

DECREE OF THE BISHOP OF MAITLAND-NEWCASTLE

19/2025

Decree – Provision

Appointment to Ecclesiastical Office of Parish Deacon to the Parish of MacKillop, Diocese of Maitland-Newcastle

Dear Deacon Anton Perera,

I wish to inform you that I am appointing you as Parish Deacon in the Parish of MacKillop under the supervision of Fr Anthony (Tony) Potts. I know he will make you welcome as you are ordained to the diaconate and transition into your new ministry within the parish. Fr Tony will also oversee your formation to the priesthood.

Your appointment is effective from the time of your ordination on **04 April 2025** until I advise you otherwise in writing.

This appointment also grants you Diocesan Faculties. A copy of these faculties can be found at: [DoMN - Faculties and Instructions for Deacons of the Diocese](#).

The Bishop's Office will inform the following of your appointment (if relevant to do so) and make any necessary changes:

1. Registrar of Births, Deaths, and Marriages
2. Legal and Governance (*ACNC Charity Register*)
3. The Official Directory of the Catholic Church of Australia
4. Catholic Community Fund (*CCF*)
5. Maitland Clergy Central Fund (*MCCF*)
6. Australian Catholic Migrant & Refugee Office/or Department of Home Affairs, if relevant
7. Clergy in the Parish/es you are Departing, if relevant
8. Clergy in Parish/es of Appointment, if relevant
9. Principals of local Parish Primary Schools and local Catholic High Schools
10. Managers of CatholicCare local offices
11. St Nicholas Early Education, Nominated Supervisors of OOSH and Trainers of Pathways local centres
12. Parish Support Workers

13. Bishop's Office (*Website*)
14. Communications Team (*Intranet*)
15. People and Culture (*MN People*)
16. Information Management Team (*Padre*)
17. Technology Services (*IT Support*).

As you are aware, this appointment is not intended to create an employment relationship. The appointment and your acceptance of it is part of your religious and spiritual service to the Church, in this Diocese, in collaboration with myself.

Please make yourself aware of the diocesan Particular Law and follow the directions in such laws with particular care. A full list of diocesan Particular Law instructions can be found at this link:
[DOMN – Particular Law](#).

You will need to take the **Oath of Office** and the **Profession of Faith** which you may do before any priest in good standing. The documents accompany this decree.

The diocese is committed to safeguarding children and vulnerable adults. It is a requirement that you comply with all civil and ecclesiastical laws and instructions in relation to safeguarding. To demonstrate this you are required to sign the **Diocesan Safeguarding Commitment Statement**. The document accompanies this decree.

I ask that you please send my office signed copies of:

- a letter of acceptance
- the Oath of Office and the Profession of Faith (CIC . 1283)
- the Diocesan Safeguarding Commitment Statement (NSW Child Safe Standards Std.1).

Our diocese has developed an Ongoing Professional Development Process (the Process). This process includes professional supervision, ongoing formation, annual self-reviews, and 360 review every three years. Your acceptance of this office includes your commitment to participate in the Process. You will already have access to the Ongoing Professional Development SharePoint site, which provides you with a list of professional supervisors. At the end of your term of office, your participation in the process will be taken into account before another appointment is made. To access Professional Development resources please see the following link on the Diocesan Website:
[Professional Development Resources](#).

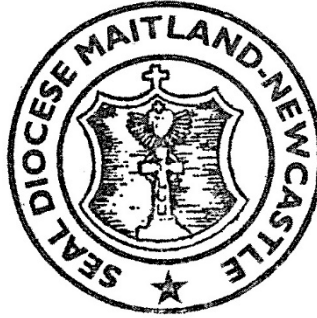
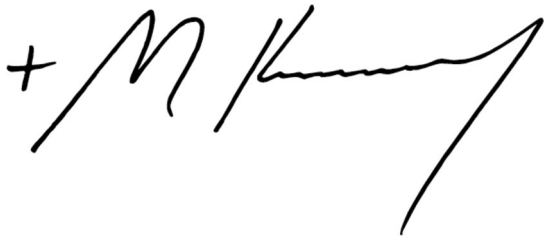
As per Section 2 Part 10.6 of Diocesan Faculties with Instructions Handbook for Deacons 2017, once you and the parish priest have decided on your parish duties they are to be documented, along with any remuneration or support the parish provides to you, signed and a copy sent to the Bishop's Office.

Anton, I seek your **written acceptance** of your appointment to this ecclesiastical office **within 14 days** of receiving this letter.



I wish you all the best in your ministry.

Given at Hamilton, NSW on the 4th day of April 2025.



Most Reverend Michael Kennedy
Bishop of Maitland-Newcastle



Reverend Matthew Muller
Chancellor
Notary

+MK/az

enc: Documents: Oath of Office; Profession of Faith; Safeguarding Commitment Statement
cc: Rev Anthony Potts, Parish Priest, MacKillop
Pastoral Support Workers: Nichola McCarthy and Mary-Anne DeLuca
People and Culture MN People Lodgement: Mr Christopher Voigt, Bishop's Office Manager

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