

## **Guidelines Manual**

### **Deacons—Retirement**

Deacons are appointed by the Diocesan Bishop to give leadership in outreach ministry in a parish. As part of their appointment, they are required to attend The Bishop's Council of Deacons Meetings 2 days per year plus any other continuing education forums that the Bishop determines appropriate. Deacons are also required to support the liturgical ministry as well as the outreach ministry of the Parish in which they are raised.

If due to health, age, or other reasons, a Deacon determines that they wish to retire from active ministry, they shall write a letter of resignation to the Diocesan Bishop with a copy to the Incumbent and parish council with the proposed date of retirement.

A deacon may also request in this letter of retirement, a request to receive a new General Permit which will enable the deacon to continue a liturgical ministry at the request of the rector of the parish in which they are Clergy. A retired Deacon with a General Permit is not required to attend the Council of Deacons' meetings. This General Permit will be for a specified term.

A retired deacon is not required to be regularly involved in the liturgical life or outreach ministry of the congregation for which they hold a General Permit.

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### **Retired Deacons who relocate**

All Retired Deacons who relocate in the Diocese of Huron and would wish to continue to be involved in the liturgical and outreach ministry in a parish, must have the support from the Incumbent and Parish Council of the local congregation and apply to the Diocesan Bishop. The Diocesan Bishop may then issue a General Permit to the Retired Deacon.

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### **Deacons--Relocation of Active Deacons**

Deacons in Active ministry are those who:

- Have regular Sunday liturgical involvement
- Work towards accomplishing the outreach ministry description as developed by the parish and as supported by the Bishop
- Participate in 2 Council of Deacons' Days per year and other continuing education opportunities as required by the Bishop
- Support the Incumbent and Parish in their ministry in the Diocese

When a Deacon who continues to be active in liturgy and in pursuing outreach ministry goals moves to another parish in the Diocese, the General Permit of the Bishop of Huron will cease to be in effect and the Deacon will not have permission to function as a Deacon.

The Deacon, now relocated, may have conversations with the Incumbent and the Parish leadership regarding the possibility of involvement in liturgy and outreach ministry and develop a ministry description and covenant. The Incumbent and the Parish Council may then lift up that Deacon to the Bishop for the purpose of implementation of the ministry and the Bishop may issue a new General Permit.

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### **Deacons—Withdrawal of General Permit or License**

At the request of the Rector and Parish Council, or the Deacon, the General Permit of a Deacon may be withdrawn by the Bishop for a period of 6 (six) months after which the ministry of the Deacon may be reviewed and the General Permit may be reissued or continue as withdrawn.

A request to the Bishop to withdraw a Deacon's General Permit may occur in these types of situations or others:

- May be a change in incumbency
- Outreach ministry has concluded and no new outreach ministry established
- Deacon may feel they need to step back and re-evaluate
- If commitment to the ministry has ceased
- Leave of absence

During the period of time in a parish where there is no Incumbent (and during the Interim Priest's appointment), and for other reasons at the discretion of the Bishop, the authority to do outreach ministry will shift to the Bishop and a new General Permit may be issued.

In some cases the Bishop may ask a Deacon to do a specific ministry in another congregation and will reissue a new General Permit.

In the event of misconduct on the part of the Deacon or during the period of time of an investigation for misconduct, a Deacon's General Permit may be suspended by the Bishop.