

Please find below a template for use in creating customized job descriptions for Deacons in the Diocese of Niagara. It is provided as a working document. In order to use it to craft the job description for your diaconal ministry, please:

- add roles and responsibilities which are missing from this template, especially the Particular Servant Ministries which are distinctive of your ministry in the parish and wider community (such as outreach, evangelism, etc.);
- remove all italicized rubrics; and
- remove those roles and responsibilities which do not pertain to your particular experience of diaconal ministry in the parish in which you are serving.

MINISTRY JOB DESCRIPTION

Position: Deacon

Parish: **(Name, City)*

Nature of the Position

A deacon is distinctly dedicated to:

- Serving and enabling others to serve those who are in need, oppressed, sick or lonely; and
- Holding before the Church the needs of the world, interpreting those needs to the Church, and enabling baptized persons to discern, exercise and collaborate in the ministry of Christ in the world.

Outline of Responsibilities

Particular Servant Ministries

- *Add roles here*

Liturgical

- Vest for all services in their parish church (or for major feast days) at which in attendance as scheduled
- Liturgical role in worship services and as scheduled by and at specific invitation of the Rector, may or may not include:
 - proclaim the Gospel;
 - lead and/or organize the Prayers of the People;
 - prepare the altar for the Eucharist;
 - perform the ablutions following the communion;
 - dismiss the people for their service in the world;
 - carry the Paschal Candle and sing (or say) the Exsultet during the Easter vigil;
 - assist at baptisms, funerals, weddings, and officiate at Morning and Evening Prayer in or out of the church buildings;
 - administer reserve sacrament using episcopally authorized forms and in accordance with the specific rubrics and conditions therein (not including Sunday worship); and
 - tasks and duties as may be assigned by the Bishop and/or the Incumbent
- Perform traditional deacon's roles at Diocesan and Regional services, as requested

Pastoral

(In cases where the deacon's role includes pastoral care responsibilities, something like the following should appear in the job description.)

- Offers and extends pastoral care with the prior, full knowledge and permission of the Rector, making pastoral visits to home-bound individual and those residing in nursing or retirement homes. Pastoral visiting may include administration of communion (to

individuals or groups) as permitted by diocesan guidelines in place from time to time.

Deacon will inform the Rector of every visit in advance of the visit, so that the Rector may:

- exercise her/his primary responsibility for the oversight of pastoral ministries;
- coordinate the Deacon’s visit with those of the Rector or other pastoral ministers; and
- foster the parishioner’s pastoral relationship with the Rector
- At the request of the Director of Deacons, may be asked to serve as a mentor for candidates to the diaconate and newly ordained deacons

Collegiality and Ongoing Formation

- Serve as a Member of the College of Deacons
- Attend and vest for all ordinations to the Diaconate
- Attend and actively participant in:
 - all diocesan gatherings specifically for the College of Deacons
 - Clergy and Licensed Lay Workers Days
 - The Annual Clergy & Licensed Lay Workers Conference
- Meet regularly with spiritual director

Skills and Experience

- Background in Old Testament, New Testament, theology, Anglican Church History, preaching, counseling
- Familiarity with Anglican culture, ethos, liturgy and polity
- Baptized and confirmed/received from a denomination with Episcopal confirmations
- Compassion and desire to help others
- Ability to maintain confidentiality
- Consideration for others and ability to listen
- Team player

RISK ASSESSMENT REVIEW

Risk	Description	Rating
Participant	Members of the parish; vulnerable people	High
Setting	Church, Offices or in the Community	Medium
Activity	Public Worship, Christian Education, Pastoral Visits	High
Supervision	Private	High
Nature of Relationship	Somewhat intimate, extends over time	Medium
Degree of Authority	Considerable symbolic/sacramental authority	High
Physical Safety	Moderate physical risks	Medium
Financial	Little financial involvement; may be asked to receive and deliver donations for the church during visits	Low
Privileged Information	Possession of privileged information	High
Overall Risk to Person	Potential risk of damaged reputation, stress, safety	High
Overall Risk to Parish	Potential risk of damaged reputation, legal claims, loss of insurability	High
Overall Risk to Diocese	Potential risk of damaged reputation, legal claims, loss of insurability	High

RISK ASSESSMENT: High

Boundaries and Limitations

- The *Guidelines for Deacons Serving with the Bishop's Permission* shall govern the Deacon's status as a member of the College of Deacons and participation in the clergy gatherings and activities. Exceptions to such restrictions may be made by specific instruction/invitation by the Bishop or his/her designate
- Adheres to the Diocesan Sexual Misconduct Policy: Sexual Harassment, Exploitation and Assault
- Adheres to the Diocesan Guidelines for Working with Vulnerable People

Support, Supervision & Training

- Responsible to the Bishop, with the Incumbent (who may be a Rector, Priest-in-Charge or Interim Pastor) of the parish having supervisory administrative authority, in the name of the Bishop, over the parish activity of the Deacon
- Support from the Diocese of Niagara's Human Resources Director through the Director of Deacons or Deputy Director of Deacons
- A minimum of monthly meetings with Incumbent
- Completion of Safe Church Training requirements
- Commitment to continuing education/study – both self-directed and formal courses offered by seminaries, schools of theology and other recognized institutions

Participation Group

- Ministry to members (of all ages) of the parish and to the community at large

Screening Requirements

- Police Records Check
- Signed Screening Declaration

Length of Term

- During the incumbency of the Rector, subject to the Rectors' approval, and during the Bishop's pleasure
- During an interim period it is normally assumed that the Deacon will continue to minister in her/his ministry unless otherwise instructed by the Bishop

Time of Transition

- In the event of the Rector's resignation, a parish profile is created during a vacancy in settled priestly ministry, the Parochial Committee shall describe the role of the Deacon(s) as lived out in that parish at that time
- When a new Rector is appointed to a parish, the new Rector, the parish Deacon(s), the Director of Deacons and/or the Deputy Director of Deacons will meet to discuss a continuing role for the Deacon(s) in that parish within six months of the Rector's start date. The Deacon is responsible for initiating the scheduling of said meeting

Benefits to the Deacon

- Satisfaction of fulfilling the needs of others
- Knowing that you have contributed to the role of the Church in service to others
- Personal enrichment and growth

Dated: _____

Deacon

Rector

Template Revised: July 11, 2017