

Policy Manual for the Diaconate  
Diocese of Dallas

Article 1 – Definitions

- 1.1 Active Ministry. The usual exercise of functions of an ordained deacon at the parish or institution to which he is assigned in accordance with a ministry agreement between the deacon and his supervisor.
- 1.2 Annual Ministry Agreement. A nonbinding agreement between the deacon, his wife, if any, and the deacon's supervisor which describes the goals and expectations of the parties for a specified year.
- 1.3 Annual Report. An annual report prepared by the deacon and submitted to the Director of the Diaconate for the diocese recording the courses and activities completed to fulfill the continuing educational requirements described in the policy on continuing education (Article VII). The director will provide the form for the report and may request additional information pertaining to the training and ministry of the deacon.
- 1.4 Assignment. An official appointment made by the Bishop designating the parish or institution in which the deacon will engage in active ministry under a designated supervisor.
- 1.5 Bishop. The bishop of the Diocese of Dallas.
- 1.6 Community. The term community designates the grouping of deacons by the Director based on ordination date or other criteria for the purpose of communication among deacons and representation on boards and committees.
- 1.7 Deacon. Deacon means permanent deacon as defined in Section 1.14 of this Article.
- 1.8 Diocese: The term diocese means the Diocese of Dallas.
- 1.9 Director. The person who has been appointed by the Bishop as the Director of the Diaconate for the Diocese.
- 1.10 Faculties. A faculty is a grant by a higher authority enabling a person to act in a way that the recipient would not otherwise be empowered or authorized to act. (Canon 132). Upon ordination to the diaconate or incardination into the Diocese, diaconal faculties are granted by the Bishop for a particular period of time, usually a year. At the end of the period, the faculties must be renewed. These faculties are issued at the recommendation of the Director of the Permanent Diaconate. Faculties are granted subject to terms and conditions outlined in the diocesan policies for the diaconate.
- 1.11 Inactive Deacon. A deacon who is not in active ministry. Faculties are revoked or suspended while a deacon is inactive.
- 1.12 Laicized Deacon. A deacon who has voluntarily or involuntarily been returned to the lay state by the Apostolic See.
- 1.13 Leave of Absence. There are two types of Leave of Absence.
  - a. Temporary Leave of Absence. A cessation of active ministry for a fixed period of time granted by the Bishop at the request of the deacon. Faculties cease during this time, but may be granted on an *ad hoc* basis with the consent of the Bishop.

- b. Administrative Leave of Absence. A cessation of active ministry and of all responsibility for any ecclesiastical office or function granted by the Bishop. During such Administrative Leave of Absence, a deacon may not function or represent himself as a deacon. Faculties cease during such period pending resolution of the reason(s) for the leave of absence.
- 1.14 Permanent Deacon. A person who has been validly ordained to the diaconate and by such ordination is joined to the Bishop and the presbyters to the degree that they are authorized to exercise ministry in the service of liturgy, of the gospel and of works of charity.
- 1.15 Retired Deacon. A deacon who has attained seventy (70) years of age and has voluntarily withdrawn from active ministry or a deacon who has attained seventy-five (75) years of age and, in the sole opinion of the Bishop, because of such age and infirmity is physically or mentally unable to continue in active ministry.
- 1.16 Sabbatical. A temporary leave of absence granted for the purpose of seeking more advanced or intensive academic and/or spiritual development.
- 1.17 Suspended Deacon. A deacon whose faculties have been suspended by the Bishop.

## Article II – Diaconal Assignments

- 2.1 Assignment. A deacon is ordained for the service of the Diocese of Dallas. Ordained by the Bishop, the deacon stands in a direct relationship with the Bishop, in communion with whom and under whose authority he exercises his ministry. The Bishop will assign a deacon to a particular ministry. The principal criteria are the pastoral needs of the Diocese and of local communities and the personal qualifications and abilities of the deacon as they have been discerned in his previous experience and during the course of his formation. The assignment will take into account the family of the deacon and his occupational responsibilities.
- 2.2 Place of Assignment. For specific canonical purposes, every deacon will be assigned by the Bishop to active ministry in a parish, institution or agency in the Diocese. However, the permanent diaconate is a vocation, which affects every aspect of a deacon's life. Much of a deacon's ministry will be defined by his activities outside the normal environment of a parish or other diocesan institution. Consequently, deacons are encouraged to view the workplace as an area of ministry since it is also there that deacons are ordained representatives of the Church.
- 2.3 Procedure for Assignment. Assignments will be recommended to the Bishop by the Director after consultation with the deacon and the appropriate supervisor. No recommendation will be made by the director until the deacon presents to the Director an annual ministry agreement signed by the deacon, the deacon's wife, if applicable, and the supervisor. It is strongly encouraged that the deacon's wife, if he is married, be actively involved in the discussion of the specific terms of an assignment. Specific canonical assignment allows the deacon to exercise the faculties, which have been granted to him by the Bishop.
- 2.4 Annual Ministry Agreement. The annual ministry agreement will outline the goals of the deacon's service for the year after the effective date of such agreement with specific attention to the service, liturgical and catechetical responsibilities of the

- deacon. The form of such agreement shall be substantially the same as the form provided by the Director but may differ to the extent necessary to clarify the responsibilities of the deacon and the expectations of the parties to the agreement.
- 2.5 Terms of Assignment. Assignments shall be made by the Bishop for a one-year term renewable with the consent of the Bishop, the deacon and the supervisor, unless the Bishop, in his sole discretion, fixes a different term.
  - 2.6 Initial Assignment. Prior to the deacon's ordination, the director shall consult with each candidate and candidate's wife, if any, to identify the best use of his talents and with the appropriate pastor and/or agency director who might have a particular need for the skills of the candidate. Upon mutual agreement by the Director, the candidate, the candidate's wife, and the supervisor, and before ordination, the Director may recommend, or present without recommendation, to the Bishop a proposed ministry agreement. The assignment will be made by the Bishop, in his sole discretion, and will be for the term defined in Section 2.5.
  - 2.7 Transfer of Assignment. After expiration of the term of assignment, or earlier if circumstances make the completion of the term of assignment impossible or undesirable, the deacon may apply to the Director for a transfer of assignment. The Bishop may reappoint the deacon at any time if the Bishop, in his sole discretion, deems such reappointment necessary for the good of the Church and/or the deacon.
  - 2.8 Procedures for Transfer of Assignment within the Diocese. A deacon is ordained for the Diocese and not for a particular parish, agency or institution. The Bishop may reappoint any deacon from the parish, agency or institution of initial appointment at any time. Any deacon who wishes a change of appointment will be assisted by the Director in identifying the reasons for such request as well as identifying possible placement in which the deacon's talents can be best utilized. The Director may meet with the current pastor or supervisor to assist in a smooth transition. The deacon will submit to the Director a new ministry agreement executed by the deacon, his wife and the proposed new supervisor. After the Director's review, the Director may recommend or present without recommendation such request for transfer to the Bishop. Any change of appointment is effective only upon issuance of a letter of appointment from the ordinary.
  - 2.9 Procedures for Transfer of Residence outside the Diocese. If a deacon considers removing his residence from the Diocese he shall notify the Director who will assist the deacon in obtaining the necessary permission required by Canon Law (Canon 283) to be absent from the diocese. Absence from the Diocese because of vacations will not ordinarily require such permission. The Director may also assist the deacon in making contact with the Director of the Permanent Diaconate in the new diocese of residence.
    - a. A deacon who moves his residence to another diocese must notify the Bishop of that diocese of his presence in that diocese. A deacon should understand that he is bound by the policies of the host diocese and may not function as a deacon without the consent of the Bishop of that diocese. A deacon who moves outside the Diocese of Dallas is nevertheless considered to be a cleric of this diocese until he is formally excardinated by the Bishop and incardinated by the Bishop of the new diocese. Until such excardination

by the Bishop, the deacon shall keep the Director advised of his whereabouts and his activities.

- b. Since there is no uniform diaconate program in the United States, some Bishops have adopted policies that do not permit deacons to function in their diocese. Deacons considering a change of residence to another diocese should carefully investigate the policies that may affect them in the diocese in which they intend to reside.

2.10 Procedure for Transferring into the Diocese of Dallas. A deacon moving his residence into the Diocese of Dallas will observe the procedures described in Section 2.9. Such deacon shall advise the Bishop through the Director of his presence in the Diocese. The Director will advise the deacon concerning application for faculties in the Diocese. Faculties cannot be granted to the deacon until the Bishop of Dallas consults with the deacon's present Bishop. A grant of faculties to serve as a deacon in the Diocese of Dallas does not constitute incardination into the Diocese by the Bishop, nor does excardination from the deacon's previous diocese imply incardination into the Diocese of Dallas.

- a. A deacon moving his residence into the Diocese of Dallas shall complete the annual Ministry Agreement form. This agreement will be the basis on which a formal canonical assignment may be made by the Bishop.
- b. Any deacon incardinated in another diocese but ministering in the Diocese of Dallas will be bound by the policies of the Diocese of Dallas. A deacon incardinated in another diocese must keep his proper bishop advised of his whereabouts and activities in the Diocese of Dallas.

### Article III – Annual Ministry Agreement

- 3.1 To help eliminate unrealistic expectations, establish realistic goals and preserve proper communication between the deacon, the deacon's wife, the supervisor and the Bishop, the deacon and his wife will meet annually with the deacon's supervisor to set ministry goals for the succeeding year. The inclusion of the deacon's wife in such meetings is desirable to insure the integrity of the deacon's family life.
- 3.2 After June 1 and before July 1 of each year, each deacon shall submit a ministry agreement, which has been completed and signed by the deacon, the deacon's wife and the supervisor.
  - a. The Director will assist deacon candidates to develop their initial ministry agreement prior to ordination.

### Article IV – Leaves of Absence

4.1 Temporary Leave. A leave of absence may be granted to a deacon when formally requested of the Bishop in writing with a copy to the Director. A leave may be granted for reasons of health, study, personal problems, family

commitments, change of occupation or parish circumstance, or of temporary dislocation from the diocese.

- a. Term of Leave. Such leave may be granted for a period of time agreed upon by the Bishop and the deacon. The deacon's circumstances will be reviewed prior the agreed termination date of the leave and may be extended if the deacon and the Bishop agree that such an extension is necessary and suitable. A deacon may request return to active ministry before the expiration date agreed upon. Such return to active ministry shall be made at the sole discretion of the Bishop.
  - b. Status during Leave. A deacon on temporary leave possesses good standing in the diocese and is encouraged to participate in all activities of the diaconal community. However, faculties cease during temporary leave and the deacon may not function in any ministerial capacity.
- 4.2 Administrative Leave. A deacon who is placed on administrative leave is relieved of all responsibility for any ecclesiastical office or function, as well as participation in active ministry. He shall not function or represent himself as a deacon while on administrative leave.
- a. Term of Leave. An administrative leave is usually a temporary withdrawal from ministry. If the matter from which administrative leave arises is resolved favorably to the satisfaction of the Bishop, the deacon will be returned to active status. If the matter is not resolved within a reasonable time to the satisfaction of the Bishop, the Bishop may exercise the remedies available under Canon Law, which include, but are not limited to, the deacon being declared an inactive deacon.
- 4.3 Leave Arising Out of Marital Separation and/or Divorce. In the event a married deacon experiences difficulties leading to separation, the deacon shall request a temporary leave of absence for reasons of possible "public scandal," "priority of possible marital reconciliation," and "priority of parental responsibility." If the deacon fails to request temporary leave of absence within a reasonable time, the Bishop may impose such leave on the deacon.
- a. Marital Reconciliation. In the event of a reconciliation between the deacon and his wife, with due time being allowed for healing among all parties concerned, including children, the deacon shall be reassigned to active ministry. Reassignment will be made by the Bishop with due regard to lingering "public scandal" which could be counterproductive to an effective ministry.
  - b. Marital Non-Reconciliation. In the event of non-reconciliation or ensuing divorce, the return to active ministry will be decided in light of the established responsibility of the deacon for the failed marriage and in light of the responsibilities (parental and financial) incurred by the deacon as a result of the failed marriage. If the judgment be in favor of reassignment to active ministry, reassignment shall be made by the Bishop with due regard to lingering "public scandal" which could be counterproductive to effective ministry.

- c. Annulment. In the event of an annulment, in addition to the above consideration of antecedent casual responsibilities and consequent parental and financial responsibilities, the “Tribunal Sentence” will be reviewed before a deacon is returned to active ministry.
- d. Reduction to the Lay State. In the event that a casual responsibility of the deacon for the marital difficulties shall be judged “severely grave” (e.g., abuse, infidelity, criminality, pathology), reduction to the lay state should be considered.
- e. Return to Active Ministry. Every effort will be made to return the deacon to active ministry after it has been determined that the deacon is emotionally stable and that all issues concerning scandal and Canon Law have been resolved.

#### Article V – Sabbaticals

- 5.1 A deacon may request from the Bishop a leave from normal ministry demands for purposes of advanced or more intensive academic or spiritual growth. Requests for sabbaticals shall be submitted to the Director in writing describing the specific educational or spiritual effort being considered. It is the responsibility of the deacon to meet all financial obligations involved in sabbaticals.

#### Article VI – Retirement

- 6.1 Early Retirement. When a deacon has attained seventy (70) years of age, he may retire voluntarily. Additionally, any deacon who has not attained the age of seventy but whose ability to be in active ministry has been permanently impaired because of ill health or other disability, such determination being at the sole discretion of the Bishop, may retire with the consent of the Bishop. In either case, the deacon shall submit his notice of retirement directly to the Bishop.
- 6.2 Normal Retirement. When a deacon attains the age of seventy-five (75) years, he shall submit his request for retirement to the Director. If the deacon is physically and mentally able to continue in active ministry and wishes to continue, he may request reappointment by the Bishop. Reappointment shall be made in the sole discretion of the Bishop and will be on an annual basis.
- 6.3 Mandatory Retirement. After normal retirement age, after the Bishop determines that a deacon shall no longer be in active ministry, the deacon must accept the decision.
- 6.4 Effects of Retirement. Neither early retirement or normal retirement shall cause faculties to be revoked. The deacon will retain the faculties granted to him, but may exercise faculties related to baptism, preaching and witnessing marriages only with specific delegation from the pastor or designated supervisor.

## Article VII – Faculties of Deacons

- 7.1 Introduction. Faculties for deacons in the Diocese are granted annually for a calendar year to each deacon individually and in writing by the Bishop. Faculties are renewed each year at the pleasure of the Bishop. The following list includes both the canons which pertain and the local regulations. Deacons moving into the diocese from elsewhere are to apply to the Bishop for faculties.
- a. Baptism. To all permanent deacons the faculty to administer baptism solemnly (C. 861). The baptism of adults (those over fourteen) is reserved to priests since the sacrament of Confirmation must be conferred at the same time by the same minister (C. 863). A deacon may not baptize outside the parish to which he is assigned without at least the presumed consent of the pastor of the place.
  - b. Preaching. To all permanent deacons the faculty to deliver the homily at Mass and to preach at other religious services (C. 764). A deacon may not preach outside the parish to which he is assigned without at least the presumed consent of the pastor of the place.
  - c. Marriage. To all permanent deacons the faculty to validly witness marriages in the parish to which he is assigned. To witness a marriage outside the parish to which the deacon is assigned, specific delegation from the pastor of the place is required. Preparation required by the Diocese must be completed. Marriages are to be recorded in the parish of the ceremony and pre-nuptual papers are to be kept there except in cases of dispensation from canonical form, which marriage is to be recorded and records of which are to be kept in the parish of pre-nuptual preparation.
    - (1) To deacons with faculties to witness marriages, the faculty to grant permission for mixed marriages for reasons described in Canon Law (C. 1109, 1111, 1121, 1127).
  - d. Funerals. To all permanent deacons the faculty:
    - (1) To conduct services (rosary, scripture reading, appropriate sermon, etc.) at wakes.
    - (2) To accompany the body from the funeral home to the church.
    - (3) To preside at funerals outside mass.
    - (4) To conduct the rite of final commendation when it does not immediately follow the funeral mass.
    - (5) To lead the prayers at the cemetery.
    - (6) To allow funeral rites for an unbaptized child if the parents had intended to have the child baptized (C. 1183).
    - (7) To allow church funeral rites for a baptized person belonging to another Christian church or ecclesial community, provided that this is not clearly contrary to the wishes of the deceased and provided that a minister of the faith of the deceased, for whatever reason, is not available (C. 1183).
  - e. Sacramentals. To all permanent deacons the faculty:

- (1) To bless medals and other religious articles.
  - (2) To administer the invocative blessings found in the ritual, except those reserved to the Bishop.
  - (3) To administer the invocative blessings found in the Book of Blessings, except those reserved to others.
- f. Liturgy of the Hours. To all permanent deacons the faculty of dispensing themselves from the Liturgy of the Hours when family or work duties or other activities consequent upon their lifestyle make it difficult to pray the Liturgy of the Hours.
- (1) The Guidelines of the United States Bishops' Committee on the Permanent Diaconate state that "the deacon can very appropriately pray the liturgical hours of lauds and vespers as expressing the praise of God from the entire church community" (#163). The NCCB Administrative Committee has advised that although permanent deacons are not bound by the universal church law to say the whole of the Liturgy of the Hours every day, permanent deacons should not hold themselves lightly excused from the obligation they have to recite morning and evening prayer. The Bishops' Committee on the Liturgy states that "in view of the particular life and circumstances of most permanent deacons, it is appropriate that this be done with their families." (BCL Newsletter 18, [1977], 88)

## Article VIII – Liturgical Considerations

- 8.1 Deacon of the Mass. Only the deacon of the mass (or in some cases two deacons of the Mass) should be at the altar with the celebrant in the sanctuary during a Eucharistic Celebration. This is true whether there is a single celebrant or concelebrants. The deacon (or deacons) should be vested in alb with stole of the proper color. For more solemn occasions a dalmatic of the proper liturgical color may be worn.
- 8.2 Other Deacons. Other deacons present should not vest and should be seated with the congregation.
- a. Exception for Funerals and Ordinations. The above mentioned rule may be excepted at ordinations and funeral masses when the deacons are present as a body. When this situation exists, deacons other than those assisting mass should be vested in alb and stole and seated in the body of the church. If a deacon other than the deacon of the mass is preaching or proclaiming the Gospel, he should be vested in alb and stole and may be seated in the sanctuary, but should not be at the altar during the Eucharistic Prayer.
  - b. Assisting Deacons. Deacons who are to assist in the distribution of Communion, the distribution of ashes, the blessing of throats, etc., should be seated in the front of the church or at the sides of the sanctuary until the time

for distribution or blessing. Deacons should always be vested in alb and stole when performing any of these functions.

#### Article IX – Worship Services Outside of Mass

- 9.1 Proper Name of Liturgy. The proper name of a service in which Holy Communion is received outside mass is Communion Service or Liturgy of the Word and Holy Communion. Such a service should never be referred to as a “Deacon’s Mass”; such a term is inaccurate and misleading since a deacon cannot under any circumstances preside at Eucharist.
- 9.2 Rite. The ritual outlined in the USCC publication “Holy Communion Outside Mass” should always be followed. Deacons can acquire this publication (USCC Publication No. 886-X) by calling 1-800-235-USCC.
- 9.3 Outline for Communion Service. The basic outline for the rite is as follows:
  - Introductory Rites
    - Greeting
    - Penitential Rite
  - Liturgy of the Word
    - Scripture Reading
    - Response
    - (One or more readings may be used.)
    - Homily (if priest or deacon is present.)
    - General Intercessions
  - Holy Communion
    - The Lord’s Prayer
    - Sign of Peace
    - Distribution of Communion
    - Concluding Prayer
  - Concluding Rite
    - Blessing and Dismissal
- 9.4 Absence of Eucharistic Prayer. No portion of the Eucharistic Prayer is included. The Eucharistic Prayer is a priestly prayer and its use by other than priests is specifically forbidden by Canon 907 of the Code of Canon Law.
- 9.5 It is possible that some changes to worship in the absence of a priest could take place in the near future. There is some possibility of changing the format to Morning or Evening Prayer from the Liturgy of the Hours or to Liturgy of the Word without communion. Any changes will be communicated in a timely manner.

#### Article X – Dress for Deacons

- 10.1 Dress for Liturgical Functions. At liturgical functions the proper dress for deacons is the alb with stole of proper liturgical color worn diagonally from the left shoulder and, if desired, dalmatic of the proper liturgical color. Cassock, surplice and stole may be worn in lieu of alb and stole.

- 10.2 For Public and Social Occasions. For all public and social occasions as well as general street wear, the deacon will wear lay attire appropriate to the occasion. Clerical garb with clerical collar should be worn only on the rare occasion when pastoral necessity dictates, e.g., funeral services.

#### Article XI – Form of Address for Deacons

- 11.1 Deacons should be addressed in writing as Deacon John J. Jones or Mr. John J. Jones and verbally as Deacon Jones or Mr. Jones. The title Reverend Mister is not ordinarily used, except for official documents such as marriage forms, baptismal certificates, marriage licenses or when the deacon is functioning in a predominantly non-Catholic rural area where the use of the title is indicated for pastoral or ecumenical reasons. (Pastoral Directives and Guidelines, Section 460, page 1)

#### Article XII – Praying with the Sick

- 12.1 To avoid any confusion with the Sacrament of Anointing of the Sick, no deacon may anoint with blessed oil or any other oil in praying for the sick. In the past, such confusion has occurred and was brought to the attention of the Bishop who issued a prohibition against the practice. **Thus, there may be no exceptions to this prohibition.**

#### Article XIII – Remuneration of Permanent Deacons

- 13.1 Remuneration for Activities Related to Assignment. The deacon is a minister who is expected to serve in the active ministry of the parish, agency or institution to which he is assigned. The parish, agency or institution is not expected to pay any type of regular stipend to the deacon. However, in the discretion of the pastor, deacons may be allowed to retain or share in stole fees. Deacons should be reimbursed for any out-of-pocket expense and for car expenses, if his car is used regularly in ministry or if his residence is a great distance from the parish to which they are assigned.
- 13.2 Annual Retreat. The parish is expected to pay the expense of the deacon's annual retreat and also to pay for the retreat of his wife if requested.
- 13.3 Deacons Congress. Each deacon is **required** to participate in the annual Deacons Congress. The parish is expected to pay the registration fee for the deacon and the deacon's wife, if requested.
- 13.4 Continuing Education. Pastors are encouraged to provide financial assistance to the deacon to enable him to fulfill the requirements contained in the policy for Continuing Education.
- 13.5 Deacons Employed on Parish Staff. A parish may, of course, employ a deacon full time as a member of the parish staff. When this is done a salary sufficient for the support of the deacon and his family should be paid, along with providing health care, pension and vacation benefits.

- 13.6 Remuneration by Diocese. A deacon elected or appointed to National Boards or Committees shall be reimbursed for registration fees, seminar fees, reasonable travel and transportation costs and reasonable real and lodging expense. Such reimbursement shall be made upon the presentation of proper expense report.

#### Article XIV – Service on Parish Councils or Boards

- 14.1 As an ordained Roman Catholic cleric, it is not appropriate for deacons to serve in any elected capacity on parish councils or boards. He may, of course, serve ex-officio at the discretion of the pastor.

#### Article XV – Consideration for Deacons’ Wives and Families

- 15.1 Wives and children of deacons are sometimes called upon to sacrifice quality time with their husband and father for the sake of ministry in the Church. It is therefore appropriate that the effect of any pastoral task on the deacon’s family be taken into consideration. Children of deacons should not be treated any differently than other children in the parish, and the wives of deacons should not be expected to become any more involved in the activities of the parish than she wishes. There is to be no official “role” for wives of deacons.

#### Article XVI – Minimum and Maximum Age for Deacon Formation Candidates

- 16.1 Applicants for the Permanent Deacon Formation Program must be between the ages of 31 and 59 at the time formation begins.

#### Article XVII – Continuing Formation and Education

- 17.1 Purpose. An increasingly educated society demands that deacons be knowledgeable and reliable witnesses of the faith and the Church’s teachings. The purpose of minimum continuing formation and education requirements is to ensure that every deacon of the Diocese of Dallas pursues a plan of continuing formation and education throughout his life in order to remain current on the Church’s teachings, theological research, canon law and other developments of the Church and its life.
- 17.2 Continuing Formation and Education Committee.
- a. Membership. A committee shall be formed which shall consist of nine members of which at least six are members are deacons who are in active ministry. The remaining members shall be the Director, the Director of Spiritual Formation and, if available, a deacon candidate. The initial members shall be appointed by the Director with the approval of the Bishop. Of the original six appointments, three shall serve a term of two years, and the remaining three appointees shall serve a term of one year. After the terms of the initial appointees, the term of any deacon on the committee shall be for two years. No deacon shall serve more than two consecutive terms. Should a vacancy occur on the committee during any year, the Director, with the

approval of the Bishop, shall appoint a successor to complete the unexpired term. Each member shall serve until his successor is appointed and qualified. The director shall designate one of the deacons to be chairman of the committee. The six deacon members shall be selected from the communities of deacons in such a way to ensure that all deacons of the diocese are represented on the committee without discrimination according to ethnic background, culture, seniority, etc.

- b. Duties. The committee shall assist the director in record keeping, auditing, reporting and other functions required by this policy. It may propose regulations and an annual reporting form for use in reporting continuing education and formation activities. All such regulations and forms shall be submitted to the Director and the Bishop for approval, and shall be published in the Deacons Newsletter. The committee shall assist the Director in the administration of the program established by this policy.

### 17.3 Accreditation.

- a. Criteria. The committee shall develop criteria for the accreditation of continuing formation and education activities and shall designate the number of hours to be earned by participation in such activities. In order for an activity to be accredited, the subject matter must directly relate to the deacon's ministry.
- b. DCEU Requirements.
  - 1. One DCEU is granted for each scheduled hour for workshops, presentations, seminars, classes and lectures. If these cannot be attended in person and they have been taped, the same credit is granted for listening to the tapes. Conferences and other activities of a retreat are not included, since the retreat is a different diocesan requirement and the conferences and other retreat activities have a different focus.
    - a. A contact hour is defined as 45 to 60 minutes.
    - b. Two DCEUs are granted for each book that is read.
    - c. One DECE is granted for every two full length articles read in a journal, magazine, digest or review. Newspaper articles are not included.
    - d. The deacon may choose any mix of types of DCEU activities based on his interest, his needs or the availability of what is offered. The only requirement regarding subject matter is that it be pertinent to diaconal ministry.
    - e. A deacon may choose to acquire the required 12 DCEUs by self-study; by reading 6 pertinent books or 24 articles or any combination of the two. He may also fulfill the requirement by attending lectures, classes or workshops totaling 12 scheduled contact hours or by listening to tapes of the sessions.
    - f. Any combination of reading, listening or attending is acceptable, as well as the choice of only one DCEU activity. The deacon should keep his own running tally of DCEUs earned for submission at the close of the year.

- g. The deacon can consult the Texas Catholic and mailed flyers for advertisements of seminars, lectures and workshops offered in many locations.

17.4 Reporting Period. Each deacon's reporting period shall begin on January 1 and end on the following December 31.

17.5 Compliance

- a. Filing of Annual Report. Within 30 days after the end of the reporting period each deacon shall file with the Director the completed Annual Report Form provided by the Director showing the deacon's compliance with the requirements of this policy.
- b. Presumption of Compliance. If the Annual Reporting Form is filed in a timely manner by the deacon with the Director showing the deacon has complied, compliance shall be presumed and there will be no acknowledgement.
- c. Faculty Renewal Cards. Faculty Renewal Cards shall be issued to the deacon upon receipt of the completed Deacon's Annual Report by the Director of the Diaconate and approved by the committee.
- d. Non-Compliance Shown on the Annual Report. Should the deacon file an Annual Report, which fails to show compliance with the minimum requirement of 12 DCEUs per year, the Director shall notify the deacon, in writing, of such non-compliance specifically identifying the deficiencies. If the deacon shall fail to comply with the requirements of this policy within 30 days, the Director shall notify the bishop and the deacon's pastor of the non-compliance so that appropriate action may be taken.
- e. Failure to File the Annual Report. Should a deacon fail or refuse to file an Annual Reporting Form within 30 days after the end of the reporting period, the Director shall notify the deacon in writing of such failure to file. The deacon shall have 30 days from the date of such notice to file the Annual Report showing compliance with this policy. If he fails to comply, the Director shall notify the Bishop and the deacon's pastor of the non-compliance so appropriate action may be taken.

17.6 Exemptions or Extensions of Time to File Annual Reports. Based on good cause, a deacon may file a written request for a waiver or exemption from compliance with any of the requirements of this policy, an extension of time to of time to comply with the deficiency notice, or an extension of time to file the Annual Report. Such request should be filed with the Director before the due date of the Annual Report. "Good Cause" shall exist when a deacon is unable to comply with this policy because of illness, medical disability or other extraordinary hardship or extenuating circumstances, which were beyond the control of the deacon.

- a. For deacons who are 75 years of age or older who choose to continue to serve as deacons and feel they cannot comply with the 12 DCEU per year requirement, they shall meet with the Director to address their circumstances on an individual basis. The Director and the Chairman of the Continuing Education Committee will decide if the circumstances warrant a waiver of the requirements. If deacons choose to continue to serve after reaching the age of 75, they must continue their formation and keep abreast of the Church's documents theology, etc.

## Article XVIII – Continuing Spiritual Formation

- 18.1 If we are to be imitators of Christ and ministers of the Church, we must continue to grow spiritually. Ministry demands deep spirituality; we cannot give what we do not have. If our spiritual lives are barren, our ministry will be barren.
- 18.2 Annual Retreat. In order to foster spiritual formation and to comply with the provisions of the Code of Canon Law it is the policy of the Diocese of Dallas to require that every deacon in active ministry make an annual retreat. This retreat should be at minimum a weekend experience and the format of the retreat is left to the choice of the individual deacon (for example, private retreats, directed retreats, retreats organized by a deacon class or a group of deacons, couples retreats offered by the Office of the Permanent Diaconate, preached retreats at local retreat houses, etc.).
- 18.3 Spiritual Director. True growth in spirituality and self-knowledge occurs when we recognize the need for a soul friend, a companion on the journey, a spiritual director who helps us to continue to grow spiritually. Every deacon in the diocese is strongly encouraged to have a spiritual director and to confer with his director on a regular basis. In order to assist deacons in finding a spiritual director, the Director of the Diaconate will maintain a referral list and provide assistance to a deacon seeking contact with a spiritual director. The director will also attempt to assist any deacon's wife who is seeking a spiritual director.
- 18.4 Attendance at Special Functions and Liturgies. As a sign of our unity with the Church of Dallas and the Bishop, every effort should be made to attend any event that includes the entire Church of Dallas:
- a. Peoples Congress or other Diocesan activities.
  - b. Diocesan liturgies at the Cathedral, especially ordination of priests and deacons, Chrism Mass and other diocesan spiritual activities.

## Article XIX – Sexual Abuse Policies

- 19.1 Purpose. The policy for sexual abuse for deacons and priests has as its end the protection of the vulnerable, the pastoral care for those wounded by misconduct, the protection of the rights of the accused, the appropriate action toward those responsible for sexual misconduct, and the respect due the Church as a faith-community.
- 19.2 Definitions.
- a. Sexual Abuse. Priests and deacons are called to live in a manner consistent with their state in life and their status in the community. For the purpose of this policy, sexual misconduct means the following types of behavior by priests or deacons:
    1. Sexual contact between a Cleric and a minor, as defined by the laws of the State of Texas; or
    2. Sexual Harassment as defined by the Equal Employment Opportunity Commission; or

3. Any kind of sexual interaction between a celibate Cleric and an adult recipient of his pastoral care, whether initiated by one or the other, and whether or not consensual.
  - a. Clerics. For this policy statement, the term “Clerics” means men ordained to the Roman Catholic priesthood or diaconate.
    1. Clerics incardinated in the Diocese of Dallas.
    2. Clerics who are members of religious institutes assigned to pastoral work in the Diocese of Dallas.
    3. Clerics of other jurisdictions who are assigned to pastoral work in this Diocese; other clerics, including those who are retired, who request canonical faculties to do part-time or supply ministry.
- 19.3 Procedure. The Diocese will respond promptly to investigation and accusation of sexual misconduct. When an allegation is made regarding sexual misconduct, the person reporting the complaint is to be told that the Diocese has a policy and a set of procedures to be followed. When any allegation involving sexual misconduct by a cleric of the Diocese or a cleric working in the Diocese is received, the one making the allegation is to be referred to the Vicar General of the Diocese immediately.

#### Article XX – Deacons Advisory Council

- 20.1 Name. Deacons Advisory Council of the Catholic Diocese of Dallas.
- 20.2 Purpose.
- a. To consult with the Bishop and Director on matters concerning the diaconate in the Diocese.
  - b. To be the voice of the diaconate in the diocese.
  - c. To promote the unity of deacons by facilitating communication among them.
  - d. To provide a forum for deacons to discuss and share common issues.
  - e. To further the spiritual and educational growth of deacons.
  - f. To reflect on and advise the Bishop and the Director on issues affecting deacons and their families.
- 20.3 Membership. Elected members will represent each of five groups of deacons. Ex-officio members are the Bishop, Sanctifying Division Head, Director, Spiritual Director and Formation and Continuing Education Committee chairmen.
- 20.4 The Deacons Advisory Council functions as a recognized organization of the Diocese of Dallas at the pleasure of the Bishop. All actions of the Council are advisory in nature and will be reached by consensus.