue to be a cohesive instrument for the continuation of the work of Jesus Christ in the Diocese of Orlando.

I urge each of you to see this publication as a living entity, only able to grow and become seasoned when it is fed and nurtured by you, the object of its being. Make every effort to provide your comments on the possibilities for further growth of this effort, and in so doing, helping to make the effectiveness of these pages reflect our solidarity.

Norbert Dorsey, C.P.
Bishop of Orlando
DIOCESE OF ORLANDO
PERMANENT DIACONATE

PERSONNEL POLICY

I. PERSONNEL PHILOSOPHY AND ADMINISTRATION

A. Policy Development

Personnel policies are dynamic and fluid. This policy statement is intended to be a baseline. From this baseline, the Diaconate of Orlando, interacting with the Bishop, the Co-Directors and the Diaconate staff, can foster the continuing evolution and maturation of the policy. The growth of the policy must meet the needs of the Bishop, permanent deacons, and the faithful people of the Orlando Church. All deacons, candidates, wives and staff personnel should make known to the Co-Directors, those areas or items of this policy that require updating.

C. Ordained Ministry of Deacons in the Diocese of Orlando

The deacon in the Diocese of Orlando is one who, always, shares in the ministry of Jesus Christ. He continues to make his livelihood by his usual employment. He then voluntarily offers his Diaconal service. He freely exercises his ministry at times beyond that demanded by his profession and family. It is understood that time will be available for Diaconate work.

Permanent deacons may be employed in full-time service in the Church. They would have the same preparation and certification for such work as would anyone else hired for the same work of ministry. In this case, his particular Diaconal ministry would be identified apart from his professional church involvement.

The permanent deacon's identity is primarily a Christian man in his usual employment and lifestyle, trained and formed by additional study and prayer for a special ministry to the community. He continues to dress as a layman, except when assisting or presiding in liturgical role. His clerical title is "Deacon." His Diaconal service becomes an important ministry, extending the mission of the Church far beyond its liturgical communities.

E. Diocesan Office of the Permanent Diaconate

At present, the Office of the Permanent Diaconate is staffed by Co-Directors, a priest and a deacon. The Co-Directors of the Permanent Diaconate are the representatives of the Bishop and are directly responsible for the diaconate of the diocese. The following positions assist in carrying out the mission of the Office of the Permanent Diaconate.
1. Co-Directors

Co-Directors are appointed by the Bishop. The areas of responsibility are:

a. To cooperate with and assist the Bishop in all areas that are affected by the Diaconate as well as those which affect the deacons of the diocese.

b. Screening of potential candidates for admission to Permanent Diaconate training and formation.

c. Responsible for all phases of deacon formation.

d. To assist deacons and pastors in placement, assignment and transfers.

e. Evaluation of deacon and parish agreements and maintenance of a regular schedule for the updating of said agreements.

f. Collaborate with the Deacons' Council, the Bishop, and other Chancery staff members and pastors on issues relating to deacons.

g. Serve as ex-officio members and the Bishop's representative on the Executive Committee of the Deacons' Council.

G. Assistant Director for Formation

The Assistant Director for Formation is appointed by the Co-Directors. The Assistant Director for Formation shall assist in the formation of deacon as requested by the Co-Directors.

I. Assistant Director for Incardination

The Assistant Director for Incardination is appointed by the Bishop. The areas of responsibility include overseeing the incardination and excardination procedures. i.e.:

1. The overall integration of deacons who have been ordained in other dioceses and are moving to the Diocese of Orlando with their families.

2. The coordination, implementation and orientation of incoming deacons.

3. The processing of the documents of incardination and excardination for deacons.
4. The coordination of forwarding the dossier of deacons seeking incardination into the Diocese of Orlando to the Deacons' Council Executive Committee for review.

5. The coordination of the review and interview of the deacon and spouse requesting extern or ad experimentum status in the diocese.

6. The coordination of the orientation of deacons moving into the Diocese of Orlando and requesting extern or ad experimentum status.

7. The incardination procedure for deacons requesting incardination into the Diocese of Orlando is stated in Appendix D.

8. Faculties for deacons in the Diocese of Orlando are stated in Appendix C.

K. Assistant Director for Continuing Education

The Chairman of the Deacons' Council sub-committee for Continuing Education also serves, ex-officio, as the Assistant Director for Continuing Education. The term of office of this position is determined by the Council's Executive committee.

In addition to the responsibilities assigned by the Executive Committee, the Assistant Director for Continuing Education shall maintain liaison between the Office of the Permanent Diaconate and the Deacons' Council in the area of Continuing Education.

L. Liaison for Hispanic Diaconal Affairs

The Deacons' Council, Liaison for Hispanic Diaconal Affairs also serves, ex-officio, as liaison to the Office of the Permanent Diaconate. He shall be the advocate for those deacons with predominant Hispanic backgrounds to the Office of the Permanent Diaconate and the Deacons' Council. The term of office of this position is determined by the Council's Executive Committee.

N. Adviser for Wives of Deacons

The Deacons' Council, Adviser for Wives of Deacons also serves, ex-officio, as adviser to the Office of the Permanent Diaconate. She provides liaison for the wives of deacons, the Office of the Permanent Diaconate and the Deacons' Council. The term of office of this position is determined by the Council's Executive Committee.
P. Deacon Regions

The purpose of the deacon region is to ensure that all members have the opportunity for community relationships. As the community becomes larger, the need for new structures develops. At present there are six deaneries covering the entire diocese. The deaneries have been further divided demographically to provide more cohesive groupings. These are called "Deacon Region." The regions should be the medium through which the concerns of deacons can be voiced to the Executive Committee, the Co-Directors of the Diaconate and the Bishop when necessary. Regions may also sponsor programs for deacons, wives, and families that are spiritual and educational in nature. Regions provide the support that all in ministry at one time or another need. We understand clearly that without communication there will be no community. Regional meetings should have a format and goal in order to remain positive and helpful to all concerned.

1. The intent is that each deacon is to become an active participant in the region to which he is resides or is assigned. Regions will be delineated to provide for a suitable sized group of deacons. Attendance at regional Diaconal support communities maintains ongoing communications with the Council committees, informs of Council activities, and obtains the benefit of region level ongoing education programs.

2. Region groups are the core of the Diaconate community in our diocese. It is in these groups that we are able to fulfill the charge of Saint Paul to support, love, assist and encourage one another.

3. The deacon region composition at Appendices A and B reflects the current composition and shall be modified as need arises.

R. Region Coordinator

Each region is to be represented by a Regional Coordinator elected from its members. The normal term of office for Regional Coordinator is two years, with renewal of that term by election of the region members.

The principal duties of the Regional Coordinator are:

1. To maintain close, pastoral relationships with each member of his region.

2. To schedule and chair regional meetings.

3. To assist the Continuing Education Committee in the scheduling and implementation of continuing education events.
in his region.

4. To maintain communications with committees of the Deacons' Council.

5. To represent his region as a voting member of the Council Executive Committee.
III.
II. THE COMMUNITY OF DEACONS

A. Community

1. The Brotherhood of Deacons

Deacons are encouraged to cultivate a sense of community among themselves. They have a diaconal ministry toward one another, which they can exercise informally and formally. Regional and diocesan diaconal communities should be formed and fostered. In these communities, deacons meet regularly to pray and to reflect together about their work, to address common concerns, to study together, and to support one another.

2. Diaconal Gatherings

The Office of the Permanent Diaconate and the Deacons' Council schedule several gatherings for deacons and wives throughout the year. The deacon and his wife are expected to place a high priority on attending these functions. At least one year's notice will be given of these important events. In addition, each deacon and his wife are strongly encouraged to attend the regional meetings held several times each year.

3. Annual Convocation of Deacons

Since all clerics are working for the same purpose, namely the building up of the body of Christ, they are to be united with one another in the bond of brotherhood and prayer. The Bishop, pastors, and the Permanent Deacons in the Diocese of Orlando come together during the fall of each year united in the liturgy of the Eucharist. This Convocation of Deacons, coupled with a banquet meal is witness to one another and the People of God of their solemn commitment to fidelity and cooperation.

a. All deacons in the Diocese of Orlando and their spouses, are strongly encouraged to attend this recommittal rite.

b. Expenses required for participation in this event may be absorbed by the parish or institution to which the deacon is assigned.

C. Deacons' Council

1. The purpose and function of the Deacons' Council is to unite the deacons of the diocese into a viable association to further the spiritual and corporal works of the People of God. Deacons function under the guidance of the Bishop in every area that is encompassed by the word Diakonia.
2. Membership in the Council includes all deacons, those in the process of incardination, and those non-incardinated deacons who work in Diaconal service in the Diocese of Orlando.

3. According to its constitution, the administration of the Deacons' Council is vested in the Executive Committee selected by and from the membership of the Deacons' Council.

   a. The Executive Committee determines the number, size and location of the deacon regions.

   b. Deacon regions are guided by a regional coordinator elected from its members. The regional coordinator maintains a close pastoral relationship with each member of his region, schedules meetings and maintains communication with committees of the Council.

E. The Deacon and His Family

Permanent deacons, as well as their wives and families, are encouraged to appreciate the mutual relationship between the sacrament of marriage and the call to the Permanent Diaconate. A stable marriage and loving family life are positive factors contributing to this ministry. The married deacon or candidate keeps sight of the practical order of priorities: 1. The Sacrament of Matrimony and 2. The Ministry of the Permanent Diaconate.

"Even though it is clearly understood from the outset that the wife is not to be ordained, nevertheless her marriage and family are truly involved. The deacon and his wife will need to make realistic assessment of how her own career, ministry, family, and personal preference will be affected and respected. They have to be aware that the nurturing and deepening of their mutual sacrificial love will be the most important way that she will be involved in her husband's public ministry in the Church."

(Guidelines for the Formation of Deacons, Bishops Committee on the Permanent Diaconate, NCCB, 1985, page 110)

After his ordination, a wife is encouraged to share in her husband's continuing growth and education. She may become involved in a type of team ministry with her husband, or she may be involved in a distinct ministry apart from the Diaconal ministry of her husband. Both are encouraged to take advantage of growth opportunities and to make use of a spiritual director.
G. Wives and Families of Deacons

The Permanent Diaconate is the first modern day experience of married Roman Catholic clergy. The husband who accepts the lifestyle and commitment of a deacon also involves his wife and family. During the formation process and after ordination, the wife of the deacon will often times be asked to share her husband's ministry with the larger parish community. This is not always easy and demands sacrifices, understanding and generosity from the family.

I. Widows of Deacons

The widows of permanent deacons, candidates and those in formation hold a special place within the Diaconate community. They will continue to hold all rights and privileges that are extended to wives of the Diaconate community.

It shall be the responsibility of the office of the Permanent Diaconate and the Executive Committee of the Deacon's Council to ensure that all widows are ministered to and kept abreast of all functions and doings of the Diaconate community.

K. Widowed Deacons

It shall be the responsibility of the office of the Permanent Diaconate and the Executive Committee of the Deacon's Council to ensure that all widowed deacons are ministered to and have support and companionship from within the community.

V. FACULTIES

A. Faculties for Deacons

1. Statement of Mutual Expectations (SME)

   a. Each active deacon is to have a written and approved Statement of Mutual Expectations.

   b. All parties to the SME will be provided a copy for reference.

   c. Each newly ordained or transferring deacon will be expected to have a properly executed SME before the granting of faculties and assignment by the Bishop.
d. The Statement of Mutual Expectation shall be renewed every two years. When a new pastor is assigned, the incoming pastor is encouraged to respect the service of the deacon under the existing terms of the Statement, which Statement is renewable at the usual two year period.

2. In the Diocese of Orlando, permanent deacons are granted faculties that are to be exercised in cooperation with and under the direction of the pastor of the parish to which the deacon is assigned.

3. The faculties for deacons of the Diocese of Orlando are stated in Appendix C.

VII. PERSONNEL POLICIES

The following guidelines for the acceptance of candidates are established for the Diocese of Orlando:

1. In the Diocese of Orlando, successful completion of the Diocesan Lay Pastoral Ministries Formation Program (LPM) is a prerequisite to the commencement of Diaconal Formation. LPM is a three year effort. Diaconal Formation is a two year effort. Combined, the formation period for the Permanent Diaconate in Orlando is five years. Men who have not yet reached their 60th birthday at the commencement of the LPM Program may be considered for Diaconal formation.

2. Age 65 is the limiting age for ordination to the Diaconate in the Diocese of Orlando unless a dispensation is granted by the Bishop. See Appendix D.

3. Deacons are expected to commit themselves to a minimum of 5 years of diaconal ministry to the diocese following ordination.

4. The deacon may request voluntary retirement at age 70 years.

5. Normal retirement for deacons is age 75. Not less than 30 days before a deacon reaches age 75, the deacon's request for retirement shall be submitted to the Bishop. After consultation with the Directors of the Permanent Diaconate, the appropriate pastor, the deacon's wife, if available, and the Deacon's Council, the Bishop shall make a judgment the request for retirement. In the event the request for retirement of a deacon, age 75, has not been accepted, it shall be reviewed annually until accepted.

B. Appointment of the Deacon
1. Having completed his period of formation and ordained to the Order of Deacon, the deacon receives an appointment from the Bishop to exercise his Diaconal service in a specific assignment. In the Diocese of Orlando, the appointment is most often to a parish. In some cases it is to an institution or to a special ministry of the diocese.

2. Before the appointment, the terms of the appointment are described in the Statement of Mutual Expectations arrived at by the deacon and his pastor or director of the ministry or institution to which the deacon is to be assigned. The Statement specifies the ministries in which the deacon is to function. It also makes provision for the deacon to identify liturgically with his parish where on Sunday he assists in the liturgy.

D. Transfers

Deacons who wish to be transferred to another parish or seek a change in assignment, should follow the procedures below:

1. Discuss the matter directly with his pastor and indicate to him that he wishes to seek reassignment.

2. Inform the Co-Directors in writing, that he is seeking a change.

3. Visit and discuss with the pastor where he is seeking reassignment, the tentative responsibilities that he will have if assigned to the new parish. Develop a preliminary agreement at that time.

4. Complete the new agreement that will serve as official notification of reassignment following its forwarding to the Permanent Diaconate.

F. Leaves of Absence

1. Leave of absence may be granted, or given, to a deacon by the Bishop.

2. Leaves will be granted, or given, for a period to be designated by the Bishop.

H. Inactive Deacons

1. An inactive deacon is one not functioning in an assigned ministry or parish assignment for at least six months. A deacon in this category has not requested leave of absence or sought laicization.
2. Inactive deacons will be requested to meet with the Co-Directors to review the reasons for inactivity.

3. Inactivity may result in recommendation to the Bishop that a leave be given or that formal termination of the deacon/parish Statement of Mutual Expectation as well as temporary removal of faculties be effected.

J. Reactivating Diaconal Ministry

A deacon may seek reinstatement and reassignment by his written request to the Bishop.

L. Suspension

Only for very grave reasons would suspension be imposed on a deacon. Some examples are: attempted remarriage after a valid marriage, public crime, scandal.

N. Loss of Clerical State

1. After validly conferred, sacred ordination never becomes invalid. A cleric, however, can be deprived of the clerical state:

   a. By means of a judicial sentence or administrative decree that declares the invalidity of sacred ordination.

   b. By means of the legitimate infliction of the penalty of dismissal;

   c. By means of a rescript of the Apostolic See, a deacon can return to the lay state.

2. A cleric cannot again become an active member of the clergy without a rescript of the Apostolic See.

P. Transfer of a deacon from the Diocese of Orlando to another diocese

1. Every effort should be made by the Office of the Permanent Diaconate to ensure continuation of Diaconal ministry in the deacon's new diocese.

2. The transferring deacon notifies the Bishop's Office of the diocese he intends to move into, to inform him of his move and requests that the Bishop of his new diocese be informed.

3. The Co-Directors will prepare a letter for the
Bishop of Orlando's signature to the Bishop of the new diocese informing him of the transferring deacon and requesting that he be considered for Diaconal assignment.

R. Procedures for Assignment of Candidates

1. By the time an applicant is admitted to candidacy to the Diaconate, he must have a parish sponsor (pastor).

2. During the formation period the candidate will assume specific pastoral responsibilities, as an intern, in the assigned parish. These activities will be developed and supervised by designated parish clergy (pastor) and the Assistant Director for Formation.

3. In the final year of the formation program the Directors will work directly with the candidate and the designated parish clergy to assist in the transition from pastoral internship to assigned parish ministry.

4. Three months before ordination, candidates and their pastors will complete the statement of mutual expectations and forward the agreement to the Office of the Permanent Diaconate.

IX. MINISTRY AND LIFE AFTER ORDINATION

A. Relationships with the Diocese of Orlando

1. Deacons are ordained for service in the Diocese of Orlando. The deacon stands in a direct relationship with the Bishop, with whom and under whose authority he exercises his ministry.

2. It is the Bishop who assigns deacons to particular ministries. The principal criteria for these assignments are the pastoral needs of the diocese, the parish or institution and the personal qualifications and abilities of the deacon. Assignments will take into account the deacon's family and occupational responsibilities.

3. It is important that the particular ministry assigned to a deacon by his bishop be very clearly spelled out in the Statement of Mutual Expectations. The Statement should always contain a clear delineation of responsibilities. Its content should make clear the expectations of the diocese and of the parish or community in and for which the deacon serves...and of the deacon himself. This clear description of mutual expectations will go far to prevent misunderstandings and disappointments arising among either the deacon himself or other members of the Church. This Statement of Mutual Expectations is to be evaluated
and reviewed every two years.

C. Relationships with Priests

Deacons of the Diocese of Orlando exercise their distinct ministry in communion not only with the Bishop but also with priests. The priesthood and the diaconate are neither identical nor competitive, but, rather, complementary ministries. The diaconate is a separate, distinct and full order within the hierarchy. Both priests and deacons should understand, then, that the diaconate is not to be thought of or exercised on the model of the priesthood. Deacons and priests should have a genuine respect for each other and for the integrity of the two distinct ministries. For the good of the Church, the two ministries must be exercised in communion with one another.

E. Relationships with the Laity

By virtue of their ordination, deacons are members of the clergy, with the rights and responsibilities that follow from ordination. They are unique since most of them are married, have secular occupations and, do not engage in the Church's ministry as their sole activity. This combination of an ordained ministry with marriage and secular occupation is a great strength to their ministry and a great opportunity for the Church as a whole. Deacons of the diocese are thus unusually qualified to represent the presence of the Church to the world and the needs and challenges of the world to the Church.

XI. CONTINUING FORMATION

A. Continuing Spiritual Formation

The emphasis on spiritual formation and development that begins in the initial formation program must continue throughout the deacon's life. The deacon's primary vocation to holiness demands that he be open to, and actively engage in, a variety of prayerful and spiritual experiences.

1. Deacons are expected to have a spiritual director and meet with him or her at least quarterly.

2. Canon law mandates that deacons are to attend a retreat annually. The Annual Retreat for deacons and their wives is held in the fall of each year.

3. Retreat expenses are to be absorbed by the parish or the deacon's ministerial site.

4. Deacons are expected to know the nature and structure of the Liturgy of the Hours and be able to lead it publicly.
Although deacons are not bound by the universal church law to say the whole of this prayer every day, permanent deacons should not hold themselves lightly excused from the obligation they have to recite morning and evening prayer.

C. Continuing Education

1. Permanent Deacons are to continue their studies after ordination to the Diaconate.

2. Permanent Deacons are to attend pastoral courses arranged for them after their ordination in accordance with the schedules established in the Diocese of Orlando.

3. The Annual Continuing Education Seminar for Deacons is held in the spring of each year. Attendance is expected for all Permanent Deacons in the diocese.

4. Diocesan Continuing Education expenses are to be absorbed by the parish or the deacon's ministerial site.

E. Personal Continuing Education Programs

1. Each deacon in active ministry is expected to complete a minimum of thirty (30) Continuing Education Hours annually.

2. Toward the end of completing the 30 hour annual requirement, each deacon is encouraged to develop a personal program of ongoing education. Examples of activities that might be pursued are found in Enclosure 1 of Appendix G. Deacons who have completed continuing education efforts that are not reasonably associated with the schedule in Section A of Enclosure 1 of Appendix G may call the Office of the Permanent Diaconate or the Chairman of the Continuing Education Committee to determine applicability.

G. Continuing Education Committee

1. The Continuing Education Committee has been duly established through the Constitution and Bylaws of the Council. The purpose of the Continuing Education Committee is to establish and maintain continuing education policy and opportunities for deacons of the diocese. In particular, it is the responsibility of the Continuing Education Committee to promote the personal, spiritual, and pastoral education of deacons by:

   a. Organizing and publicizing educational programs for all deacons in the diocese;

   b. Assisting regional coordinators in designing
programs for their regions;

c. Assisting deacons participating in educational programs not under Diocesan auspices;

d. Ensuring that applications for continuing education courses are processed expeditiously; and

e. Recommending changes in policy and procedure to the Executive Committee of the Council. The Executive Committee is adviser to the Bishop in matters pertaining to the Permanent Diaconate.

2. Membership

Membership of the Continuing Education Committee consists of a representative of the Executive Committee of the Council, the Chairman, chosen by the Council Executive Committee and others chosen by the Continuing Education Committee. Every effort will be made to ensure representation from each region.

XIII. COMPENSATION

A. It is understood that the sacred service of a deacon is a donated service unless the deacon is directly employed at the diocesan or parish level.

B. Permanent deacons who are full-time employees of the diocese (working on a regular basis 30 hours a week or more and therefore entitled to all of the diocesan benefit programs) will be treated as diocesan employees and covered under the Diocesan Personnel Policy and Procedures Manual and the Employee Handbook.

C. It is understood that should a permanent deacon be engaged for shorter amounts of time by a parish or diocesan entity for various tasks, that he might be compensated as a contract employee on a set stipend basis and the income returned on a form 1099.

D. Benefits for diocesan priests, such as auto allowances, or housing and food allowances in some cases, will not be considered for permanent deacons at this time since none are serving as a pastor or parochial administrator of a parish.

In maintaining his status and competency as a deacon, and in performance of his ministry, some expense will be incurred. A deacon's expenses will vary depending on his ministerial situation and involvement. The parish or institution to which the deacon is
assigned will be responsible for expenses incurred as a result of his ministry.
APPENDICES
DIOCESE OF ORLANDO
PERMANENT DIACONATE PERSONNEL POLICY

APPENDIX A - DEACON REGION COMPOSITION BY PARISH

<table>
<thead>
<tr>
<th>DEANERY</th>
<th>REGION</th>
<th>PARISHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern</td>
<td>Northern I</td>
<td>Christ the King Mission, Ocala</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Queen of Peace, Ocala</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Our Lady of the Springs, Ocala</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blessed Trinity, Ocala</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Jude, Marion Oaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Joseph of the Forest Mission, Ocala</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Immaculate Heart of Mary, Silver Springs Shores</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. John Baptist, Dunnellon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Theresa, Belleview</td>
</tr>
<tr>
<td>Northern II</td>
<td>St. Timothy, Lady Lake</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Paul, Leesburg</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Mary of the Lakes, Eustis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Patrick, Mount Dora</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Vincent De Paul, Wildwood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Lawrence, Bushnell</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blessed Sacrament, Clermont</td>
<td></td>
</tr>
<tr>
<td>Southern I</td>
<td>Holy Spirit, Mims</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Teresa, Titusville</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blessed Sacrament, Sharpes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Divine Mercy, Merritt Island</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Mary, Rockledge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Our Savior, Cocoa Beach</td>
<td></td>
</tr>
<tr>
<td>Southern II</td>
<td>Holy Name of Jesus, Indialantic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ascension, Melbourne</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Our Lady of Lourdes, Melbourne</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Immaculate Conception, Melbourne Beach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Joseph, Palm Bay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Our Lady of Grace, West Palm Bay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St. Luke, Barefoot Bay</td>
<td></td>
</tr>
</tbody>
</table>
Eastern I
San Jose Mission, Barberville
St. Peter, DeLand
St. Clair, Deltona
Our Lady of the Lakes, Deltona
St. Ann, DeBary

Eastern II
St. Brendan, Ormand Beach
Prince of Peace, Ormand Beach
Our Lady of Lourdes, Daytona Beach
St. Paul, Daytona Beach
Epiphany, Port Orange
Our Lady of Hope, Port Orange
Our Lady Star of the Sea, New Smyrna Beach
Sacred Heart, New Smyrna Beach

Western I
St. Anthony, Lakeland
St. Rose of Lima, Point Ciena
St. Joseph, Lakeland
Resurrection, Lakeland
St. Ann, Haines City
St. Joseph, Winter Haven
St. Matthew, Winter Haven
St. John Neumann, Mulberry

Western II
St. Thomas, Bartow
Guadalupe Mission, Wahneta
Holy Spirit, Lake Wales
St. Elizabeth Seton Mission, Ft. Meade
<table>
<thead>
<tr>
<th>DEANERY</th>
<th>REGION</th>
<th>PARISHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CentralNorth</td>
<td>Central</td>
<td>All Souls, Sanford</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nativity, Lake Mary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Stephen, Winter Springs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Augustine, Casselberry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Francis, Apopka</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Mary Magdalen, Maitland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annunciation, Longwood</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SS. Peter and Paul, Goldenrod</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Margaret Mary, Winter Park</td>
</tr>
<tr>
<td>CentralWest</td>
<td>Central</td>
<td>St. Charles, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resurrection, Winter Garden</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Andrew, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. James, Orlando</td>
</tr>
<tr>
<td>CentralEast</td>
<td>Central</td>
<td>St. Joseph, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good Shepherd, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blessed Trinity, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Isaac Jogues, Orlando</td>
</tr>
<tr>
<td>CentralSouth</td>
<td>Central</td>
<td>St. John Vianney, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holy Cross, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mary Queen of the Universe Shrine, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holy Family, Orlando</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Holy Redeemer, Kissimmee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Thomas Aquinas, St. Cloud</td>
</tr>
</tbody>
</table>
APPENDIX B - MAP OF DEACON REGIONS
APPENDIX C - FACULTIES FOR DEACONS OF THE DIOCESE OF ORLANDO

The following faculties are granted to Permanent deacons in the Diocese of Orlando. They are to be exercised in cooperation with and under the direction of the pastor of the parish or institution to which the Permanent Deacon is assigned. Faculties are:

1. To assist the parish priests throughout the diocese during the celebration of the Eucharist according to the approved liturgical norms;

2. To preach at Mass, and at any Sacrament at which he presides. To preach at other liturgical and non-liturgical functions.

3. To administer infant baptism solemnly and to supply ceremonies according to approved liturgical rites, in the parish church;

4. To distribute Holy Communion at Mass and to bring Holy Communion to the sick and dying;

5. To expose and repose the Blessed Sacrament and to impart the Eucharistic Blessing to people with the Monstrance or Ciborium;

6. To preside at the Liturgy of the Hours in Church;

7. To preside at marriages. Delegation of the proper pastor or parochial vicar is required in each specific instance;

8. To preside at funeral and burial services outside of Mass;

9. To preside at Sunday celebrations in the absence of a priest, according to the Directory of June 1988, from the Congregation for Divine Worship, when delegated to do so by the Bishop.

10. To confer blessings and to administer sacramentals which current liturgical rites explicitly allow him to confer or administer. (cf Ordo, Roman Ritual, "Book of Blessings")
DIOCESE OF ORLANDO
PERMANENT DIACONATE PERSONNEL POLICY

APPENDIX D - INCARDINATION

XV. TRANSFER BY A DEacon INTO THE DIOCESE OF ORLANDO

A. Resume/Documentation on the Permanent Deacon.

The following is to be submitted by the Office of the Permanent Diaconate preferably before the transfer to the Diocese of Orlando:

1. Letter from the Director(s) of the Permanent Diaconate giving personal evaluation and recommendation regarding the transferring deacon.

2. A resume of pertinent data on the deacon shall include brief curriculum vitae, ministerial skills; specific talents and expertise, educational qualifications, language skills, Diaconal assignments and experience, faculties granted, handicaps, if any; names and addresses of former pastors or supervisors under which he served.

3. Letter from the Bishop of the deacon's former diocese to the Bishop of Orlando indicating that the deacon is transferring and making appropriate recommendations.

B. General

1. A permanent deacon transferring into the diocese must complete one year of Diaconal ministry as an extern deacon, with faculties. This one year period is required before initiating a request for the commencement of the incardination process.

2. A minimum of three years of Diaconal ministry in the Diocese of Orlando, Ad Experimentum, shall follow the one year as extern. The period, Ad Experimentum, must be completed before final application for incardination in the diocese can be made.

3. A permanent deacon must state his intention of incardination in writing to both the Bishop of Orlando and his own Bishop. If both Bishops agree, an exchange of letters between the Bishops will be made to enact the incardination and excardination of the deacon.

4. Permanent deacons who will be age 65 and older, at the time of final incardination process, will not normally be incardinated into the Diocese of Orlando. That is, permanent
deacons who wish to become incardinated into the diocese, must complete one year of ministry as extern deacon and three years of Diaconal ministry, Ad Experimentum, before reaching their 65th birthday. Deacons who have relocated to the Diocese of Orlando who will not meet this requirement will be requested to continue their ministries as extern deacons with all the privileges, faculties and recognition of other deacons in the diocese. Requests for dispensations will be considered.

5. Procedure upon arrival in the Diocese of Orlando

a. Before being accepted at any parish in the Orlando diocese, all new deacons should request a personal interview with the Co-Directors of the Office of the Permanent Diaconate.

b. At the time of the interview, the deacon applying for faculties in the Orlando diocese should have his resume and training background available for evaluation and investigation.

c. When ordination and training are verified, the deacon may be granted temporary faculties, and allowed to perform his ministry at the Parish accepting him. The Pastor and the deacon will then submit a statement of mutual expectation to the Office of the Permanent Diaconate.

d. A deacon intending to remain in the Diocese of Orlando permanently may request incardination into the diocese after a minimum period of three (3) years of Diaconal ministry, Ad Experimentum, in the diocese. The three years before requesting incardination is mandatory and follows one year of Diaconal ministry as extern deacon.

e. The deacon and his wife must then request a review with the Directors, Office of the Permanent Diaconate. At this time the deacon should present:

(1) A statement in writing, of his desire to be incardinated and his reasons for his request.

(2) A letter of recommendation and evaluation of his present ministry from the pastor of the parish in which he is presently serving.

(3) At this conference, the Directors and the deacon (and his wife) will review his (their) years of ministry in this diocese. A reasonable assurance of the deacon’s continued presence in our diocese is expected.
XVI. Incardination in the Diocese of Orlando

A. A Deacon applies by letter to the Bishop for incardination after a minimum of three years of ministry in his assigned parish.

B. The Bishop's address is:

Most Rev. (Name of the Bishop of Orlando)
Diocese of Orlando
421 East Robinson St.
P. O. Box 1800
Orlando, FL 32802

C. All deacons applying for incardination in the Diocese of Orlando are to contact the Office of the Permanent Diaconate. The Directors of the Office of the Permanent Diaconate, will request a copy of, or information concerning, the training and formation program of the deacon's previous diocese.

D. The Office of the Permanent Diaconate will request that the deacon and the pastor of the parish within the Diocese of Orlando where he currently ministers, prepare and forward a Statement of Mutual Expectations.

E. The Chancellor will write to the incardinating deacon's former diocese requesting a letter of "Good Standing".

F. Upon receipt of the above letter from the deacon's former diocese, the Chancellor writes to the deacon requesting incardination, appointing him to serve Ad Experimentum for three (3) years.

G. Upon completion of the three years, the deacon must write a second time, requesting to be incardinated into the Diocese of Orlando.

H. On receipt of the letter requesting incardination, the Bishop of Orlando will write the Bishop where the incardinating deacon was ordained, indicating his willingness to accept the deacon into the Orlando Diocese.

I. When the letter of excardination from the deacon's former Bishop is received in the Diocese of Orlando, the Bishop of Orlando sends a letter to the deacon formally incardinating him into the Orlando diocese.
DIOCESE OF ORLANDO
PERMANENT DACONATE PERSONNEL POLICY

APPENDIX E - DEACON/PARISH STATEMENT OF MUTUAL EXPECTATIONS
Deacon/Parish Statement of Mutual Expectations

Name of Deacon:

Name of Parish:

Period of Service covered:
(Example: Jan 1 1993 - Dec 31 1994)

In keeping with the fact that deacons are ordained to be minister of the Altar, the Word, and Charity, Deacon will serve Parish in the following ways:

At the Altar, he will

To Proclaim the Word, he will

To Serve those in need, he will

He also will serve as one who encourages and promotes lay ministry in this parish while at the same time complementing that of the ordained priesthood. Deacon's service will be approximately or more hours each week.

In return, as a parish, we will give him the opportunity to render these services and to fulfill his ministerial role. We will support him and his family with Christian community and challenge him to live fully his dual vocations of marriage and diaconate. We will keep open avenues of communication so that the unfolding role of the permanent deacon will be able to grow in our midst. Relying on the Holy Spirit to enable us to fulfill our commitments, we enact this agreement.

Pastor

(Parish Council President)

Deacon

Deacon's Spouse

Date: ____________________________ Date:
APPENDIX F - SUGGESTIONS FOR COMPLETING THE STATEMENT OF MUTUAL EXPECTATIONS (SME)

The purpose of the parish/deacon statement of mutual expectations is to identify and establish accountability for the areas of responsibility assumed by the deacon.

The Bishop will assign a deacon to a parish if the agreement identifies specific ministries for which the deacon will be responsible. In each agreement, the Bishop requires that the deacon have at least one major area of parish work that is specified, in detail. The identified areas of ministry should be assumed as an ongoing service rather than as the result of a call from the rectory or as needed.

Generally, the deacon can bring only part time service to his ministry. His priorities must be according to the order of family, occupation and Diaconal ministry.

The ministries assumed by the deacon should be detailed on the SME. A regular preaching schedule for deacons, who have been granted this faculty, should be indicated. If possible, a regular schedule for baptizing should be identified.

The following agreement language, format and suggestions are not considered to be all inclusive. They have been found to be acceptable in describing some possible ministerial responsibilities for the deacon:

1. Develop and implement a parish Baptism program, including family preparation and post-Baptism follow-up visitation. The deacon will administer the sacrament on a regular schedule in rotation with other clergy assigned to the parish.

2. Assist in the marriage preparation program as indicated below:
   a. Complete and record the pre-marriage inventory information
   b. Administer the FOCCUS inventory
   c. Conduct sessions with the couple based upon the result of the FOCCUS inventory
   d. Schedule and assign couples to deanery Engaged Couples Conferences or Engaged Encounter Weekend
e. Follow through with preparation and planning for the celebration of the marriage

f. Preside at the marriage when requested to do so.

3. Develop implement and supervise the parish RCIA program.

4. Preach on an agreed basis with other parish clergy (contingent on receiving faculties).

5. Coordinate the parish evangelization program.

6. Develop and coordinate a parish outreach program that will include such activities as ministering to the sick, the needy, the homebound, the unchurched and lapsed members of the parish family.

NOTE: EACH PARISH HAS UNIQUE NEEDS. IT IS THE RESPONSIBILITY OF THE PASTOR AND THE DEACON TO COLLABORATE IN DEVELOPING APPROPRIATE MINISTRIES TO MEET THOSE NEEDS.
XVII. THE REQUIREMENT

A. Apart from the canonical mandate for clerics to continue to advance themselves in continuing studies, deacons are obligated to the people whom they intend to serve to be professionally skilled, competent in scripture, theology and ecclesiology competent. The intensity of, and commitment to, the initial formation process is to be continued through ongoing continuing education programs.

B. The Continuing Education Committee of the Deacons' Council is responsible for developing continuing education opportunities that are meaningful to the ministry of the diocese and are adaptable to the particular life styles of Permanent Deacons. The opportunities for continued study contained in enclosure 1 to this Appendix are not all inclusive. They are not only intended to facilitate the accomplishment of canonical requirements but also to be in support of the Bishop's direction that Permanent Deacons achieve, and maintain professional, theological and spiritual levels of development that are required of their office within the hierarchy of the Church.

XVIII. THE EXECUTION

A. All deacons in the Diocese achieve the accumulation of thirty (30) continuing education hours each calendar year. The accomplishment of this requirement is recorded by the deacon on a copy of enclosure 1 to this Appendix. The deacon is to complete sections A, and B, deacon statistical and information report. The completed continuing education report will then be mailed to The Office of The Permanent Diaconate, P. O. Box 1800, Orlando, FL 32802.

B. Continuing Education Units listed in Enclosure 1 may not be all encompassing. Deacons may contact the Office of the Permanent Diaconate to establish the value of an educational opportunity not listed.

C. The calendar year is the continuing education year.

D. The Diocesan annual continuing education and retreat weekends are vital to the growth and spiritual development of the community as well as individual deacons. The attendance of deacons in the Diocese at these two events is a fundamental element of continuing education in the Diocese.
E. All other continuing education efforts are to be arranged by the deacon. In those instances where assistance is needed, the Office of the Permanent Diaconate or a member of the Continuing Education Committee should be contacted.
ENCLOSURE 1
TO
APPENDIX G - CONTINUING FORMATION FOR PERMANENT DEACONS
FORMS FOR
Continuing Formation Activities
## CONTINUING EDUCATION WORKSHEET
### SECTION A

### CONTINUING FORMATION ACTIVITIES

<table>
<thead>
<tr>
<th>Period covered.</th>
<th>From ________________ to ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved undergraduate courses</td>
<td></td>
</tr>
<tr>
<td>Approved graduate courses</td>
<td></td>
</tr>
<tr>
<td>Presentations given at regional meetings</td>
<td></td>
</tr>
<tr>
<td>Attendance at regional meetings</td>
<td></td>
</tr>
<tr>
<td>Participation at Council Committee Meetings</td>
<td></td>
</tr>
<tr>
<td>Attendance at one day workshops, institutes, or conferences</td>
<td></td>
</tr>
<tr>
<td>Diaconal Formation Classes, each full day</td>
<td></td>
</tr>
<tr>
<td>Approved correspondence courses</td>
<td></td>
</tr>
<tr>
<td>Homily preparation and presentation</td>
<td></td>
</tr>
<tr>
<td>Weekend retreats</td>
<td></td>
</tr>
<tr>
<td>Days of recollection</td>
<td></td>
</tr>
<tr>
<td>Lectures, attended</td>
<td></td>
</tr>
<tr>
<td>Lectures, given</td>
<td></td>
</tr>
<tr>
<td>Books; audio tapes; video tapes, each</td>
<td></td>
</tr>
<tr>
<td>Diaconal conventions attended</td>
<td></td>
</tr>
<tr>
<td>Diocesan deacon retreat</td>
<td></td>
</tr>
<tr>
<td>Diocesan deacon continuing education weekend</td>
<td></td>
</tr>
<tr>
<td>Tours linked to the Diaconate</td>
<td></td>
</tr>
<tr>
<td>Articles written for Church associated publications</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**
CONTINUING EDUCATION REPORT  
SECTION B

Name:  

Please respond by February 1  

1. Retreats attended during the year.  
   
<table>
<thead>
<tr>
<th>RETREAT TITLE</th>
<th>LOCATION</th>
<th>DURATION</th>
<th>RETREAT MASTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Continuing Education courses/seminars, etc., completed during the year.  
   
<table>
<thead>
<tr>
<th>COURSES/SEMINARS, ETC.</th>
<th>LOCATION</th>
<th>DURATION</th>
<th>MINISTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Books read, tapes listened during the year.  
   
<table>
<thead>
<tr>
<th>TITLES</th>
<th>AUTHORS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Articles written for Church Associated publications.  
   
<table>
<thead>
<tr>
<th>TITLES</th>
<th>PUBLICATION</th>
<th>MO./YR OF ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Other continuing education activities.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>LENGTH</th>
<th>DATE/DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Number of region/deanery meetings attended.

8. The following space is for any comments, suggestions, concerns, etc. Please feel free to comment about the Co-Directors, the Office of the Permanent Diaconate, the Council Officers, the Deacons' Council, the Newsletter, meetings, etc. We need your thoughts and feelings to be able to meet your needs and tend to your feelings.

Return sections A (1 page), and B (2 pages) to the Office of the Permanent Diaconate, Diocese of Orlando, P. O. Box 1800, Orlando, FL 32802. Blank copies may be obtained from your region coordinator.

Signed:
Date:
IOCESE OF ORLANDO
PERMANENT DIACONATE PERSONNEL POLICY

APPENDIX H – CONSTITUTION OF THE DEACONS' COUNCIL
THE CONSTITUTION

DEACONS' COUNCIL

DIOCESE OF ORLANDO

APRIL 30, 1983
As amended 1990
THE DEACONS' COUNCIL
OF THE DIOCESE OF ORLANDO

PREAMBLE

WE, the deacons of the Diocese of Orlando, recognize and declare that we have been strengthened by sacramental ordination in communion with the Bishop and his presbyters to serve the people of God in the Ministry of Liturgy, of the Word, and of Service. We recognize we are the brothers of all Christians and belong to one Body of Deacons called to exercise a diaconal ministry within the Church. Furthermore, in a special way we form one body of Deacons within this Diocese to whose service we are committed under our Bishop.

Mindful of this vocation and as our response to the initiative of the Fathers of the Second Vatican Council in restoring the diaconate as a viable office of ordained ministry, we hereby agree to adopt this constitution to provide a structure within which we shall assist our Bishop, in concert with the presbyters, in harmony with the universal and regional law of the Church, in renewing the Church to meet the needs of the world today.

ARTICLE I

NAME

The name of this body is:

The Deacons' Council of the Diocese of Orlando.

ARTICLE II

PURPOSE

"Christ, whom the Father sanctified and sent into the world (Jn. 10:36) has, through His apostles, made their successors, the Bishops, partakers of His consecration and His mission. These in their turn have legitimately handed on to different individuals in the Church various degrees of participation in this ministry. Thus the divinely established ecclesiastical ministry is exercised on different levels by those who from antiquity have been called bishops, priests, and deacons." (Art. 28 - Apostolic Constitution on the Church - Vatican Council II.)
Accordingly, the purpose of this Council shall be:

a) To express the formed opinion of the Deacons of the Diocese to the Ordinary so as to give him effective assistance by serving as an advisory body on the ministerial life and professional activities of the deacons.

b) To study, develop, and implement policies and programs at the Bishop's discretion which will help the Deacons to live and work more effectively in their ministry.

c) To provide a vehicle for open dialogue with other bodies organized within the Diocese.

d) To provide an opportunity for sharing, fellowship, and support among members of this Council and their families.

ARTICLE III
MEMBERSHIP

Section 1. The Deacons' Council shall be composed of the following members:

a) The Bishop of the Diocese of Orlando (ex officio) or his delegate.

b) All Deacons with faculties in the Diocese of Orlando.

Section 2. Members shall have the right to take part in and to vote at meetings of the Council and to vote for the officers of the Council.

Section 3. The members of the Council shall be expected to pay such annual dues and special assessments as are determined by the Executive Committee to be necessary for the financing of Council activities.
ARTICLE IV
OFFICERS AND DUTIES

Section 1. The Deacons' Council shall be as follows:

a) Ex officio - The Ordinary or his delegate shall be the Chairman by virtue of his office as Chief Pastor of the Diocese.

b) The Deacons' Council, however, shall elect a president, vice-president, secretary and treasurer. (Amended to add separate offices of secretary and treasurer.)

Section 2. The elected officers shall serve for two years and until their successors shall be elected and shall qualify. (Amended from one year and officers may be reelected to succeed themselves one time.) All officers are eligible for reelection. Officers shall be elected at the assembly of the community for annual Continuing Education weekend. (Amended from January meeting of the Council.)

Section 3. The duties of the Chairman are those inherent in his office as Ordinary of the Diocese.

Section 4. The duties of the President shall be:

a) Convening and presiding at the meetings of the Council and Executive Committee;

b) Appointing members of committees and coordinating their work;

c) Performing all the duties usually pertaining to this office.

Section 5. The duties of the Vice-President shall be:

a) Assisting the President;

b) Performing the duties of the President in his absence or at his request.

Section 6. The duties of the Secretary shall be:

a) To keep records and minutes, give adequate notification of all meetings, and promptly send copies of minutes to all deacons and the Ordinary;
b) Maintain a roll of members of the Council.

Section 7. The duties of the Treasurer shall be:

a) To collect dues;

b) To pay all bills after they have been authorized by the Executive Committee;

c) To keep accurate records of all financial transactions;

d) To prepare a proposed budget for the next fiscal year to be presented to the Deacons' Diocesan Finance Committee.

ARTICLE V

EXECUTIVE COMMITTEE

Section 1. Within the Council there shall be an Executive Committee. The Executive Committee shall consist of the elected officers of the Council, plus two (2) members elected at large.

Section 2. The duties of the Executive Committee shall be:

a) To coordinate and implement the activities of the Council;

b) To reflect the thoughts and concerns of the members;

c) To serve as a vehicle through which the Ordinary may have dialogue and take counsel with his Deacons;

d) To keep the general membership informed of the activities of the Executive Committee; and

e) To consider other matters duly brought before it.
ARTICLE VI

MEETINGS

Section 1. Meetings of the Council shall be held once each year during the gathering of the membership for the annual continuing education meeting in the spring of each year. (Amended from four (4) times a year.)

Section 2. Each member of the Council has one (1) vote. At Council and Executive Committee meetings spouses are encouraged to attend as official observers with the right of discussion.

BYLAWS (to section 2)

1. At any meeting of the Council, at least three (3) members of the Executive Committee must be present to constitute a quorum.

2. Proxy voting among Council members may be exercised only for amending the Constitution and Bylaws.

3. The agenda shall be prepared by the Executive Committee and distributed in writing at least seven (7) days in advance of the Council meeting to all members.

4. Council meetings shall be open to anyone except when closed by the President at his own discretion, or at the request of all members of the Council, or at the request of the Ordinary.

Section 3. The Executive Committee shall met quarterly on dates set by the President.

Section 4. Special meetings of the Executive Committee shall be convoked by the President either at his own discretion or at the request of two (2) members of the Executive Committee, or at the request of the Ordinary. Notice of time, place and agenda shall be given at least ten (10) days in advance, unless circumstances compel the President to waive this requirement.
Section 5. Meetings of the Executive Committee shall be conducted according to provisions in the Bylaws.

BYLAWS (to Section 5)

1. Three (3) of the Executive Committee shall constitute a quorum.
2. Each member of the Executive Committee has one vote.

**ARTICLE VII**

**COMMITTEES**

Section 1. The standing committee of the Council shall be:

a) Committee for Continuing Education.

(Amended by deletion of the Committee for Constitutional Matters and Committee for Ministries.)

BYLAWS (to Section 1.)

1. The Committee for Continuing Education will include all matters pertaining to retreats and spiritual growth.
2. The Committee for Continuing Education will formulate and structure a program for continuing education for all deacons possessing faculties.

Section 2. Special or ad hoc committees of the Council shall be established by the Executive Committee to deal with matters of concern and interest to the Council.

Section 3. The President of the Council shall appoint members to Committees. At least one (1) member of the Executive Committee shall serve on each such committee. Committee chairs may be appointed by the President or elected by the committee membership.

Section 4. All committees shall report to the Council.
ARTICLE VIII

AMENDMENTS

Section 1. This constitution and its bylaws may be amended at any duly convoked meeting of the Council. Members shall be provided with a written copy of proposed amendments at least two (2) weeks in advance of the meeting. Members who are unavailable to attend such a meeting may vote on amendments by designating any Council member as their proxy. This designation, in writing, shall be received at least one (1) week in advance of the meeting.

Section 2. An amendment may be proposed to the Council by the Executive Committee, or by five (5) members of the Council who present to the President an amendment at least four (4) weeks in advance of the meeting.

Section 3. An amendment to the Constitution shall be adopted by a two-thirds vote of those present and including the proxy votes.

ARTICLE IX

PARLIAMENTARY AUTHORITY

All matters of the Council, the Executive Committee, and the committees not governed by this Constitution and Bylaws shall be governed by Roberts Rules of Order - Newly Revised.
Definitions of Diaconal Status

**FACULTIES**
A faculty is a grant by a higher authority enabling a person to act in a way that the recipient would not otherwise be empowered or authorized to act. Upon ordination or assignment in the Diocese, faculties are granted by the Bishop.

**ACTIVE**
A deacon who has a Statement of Mutual Expectation with the parish, agency or institution to which he is assigned, and is fulfilling the terms of the contract, including continuing education and diaconal gatherings.

**ADA**
A deacon, having completed one year of ministry in the Diocese as an extern deacon, has been appointed by the Bishop to function Ad Experimtemtum for three (3) years pursuant to incardination into the Diocese of Orlando.

**EXTERN**
A deacon, ordained by a bishop of another diocese, who has relocated to the Diocese of Orlando, and has been granted faculties to minister in the Diocese.

**SPECIAL**
Those working in other than parish ministry and lawfully assigned to that ministry.

**TEMPORARY**
A deacon who, at his own request, has been granted leave of absence by the Bishop, withdraws from active ministry for a fixed period of time. His return to active ministry would then be granted by the Bishop.

**RETIRED**
A deacon who because of age (75) or infirmity has withdrawn from active ministry.

**INACTIVE**
A deacon who has no base of operation and is not functioning as a minister at this time.

**ADMINISTRATIVE**
A deacon who is relieved of all responsibility for any ecclesiastical office or function, as well as participation in active ministry. He may not function or represent himself as a deacon while this is in effect. This is usually the result of the
deacon's own decision to withdraw from ministry without seeking laicization.

**SUSPENDED** A deacon whose faculties have been suspended by the Bishop and may not function as an official minister in any parish, agency, or institution of the diocese. The Bishop will issue a letter notifying the deacon of the suspension of faculties.

**LAICIZED** A deacon who is returned to the lay state by The Congregation of Divine Worship and the Discipline of the Sacraments.
DIVORCED/SEPARATED DEACONS AND CANDIDATES

The revised guidelines for Permanent deacons which were issued in 1984 by the National Council of Catholic bishops emphasize the primary importance of a stable and solid marriage to the successful and effective diaconal ministry of the deacon. "A stable marriage and loving family life are positive attributes contributing to this new ministry...the married deacon must never lose sight of a practical order of priorities: the sacrament of matrimony preceded the sacrament of orders and this established a practical priority in the deacon's life...the marriage bond should be enriched by the sacrament of orders, just as public ministry is enriched by married ordained ministers of the Gospel." (Chapter IV, para. 107)

Deacons and their spouses, however, are not immune to the stresses, problems and temptations that affect married couples. Yet, by the very nature of the deacon's ordination, he assumes a public role and is expected to witness in a special way to the meaning of Christian marriage to those whom he serves in the larger family of the parish. While his gifts, talents and generosity can become a source of inspiration, his problems, mistakes and judgments can be a source for scandal and diminish his effectiveness in preaching the Gospel of Christ.

Because of the delicate balance between ordination and marriage and between private life and public ministry, there is need of guidelines for deacons facing marriage difficulties, separation, and/or divorce. Consequently each deacon or wife will be treated with dignity and uniqueness. These guidelines are an attempt to balance the compassion and gentleness of Christ with the needs and the good name of the Church which deacons serve.

F. Deacons

1. Problem Marriage

When a deacon or wife begins to sense that their marriage is experiencing difficulty, or when tensions and problems become such that routine responsibilities to family, occupation and ministry are affected, the following procedures are to be followed:

a. The permanent deacon has the responsibility
to contact the Co-Directors of the Permanent Diaconate to discuss
the matter. The wife of the deacon who recognizes that a serious
problem exists should exercise her right to bring the matter to
the attention of the Co-Directors. The pastor, team or super-
visor where the deacon is assigned should notify the Co-Director
when they become aware of a marriage problem. Considering the
above, the Co-Directors will initiate discussion with the indi-
vidual deacon.

b. Following a meeting with the Co-Directors, a
determination will be made whether the deacon should continue in
active ministry at this time. Counseling will be made available.

c. After approximately 60 days, further determi-
nation will be made regarding the situation.

d. If the situation cannot be resolved, the Co-
Directors for the Permanent Diaconate will recommend to the
Bishop a course of action that will allow the couple to focus
exclusively on the resolution of this problem. This may result
in a leave of absence, curtailment of major ministerial activi-
ties, or inactive status.

e. Should the situation deteriorate to the point
of scandal or embarrassment or responsibility on the part of the
deacon for the marital difficulties is judged to be severely
grave because of abuse, infidelity, criminality, pathology, etc.,
the Co-Directors will recommend appropriate actions.

2. Separations

When a separation occurs, the following procedures will be
followed:

a. The permanent deacon must notify the Co-Di-
rectors. The wife has the right and is encouraged to bring this
situation to the attention of the Co-Directors or the Coordinator
for Wives.

b. The Co-Directors, pastor, team or supervisor
will make sure that each is informed.

c. The Co-Directors will initiate a meeting with
the deacon at which a determination will be made to what extent
he should continue in active ministry. Resources for counseling
will be made available for husband, wife or children.

d. After approximately sixty days a further
determination will be made regarding the status of the situation.

e. During this time of separation, behavior ap-
appropriate to his marital and diaconal commitments is expected of the deacon.

f. If the deacon is adjudged as responsible for severely grave marital problems such as abuse, infidelity, criminality, pathology, etc., the Co-Directors will recommend to the Bishop one of the following courses of action: curtailment of pastoral duties, leave of absence, inactive status, suspension or laicization.

3. Divorce
When a divorce occurs:

a. The deacon must contact the Co-Directors. The wife has the right and is encouraged to notify the Co-Directors.

b. The Co-Directors, pastor, team or supervisor will make certain that all responsible parties are informed.

c. Resources for counseling will be made available to the deacon, the wife and, or, the children.

d. Ordinarily, a six month leave of absence will be required.

e. Should the deacon, after consultation with the Co-Directors, return to ministry, he will be reassigned to a different parish or institutional ministry.

f. In the event that the deacon is adjudged as responsible for severely grave marital difficulties such as abuse, infidelity, pathology, criminality, etc., and/or if scandal has been caused, the Co-Directors will recommend to the Bishop inactive status or laicization.

g. The deacon must fulfill all financial and parental responsibilities as required by the civil court, and must live a life in accordance with his sacramental vows to marriage and the Diaconate.

G. Deacon Applicants

1. No man will be accepted into the deacon formation program if at the time of application, or up to three years previously, there have been serious marriage difficulties and/or separation.

2. In the case of remarriage when an annulment has been granted, the deacon applicant is required:
a. To submit the Annulment Degree for review;

b. To submit written marital histories of each marriage;

c. To be married for at least three years from the date of the annulment before becoming eligible to apply.

3. If a deacon applicant is divorced, he must comply with the three year waiting period. In addition:

   a. He must fulfill all financial and parental responsibilities required by civil court.

   b. His lifestyle must be in accordance with his original marriage vows.

   c. If accepted, he must be sponsored and serve in a parish different from the one where he was a member during marriage.

H. Deacon Candidates

1. A deacon candidate who experiences serious marriage problems while in the formation program must take a leave of absence for a period of time to be determined by the co-directors.

2. A deacon candidate who undergoes a separation/divorce will be required to take a leave of absence.

3. If he is found to be responsible for severely grave actions such as abuse, infidelity, criminality, pathology, causing scandal, he will be requested to withdraw from the program.

ADDITIONAL NOTE: A deacon who is separated, divorced, widowed and/or has received an annulment must follow a lifestyle in accord with the Church's ruling on celibacy as it applies to deacons.
FUNERAL POLICY

I. Notification of the Death of a Deacon

In the event of a deacon's death, the pastor or the family should notify the Co-Directors for the Permanent Diaconate and the Chancery. The Co-Directors will notify the President of the Deacons' Council, the Florida Catholic and all deacons through the Deacons' Council.

J. The Wake

In accord with the wishes of the family, the Wake Service should be celebrated and conducted by other deacons from the parish or the Deacons' Council. While the wake of a deacon may take place in a funeral home, it is permissible and desirable for a deacon to be waked in the church. This should be decided by the family and the pastor and in accord with the deceased deacon's pre-arranged plans.

The deacon may be waked in alb and white stole. The funeral director should be notified of the correct wearing of the deacon's stole.

It is customary that deacons of the Council assemble for a prayer service the night before the funeral. The Regional Coordinator of the deacon's region should coordinate this with the pastor and family in order that a dignified and unified prayer service is conducted.

K. Funerals

The arrangements for the funeral of a deceased deacon of the diocese are the prerogative of the deacon's family. The wishes of the family shall be respected.

The Bishop is the celebrant of the Mass if available. There are, however, times when another priest or deacon might be more appropriate as homilist, depending upon his relationship to the deceased and in accord with the wishes of the family.

Selections for music, liturgy, altar servers, choir, seating, etc., are the prerogative of the family. The pastor is asked to consult the Co-Directors before finalizing arrangements. The Co-Directors for the Permanent Diaconate will also assist...
with the preparations.

L. Responsibilities of the Region Coordinator

The deacon region coordinator should visit the family of the deceased as soon as possible upon the death of the deacon and see to their needs. This is specially important after the funeral.

The regional coordinator should keep close contact with the Co-Directors during this time.

M. The Mass of Christian Burial

The presidential prayers for the Mass of Christian Burial should be taken from the prayers for a deacon as found in the Order of Christian Funerals.

The Co-Directors of the Permanent Diaconate or their appointed representative will concelebrate the Mass of Christian Burial for a deceased permanent deacon.

If a bishop is present, he will normally conduct the Rite of Final Commendation at the Funeral Liturgy.

Deacons are enjoined to attend the Mass of Christian Burial for a deceased deacon and to vest and participate as the Order of Deacons in the Diocese.

N. Gravesite

A deacon may preside at the gravesite service according to the wishes of the deceased deacon or the deacon's family.
DIOCESE OF ORLANDO
PERMANENT DIACONATE PERSONNEL POLICY

APPENDIX L - WAKE AND FUNERAL ARRANGEMENTS FORM
WAKE AND FUNERAL ARRANGEMENTS
FOR DEACONS

NAME:

ADDRESS:

PLACE OF WAKE, List Church and Funeral Home:

Your Preferred Music:

Your Preferred Readings:

Homilist:

Other Requests:

PLEASE DISCUSS WITH YOUR FAMILY AND PASTOR. GIVE A COPY TO HIM, SEND A COPY IN WITH YOUR ANNUAL CONTINUING EDUCATION REPORT (changes only) AND LEAVE THE ORIGINAL WITH YOUR FAMILY.

DATE: _________________ SIGNED: