



DIOCESE OF RALEIGH

Norms for the Reception and Assignment of Latin Catholic and Eastern Catholic Deacons For Diaconal Ministry and Employment in the Diocese of Raleigh

1. Introduction

1.1. Ecclesiological Foundations

From the Catechism of the Catholic Church:

1569 At a lower level of the hierarchy are to be found deacons, who receive the imposition of hands 'not unto the priesthood, but unto the ministry. At an ordination to the diaconate only the bishop lays hands on the candidate, thus signifying the deacon's special attachment to the bishop in the tasks of his diakonia.

1570 Deacons share in Christ's mission and grace in a special way. The sacrament of Holy Orders marks them with an imprint ("character") which cannot be removed and which configures them to Christ, who made himself the "deacon" or servant of all. Among other tasks, it is the task of deacons to assist the bishop and priests in the celebration of the divine mysteries, above all the Eucharist, in the distribution of Holy Communion, in assisting at and blessing marriages, in the proclamation of the Gospel and preaching, in presiding over funerals, and in dedicating themselves to the various ministries of charity.

1571 Since the Second Vatican Council the Latin Church has restored the diaconate as a proper and permanent rank of the hierarchy, while the Churches of the East had always maintained it. This permanent diaconate, which can be conferred on married men, constitutes an important enrichment for the Church's mission. Indeed it is appropriate and useful that men who carry out a truly diaconal ministry in the Church, whether in its liturgical and pastoral life or whether in its social and charitable works, should be strengthened by the imposition of hands which has come down from the apostles. They would be more closely bound to the altar and their ministry would be made more fruitful through the sacramental grace of the diaconate.

1.2. Purpose for these Norms

These norms are given to provide clear direction for pastors and all diocesan and parish administrative staff and for Catholic deacons, whether incardinated into a

Latin Catholic Diocese or into an Eastern Catholic Eparchy (or its equivalent), regarding the possible exercise and appointment to diaconal ministry and employment by a parish, Catholic agency, or diocesan office of the Diocese of Raleigh.

2. Hiring of a Permanent Deacon for Parish, Diocesan, or Catholic Agency Staff

Pastors, directors, and their staff often find a ready resource in deacons to assist in the pastoral and spiritual mission of the parish, diocesan departments, and Catholic agencies. In the restoration of the Diaconate, the Church gives particular value on deacons having secular employment.¹ However, should a pastor, diocesan department, or Catholic agency of the Diocese of Raleigh seek to hire a deacon for employment, the norms stated in the *Policy on Employment of Permanent Deacons in the Diocese of Raleigh* are to be rigorously observed (see Addendum 9.3).

3. Pastoral Appointment of Deacons Incardinated in the Diocese of Raleigh

Deacons who have been ordained for service in the Diocese of Raleigh and those who have been incardinated into the Diocese of Raleigh by the usual canonical procedures will be assigned to pastoral service by means of a (written) canonical appointment made by the Bishop of Raleigh. The Director of the Office of the Permanent Diaconate will make his recommendation for such appointments to the Bishop after due consultation.

4. Initial Inquiry, Assessment and Acceptance for Appointment to Ministry of the Extern Latin Catholic Deacon

4.1. Initial Inquiry to the Diocesan Director of the Permanent Diaconate

Extern Latin Catholic deacons who are resident on the Diocese of Raleigh are welcome to apply for a canonical appointment to ministry in the Diocese of Raleigh. They should begin this process by making contact with the Director of the Office of the Permanent Diaconate.

4.2. Interview and Assessment

Upon making initial contact with the Director, the extern deacon will be asked to meet with the Director, and to complete and submit the *Confidential Application for an Extern Permanent Deacon Seeking to be Appointed to Ministry in the Diocese of Raleigh*. (See Addendum 10.1)

4.3. Canonical Requirements

An extern deacon applicant must request that a letter of permission from his Diocesan Bishop be sent to the Bishop of Raleigh granting approval to pursue an application to serve in diaconal ministry in the Diocese of Raleigh. Additionally, this communication must also include a Letter of Suitability, testifying to the

¹ Pope John Paul II, General Audience, *Deacons Serve the Kingdom of God* (October 5, 1993), 6.

applicant, which also includes a thorough review of his personnel file held by his diocese of incardination.

4.4. Child and Youth Protection Requirements

All deacon applicants must complete the Diocese of Raleigh formation process on the creating and maintaining of a safe environment for children and young people. Certificates already received by deacon applicants from other formation processes used by their diocese of incardination will not be accepted.

4.5. Criminal Background Check

All deacon applicants are required to complete a comprehensive criminal background check through the Diocese of Raleigh. Other previously completed checks not completed through the Diocese of Raleigh cannot be accepted. Checks completed through the Diocese of Raleigh in excess of a year from the reapplication date, must be renewed. Please refer to the Diocesan Office of the Permanent Diaconate for more information.

4.6. Immigration Status

If a deacon applicant is not a citizen of the United States, his immigration status will be subject to thorough legal review by the Diocese of Raleigh as the first step in the application process, following the interview with the Director of the Office of the Permanent Diaconate.

5. Appointment to Diaconal Ministry for the Extern Latin Catholic Deacon

5.1. Deacon Personnel Recommendations and Assignment

Upon completion and review of the application, the Diocesan Director of the Permanent Diaconate will determine if the extern deacon applicant will be recommended to the Diocesan Bishop for assignment in the Diocese of Raleigh. Assignments are determined by pastoral need in a given parish or other ministry, while also considering distance from the residence of the deacon to the proposed assignment, as well as family and employment responsibilities and other important commitments.

5.2. Letter of Appointment from the Bishop of Raleigh

Upon acceptance of the assignment recommendation made by the Diocesan Director of the Permanent Diaconate, the appointment of the extern deacon to diaconal ministry in the Diocese of Raleigh is made in writing by the Diocesan Bishop.

5.3. Faculties for Diaconal Ministry

Faculties for diaconal ministry are generally provided with the letter of appointment. In accordance with the Code of Canon Law, faculties are not to be assumed and may be restricted by the Diocesan Bishop. For clarification, consult the Diocesan Office of the Permanent Diaconate.

5.4. Meeting of Diocesan Director of the Permanent Diaconate, Pastor (or other Supervisor) and Deacon

5.4.1. Review of Expectations

Upon reception of a canonical appointment for ministry, the deacon should meet with his pastor (or other supervisor) in order to discuss ministry expectations and commitments. *The Diaconal Ministry Memorandum* (see 10.2) for the Diocese of Raleigh is to be completed and signed by the deacon, his pastor (or other supervisor) and wife (if applicable). The Memorandum becomes effective when approved and signed by the Director of the Office of the Permanent Diaconate.

The purpose of this Memorandum is to help the parties involved define reasonable expectations for the ministry of the deacon and to remind the pastor (supervisor) of the obligations for the support of the deacon's ministry, as determined by the Bishop (e.g., the support for an annual retreat for the deacon and his wife, continuing education, reimbursement of ministry expenses, etc.). This document should be reviewed on an annual basis and can be modified, as needed, with the agreement of the deacon and his supervisor, and the final approval of the Director of the Office of the Permanent Diaconate.

5.4.2 Review of Continuing Formation Dates, Other Information from the Office of the Diaconate

All active deacons (i.e., not retired or those who have incurred a canonical penalty) assigned to ministry in the Diocese of Raleigh by the Bishop are required to attend the annual diocesan retreat for deacons and wives, the annual convocation with the Bishop, and other announced days of continuing education (usually two per year), unless explicitly excused by the Director of the Office of the Permanent Diaconate. All other expectations and pastoral support for the ministry of deacons will be provided by the Office of the Permanent Diaconate. Deacons are required to inform the Director of any major changes in health, marital, or employment status, and to update records with regard to changes in telephone numbers, mailing addresses, email addresses, etc. Deacons are always invited to contact the Director as needed.

6. Eastern Catholic Deacons

6.1. Ministry in the Latin Catholic Church

All deacons may serve in sacred liturgy of the Catholic Church. (So called, “bi-ritual faculties” are not required). In doing so, they are to use the liturgical vestments of associated with the Rite of the Catholic Church in which they are incardinated, and they are to scrupulously observe the rubrics of the Rite in which they are serving when exercising liturgical ministry.

Deacons ordained for an eparchy or other canonical entity of a *sui juris* Eastern Catholic Church are required to apply for permission to exercise diaconal ministry in the in the Diocese of Raleigh in accord with the provisions of both the Code of Canon Law for the Latin Church and the Code of Canons of the Eastern Churches. It should be noted that faculties for Eastern Catholic deacons differ from those of Latin Catholic deacons. (For example, Eastern Catholic deacons are usually not permitted by their canons to celebrate the Sacrament of Baptism and the Sacrament of Marriage.)

6.2. Canonical Requirements

Prior to receiving permission to serve in the Diocese of Raleigh, the Eastern Catholic deacon must seek the permission from his proper Eparch or other ecclesiastical superior. This letter is to be addressed to the Bishop of Raleigh. Additionally, this communication must also include a Letter of Suitability, testifying to the applicant and following a review of his personnel file held by his diocese or eparchy of incardination.

6.3. Requirements of the Diocese of Raleigh

If such ministry is to be exercised in a single instance, e.g., a single liturgical ceremony, the deacon will be informed if permission has been given by the Office of the Vicar General. If the deacon seeks to exercise his diaconate ministry in the Latin Catholic Church on a more regular basis, upon receipt of the letter of permission from the proper Eparch (or equivalent) of the deacon applicant, the processes described above in 4.1, 4.2, 4.4, 4.5, and 4.6 are to be followed. Additionally, the deacon applicant will be assessed by the Diocesan Director of the Permanent Diaconate for his knowledge of liturgical theology and praxis for diaconal ministry in the Latin Catholic Church.

6.4. Appointment to Diaconal Ministry

The permission for the exercise of diaconal ministry in the Diocese of Raleigh for Eastern Catholic deacons follows the same process as described above in number 5, *mutatis mutandi*.

7. Diaconal Ministry Review

The Ministry Memorandum should be reviewed on an annual basis by all parties involved. Any recommended amendments to the memorandum must be submitted to the Director of the Permanent Diaconate for final approval (see 5.4.1, above).


8. Temporary Assignment and Ministry Assignment Transfer

All deacons assigned by the Diocesan Bishop to diaconal ministry in the Diocese of Raleigh may be temporarily assigned to a nearby parish or other ministry by the Bishop, according to the needs of the faithful. Additionally, deacons may receive a new assignment due to pastoral need, or at their own request, or at the request of their pastor or ministry supervisor. In such cases, the Diocesan Director of the Permanent Diaconate will be consulted and will make his recommendations directly to the Diocesan Bishop.

9. Deacons Visiting the Diocese of Raleigh

A deacon visiting the Diocese of Raleigh and who is seeking to exercise his diaconal ministry must obtain a Letter of Suitability from his Diocesan Bishop, his delegate or if the deacon is a religious, from his major superior. Note, that if a deacon is visiting the Diocese of Raleigh for a period of longer than 30 days, additional requirements for the exercise of diaconal ministry must be fulfilled, as described above in 4.4 and 4.5. Also note that if the deacon will be officiating at the celebration of the Sacrament of Marriage during his visit to the Diocese of Raleigh, he must also obtain delegation from the pastor of the parish in which the marriage is being celebrated.

These norms are promulgated by the Most Reverend Michael F. Burbidge, Bishop of Raleigh on March 22, 2016 and effective immediately. All particular law contrary to these norms is abrogated upon the date of promulgation.



Most Reverend Michael F. Burbidge
Bishop of Raleigh

9. Number of Years in: Present Parish: _____ Diocese of Raleigh: _____
North Carolina: _____

II. WIFE AND FAMILY *(to be completed if ever married):*

10. Wedding Date: _____

11. Have you been previously married? _____ If so, how many times? _____

12. Wife's full maiden name:

(Maiden)

(First)

(Middle)

13. Her date of birth: _____ Religion: _____

14. Wife's occupation: _____ Her employer: _____

15. Do you or any member of your family currently or recently have any medical condition which requires/required the services of a physician or hospitalization? Yes _____ No _____

If yes, explain:

16. Have you or any member of your family ever had professional counseling or been under the care of a psychiatrist or psychologist? Yes _____ No _____

If yes, explain:

III. Diaconal History:

17. Date of Ordination: _____

18. (Arch)Diocese of Ordination/Incardination: _____

19. Have you ever been incardinated into any other (arch)diocese? If so, list date and diocese of incardination, clearly indicating current (arch)diocese of incardination:

IV. APPLICANT'S EMPLOYMENT HISTORY:

20. Does your current employment require frequent travel or reassignments? Yes _____ No _____

If yes, explain:

21. Have you ever served in the military? Yes _____ No _____
If yes, what kind of discharge did you receive?

If "yes" to questions 17-20, provide full explanation on separate sheet.

22. Have you ever been fired or pressured to resign from a job or volunteer position?
Yes _____ No _____

If yes, include in explanation: name, address, and phone number of organization; period of employment or service; supervisor's name; and the date and reason(s) for your departure.

23. Have you ever terminated any employment or volunteer service, chose not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons related to allegations of sexual misconduct or child abuse by you? Yes _____ No _____

If yes, include in explanation: date, nature and place of occurrence(s) or allegation(s) and disposition on the matter(s). Also identify your employer or supervisor at the time by name, address, and telephone number.

24. Has a civil complaint (including internal complaints given to management or supervisors at places of employment) or a criminal complaint ever been filed against you which alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities?
Yes _____ No _____

If yes, include in explanation: the date, nature and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

25. Do you presently serve, or have you ever served, as a volunteer for any organization, entity, or group in which you had significant contact with children or other vulnerable populations (e.g., elderly, mentally or emotionally handicapped, etc.)? Yes _____ No _____

If yes, include in explanation: name, address, and phone number of organizations; period of volunteer service; supervisor's name; and briefly describe your activities and/or duties.

V. LEGAL AND FINANCIAL SITUATION:

26. Have you ever been arrested for other than minor traffic violations? Yes _____ No _____
If yes, on what charges?

Date of arrest: _____ City: _____ State: _____
Age at time of arrest: _____ Disposition: _____

27. Indicate here any potential or pending legal actions involving you or your family:

28. Evaluate your financial circumstances, favorable or unfavorable. Do not state specific earnings or income, but describe in general terms your solvency:

29. Have you ever sought or declared bankruptcy? Yes _____ No _____
If yes, please explain:

VI. PHYSICAL HEALTH BACKGROUND:

30. Height: _____ Weight: _____ Vision: _____
Hearing: _____

31. Personal Physician's Name:

Address:

(Street) *(City)* *(State)* *(Zip)*

32. Date of last physical:

33. Number of days missed at work during the past year due to illness: _____ Cause: _____

34. Are you currently on medication? Yes ___ No ___ If yes, what? _____ Since when? _____

35. Have you ever used illegal drugs? Yes ___ No ___ If yes, what? _____ When last used?

36. Do you use tobacco? Yes ___ No ___ If yes, what? _____
How often? _____

37. Do you consume alcohol? Yes ___ No ___ If yes, what? _____
How often? _____

38. Have you ever been chemically dependent (drugs/alcohol)? Yes ___ No ___ If yes, please explain:

39. Do you exercise? Yes ___ No ___ If yes, describe: _____
Frequency: _____

40. Check the items which you have, now or in the past, experienced personally:

- Insomnia Overweight Underweight Blood Pressure Colds Nervousness
 Allergies Heart Ailment Indigestion Diabetes Asthma Poor Appetite
 Headaches Tiredness Hyperactivity Bulimia Anorexia Sexually Transmitted
 Diseases (STD) HIV Hepatitis Alcoholism Drug Abuse Epilepsy
 Tuberculosis Any Other (Specify: _____)

VII. REFERENCES:

41. Please give us the names & addresses of the following persons whom we will contact to provide references for you:

- a) Pastor: _____
 Street Address _____
 City: _____ State: _____ Zip: _____
- b) Employer/Supervisor: *(if self employed, a professional colleague)*
 Name: _____
 Street address _____
 City: _____ State: _____ Zip: _____

CONSENT AND WAIVERS

I attest that all information submitted to the Diocese of Raleigh pertinent to this application process is true and complete to the best of my knowledge and may be verified by the Director of the Office of the Permanent Diaconate or his delegate. I agree 1) to cooperate with the diocese if it deems necessary to obtain records of my prior employment, judicial records, law enforcement records, financial records, medical records, military records, and any information pertinent to matters addressed in this application form and/or 2) to execute any releases and/or other documents necessary to permit the release of such records to the Director of the Office of the Permanent Diaconate upon request.

In addition, I hereby give permission to the Bishop of Raleigh and the Office of the Permanent Diaconate, to have access to and use of any and all of the materials relating to me and my fitness for diaconal service in the diocese, which materials may be found in possession of the Diocese of Raleigh, my diocese of ordination and/or my diocese of incardination. Among these materials I explicitly include the results of all physical examinations, drug, HIV, and psychological testing, as required. I understand that these documents will be treated in the strictest of confidence.

I recognize that all information requested by the diocese will be received in confidence and will become the property of the diocese and will not be accessible to me. I understand that the decision to grant diaconal faculties and/or pastoral assignments will be made at the discretion of the Bishop of Raleigh and that there is no obligation on his part to report to me the reasoning behind any or all decisions regarding this process.

Finally, I swear that there is nothing in my past or current behavior that would render me a danger to minor children or others. I make this statement as part of my application for incardination into the Diocese of Raleigh.

PRINTED NAME

WITNESSING NOTARY PUBLIC

SIGNATURE

DATE

DATE

NOTARY SEAL

Revised: April 18, 2013

10.2.

Diaconal Ministry Memorandum Diocese of Raleigh

INTRODUCTION

1. The Diaconal Ministry Memorandum provides a framework of understanding between the pastor and the deacon and clarifies the expectations with regard to the deacon's ministerial service in the Diocese of Raleigh and the parish, under the supervision of the pastor. This form can be adapted in exceptional or non-parochial instances. (In such cases, please consult the diocesan director.) This agreement serves to provide detail to the assignment given by the bishop to the deacon.
2. This memorandum also serves as the working basis for the deacon's annual ministry review.
3. The parties to this memorandum are the deacon, the pastor (or other supervisor designated by the bishop or director), and the director of deacons on behalf of the bishop. The memorandum may be revised during the course of an assignment given by the bishop, with the approval of the director of the permanent diaconate. In the case of married deacons, the deacon's wife is also to be made aware of the initial Memorandum and any subsequent changes.

Assignment given by the Bishop

Deacon:

Date:

Pastor:

Date:

Deacon's Wife (if applicable):

Date:

Director of the Permanent Diaconate:

Date

SPECIFIC MINISTRIES OF THE DEACON IN THE PARISH

The pastor and deacon are to describe in broad terms the deacon's service in the following areas.

Direct Parish Service/Ministry:

Examples: spiritual direction, Scripture study leader, RCIA, parish council, parish finance council, adult education, feeding of the poor (and other forms of direct charity), ministry to the sick, training of lectors/extraordinary ministers of Holy Communion/altar servers, marriage counseling, marriage or baptismal preparation, etc.

Description of ministerial task/s:

Approximate number of hours monthly:

Gospel and Justice Outreach:

Examples: Cursillos, retreats, other diocesan assignments (e.g., correctional institutions, hospitals, Diocesan Tribunal, diaconate office, Catholic Charities), etc.

Description of ministerial task/s:

Approximate number of hours monthly:

Liturgical Ministry (Ministry of the Word/Ministry of the Altar)

Examples: marriages, funerals, Masses, baptisms, Confirmation, and Eucharistic Services in the absence of a priest (in churches, hospitals, rest homes, etc.), Benediction, Stations of the Cross, novenas, retreats, prayer services, wake services (Rosary), graveside services, days of recollection, etc.

Description of ministerial task/s:

Approximate number of hours monthly:

Other Ministries, Committees, or responsibilities

Mention here any specific expectation/agreement not included above.

GENERAL OBLIGATIONS OF THE DEACON

1. To serve as a deacon with those faculties conferred by the bishop of the diocese into whose service the deacon was ordained, with the explicit permission of the Bishop of Raleigh and the supervisor of the place of service, typically the pastor.
2. To perform ministry at a minimum of _____ hours each month in addition to regularly scheduled liturgies in the parish.
3. To follow all directives of the Diocese of Raleigh which apply to deacons. If the deacon is seeking incardination, this specifically includes any actions or agreements that prepare for incardination.
4. To follow all directives of the diocese in which the deacon is incardinated, specifically everything necessary to maintain incardination and good communication with the bishop of the diocese of incardination.
5. To notify everyone concerned if a change in health, family and/or job alters the deacon's ability to perform the duties described herein. In such cases, this Memorandum may be continued without change or modified as mutually agreed between the parties. In the event of termination of this Agreement, a new Agreement must be developed pursuant to diocesan policy and guidelines.
6. To participate in a review of this Memorandum whenever the pastor or the Director of the Permanent Diaconate requests such a review and to meet with the pastor (and the director, when desired) for the deacon's annual ministry review.
7. To provide reports to the pastor of the work in the ministries entrusted to the deacon and to meet with the pastor to review each report, in keeping with an agreed upon schedule (e.g., once a month).
8. To acknowledge that no salary or other compensation for the services performed by the deacon under this Memorandum are provided by the Diocese of Raleigh or by the place of service, (e.g. parish or other ecclesial institution).

(Revised: June 2010)

10.3. Policy on Employment of Permanent Deacons in the Diocese of Raleigh

Introduction

The Diaconate is an apostolically founded order of the Church, described in the Acts of the Apostles and the letters of St. Paul. The title "deacon" comes from the Greek word "diakonia," which means "service." Deacons are ordained, "not unto the priesthood, but unto the ministry" as the Catechism of the Catholic Church teaches. Therefore, deacons have a special attachment to the bishop in their service to the Church.

All priests are also ordained deacons prior to their sacerdotal ordination. Those who are ordained deacons in preparation for the priesthood are sometimes called "transitional deacons." Those who are ordained deacons without the intention of proceeding to the priesthood are often called "permanent deacons."

This policy applies solely to "permanent deacons."

Guidelines

Hiring

1. A deacon may be employed by a parish, school, or the diocese to fill a position that is typically held by paid-staff (for example, parish business administrator, religious education director, music director, etc.).
2. Deacons who are employed by the diocese, parish, or another diocesan agency are to receive remuneration commensurate with the salaries and benefits provided to the lay staff for that particular position.
3. The possibility of a deacon being employed by the parish and/or mission to which he is assigned should be approached with the utmost caution and careful consideration, given that it places the pastor in the challenging dual role of having to both supervise the deacon as an employee while at the same time being responsible to the bishop for the individual in his capacity as a deacon appointed for service by the bishop to the parish/mission.
4. Prior to extending an offer of employment, a pastor must consult with the director of the Office of the Permanent Diaconate and the diocesan director of Human Resources. A detailed description of job responsibilities and specifically "deacon-related" responsibilities must be submitted to both directors as part of the consultation process. The bishop must provide final approval before a contract can be extended to the deacon.

Performance Issues/Discipline/Conflict Resolution

1. A deacon employed by a parish, school, or the diocese should be held to the same performance standards as lay employees.
2. At the time of ordination, deacons make a promise of obedience to their bishop and his successors. When a deacon accepts an offer of employment at a parish, school, or at the diocesan level, he must understand that he still remains accountable and responsible for his diocesan assignment. Therefore, if a conflict arises, the deacon and/or pastor should immediately work to resolve the matter jointly with the director of the Office of the Permanent Diaconate.
3. Prior to taking any significant disciplinary actions, a pastor must consult with the director of the Office of the Permanent Diaconate and the diocesan director of Human Resources.

Termination

Prior to the termination of a deacon's employment, whether for performance or budgetary reasons, a pastor must consult with director of the Office of the Permanent Diaconate and the diocesan director of Human Resources. The Bishop must give a *Nihil obstat* prior to termination.

Most Reverend Michael F. Burbidge
Bishop of Raleigh
October 11, 2013