

# A LETTER OF AGREEMENT

between the **Bishop of the Diocese of Fond du Lac** and the *Rev. Dcn. INSERT-DEACON-NAME*,  
assigned to **INSERT-CONGREGATION-NAME Episcopal Church, City, Wisconsin**,  
a congregation of the *Diocese of Fond du Lac*

The Bishop has assigned the *Rev. Dcn. INSERT-DEACON-NAME* (“Deacon”) to **INSERT-CONGREGATION-NAME Episcopal Church** (“Congregation”) to act under the authority of **INSERT-AUTHORITY-NAME** (“Authority”) [name cleric or lay leader exercising oversight - delete this before printing] in all matters concerning the Congregation. This letter sets forth mutual responsibilities in the assignment whose purpose is to pursue the mission of the Church: to restore all people to unity with God and each other in Christ. The mission is pursued through prayer and worship, by proclaiming the Gospel, and by promoting justice, peace and love.<sup>1</sup>

## **SECTION A – Duties and Responsibilities of the Deacon**

The duties and responsibilities of a Deacon are defined in the Ordinal as presented in the Episcopal Church *Book of Common Prayer*<sup>2</sup>, the Constitution and Canons of the Episcopal Church<sup>3</sup>, the Constitution and Canons of the Diocese of Fond du Lac and the Tradition of the Church. Additional duties and responsibilities to be observed are:

1. **Community Engagement.** Interpret the needs, concerns, and hopes of the world by recruiting, training, and empowering members of the congregation to respond to those needs and concerns as coordinated with the Authority. [detail other expectations - delete this before printing]
2. **Pastoral Support.** Provide pastoral care for members of the congregation as coordinated with the Authority. [detail other expectations - delete this before printing]
3. **Sacramental Service.** Regularly assist in public worship and in the ministration of God’s Word and Sacraments as coordinated with the Authority. [detail other expectations - delete this before printing]
4. **Abuse Prevention.** Conform to the diocesan *Safe Church Abuse Prevention Policy and Procedure Manual*.
5. **Time Commitment.** Endeavor to exercise the ministry outlined in this letter an average of **INSERT-X** hours each week, recognizing ministry demands may result in more or less time commitment.
6. **Communication.** Communicate regularly with the Authority about diaconal activity in the Congregation. Provide a written report to the Bishop in June or July on your life and work over the previous 12 months.
7. **Participate.** Attend congregational fellowship, deanery, and diocesan events, as able. [detail other expectations, which may include training laity as licensed lay ministers - delete this before printing]

## **SECTION B – Duties and Responsibilities of the Congregation and Authority**

The duties and responsibilities of the Congregation and Authority are defined in the Catechism as presented in the Episcopal Church *Book of Common Prayer*<sup>4</sup>, the Constitution and Canons of the Episcopal

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<sup>1</sup> Episcopal Book of Common Prayer, (1979), pp. 854.

<sup>2</sup> BCP (1979), pp. 537–547.

<sup>3</sup> Title III, Canon 7: Of the Life and Work of Deacons, Episcopal Church Constitution and Canons (2018). Note that “Deacons serve directly under the authority of and are accountable to the Bishop” and “The Bishop...may assign a Deacon to one or more congregations... [who] act under the authority of the Member of the Clergy or other leader exercising oversight in all matters concerning the congregation.”

<sup>4</sup> BCP (1979), pp. 845-862

Church<sup>5</sup>, the Constitution and Canons of the Diocese of Fond du Lac and the Tradition of the Church. The Authority will communicate with the Bishop about the Deacon's activity in the Congregation.

### **SECTION C – Duties and Responsibilities of the Bishop**

The duties and responsibilities of a Bishop are defined in the Ordinal as presented in the Episcopal Church *Book of Common Prayer*<sup>6</sup> (pp. 510-523), the Constitution and Canons of the Episcopal Church<sup>7</sup>, the Constitution and Canons of the Diocese of Fond du Lac and the Tradition of the Church. The Bishop will provide guidance and be reasonably available for communication and meeting as necessary.

### **SECTION D – Compensation, Discretionary Fund and Travel Allowance of the Deacon**

1. **Compensation.** The Deacon may not receive compensation for performing sacramental ministry in the Church. If working in a non-sacramental capacity (e.g. church administrator or youth ministry coordinator), a separate Letter of Agreement requiring approval of the Bishop will be established.
2. **Other Income.** The Deacon may receive unsolicited gifts from members of the Congregation or honoraria for professional services performed on personal time outside of the Congregation.
3. **Discretionary Fund.** A Discretionary Fund may be established under the Deacon's control and conform to the diocesan *Discretionary Fund Policy of Use*.
4. **Travel Allowance.** The Congregation will provide the Deacon a travel allowance with payment made on a reimbursable basis<sup>8</sup> of up to \$ **INSERT-XXX** each year. [[\\$900 is norm - delete this before printing](#)]

### **SECTION E – Additional Items**

1. **Ministry Review.** The Deacon, Authority and Bishop will engage in a Ministry Review each year. Its purposes are to provide opportunity to assess how duties and responsibilities are being fulfilled, isolate areas which may not have received adequate attention and may adversely affect ministry, and clarify expectations.
2. **Resignation of Authority and Concluding the Agreement.**
  - a. On resignation of an Authority who is a member of the clergy, this letter is subject to renegotiation. The result may be continued assignment under another Authority or conclusion of the agreement.
  - b. When an Authority is a lay person, this letter will conclude at such time as a member of the clergy begins exercising oversight of the Congregation. A new letter may be agreed to if it is determined to continue assignment of the Deacon to the Congregation.
  - c. The Bishop may conclude this Letter of Agreement at any time and in any manner that does not conflict with the Constitution and Canons of the Church.

[[Other optional additional items may include - delete this before printing](#)]

**Continuing Education Allowance.** The Congregation will provide a Continuing Education Allowance of up to \$ **INSERT-XXX** each year.

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<sup>5</sup> Title I: Organization and Administration, Episcopal Church Constitution and Canons (2018).

<sup>6</sup> BCP (1979), pp. 510-523.

<sup>7</sup> Title III, Canon 12: Of the Life and Work of a Bishop, Episcopal Church Constitution and Canons (2018).

<sup>8</sup> Documentation showing the expense must be provided to avoid tax liability.

