



Archdiocese of Newark

Office of Permanent Diaconate

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

MEMORANDUM

To: All Permanent Deacons

From: Deacon John McKenna, Director of Deacon Personnel

Date: May 4, 2016

Re: **REVISED – PROCEDURE FOR MINISTERING OUTSIDE OF THE ARCHDIOCESE**

When a Deacon is asked to **officiate at a marriage**, to **administer the Sacrament of Baptism**, to **officiate** at a funeral outside of Mass or to **minister** in any other capacity as Deacon in another diocese, the Deacon must receive permission from the Vicar General and Moderator of the Curia, Reverend Monsignor Thomas P. Nydegger.

The Deacon should write to the Deacon John McKenna and state the **nature of his ministry**, the date, time, and **place where it will occur**, and provide the local Bishop's name and address. A copy of the letter should be sent to your Pastor and the Vicar General and Moderator of the Curia.

If permission is granted by the Vicar General and Moderator of the Curia, a **Letter of Good Standing** will be sent to the Diocese where the ministry will occur. A copy of the letter will be sent to the Deacon and his Pastor.

As ordained ministers, Deacons are part of the Church's public ministry and monitoring is necessary. Deacons are responsible to the Archbishop **who** coordinates and guides Deacons who **minister** in his name.

Thank you in advance for your compliance.

cc: Pastor