

**ARCHDIOCESE OF ATLANTA  
OFFICE OF THE PERMANENT DIACONATE**

SUGGESTIONS FOR COMPLETING A PARISH AGREEMENT

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

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

The ministries assumed by the deacon should be detailed in the MEMORANDUM OF AGREEMENT. A regular preaching schedule for deacons, who have been granted faculties, should be indicated. Further, 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 most acceptable in describing ministerial responsibilities for the deacon:

1. Develop and implement a parish Baptism program including family preparation and post-Baptism follow-up visitation. He 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 Couple Conference or Engaged Encounter Weekend
  - e) Follow through with preparation and planning for the celebration of the marriage
  - f) Witness the marriage when requested to do so
3. Develop, implement and supervise the parish RCIA program.
4. Preach on a monthly basis, at all masses, in rotation with other parish clergy (contingent on receiving faculties)
5. Assume responsibility for the parish evangelization program. He will conduct a census and maintain an updated information system on parish families and needs of the community.
6. Will develop and coordinate a parish outreach program which will include such activities as ministering to the sick, the needy, the home-bound, the unchurched and lapsed members of our parish family.

**EACH PARISH HAS UNIQUE NEEDS. IT IS THE RESPONSIBILITY OF THE PASTOR(S) AND THE DEACON TO DEVELOP APPROPRIATE MINISTRIES TO MEET THOSE NEEDS.**