**Application for the Placement of a Deacon**

To use this form:

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3. When complete, save the completed form on your computer
4. Attach you completed, saved file to Chloe Caprice at ccaprice@dioceseofnewark.org

**Contact Information**

**Church/Organization:**

**Rector/Director:**

**Address:**

**City and County**

**Email:**

**Telephone:**

**Website:**

**If you are unable to Email this form, please complete the form, print it, and mail to:**

Ms. Chloe Caprice

Episcopal Diocese of Newark

31 Mulberry Street

Newark, NJ 07102

**Diaconal Ministry**

Has a deacon ever been placed in your church/organization before? Yes\_\_ No\_\_\_

If yes, please describe examples of how the deacon served in your church/organization.

How do you envision the deacon serving in your church/organization?

Are there any particular gifts that you are looking for (e.g. bilingual, grant writing, spiritual direction, bereavement counseling, youth activities, prison ministry, etc)?

What kind of physical working space can you provide for the deacon?

Most of a deacon’s service is non-stipendiary. However there are expenses. Some examples include: mileage to and from your site from the deacon’s residence, as well as to diocesan-related activities such as Retreats, Clergy Day, District meetings, Clergy Conference, Diocesan Convention etc and other expenses related to diaconal ministries such as continuing education, Clergy Conference, Diocesan Convention, support of membership in the national deacon’s association, etc. Can the parish budget for a Deacon Expense?

Yes\_\_\_\_\_\_ No\_\_\_\_\_

If yes, how much per year?

**Congregation**

Describe the church/organization current outreach and ideas for future outreach ministries, pastoral care, community and diocesan activities and whether these ministries are led by clergy or lay people.

Provide a brief profile of the church, including average Sunday attendance, administrative staff (paid and volunteer). Share some of the characteristics of the community in which it exists.

**Rector/ Priest in Charge/Vicar/Director**

How do you see yourself and the deacon as a ministry team?

Are there any other crucial issues which you feel should be explored with your wardens,

vestry and/or others with the deacon during the interview?

I certify that this proposal is a jointly prepared document with extensive input from vestry members, staff members, members from church/organization committees and/or programs.

Rector, Director, Wardens

Name: Signature Title: Date: