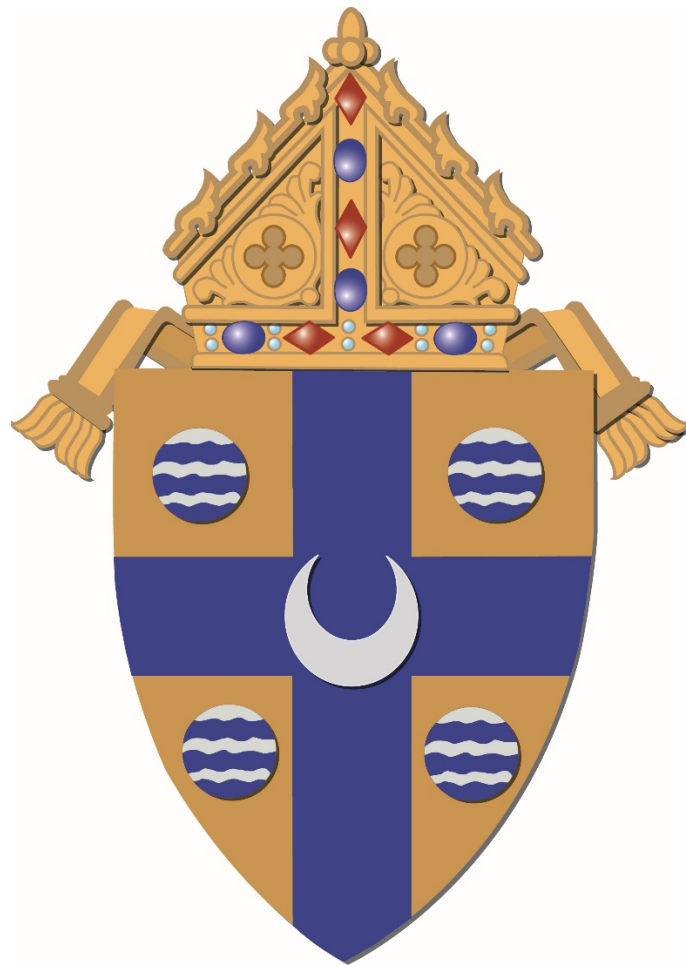


**Book II – The People of God,
Handbook of Policies and Procedures
For the Permanent Diaconate for
The Diocese of Springfield in Illinois,
§700, et al.**



*May God who has begun this good work in each one of us,
bring it to fulfillment.*

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§701 INTRODUCTION

701.1. Policy Deacons in the Diocese of Springfield in Illinois, as any deacon, shall be bound both by the provisions of Canon Law and, more particularly, by the provisions of the *National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, 2nd edition, approved by the United States Conference of Catholic Bishops in June of 2019 (*recognitio* pending from the Holy See as of promulgation of this policy).

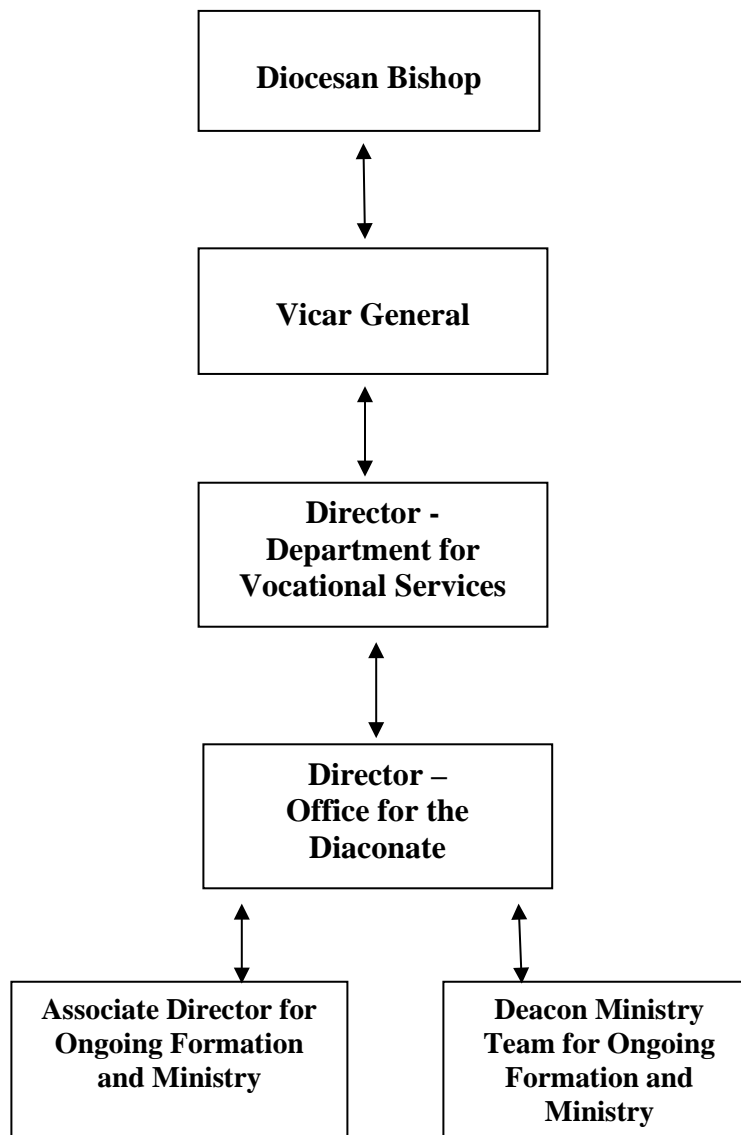
Procedures

- a) The ministry of the Diaconate is a creative and vibrant ministry that serves as an integral component of the life of this Diocese. The policies and procedures that follow are provided to assist the Director for the Diaconate as well as pastors and deacons in the areas that touch the ministry and life of deacons in the Diocese of Springfield in Illinois.
- b) How each deacon lives out his ministerial responsibility will vary from case to case, therefore the policies and procedures which follow deal with some specific areas of a deacon's ministry and life and are offered to provide a direction and a sense of good order. Not every situation involving a deacon can be foreseen, hence as always, pastoral sensitivity and, if need be, consultation with the Director for the Diaconate, the Bishop or his designee in an individual case is encouraged so that the best use of deacons can be made for the good of the People of God in the Diocesan Church.

§702 LEADERSHIP FOR THE MINISTRY OF THE DIACONATE

702.1. Policy The Diaconate Community in the Diocese of Springfield in Illinois shall have a developed hierarchical structure to support the ministry of deacons. The order of that structure is as follows; the Bishop, Vicar General, Director – Department for Vocational Services, Director of the Office for the Diaconate, and assisting the director in various aspects of the men in formation are the Associate Director for Ongoing Formation and Ministry, and to assist the director and associate director is the Deacon Ministry Team for Ongoing Formation and Ministry.

Procedures - Diagram



§703 SUMMARY OF MINISTRY RESPONSIBILITIES

703.1. Policy The Director of the Office for the Diaconate, Associate Director for Ongoing Formation and Ministry, and the Deacon Ministry Team for Ongoing Formation and Ministry, shall serve the Bishop by overseeing the day to day operations of the Diaconate in consultation with the Director of the Department for Vocational Services and the Vicar General.

Procedures

a) Abbreviations / Definitions:

ND	National Directory for the Formation, Ministry, and Life of the Permanent Diaconate in the United States
BN	Basic Norms for the Formation of Deacons / Directory for the Ministry and Life of Permanent Deacons
DPD	Director of the Office for the Diaconate
ADOFM	Associate Director for Ongoing Formation and Ministry
DMTOFM	Deacon Ministry Team for Ongoing Formation and Ministry
DFW	Deacon Formation Weekend
Candidate	The use of the word “candidate” when describing those in formation is intended to mean both aspirant and candidate. This is not to diminish the importance of the aspirant in anyway but to simplify the language of this document
Deacon	The use of the word “Deacon” in this document is not intended to include transitional Deacons completing their seminary studies in preparation for ordination to the priesthood.

b) Director of the Office for the Diaconate

Reports To: Director of the Department for Vocational Services

Summary of Ministry: A deacon or priest – A full time or part time volunteer or paid (as needed) ministry position, appointed by the Diocesan Bishop, with overall responsibility for the ordained deacons as well as the men in formation as aspirants and candidates for diaconal ordination in the Diocese of Springfield in Illinois. Directing various activities/ministries for the ordained deacons as well as the men in formation as aspirants and candidates for diaconal ordination, all in accord with the ND; Working closely with and directing, as needed, formation staff and faculty regarding formation matters pre-ordination; Working closely with and directing the ADOFM and the DMTOFM regarding matters for the ordained deacons and the wives of those deacons who are married; Present when available or required on formation weekends; Present, representative and supportive at diaconate and other diocesan gatherings, meetings and functions as required.

c) Associate Director for Ongoing Formation and Ministry

Reports To: Director of the Office for the Diaconate

Summary of Ministry: A deacon or priest – A volunteer unpaid ministry position, nominated by the DPD and approved and appointed by the Diocesan Bishop, who, in cooperation with and under the direction of the DPD is responsible for representing, promoting and enhancing the ministry of the ordained deacons, so that they may better serve God and His people. With an emphasis on planning, scheduling and promoting post-ordination formation opportunities; Working closely and in

communication with the DMTOFM regarding matters of post-ordination formation. Present, representative and supportive at diaconate and other diocesan gatherings, meetings and functions as required.

d) Deacon Ministry Team for Ongoing Formation and Ministry

Reports To: Director of the Office for the Diaconate

Summary of Ministry Responsibilities A committee made up of 5–6 deacons (ad hoc members as needed) -- Volunteer unpaid ministry position recommended by ordained deacons and nominated by the Director of the Office for the Diaconate approved and appointed by the Diocesan Bishop. The members serve as an advisory ministry team to and under the direction of the Director of the Office for the Diaconate regarding specific post-ordination matters. The primary concern is to represent, promote and enhance the ministry of the ordained deacons so that they may better serve God and His people. With an emphasis on planning, scheduling and promoting post-ordination formation opportunities and activities. Present, represent and support diaconate and other diocesan gatherings, meetings and functions as required.

§704 DEFINITION OF TERMS

704.1. Policy The following definitions shall be used for this policy, §700, et al., only and do not necessarily have the same meaning in relation to other policies.

Procedures

- a) **FACULTIES**: A faculty is a grant by a higher authority in accord with canon law enabling a person to act in a way that the recipient would not otherwise be empowered or authorized to act. Upon diaconate ordination or incardination into the diocese, diaconal faculties are granted by the Diocesan Bishop for a particular assignment. On the recommendation of the Director of the Office for the Diaconate, the Diocesan Bishop issues a letter granting the faculties. Faculties are granted to those who have an active ministry appointment or who are retired.
- b) **ACTIVE MINISTRY**: A deacon who has an appointment and maintains an annual ministry commitment with the parish, agency, and/or institution to which he is assigned, and is fulfilling the terms of that commitment, including liturgical functions and staff participation. While most deacons are not employed in a full-time position with the parish, agency or institution and generally serve part-time as deacon without any monetary remuneration, some will be employed full-time in diaconal service. Those deacons employed full-time are bound by personnel policies which apply in their particular parish, agency or institution. There are two general types of ACTIVE MINISTRY: 1) Those ministering in a parish assignment; and 2) Those ministering in other than parish ministry and assigned to a parish only to function in liturgical ministry.
- c) **LEAVES OF ABSENCE**: There are two types of leaves of absence.
 - a) **TEMPORARY LEAVE**: A deacon, who at his own request has been granted permission by the Diocesan Bishop to withdraw from active ministry for a fixed period of time. During this time the determination as to the retention or restriction of faculties remains with the discretion of the Diocesan Bishop.

- b) ADMINISTRATIVE LEAVE: A deacon who is relieved of all responsibility for any Ecclesiastical office or function, as well as the participation in active ministry. He may not function or present himself as a deacon while this is in effect. This is usually a temporary withdrawal from ministry without seeking laicization. Faculties are revoked or cease, pending resolution of the reason(s) for the leave of absence.
- d) SABBATICAL: A deacon, with written approval from the Diocesan Bishop may be given a sabbatical leave for a stated period of time from the normal demands of ministry. Sabbaticals are granted for the purpose of more advanced or intensive academic and/or spiritual development. Deacons are not excused from the obligation of recitation of the Liturgy of the Hours or annual retreat while on sabbatical.
- e) INACTIVE: A deacon who has no base of operation, no current ministry assignment or commitment and/or is not functioning as a minister at this time. Faculties are revoked or cease while inactive.
- f) RETIRED: A deacon who because of age, health or infirmity has withdrawn from active ministry with the permission of the Diocesan Bishop. He may still minister in whatever manner is acceptable to him and his pastor/supervisor in accord with the faculties granted by the Diocesan Bishop.
- g) SUSPENDED: A deacon whose faculties have been suspended by the Diocesan Bishop may not function as a minister in any parish, agency, or institution of the diocese. The Diocesan Bishop will issue a letter notifying the deacon of the suspension of his faculties.
- h) LAICIZED: A deacon who has voluntarily or involuntarily been returned to the lay state by the Holy Father.
- i) CANONICAL ASSIGNMENT: An official appointment made by the Diocesan Bishop. It designates the community, parish, agency, institution, or other specialized work in which the deacon is expected to minister in the name of the Diocesan Bishop.

§705 DIACONAL ASSIGNMENTS

The ministry of the deacon is a twenty-four-hour responsibility. Since many deacons are employed in secular positions, much of their ministry will be focused on those with whom they come in contact outside of the normal parish, agency or other diocesan institution. Deacons are encouraged to see the workplace as a crucial area of ministry since they are ordained representatives of the Church finding them in the arena of secular activity.

§705.1 Assignments in General

705.1.1. Policy For specific canonical purposes every active deacon of the diocese shall be assigned to a parish of the diocese to exercise his liturgical ministry. In general, deacons perform their ministry of service at the parish, however, some deacons may perform their ministry of service at a diocesan office, agency or institution and they are given a “dual assignment.” Assignments are made by the Bishop with consultation of the Director of the Office for the Diaconate and other diaconate personnel as required.

Procedures

- a) A specific canonical assignment allows deacons to exercise the faculties which have been extended to them by the Diocesan Bishop. Because the diaconate is a very diverse ministry, assignments may be made to a variety of agencies, institutions or specific ecclesial groups within the diocese.
- b) The current policy of the diocese under normal circumstances is to assign no more than 3 deacons to any parish within the Diocese of Springfield in Illinois. Generally, the third deacon may be the one who is assigned a dual canonical assignment, performing his charitable ministry at a diocesan agency or institution and is concurrently assigned to a parish to perform his liturgical ministry. This policy has been established for the purpose of distributing where needed, the services of the diaconate throughout the widest possible scope of the diocese. As clergy, deacons are ordained for service within the diocese and assigned by the Diocesan Bishop and not for the specific limitation and use of the parish to which a deacon candidate is currently registered or the pastor of the parish that “sponsors” him.
- c) In each year of the assignment the deacon, in consultation with his wife (if he is married) and his pastoral supervisor, will submit an updated Ministry Responsibility form and an Ongoing Formation form. These forms can be obtained from the Office for the Diaconate and are due to be completed and returned to the Office for the Diaconate by October 31st of each year. These annual forms will reflect the activities of the previous year of diaconal service and outline the goals of the deacon’s service for the coming year with specific attention to the threefold ministry of the deacon. Because every deacon’s talents and time will be different, the information on the completed forms for each deacon will differ.

§705.2 Initial Assignment

705.2.1. Policy A deacon’s first assignment shall be made by the Diocesan Bishop with the recommendation of the Director of the Office for the Diaconate.

Procedures

- a) This assignment is normally considered during the final year of the deacon candidate’s formation. Although it is not prohibited, it should not be assumed that the deacon will be assigned to his “home parish.”
- b) The decision of assignment will be made after consultation with the candidate and the pastor and will be based on pastoral needs and other practical matters.
- c) It is the goal of the Office for the Diaconate that the deacon candidate will be made aware of his initial assignment not less than two months prior to ordination.

§705.3 Subsequent Assignments/Change of Assignment

705.3.1. Policy Any request for a change of assignment of a deacon must be sent to the Director of the Office for the Diaconate in writing in care of the Office for the Diaconate

Procedures

- a) A change of assignment for deacons may occur in the following manner:
 1. A deacon may initiate a request for a change of assignment by contacting the Director of the Office for the Diaconate or his designee. As much as possible, the deacon should first notify the existing Pastor/Supervisor of his intent to request a change.
 2. A recommendation/request for change of assignment may originate with the existing Pastor/Supervisor to the Director of the Office for the Diaconate or his designee. As much as possible, the Pastor/Supervisor should first notify the deacon of his intent to request a change.
 3. The Diocesan Bishop may take direct action in making an assignment without the normal consultative process.

- b) Depending on how or from whom the request originates, the director will choose the appropriate and pastoral course of action which may include any and all of the following:
 1. The director will inform either the present pastor/supervisor or the deacon of the request to move. The prospective pastor/supervisor will be contacted to see if he/she is interested in interviewing with a particular deacon. The deacon is then contacted to interview with that prospective pastor/supervisor. If the response from all parties to the new assignment is “yes”, a new Ministry Responsibility form is completed, a copy of which is sent to the Director for the Diaconate who then makes a recommendation to the Diocesan Bishop. The Diocesan Bishop sends a letter of assignment to the deacon with copies to the Office of the Chancellor, to the former pastor/supervisor, and to the present (new) pastor/supervisor. The official announcement is sent to the Diocesan Office for Communication for publication in the Catholic Times.
 2. If as a result of the interview, either the deacon or the prospective pastor/supervisor chooses not to reach an agreement on a reassignment, the Director of the Office for the Diaconate will then explore other assignment opportunities.
 3. This process continues until an agreement is reached with both the deacon and a prospective pastor/supervisor. Any change of appointment within the diocese is effective only upon the official letter of appointment from the Diocesan Bishop. The Diocesan Bishop retains the right as needed to reassign the deacon in accord with the deacon’s promise of obedience to the Diocesan Bishop and his successors.

§706 THE ANNUAL MINISTRY RESPONSIBILITY FORM AND THE ONGOING FORMATION FORM

706.1. Policy Each deacon shall meet annually with his pastor/pastoral supervisor to discuss the past year and to set ministry goals for the coming year. Each year in October, every “active” deacon shall submit a Ministry Responsibility form and an Ongoing Formation form which has been completed and signed by the deacon and the pastor/supervisor after discussion and agreement.

Procedures

- a) A married deacon should discuss his ministry goals with his wife to help preserve the integrity of the deacon's family.
- b) These annual forms will reflect the activities of the previous year of diaconal service and outline the goals of the deacon's service for the coming year with specific attention to the threefold ministry of the deacon. It is not a contract, nor is it rigid. It is meant to be used as a tool for discussion and coordinated ministry. The purpose of the agreement is to set realistic goals in ministry, and to avoid or eliminate unrealistic expectations. These forms can be obtained from the Office for the Diaconate and are due to be completed and returned to the Office for the Diaconate by October 31st of each year.
- c) The Office for the Diaconate will assist deacon candidates in developing their first Ministry Responsibility form and an Ongoing Formation form not less than one month before ordination, so they will know what service they will perform after ordination, and where/how it will be rendered.

§707 REQUESTS FOR 'DEACON IN GOOD STANDING' LETTERS

707.1. Policy To make a request for a letter of good standing, a deacon shall email or call the Office for the Diaconate with the following information: reason for the request and the details, i.e. names for baptism, wedding, funeral etc., the parish name and city, date of event, the name of the Arch/Diocese being visited, and to whom the letter needs to be sent.

Procedures

- a) The United States Conference of Catholic Bishops directs that dioceses should provide a 'Deacon in Good Standing' letter for deacons who will be performing ministry in another diocese.
- b) It would be helpful if these requests would be made at least two weeks prior to the date of ministry. Special last-minute requests, such as for funerals, can and will be taken care of.
- c) It is the responsibility of each deacon to request a letter of good standing for every instance in which he will be ministering outside of the diocese. While some dioceses will make it clear that such documentation is required, one cannot assume that such expectations will be communicated in every case. As a result, the deacon should make it a habit to be proactive in making these requests.
- d) For deacons who are negligent or behind in providing the proper annual paperwork (Ministry Responsibility Form and Ongoing Formation Form), these letters cannot be provided until all necessary requirements are satisfied.

§708 LEAVES OF ABSENCE

§708.1 Temporary Leave

708.1.1. Policy A deacon who seeks a temporary leave of absence shall formally request the same in writing to the Diocesan Bishop with a copy to the Office for the Diaconate.

Procedures

- a) A leave may be granted for reasons of health, study, personal problems, family commitments, change of occupation or parish situation, or temporary dislocation from the diocese.
- b) Such leave will be granted for a period of time agreed upon by the Diocesan Bishop and the deacon. The situation will be reviewed prior to the agreed termination date of the leave and may be extended if the Diocesan Bishop deems this necessary and/or suitable. A deacon may request return to active ministry before the expiration date agreed upon.
- c) A deacon on temporary leave still possesses good standing in the Diocese of Springfield in Illinois unless provided otherwise. He is encouraged to participate in all activities of the diaconal community (social, spiritual, and educational). The determination as to the retention of faculties remains at the discretion of the Diocesan Bishop.

§708.2 Administrative Leave

708.2.1. Policy A deacon who is placed on administrative leave shall be relieved of all responsibility for any ecclesiastical office or function, as well as participation in active ministry. He shall not function, present or represent himself as a deacon while this is in effect.

Procedures

This is usually a temporary withdrawal from ministry. Faculties are revoked or cease, pending resolution of the reasons for the leave of absence. If the matter is resolved favorably, the deacon will be returned to active status at a date and in a manner decided by the Diocesan Bishop. Lacking a favorable resolution, the deacon will either be placed on inactive status indefinitely, or even suspended, if warranted canonically.

§708.3 Leave arising out of marital separation or civil divorce

708.3.1. Policy In the event that a married deacon experiences marital difficulty leading to separation, an “Administrative Leave of Absence” from public ministry will be requested for reasons of possible public scandal.

Procedures

- a) The purpose of this request is to provide enough time to determine the priority of possible marital reconciliation; the priority of possible parental responsibility, and the suspension of ecclesial judgment regarding fault/no-fault for the marital difficulty.
- b) In the event of emerging reconciliation, with due time being allowed for healing among all parties concerned, including children, the deacon may petition to be re-assigned to Active Ministry, likely in a placement other than his previous assignment due to lingering concerns regarding public scandal, which could be counterproductive to an effective ministry.
- c) In the event of non-reconciliation or ensuing legal 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, a placement other than

the previous assignment will be given due to concerns regarding public scandal, which could be counterproductive to an effective ministry.

- d) In the event that a Declaration of Nullity by a competent ecclesiastical tribunal has been issued, in addition to the above consideration of antecedent causal responsibilities and consequent parental and financial responsibilities, the “Tribunal Sentence” will be reviewed before a deacon would be returned to Active Ministry.
- e) If a deacon who is experiencing marital difficulties does not cooperate with a requested “Administrative Leave,” appropriate canonical measures may be imposed by the Diocesan Bishop.
- f) If a causal responsibility of the deacon for the marital difficulties be judged “severely grave” (e.g. abuse, infidelity, criminality, pathology), dismissal from the clerical state should be considered.
- g) Every effort will be made to return the deacon to ministry, once it has been determined that the deacon is ready spiritually and emotionally and that all issues concerning scandal and Canon Law have been resolved.

§709 PERSONAL AND FAMILY ASSISTANCE PROGRAMS

While the deacon is primarily a provider of service to others, there may arise occasions in which the deacon and/or his family members may themselves need to be the recipient of service. Attention to prompt and appropriate service is important not only because of the personal need, but also because of its potential impact on one’s diaconal ministry.

709.1. Policy The primary evaluator of these assistance matters on behalf of the Diocesan Bishop shall be the Director of the Office for the Diaconate in consultation with the Associate Director and whatever other appropriate consultants may be deemed advisable.

Procedures

- a) There will be no automatic judgment or decision when a deacon or his family member is involved in a need for service. The deacon remains primarily responsible for the provision of appropriate care. Due consideration of the circumstances of each situation must be made; confidentiality should be strictly maintained; and the impact, if any, on continued effective ministry should be evaluated. All responses should be guided by fraternal charity and by the potential gravity of the individual circumstances.
- b) Any deacon or family member may experience personal difficulties requiring the services of a trained counselor or medical specialist. The fact of diaconal status in ministry should never keep one from seeking competent professional assistance.
- c) The individual deacon should explore what resources his insurance carrier can provide. Deacons should feel free to avail themselves of this service. In addition, like any other individual or family, the deacon can seek assistance of agencies within the catholic network of social outreach such as Catholic Charities. Most of these agencies provide assistance according to a sliding fee schedule based upon ability to pay.

§710 SABBATICALS

710.1. Policy Deacons may seek from the Diocesan Bishop a leave from normal ministry demands for purposes of advanced/more intensive academic or spiritual growth. Requests for sabbaticals shall be worked out with the Office for the Diaconate in consultation with the Diocesan Bishop.

Procedures

- a) Sabbaticals are approved by the Diocesan Bishop after the deacon has submitted a written request to him, through the Office for the Diaconate, indicating the specific academic or spiritual effort being considered.
- b) It is the responsibility of the deacon to meet all financial obligations involved in sabbaticals subject, of course, to the provisions of reimbursements.

§711 RETIREMENT OF PERMANENT DEACONS

711.1. Policy Any deacon, for reasons of age or health, may request retirement from active ministry. A deacon considering retirement should discuss his needs with his family, his pastor/pastoral supervisor, and the Director of the Office for the Diaconate. After the deacon has made a definitive decision to retire, his request shall be addressed directly to the Diocesan Bishop, through the Office for the Diaconate.

Procedures

- a) The result of retirement status is that the deacon no longer has a responsibility to assume any regular tasks associated with ministry although he may offer his services for some specific task(s). The deacon is relieved of ongoing formation responsibilities, completing the annual reporting forms as well as the requirement to make an annual retreat. However, he is always encouraged to make an annual retreat.
- b) A retired deacon is still a member of the clergy of the diocese and may continue to assist at the Liturgy with the permission of the pastor, should he so wish and his health permits. He retains his canonical obligation as well to pray the Liturgy of the Hours and is always welcome to attend any function of the Diaconate Community. However, by taking retirement status a deacon is essentially indicating that he is either unable or not available for on-going and/or regular responsibilities to the diocese.
- c) There is no mandatory or suggested age for retirement. Retirement status is provided to ensure that a deacon does not burden himself when his health or circumstances indicate that he should not be taxing himself with any further obligations.
- d) In cases of serious illness or disability, the bishop may initiate the retirement process for the good of the deacon and/or public good of the Church.

§712 TRANSFERRING RESIDENCE OUTSIDE THE DIOCESE OF SPRINGFIELD IN ILLINOIS

712.1. Policy If a deacon is contemplating a move from the Diocese of Springfield in Illinois, he shall make contact with the Director of the Office for the Diaconate, who can assist him with the required canonical steps necessary to receive permission to be absent from the diocese.

Procedures

- a) The director can also assist the deacon by making contact with the appropriate authority in the new diocese of residence. This process is to be observed in any move which is more than three months in duration.
- b) Canon Law requires the cleric to have the permission of his Diocesan Bishop to be absent from the diocese for any extended period of time. Vacations would not normally require such permission.
- c) A deacon moving to another diocese must make his presence known to the Chancery in his new diocese of residence. The deacon must understand that he is bound to the policies of his host diocese and may not function without the consent of the bishop in that diocese. A deacon who moves outside the Diocese of Springfield in Illinois is still considered a cleric of this diocese until he is formally granted excardination by the Bishop of the Diocese of Springfield in Illinois and incardination by the Diocesan Bishop of his new diocese.
- d) Until a deacon is formally excardinated from the Diocese of Springfield in Illinois and incardinated within another (arch) diocese, he has the responsibility of keeping the Director of the Office for the Diaconate in the Diocese of Springfield in Illinois advised as to his whereabouts and the activities in which he is involved. This update is provided by means of the annual Ministry Responsibility form and Ongoing Formation form.
- e) The deacon should be aware that a grant of faculties in another (arch) diocese is NOT granting of incardination into the new diocese. It is simply permission to exercise the ministry of deacon in a diocese other than one's own.
- f) Diaconate formation programs vary across the United States. Some bishops have developed a policy that they will not allow deacons to function in their diocese, particularly where they have no diaconate program of their own. Deacons contemplating a move from the Diocese of Springfield in Illinois for whatever reason should make careful study of the policies that might affect them in the diocese to which they intend to move.

§713 TRANSFERRING RESIDENCE INTO THE DIOCESE OF SPRINGFIELD IN ILLINOIS

713.1. Policy A deacon coming into the diocese shall observe the process outlined above in §712, making his presence known to the Office for the Diaconate.

Procedures

- a) The Director for the Diaconate will assist the incoming deacon to obtain faculties in the Diocese of Springfield in Illinois. These faculties cannot be granted until the Bishop of the Diocese of Springfield in Illinois has consulted with the deacon's proper Diocesan Bishop and has received a letter of suitability from the same. A grant of faculties to serve as a deacon in this diocese does

not constitute incardination into the Diocese of Springfield in Illinois nor excardination from his previous diocese.

- b) A deacon coming into the Diocese of Springfield in Illinois will be asked to complete the annual Ministry Responsibility form and it will be upon the basis of this completed form that a formal canonical assignment will be made by the Diocesan Bishop.
- c) Every deacon incardinated in another diocese, but ministering in the Diocese of Springfield in Illinois, will be bound by the policies of the Office for the Diaconate for the Diocese of Springfield in Illinois. A deacon incardinated in another diocese must keep his proper Diocesan Bishop advised of his address here in the Diocese of Springfield in Illinois.

§714 INCARDINATION / EXCARDINATION

714.1. Policy Incardination and excardination are the formal steps taken by a cleric to change his diocesan affiliation. To formally change from being a cleric of one diocese to another requires that the cleric involved request in writing that his proper Diocesan Bishop excardinate him, and that the Diocesan Bishop of his new diocese of residence incardinate him into the diocese.

Procedures

- a) Requesting incardination/excardination is a very serious step, both for the deacon as well as the Diocesan Bishops involved. This step should not be undertaken unless the likelihood of returning to one's original diocese is very remote. Care should especially be used in residence changes brought about by job transfers. For transfers of residency in or out of the Diocese see §712 and §713 above.
- b) Incardination will not be granted to a deacon from another diocese until a suitable period of time has passed within which the deacon has demonstrated consistent service in an appropriate assignment. Usually this period of time will be not less than **three years**, but it is up to the Diocesan Bishop to make decisions in individual cases.
- c) A deacon seeking incardination in the Diocese of Springfield in Illinois should indicate this desire in a letter to the Bishop of the Diocese of Springfield in Illinois. In this letter the petitioning deacon will indicate the reasons for the request, indicating that he intends to take up permanent residence in the diocese. The letter should be accompanied by a copy of the deacon's letter to his Diocesan Bishop requesting excardination from the home diocese.
- d) The deacon seeking incardination should also provide:
 - 1. A resume of his service as a deacon;
 - 2. An outline of the training received, both during formation and in continuing formation after ordination;
 - 3. An official Document of Ordination;
 - 4. A list of the faculties or ministries which he has exercised;
 - 5. Recommendations and evaluations from the appropriate authorities in the home diocese. i.e. former pastor(s) pastoral supervisor(s);

6. A Psychological evaluation conducted by a competent authority specified by the Diocese of Springfield in Illinois;
 7. A medical physical examination.
- e) After favorably reviewing the documentation provided, the Diocesan Bishop will indicate his willingness to formally accept the deacon as a cleric of the Diocese of Springfield in Illinois. The appropriate arrangements will be made between the two Chancery Offices for the exchange of formal letters of incardination and excardination as required in law. The Diocesan Bishop reserves the right to refuse any petition for incardination to the Diocese of Springfield in Illinois.

§715 LITURGICAL CONSIDERATION

715.1. Policy While deacons are empowered to baptize solemnly, witness marriages with delegation, conduct wake and funeral services, provide blessings according to the ritual, preach with faculties, assist at the Eucharist and the distribution of Communion by the Diocesan Bishop, they shall ordinarily act under the directives of the appropriate pastor.

Procedures

- a) Whenever a deacon is responsible for a baptism or marriage, he is to diligently ensure that the required information is accurately recorded in the register of the parish where the ceremony took place.
- b) When a deacon is asked to assist at any liturgical function, he will be guided by the requirements of canon law, which require permission of the local pastor as well as liturgical norms as specified in the General Instruction of the Roman Missal and/or other supporting documents. In his own place of assignment, liturgical responsibilities are indicated on the annual Ministry Responsibility form. In other situations, the dictates of law and good manners direct that a deacon contact the local pastor before agreeing to be involved in any liturgy. Deacons will respect the gifts and roles of other ministers present for any liturgy.
- c) Whenever deacons gather as a body for a Eucharistic celebration, it is appropriate to vest in alb, cincture, diocesan stole and dalmatic.
- d) Deacons, as individuals or in numbers, are welcome to vest and participate in a Eucharistic celebration when they are involved in liturgies to which they are invited.
- e) For good order, and appropriate pastoral consideration, deacons should always give the pastor/celebrant advance notice when they intend to be participating as a liturgical minister.

§716 APPROPRIATE ATTIRE AND TITLE

§716.1 Clerical Attire

716.1.1. Policy The Code of Canon Law does not oblige permanent deacons to wear any particular ecclesiastical garb outside of liturgical settings. The Diocesan Bishop shall determine and promulgate any exceptions to this law, as well as specify the appropriate clerical attire if it is to be worn.

Procedures

- a) Because they are prominent and active in secular professions and society, the United States Conference of Catholic Bishops specifies that permanent deacons should resemble the lay faithful in dress and matters of lifestyle.
- b) As noted in the Fourth Synod of the Diocese of Springfield in Illinois, statute 21 b: *Accordingly, by determination of the Diocesan Bishop, permanent deacons in the Diocese of Springfield in Illinois may wear clerical attire, consisting of a gray clergy shirt and Roman collar, when exercising diaconal ministry, especially when conducting wake services, funerals, graveside services and grief counseling, and when visiting the homebound, nursing homes, assisted living facilities and the area hospitals as a Catholic deacon. Wearing a lapel pin or logo on the shirt with an emblem signifying the permanent diaconate is also permitted.*

§716.2 Liturgical Attire

716.2.1. Policy In accord with the General Instruction of the Roman Missal and other related documents, the deacon shall wear vestments that are appropriate for the particular liturgical celebration/ritual. As a general rule, the dalmatic shall be worn by all deacons who are ministering at any Mass.

Procedures

It is also strongly recommended that when vested, the deacon wear black pants and black shoes.

§716.3 Regarding Title

716.3.1. Policy While various forms of address have emerged with regard to deacons, the Congregation for the Clergy has determined that in all forms of address for permanent deacons, the appropriate title shall be “Deacon.”

§717 ONGOING (CONTINUING) FORMATION

§717.1 For the Newly Ordained

717.1.1. Policy There are particular matters relevant to the newly ordained. It is important, therefore, that the newly ordained begin their diaconate ministry in a positive and supportive manner. A program shall be planned for the first three years of diaconate ministry coordinated by the Associate Director for Ongoing Formation and Ministry.

Procedures

- a) In the early phase of their ministry, ongoing formation will largely reinforce the basic training and its application in ministerial practice. Later formation will entail a more in-depth study of the various components proposed in the dimensions in diaconal formation.

- b) Each newly ordained deacon is required to attend ongoing formation days for the first three years after ordination as determined by the Director and Associate Director. These will ordinarily be one day events approximately eight hours each.
- c) To ensure that the ongoing formation requirements are achieved, certain criteria are established and stated below to assist each deacon in determining what qualifies as appropriate content for the fulfilling of these requirements:
- A. The scope and nature of the instruction taken should be that it adds to the spiritual, human, intellectual and/or pastoral knowledge or practical skills. Skills of the deacon in the various charitable, sacramental and theological aspects of his ministry. Any courses which provide background, or updating in your present focus ministry, or courses which will prepare you for other types of ministry would all be included as appropriate for ongoing formation.
- B. The following activities are **not normally** considered specifically as ongoing formation:
1. Travel to and from place where instruction is given;
 2. Informational meetings;
 3. Retreats;
 4. Prayer services and liturgies;
 5. Spiritual Direction sessions;
 6. Pastoral Council or other such parish-based committee meetings;
 7. Social gatherings;
 8. Support group functions;
 9. Courses not directly related to ministerial service.
- d) While courses may not be offered by a Catholic institution, deacons are encouraged to look upon workshops or formal academic courses in counseling, social work and any other human helping skills as appropriate for ongoing formation credit. Credit may be recorded in whole or in part using the following guidelines.
1. Attendance at courses which grant certificates whether they are national, regional or local courses may simply be reported according to the number of actual clock hours of instruction or practice.
 2. Any adult enrichment courses offered at parishes, in local high school programs, hospitals, etc.: Simply count one hour for each clock hour of lecture or classroom work attended.
 3. Self-study projects can be very helpful. Under the current ongoing formation policy up to 12 clock hours of contact from self-study projects may be used toward fulfilling the yearly requirement. Self-study projects would include individual reading of books, periodicals, etc. (other than just leisure reading), library /internet research, listening to CD's or viewing videos may be considered as clock hours of contact under this policy. In this case a one-page written report explaining should accompany the ongoing formation paperwork.
 4. Other activities: General reading of a theological, pastoral or spiritual nature, homiletic research pilgrimage, C.P.E., internships and formal ministry supervision experiences after ordination would all be appropriate activities to fulfill a deacon's ongoing formation responsibility.

5. On the job experience: Very often a deacon in his secular occupation may be attending programs which are beneficial to his skills as a deacon. Any job-related courses which, in fact, build the personal skills of a deacon for his ministry should be included as providing clock hours of contact in fulfillment of the ongoing formation policy.
- e) Failure to comply with this ongoing formation policy can result in disciplinary action such as, but not limited to, suspension and/or removal of faculties.

§717.2 For All Deacons

717.2.1. Policy Each “active” deacon with diaconal faculties in the Diocese of Springfield in Illinois shall attend the annual days of formation and the annual convocation.

Procedures

- a) The dates of the annual days of formation and annual convocation will be determined by the Director and Associate Director and communicated to the diaconate each year. Ordinarily, the annual days of formation will be the first Saturday of February, the first Saturday of November and the annual convocation will be on the third weekend in August, Friday evening until Sunday noon.
- b) Continued growth both in theological knowledge as well as pastoral skills is essential to the ongoing development of any cleric, and the deacon is no exception. Every deacon, including those who are no longer “newly” ordained, should review the guidelines and suggestions of §717.1.1.(c) and (d) above and prayerfully consider ways to incorporate these into his personal plan of continuing formation.
- c) Failure to comply with this ongoing formation policy can result in disciplinary action such as, but not limited to, suspension and/or removal of faculties.

§718 CONTINUING SPIRITUAL FORMATION

718.1. Policy In order to foster ongoing spiritual formation and to comply with the provisions of the code of Canon Law, every deacon in active service shall make an annual retreat.

Procedures

- a) As noted in the Fourth Synod of the Diocese of Springfield in Illinois, statute 13: *All diocesan permanent deacons must make a retreat annually at a Catholic retreat house of their choice with the approval of the Director of the Office for the Diaconate. At least every other year permanent deacons are highly encouraged to make a retreat with the other deacons serving in the Diocese at a time and place convenient for the permanent deacons as designated by the local Diocesan Bishop.*
- b) This retreat should be at a minimum of the weekend experience and the format of the retreat is left to the choice of the individual deacon (e.g. private retreats, directed retreats).
- c) It is required that every deacon have a spiritual director and will confer with his director on a regular basis. Similarly, it is suggested that deacon wives also have a spiritual director.

- d) Costs for retreats are subject to the same reimbursement schedule as provided for ongoing formation and reference should be made to the policy on financial reimbursement (§719.1).

§719 FINANCIAL REMUNERATION AND TAXES

§719.1 Formation Expenses

719.1.1. Policy In accordance with the funding plan approved by the Diocese of Springfield in Illinois, expenses incurred in fulfilling ongoing formation requirements, annual retreats and in some cases needed books and supplies shall be paid by the deacon's parish, institution or agency of assignment not to exceed \$1200 per fiscal year

Procedures

The use of these funds is limited to the deacon himself, i.e., it is not intended for the deacon's spouse.

§719.2 Tax Considerations

719.2.1. Policy Deacons shall comply with all applicable federal, state, and local tax laws concerning income, stipends, and other financial remuneration.

Due to the unique tax laws concerning clergy and the Church, it is important that each Deacon know and comply with applicable local, state, and federal tax laws.

Procedures

- a) Deacons may contact the Office for the Diaconate or the Office for Finances for guidance materials or other assistance in this area.
- b) Deacons should review these materials, their specific financial information, and any questions about compliance with their personal tax professional.

§720 INVOLVEMENT IN POLITICS

720.1. Policy A permanent deacon shall not present his name for election to any public office or in any other general election or accept a nomination or an appointment to public office, without the prior written permission of the Diocesan Bishop. A permanent deacon shall not actively and publicly participate in another's political campaign without the prior written permission of the Diocesan Bishop.

Procedures

- a) In Illinois an election judge must have a party affiliation, and thus once ordained a deacon should not serve as an election judge without permission of the Diocesan Bishop.

- b) As a “public” representative of the Church all deacons must strongly avoid any perception by their actions that they, as a representative of the Church, are part of or support any particular candidate or political party or political agenda; this is in part because of Canon Law and because of the potential impact that could occur upon the Church if it became involved in politics. And all deacons should avoid the acceptance of any political appointments or assignments without the prior written permission of the Diocesan Bishop.
- c) All deacons can and should become involved in ‘issues’ (anti-cloning, anti-abortion, immigration reform, etc.), but should generally not be involved in any political campaigns or publicly supporting individual candidates no matter how closely they are involved in the issues that are of concern.
- d) As well, wives of deacons, although not formally required to follow these above described restrictions, but because of the close relationship of husbands and wives, the same considerations should be strongly considered.
- e) If there are any questions about this or about any involvement in civic activity, at any level, deacons should contact the Director of the Office for the Diaconate prior to becoming involved.

§721 THE DEATH OF A DEACON, WIFE OR WIDOW OF A DEACON, OR OTHER LOVED ONE

At the outset, it is most important that the following guidelines be understood to be suggestions to assist a family upon the death of a deacon. It is not the wish of the Diocese of Springfield in Illinois nor the Diaconate community at large, to do anything which is contrary to the wishes of the family of the deceased. Family wishes will always have the highest priority in any arrangements. The guidelines below are offered to assist the appropriate individuals with steps to be taken in order that the Church may respect the memory of one of its good and faithful servants.

§721.1 Announcement/Notification

721.1.1. Policy On the occasion of a deacon’s death, the Office for the Diaconate should be contacted as soon as possible, either by the family or the local pastor. The Office for the Diaconate shall in turn notify immediately the Office of the Bishop and the deacon designated as bereavement minister for the area in which the deceased deacon lived.

Procedures

- a) Every effort should be made to schedule the Mass of Christian Burial at a time when it would be possible for the Diocesan Bishop to be present, who will normally also be the main celebrant of the Funeral Mass.
- b) Once the final arrangements are made, all deacons and priests of the diocese will be notified of the death and of the arrangements by the Curial Offices, the designated bereavement minister will be ready to assist with this notification.
- c) It would be helpful if funeral arrangements are delayed until after first notifying the Office for the Diaconate for the Diocese of Springfield in Illinois.

§721.2 Bereavement Ministers

721.2.1. Policy The Office for the Diaconate shall designate one deacon for each of the Deacon Ministry Teams, to act as a “Bereavement Minister” or liaison between the family, funeral director, parish and the diocese. A second deacon, or alternate, should also be appointed to act as liaison should the primary bereavement minister not be available. The deacon ministry team will fulfill this function.

Procedures

- a) The principal function of the bereavement minister is to assist the grieving spouse and family in carrying out the deceased deacon’s wishes and to help coordinate the funeral rites with the family, church and funeral director in accord with church norms for a deacon’s funeral. The Bereavement Minister’s role is not to take charge, but to provide pastoral guidance and caring assistance for the grieving spouse and family.
- b) Each Bereavement Minister will be trained to assist in most aspects of the planning and arrangements before, during and after the day of the funeral. As much as possible, it will be the responsibility of the Bereavement Minister to follow up with the widow/family for a time after the funeral, providing pastoral support as necessary.
- c) A detailed explanation of the Bereavement Minister’s responsibilities may be found in the document entitled “*The Bereavement Minister’s Handbook.*” This handbook is provided to all deacons serving in the Diocese of Springfield in Illinois. Its purpose is twofold; to serve as a guide for the designated bereavement minister as he serves the family in need; and to assist families, pastors and the diaconate community at a time of intense grief and loss.
- d) The Bereavement Minister’s Handbook will provide detailed information and guidance prior to and at the time of death.
- e) Although not required, it is strongly recommended that every deacon serving in the Diocese of Springfield in Illinois complete the form found at the end of the Bereavement Minister’s Handbook entitled, “Deacon’s Funeral Planning Form,” setting forth his preferences and wishes regarding the arrangement of his future wake, funeral, and burial.
- f) The intent of this process is to ensure a deacon’s final request for his funeral will be handled with thoughtfulness and great pastoral care so each of the three rituals, (wake, funeral, and committal) bring to his family a strong sense of diaconal fraternity, comfort, and peace in their moment of grief. With some slight modifications, this form may also be used in planning the funeral for a deacon’s wife/widow.
- g) In all of the suggestions above and in the Bereavement Minister’s Handbook, the guiding concern will be the wishes of the deacon’s family. It would be of great help to the family if the deacon takes the time to explain the suggestions and options with the family and to indicate things pertinent on the Deacon’s Funeral Planning Form. As well, it is hoped that each deacon has given thought to the fact of death by providing a will for his family.

§721.4 Death of a Deacon’s Loved One

721.4.1. Policy On the occasion of the death of a deacon's loved one such as his wife, a parent, child, grandchild, sibling, etc., the Office for the Diaconate should be contacted as soon as possible, either by the family or the local pastor. The Office for the Diaconate will in turn shall notify the appropriate parties at the diocesan level and send out the formal notifications as appropriate