

NOTES FOR DEACONS AND CHAPLAINS

When the bishop makes a visitation to a congregation that does not have an assigned deacon, please consider inviting one to participate in the service to demonstrate the liturgical ministry of deacons, and to discuss diaconal ministry with members of the congregation following the service. You may choose someone who already has a relationship with the congregation, or someone you'd like to meet. If you need suggestions about this, please be in touch with Archdeacon Aaron Perkins or my Executive Assistant, Barbara Martin.

BEFORE THE SERVICE

- Deacons should arrive at least 30 minutes before the time of the service, and will serve at the principal service only, unless otherwise advised.
 - The liturgical color for the bishop's visit is
 - ✚ White: for Baptism/Confirmation/Reception/Reaffirmation
 - ✚ Red: if a major Sunday feast (ex: Palm Sunday or Pentecost)
 - ✚ Seasonal: if there are no baptisms or confirmations
 - ✚ Special: specified color of the celebration (ex: Patronal Feast Day)
- If you have a dalmatic, please plan to wear it.
- Please take time for a brief phone conversation with the priest of the congregation ahead of time to learn whether there are any special practices at that church. Such practices might include where you stand to read the Gospel, if there is a Gospel procession, where the reserved Sacrament is kept, where you will sit, and so forth.
 - If a chaplain is available to serve, the chaplain will attend specifically to the bishop's needs (books, order of worship, stock, crozier, miter, water, etc.).

DURING THE LITURGY

- In the procession, the deacon processes immediately in front of the bishop, unless there is a chaplain. In that case, the chaplain processes behind the deacon, in front of the bishop. The retiring procession is the same; the bishop is always last. The deacon carries the Gospel Book.
- The deacon will perform the diaconal liturgical duties: proclaim the Gospel, prepare the altar, pronounce the Dismissal. In the absence of a chaplain, the deacon may be asked to hold various items (prayer book, crozier, etc.) for the bishop, or some other duties.

- If there are confirmations and/or receptions, the deacon stands at the Bishop's right and the chaplain (if there is one) at his left.
- At the altar, the deacon stands at the bishop's right during the Liturgy of the Table.

AFTER THE SERVICE

- Following the liturgy, the deacon and chaplain help the bishop gather together his vestments, crozier, oil stock, prayer book, cell phone/watch and any other belongings so they are assembled and ready for his departure.
- The deacon is requested to stay for coffee hour. This is an important part of your ministry as you are demonstrating to a congregation not only what the liturgical duties of a deacon are and what you wear, but also what your diaconal ministry is all about. Parishioners in a congregation without a deacon are curious and will have lots of questions. At announcement time, the bishop will introduce you and invite the congregation to engage in conversation with you at coffee hour.
- Don't hesitate to contact Loring House: 207.772.1953 x 125 or email Barbara Martin, bmartin@episcopalmaine.org with any questions or changes in plans.