

# MEMORANDUM

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**TO:** Active Deacons

**FROM:** Deacon Bob McCoy, Director of Deacon Personnel

**SUBJECT:** DIACONATE MINISTRY WORKSHEET

**DATE:** January 28, 2010

It is time for each active deacon to provide the Bishop with an update of his diaconal ministries.

*The National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States* calls for the bishop to appoint the deacon to a specific assignment by means of an official letter of appointment. Therefore, a ministry agreement is not necessary.

The completed Diaconate Ministry Worksheet will be attached to the letter of appointment. A new ministry worksheet will be prepared six months after the arrival of a new pastor and will be submitted to the Diaconate Office for attachment to the Letter of Appointment. The letter of appointment will be for a period of three years.

The deacon appointment by the bishop is based on the needs of the diocese, parish and the capabilities of the deacon. The purpose of the ministry worksheet is to clarify mutual expectations between the deacon and pastor and to aid in the collaborative ministry of the deacon in the parish and community. It may be used as a self evaluation tool to reflect on the deacon's experience, commitment and his ministerial and spiritual growth.

Bishop Amos is concerned about the pastoral care of his deacons and is interested in knowing, "What are my deacons doing?" The ministry worksheet is a resource to provide him an answer.

Our goal has been to develop a worksheet that is realistic, easy to complete and encourages accurate reporting. Please submit your suggestions for improvement as we gain experience using the new worksheet.

Enclosed with the worksheet are suggestions to help you fill it out. A return envelope is enclosed for your convenience.

**Completed worksheets must be returned no later than March 1, 2010 to the Diaconate Office.**