

## **APPLICATION FOR DIACONAL MINISTRY IN THE DIOCESE OF PALM BEACH**

1. A deacon transferring from his own diocese to the Diocese of Palm Beach is requested to do the following:
  - A. As soon as a decision has been made to move from his diocese of incardination, the deacon will inform his diocesan director of deacon personnel or the vicar for clergy, or the diocesan bishop of the impending move and request a letter of recommendation to be sent to the Bishop of the Diocese of Palm Beach.
  - B. Deacon initiates his request to minister in the Diocese of Palm Beach by personally making his petition known in writing to the Bishop and Episcopal Delegate for Permanent Deacons of the Diocese of Palm Beach.
  - C. Once the deacon is living in DPB, he approaches his Pastor about ministry in that parish
2. Pastor writes letter to Bishop and Episcopal Delegate for Permanent Deacons requesting faculties.
3. Episcopal Delegate contacts Deacon in writing indicating what requirements and documents are needed to minister in this Diocese. No commitment is made relative to faculties until the requirements are met and the deacon's pastor submits a letter of request, with the understanding that the deacon is not seeking incardination in the Diocese of Palm Beach.

### Documentation needed for ministry in Diocese of Palm Beach:

- a. Sacramental documents (baptism, ordination, etc.)
  - b. Proof of age
  - c. Personal history
  - d. Evaluations from priests of former diocese with whom the deacon has ministered
4. Episcopal Delegate contacts Deacon's Bishop of Incardination for the following:
    - a. Certificate of Aptitude
    - b. Background Screening information – Diocese of Palm Beach will also conduct
    - c. Safe Environment educational status
  5. When documentation is received from diocese of incardination, assignment letter is sent to Deacon with a copy to his Pastor.