

LETTER OF AGREEMENT—DIOCESAN DEACON

Deacon Donald Burt and The Rt. Rev. Robert J. O'Neill, Bishop of Colorado agree that her/his exercise of the diaconate in the Diocese of Colorado shall be subject to the terms set forth in this Letter of Agreement.

1. Diocesan Ministry

A. The diocese is a body of local churches with many members, each sent by Christ with special gifts to minister to one another and to others.

B. All ministries of the diocese are exercised under the oversight and care of the Bishop with the assistance of the Canon to the Ordinary. The deacon serves directly under the Bishop (BCP p543). The Canon to the Ordinary will be available for guidance and support of the deacon regarding the relationship between the deacon and the vicar or rector and/or the deacon and the congregation where the deacon serves. The deacon is responsible to the vicar/rector for liturgical assignments in the parish and other pastoral ministries for which she or he volunteers and which do not interfere with the deacon's vocational activities. However, it should be understood that the primary supervisor for the deacon is not the parish rector, but the Bishop.

C. The deacon is the sacramental sign of servanthood, which we all share with Christ and one another. The deacon is a proactive servant. She or he is an intermediary, agent of the Church and Bishop, one who traverses the space that divides people and groups from one another, creating connections between the Church and the world, and holding before the Church the character of the whole ministry of the Church as servanthood.

D. The ministry of the diocesan deacon includes working in harmony with others in the diocese, especially its Bishop, the Canon to the Ordinary and other leaders, lending support and seeking always to build up the body of Christ.

2. Diaconal Service

The deacon shall serve in the following ministries to the National Church, the Diocese and society at large: Donald will make himself available for such diocesan ministries as are requested by the Bishop and not inconsistent with his other obligations as described herein. He will continue his participation in the St. Benedict Health and Healing Jubilee Ministry, serving in such capacities as are mutually agreed with the Executive Director. He will seek to expand the relationships developed through St. Benedict's, with special focus on those serving those most powerless in our society, but also recognizing the needs of our broader community. In all these areas he will seek to model and encourage new opportunities and participation in servant ministry within his parish and the diocese.

3. Parochial Assignment

A. The deacon shall be willing to respond to the Bishop's call to serve a congregation deemed most appropriate by the Bishop.

B. The Bishop assigns Donald to serve at large in the Diocese of Colorado, and also to function liturgically and pastorally at *St Aidan's Episcopal Church, Boulder*. The deacon shall serve a maximum of 15 hours per week in this church, under the supervision of the incumbent rector/vicar. Such service shall not conflict with the deacon's other employment inside or outside the Church, and it shall be understood that the deacon's primary ministry is outside the local congregation. The congregation is responsible for payment of the following ministry related expenses: up to \$500 annually in professional expenses, \$500 annually for continuing vocational development, all expenses related to Diocesan Convention and clergy conferences as describe below under (4.g), and others as may be approved by the vestry from time to time.

C. The deacon shall serve liturgically as the rubrics of *The Book of Common Prayer* indicate,

and shall include diaconal functioning at the Sunday morning liturgies, as assigned in the parish clergy rota.

D. The deacon shall oversee the Eucharistic Visitors of the parish. The deacon may also take the consecrated sacrament to the sick and infirm of the parish, and anoint the sick. The deacon shall assist in other liturgies, such as baptisms, weddings and funerals and shall also serve in the Cathedral and in regional or diocesan liturgies when called upon to do so by the Bishop or proper authority.

E. Within the limits of time available, the deacon shall have the following additional responsibilities at the parish or mission where she or he is assigned: Donald will provide the primary vision and nurture for the development of mission and servant ministries within St. Aidan's, in cooperation with the parish leadership, and subject to the rector's discernment. This will include the development of student leadership in this area for Canterbury, Colorado, the primary outreach of St. Aidan's, and also appropriate parish service ministries and teaching beyond Canterbury.

F. The Bishop may elect to meet with the deacon from time to time.

4. Other Provisions

A. Preaching is not the primary role of the deacon but may be exercised from time to time. The rector/vicar is the ordinary preacher of the parish. When preaching, the deacon is encouraged to always lift up the servanthood of Christ and His people in preaching.

B. The deacon shall not function liturgically in roles proper to priests or other persons. When the service of a priest cannot be obtained, the bishop may authorize the deacon to distribute Holy Communion to the congregation from the reserved sacrament. (BCB p. 408)

C. A clerical collar may be worn by the deacon when serving or working in the church and when it facilitates her or his ministry. Proper vestments shall be worn by the deacon when serving liturgically. The deacon shall avoid wearing, saying or doing anything which distinguishes the deacon from those she or he serves and those with whom the deacon lives and works.

D. The deacon shall take the following periods of leave from professional responsibilities and service and all other diaconal functions in the Church:

1. One-month vacation each year.
2. Two weeks each year for continuing vocational development.
3. Sick leave as required.
4. Such other leave as is required to develop and maintain self-support outside the Church.

E. Deacons serving under provisions of this agreement shall ordinarily serve the Church without cash stipend, housing or housing allowance. The deacon may receive these benefits only as an exception and with the approval of the bishop.

F. The deacon shall participate fully in the activities and obligations of the diaconal community—including regular meetings of the diaconate, support groups with other deacons and presbyters and continuing vocational development designed for diocesan deacons.


G. Participation in Diocesan Convention, clergy conferences, clergy retreats and other such gatherings as the Bishop shall specify are mandatory.

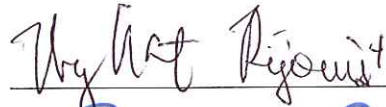
H. When problems arise which affect the deacon, the congregation and/or the welfare and unity of the diocese, the deacon shall bring them to the Bishop and/or the Canon to the Ordinary, and shall make a reasonable and prayerful effort to resolve such matters with their counsel and advice.

I. During Lent the deacon shall report in writing to the Bishop.

J. This agreement will be effective for three years from the date accepted and may be renewed at the end of that time. The agreement will expire automatically when the Rector/Vicar resigns the cure. In consultation with the Bishop and/or Canon to the Ordinary, a new agreement between the deacon and the Vestry must be written and approved for the interim period. A new letter of agreement must be executed when a new Rector/Vicar is called and appointed to the Parish. This agreement may be terminated at any time by the deacon with the advice and consent of the Bishop; or by the Bishop on the request of and following consultation with the deacon's rector/vicar or other supervisor provided written notice is given.

K. This agreement may be amended at any time should the deacon's ministry change and working arrangements altered, such changes may be initiated by the deacon or by the Bishop, so long as both shall agree to such changes in writing, and the amendment signed and made part of this agreement.

Ratification:  Deacon

 Rector/Vicar

 Bishop

Date May 8, 2010