1150 Individuals, Departments, and Offices Related to Deacons

The Division of Clergy Personnel

1150 INDIVIDUALS, DEPARTMENTS, AND OFFICES RELATED TO DEACONS

1151.1 The Office of the Diaconate.

1151.1.1 **The Director of Clergy Personnel** is a priest of the Archdiocese of Baltimore, appointed by the Archbishop and directly accountable to him, who works collaboratively with the Department of Human Resources..

1151.1.2 **The Director of Deacon Personnel** is a cleric of the Archdiocese of Baltimore, appointed by the Archbishop and directly accountable to him, who serves under the direction of the Director of Clergy Personnel and works collaboratively within the Division of Clergy Personnel and with Department of Human Resources..

- **Office Status** – The Office of the Diaconate is placed within the Division of Clergy Personnel. The Director of Deacon Personnel manages the Office with the assistance of the Associate Director of Deacon Personnel and staff of the Division of Clergy Personnel.
- **Personnel System** – The Director is responsible for maintaining and overseeing the personnel system for the permanent deacons serving in the Archdiocese.
- **Term** – His term of office is usually 6 years, renewable.
- **Staffing** – The Director is responsible for providing adequate staff assistance to the Deacon Life and Ministry Board and its

committees.

- **Assignment Recommendations** – The Director receives recommendations regarding deacon assignments and policy matters from the Board, communicates these recommendations to the appropriate diocesan agents, and takes appropriate follow-up action in response to these recommendations.
- **Other Requests** – The Director and the Associate Director may assist deacons in developing and proposing specific requests to be submitted to the Board.

1151.1.3 **The Associate Director of Deacon Personnel** is a cleric of the Archdiocese of Baltimore or suitable layperson who serves under the direction of the Director of Deacon Personnel and assists the Director in his responsibility for the development and administration of the personnel system for the permanent deacons serving in the Archdiocese.

- **Role with Deacons and Others** – The Director and the Associate Director are prepared to cooperate with clergy in setting personal and professional developmental goals as part of a periodic review of ministry process. On request, they are also available to facilitate communication, to develop evaluation processes within a parish staff, or to mediate disputes.
- **Clergy Personnel** staff members will also assist parishes in securing weekend, part-time, or temporary assistance. Deacons seeking additional work, or parishes seeking assistance, may direct their applications to the Division of Clergy Personnel.

1151.1.4 **The Ministry to Retired Deacons** is conducted by a deacon of the Archdiocese of Baltimore, appointed by the Archbishop, who serves under the direction of the Director of Clergy Personnel and the Director of Deacon Personnel, with the responsibility of providing assistance and care for the retired deacons of the Archdiocese.

1151.1.5 **The Director of Deacon Formation** is a cleric of the Archdiocese of Baltimore, appointed by the Archbishop and directly accountable to him, who serves under the direction of the Director of Clergy Personnel, with the responsibility of coordinating the work of the Deacon Formation Team staff in the recruitment, selection, and training of qualified candidates for the diaconate and of providing pastoral care for Archdiocesan deacon candidates.

- Deacons and priests should refer to the Deacon Formation Team all men who express an interest in entering the formation program to study for the Archdiocesan diaconate. Priests and deacons will be asked to cooperate by providing references or assisting in communication with the families of prospective deacon candidates.

1151.1.6 When the Division of Clergy Personnel coordinates the consultation process for a parish preparing for the assignment of a pastoral leader or the implementation of a pastorate, the consultation shall include any assigned deacons.

1151.2 The Deacon Life and Ministry Board

1151.2.1 **Purposes of the Deacon Life and Ministry Board**

The Deacon Life and Ministry Board (formerly called the Deacon Personnel Board), was formed in 1989 to serve the professional and personal needs of the deacons of the Archdiocese of Baltimore. The Board does not interfere with the personal relationship that exists between the deacon and his bishop. Its purpose is to serve as a resource to deacons in establishing and maintaining satisfactory and fulfilling working and living situations, ongoing formation, and assisting the Archbishop in matters pertaining to deacons. (see **Appendix 9**)

The Board serves in an advisory capacity to the Archbishop and his staff through the Office of the Diaconate on matters relating to

deacons of the Archdiocese. The specific purposes of the Board are:

- To serve as a resource to deacons in establishing and maintaining satisfactory and fulfilling working and living situations, ongoing formation, and assisting the Archbishop in matters pertaining to deacons.
- To facilitate communication and interaction for the deacons of the Archdiocese with the Archbishop on matters relating to their status, functions, and welfare.
- To recommend deacon assignments consonant with the pastoral needs of the Archdiocese and with the talents and interests of individual deacons.
- To provide a recognized forum for the discussion of all matters concerning the professional interests and the welfare of the deacons.
- To represent the views of regional and peer groups of deacons by recommending personnel policies, programs and practices which will utilize and develop the talents of the deacons, and increase their satisfaction in ministry.
- To recommend policies that provide for the spiritual development, health care, and career growth of deacons and for sound and equitable administration of the pastoral resources of the Archdiocese.

1151.2.2 **Status of the Deacon Life and Ministry Board**

- The Deacon Life and Ministry Board is formally constituted by, and exists under the authority of, the Archbishop. It is an advisory body with a changing membership resulting from periodic elections and appointments. (see **Appendix 9** for specific documents related to the Board)
- The Board serves the interests of all deacons and their families within or serving outside the Archdiocese.
- The Board’s recommendations are made to the Director of

Clergy Personnel and the Director of Deacon Personnel and, through them, to the Archbishop. When appropriate, the Director of Deacon Personnel consults the Executive Director of Human Resources.

- The Board, through the Director of Clergy Personnel and the Director of Deacon Personnel, develops and maintains communications and collegial relationships with other Archdiocesan bodies having related purposes or mutual interests.

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