

CHECKLIST FOR THE ORDINATION OF A VOCATIONAL DEACON

DISCERNMENT & NOMINATION BY THE LOCAL COMMUNITY OF FAITH

- Initial interview with Rector (or equivalent)
- Rector notifies Bishop
- Bishop notifies Commission on Ministry
- Commission on Ministry (COM) liaison assigned
- COM representative meets with parish discernment group to review expectations and provide resources and guidance
- Local community of faith engages in discernment process {TIIC7Sec1-a}
- Prior to any recommendation concerning postulancy, parish discernment group meets with COM representative a second time to confirm that all expectations have been met
- If appropriate, local community of faith nominates for postulancy and submits the nomination form (1*) and necessary documentation to the bishop {TIIC6Sec1-a}

NOMINATION

- Nominee submits to Bishop:
 - Written request for admission to Postulancy
 - Biographical Sheet
 - Evidence of baptism and confirmation
 - Psychological evaluation (Aspirant or parish pays for this, If there are special circumstances, consult the Bishop.)
 - Medical evaluation (Aspirant or parish pays for this, If there are special circumstances, consult the Bishop.)
 - Background check (Aspirant or parish pays for this, If there are special circumstances, consult the Bishop.)
 - Financial statement
 - Release of information
 - Spiritual autobiography
 - Transcripts from colleges/universities

REVIEW BY THE BISHOP

- Bishop establishes that Nominee is a confirmed adult communicant in good standing of congregation (or equivalent)
- Bishop meets with Nominee
- Bishop consults with Nominee about finances
- Bishop reviews Nominee's file and determines whether process may proceed
- Bishop sends notification of determination to:
 - Nominee
 - Rector/Vestry (or equivalent)
 - Commission on Ministry

COMMISSION ON MINISTRY REVIEW

- On receipt of Bishop's notification to proceed, COM invites Nominee to attend Conference on Ordination Evaluation (COE)
- Nominee attends COE
- COM meets with Bishop for evaluation and recommendation concerning Postulancy:

- Recommended favorably for Postulancy at this time
- Recommended for Postulancy at this time with the following reservations/provisions:

- Encouraged to continue in the process with suggestions for further preparation, but not recommended for Postulancy at this time
- Not recommended for Postulancy
- At Bishop's discretion, Nominee is admitted to Postulancy
- Bishop records name of Postulant and date of admission in register
- Bishop sends notification of Postulancy to:
 - Postulant
 - Rector/Vestry (or equivalent)
 - Commission on Ministry
 - Standing Committee
 - Dean of seminary (if known) or director of preparation program
 - Chair of the Formation Committee

POSTULANCY & FORMATION

- Formation Plan developed in consultation with the COM addressing these areas (TIIC6ec3-b)
 - Academic studies including a Holy Scriptures, theology and tradition of the Church
 - Diakonia and the diaconate
 - Human awareness and understanding
 - Spiritual development and discipline
 - Practical training and experience

- Candidate begins formation program

During Candidacy

- CPE or equivalent
- Sexual misconduct prevention training is completed (TIIC6Sec 3-c)
- Anti-racism training is completed (TIIC6Sec3-c)
- Candidate sends Embertide letters to Bishop four (4) times a year, addressing the five areas covered in the formation plan, the Candidate's financial situation, and any general matters having to do with the Candidate's formation (TIIC6Sec3-f)

Year_____

Year_____

- Bishop forwards copies of Embertide letters to Candidate's Rector
- Each year during Candidacy the following is submitted to the Bishop (TIIC6Sec3-g)
- Report from the Candidate's Diocesan Formation Committee outlining progress made in the Candidate's preparation program

EVALUATION & EXAMINATION

Upon successful completion of the formation program the Diocesan Formation Committee certifies to the Bishop, Standing Committee and the COM that the candidate is ready for examination (TIIC6Sec3-g)

Bishop

Standing Committee

Commission on Ministry

The Diocesan Examining Chaplains will assess the candidate and provide to the Bishop a written report of readiness for ordination to the diaconate.

ORDINATION TO THE DIACONATE

NOTE: The expectation of the Diocese of Southwestern Virginia is that the period of Candidacy will be a minimum of two (2) years. In no case can application for ordination be considered until 1 year Candidacy (TIIC6Sec2-a) has been completed and until the candidate has reached twenty-four (24) years of age (TIIC6Sec3-i)

Candidate make formal application for ordination to the Diaconate, giving dates of admission to Postulancy and Candidacy (TIIC6Sec 3-i)

If 36 months have passed since initial psychological evaluation, medical evaluation, or background/credit check, that item is repeated (TIIC6Sec3-h). The candidate or the parish pays for these. If there are special circumstances, consult the Bishop.

Commission on Ministry reviews Candidate's application for ordination and makes report to Standing committee certifying that program of study has been successfully completed and recommending ordination to the Diaconate. An interview may be required (TIIC6Sec3-g)

Standing Committee reviews application and supporting documents and, if appropriate, approves in writing the Candidate for ordination to the Diaconate. An interview may be required (TIIC6Sec3-J)

At Bishop's discretion, Candidate is approved for ordination to the Diaconate. (TIIC6Sec3-J)