

The placement of a deacon in a congregation or institution is a process of mutual discernment among the deacon, the Bishop and the congregation, with the involvement of the Archdeacon for Deployment.

The process aims to find the best match for the deacon and the congregation, in which the deacon could give full expression to his/her true gifts and talents and allow the congregation to benefit in significant ways from the service of a deacon.

It involves an application process for requesting congregations; indication of interests, gifts and talents by the deacon; conversations between the deacon and the congregation and the Bishop; and mutual discernment by the parties.

The stages of the transition are:

- a. Notification to Bishop by the Archdeacon of those deacons in the transition process based on their current letter of Agreement or other extenuating circumstances.
- b. Indication by deacons of particular interests, gifts and talents¹, and geographic location.
- c. The submission of application² for the services of a deacon by interested parishes or institution.

¹ Deacons should indicate their special areas of interest, possible future ministries, any geographic limits to their assignment, and any other relevant information.

² For new placement, use the formal application found on the diocesan website; for a continued placement, the Rector and Vestry should submit a letter to the Bishop, copied to the Archdeacon for Deployment and the Bishop's Administrative Assistant

- d. Conversation between deacon and Archdeacon.
- e. Conversation between deacon and interested parishes or institution.
- f. Submission by Archdeacon of recommendation to Bishop.
- g. Approval by Bishop of the placement³ of deacon.
- h. Negotiation of a formal Letter of Agreement⁴ between deacon and congregation or institution.
- i. Signature of letter of Agreement by deacon and Rector/Priest and submission to Bishop's Office
- j. Issue of formal assignment letter by Bishop.

(Ms. Kay Lark), stating the expected role of the deacon and anticipated ministries.

³ The assignment is considered in force only when the Letter of Agreement is signed by the Bishop, who will issue an official letter of appointment indicating the congregation to which the deacon is assigned and the period of the assignment.

⁴ The formal letter of Agreement should be concluded soon after the Bishop has indicated his decision on the placement of a deacon. It should state clearly the functions and expectations of the deacon, specific ministries and those deacon expenses the congregation will be willing to pay for.