

The Diocese of Newark
Commission on Ministry
Guidelines to the Diaconal Ordination Process and its Requirements
(Effective March 2013)

Introduction

Welcome to those members of the Diocese of Newark who seek to discern if God is calling them to serve Christ in the Church by ministering as deacons. We are grateful for your willingness to discern your call. Discerning a call to ordination is a process involving both the individual's sense of vocation and the church's affirmation of that call. The Bishop, the Commission on Ministry, and the Standing Committee are grateful for your willingness to share your sense of vocation with us. We are committed to making the ordination process one of in-depth dialogue and faithful discernment. The process has been designed to create an environment for this discernment to take place with integrity.

Assisting persons entering the process towards ordination as a deacon is the function of the Committee on the Diaconate of the Commission on Ministry. The process involves one-on-one interviews, conferences, and the submission of documentation regarding various aspects of your background, life experiences, education, discernment, and personal matters that have affected you and your family. Throughout this process, you will be required to complete and submit a number of documents at various times and to advise the respective Committees any time there are significant events that affect you or may affect the process. These Guidelines describe the required paperwork and the sequence of meetings and steps in the ordination process. You are responsible for completing and submitting the required paperwork to the appropriate persons and for meeting all deadlines throughout the process. Conferences and meetings are scheduled in advance, and you will be expected and required to submit documents on a timely basis.

The ordination process is governed by National Canons, and these Guidelines reflect how those Canons are used in the Diocese of Newark. Throughout the process you may need to seek clarification of a particular requirement. The Committees and their members are available to assist you. The proper persons to contact are noted in these guidelines. However, you should feel free to contact the Chair of the Committee on Ministry at any time. The name and phone number of the relevant members are available on the Commission's website (<http://www.dioceseofnewark.org/comhome/>) or from the Bishop's office.

Timeline for the Ordination Process

Attached is the Timeline (see Appendix I) for the Diaconal Ordination Processes, which outlines the general steps, in chronological order, that an individual will complete from the time one is an Aspirant until the time of ordination to the vocational diaconate.

This timelines are a guide only, and do not reflect all steps that may be required of an individual. Each individual is responsible for following the procedures outlined in this document. If there is any conflict between the Timelines and the procedures outlined in this document, the instructions in this document are to be followed. Questions should be addressed to the Chair of the Committee on the Diaconate.

Individuals Ordained in Other Denominations

Individuals who have been ordained in other denominations and who are seeking to have their orders received in the Episcopal Church should review the Canons of the Episcopal Church, as well as these Guidelines, including those sections specifically addressing their situation. Such individuals should contact the Chair of the Commission on Ministry as early as possible to discuss the steps that must be taken.

The Ordination Process

Submission of Documents

At each stage of the process a number of documents will need to be submitted. In some cases, the same documents may be requested at different stages, such as transcripts and the Ordination Process Information Form. This is to ensure that the Bishop and the Commission have the most current and complete information as you proceed through the process toward ordination.

If there are any changes to your personal contact information at any time (e.g., address, email address, phone numbers, etc.), you must complete a new Ordination Process Information Form in its entirety and submit it immediately to the Bishop and the Commission.

Unless otherwise noted:

- All required documents for each stage of the ordination process are listed in these Guidelines.
- These forms will be provided to you at each stage of the process.
- Documents that are typed are to be presented in 12-point type with one-inch margins
- Each page is to be numbered and include the individual's name and date in the footer of the page
- Originals are to be sent to the Bishop's office, with a copy to be sent to the Chair of the Committee on the Diaconate.

You must retain a complete set of copies of all documents that you submit throughout this process.

At any time, should you have any questions as to those documents that are required, please contact the Chair of the Committee on the Diaconate.

General Conditions for entering the Ordination Process

An individual seeking to enter the process towards ordination must spend a minimum of two full years in a single congregation before doing so, and must also be a confirmed communicant in good standing in that congregation for at least one full year prior to attending a Nominee Conference.

After a period of at least one year of active involvement in the congregation's life, parish clergy may enter into more formal and serious discussions with an Aspirant regarding that person's interest in becoming ordained, spending a minimum of four to six months in such conversations. Should the clergy and the Aspirant believe the person should continue, it is the responsibility of the Parish Clergy to notify the Chair of the Commission on Ministry of that person's intent to enter the ordination process in preparation for the annual Day of Discernment (see below).

Discernment

Aspirancy

The first stage in the ordination process is "Aspirancy." This suggests that a person is aspiring to discern, or come to know more deeply the vocation to which God calls him or her. Aspirancy begins with conversations between the Aspirant and the Aspirant's parish Rector, Vicar, Priest-in-Charge, or Interim Rector (for purposes of this section, referred to as the Rector) about the Aspirant's sense of calling.

These conversations happen over a minimum of four to six months and may take longer, as each person's process of discernment is different. In these initial discussions, the Rector can help the Aspirant by exploring with that person the extent and nature of the call experience, including whether the call is of service to the Church as a priest, deacon, or lay person. These conversations may reach the point where both the Aspirant and the Aspirant's Rector feel that the Aspirant is ready for the next step. If the Rector and the Aspirant mutually agree that a formal discernment process is appropriate and could be meaningful, the Rector will notify the Chair of the Commission on Ministry, who will discuss the initial steps in the process, including having the Rector contact a member of the Discernment Resource Program (see below) and invite the Aspirant to the annual Day of Discernment (see below). The Rector will be invited also to select appropriate individuals to serve on a Parish Discernment Committee for the Aspirant. Rectors should select persons who have a good understanding of their own ministries and understand that a call to ministry does not necessarily mean a call to ordination. The Rector is to appoint a person to chair the Parish Discernment Committee who will be responsible for convening and holding meetings and for ensuring that the Committee's report is written in compliance with the Guidelines.

Day of Discernment –God is Calling –How will you answer

The next step is attendance at the Commission on Ministry's Day of Discernment – which is named *God is Calling – How will you Answer?* The Day of Discernment is intended to help those who feel a call to service to better understand that call, explain the mechanics of the discernment process, and prepare them to work more effectively with a Discernment Committee if they choose to follow that path. For those who sense that they want to discern a call to ordained ministry, attending this event is a requirement.

In addition, the Aspirant, the priest, the chair of the Discernment Committee, and as many Discernment Committee members as possible must attend the Day of Discernment.

Registration is required. The cost is \$10 per person (or \$5 per person if three or more attend from the same congregation or as part of a group with an individual). For questions about registration, please contact Ms. Kitty Kawecki at kkawecki@dioceseofnewark.org or 973-430-9902 .

Following the Day of Discernment, the Aspirant's process of discernment with the Parish Discernment Committee begins.

The Parish Discernment Committee: The role of the Parish Discernment Committee is to help the Aspirant understand the expectations, duties and responsibilities of ordained persons. The Committee should include both male and female members and members with a range of ages, and also reflect the overall diversity of the parish.

The Parish Discernment Committee may not include: members of the Aspirant's family, the Rector, or member of the Rector's family, or anyone whose participation may represent a conflict of interests or the appearance of such a conflict.

Discernment Resource Program

The Commission on Ministry has created a *Discernment Resource Program*, which provides specific guidelines, resources and selection criteria for the Parish Discernment Committee.

Role of the Parish Discernment Committee:

Pre-Nominee Conference

The Parish Discernment Committee is charged with helping an Aspirant discern the nature of the Aspirant's call to ordained ministry. It is intended to supplement the one-on-one discernment discussions that the Aspirant will have with the Rector of his or her own parish.

The Parish Discernment Committee is to provide an environment in which the Aspirant and Committee members may freely and openly discuss the Aspirant's call to ministry. The Committee and Aspirant must therefore treat all of their meetings as strictly confidential.

The Parish Discernment Committee also serves as a support system for the Aspirant in the Aspirant's discernment process. In that context, the Committee should encourage the Aspirant to engage in a process of profound and honest self-examination, and exploration of ordination, and should uphold and support an Aspirant's decision either to pursue ordination or live out the Aspirant's ministry calling without ordination.

In addition, the Parish Discernment Committee is to evaluate the Aspirant's qualifications for ordained ministry, and to help the Aspirant gain greater self-awareness and a deeper understanding of the Aspirant's call to ministry, whether ordained or not.

Role of the Parish Discernment Committee:

Post-Nominee Conference

If the Aspirant is recommended for Nominee status and subsequently *is accepted* for Postulancy by the Bishop, the Parish Discernment Committee should continue to provide a support network throughout the various stages of the process until ordination. If the Aspirant is not recommended to attend a Nominee Conference, or if the Aspirant attends a Nominee Conference and is not recommended to proceed further, the Parish Discernment Committee must be prepared to provide pastoral care and help as that person Nominee discerns how to live out his or her call in lay ministry. It is recommended that that person be referred to the Commission on Ministry's document, *Celebrating Life As Ministry: Tools for All God's Children*.

The Bishop, Commission on Ministry, and the Parish Discernment Committee shall assist persons engaged in a process of ministry discernment to determine appropriate avenues for the expression and support of ministries, either lay or ordained.

Summary of the Parish Discernment Process

The Parish Discernment Committee plays several roles. First, at this early stage of the process this committee serves as a sounding board for the Aspirant to explore the different dimensions of a call to ordination. Second, the Committee offers to the Bishop, the Committee on the Diaconate and the Standing Committee its observations regarding the strengths the aspirant would offer the church as a priest or vocational deacon, the areas in which the Aspirant would need to grow to become a well-rounded priest or vocational deacon, and the way the Parish Discernment Committee experienced the Aspirant in the course of their meetings.

The role of the Parish Discernment Committee is to evaluate the Aspirant's qualifications for ordained ministry, and to help the Aspirant gain greater self-awareness and a deeper understanding of the aspirant's call to ministry, whether ordained or not. Detailed Guidelines on the Parish Discernment is provided on the diocesan website. The Parish Discernment Committee is to write a report on its work, a copy of which should be sent to the Rector and the Aspirant, prior to the Aspirant attending a Nominee Conference. The Aspirant is responsible for forwarding that report to the Committee on the Diaconate as part of the documentation requirements (see below).

The report must be four to five pages in length, and must follow and address each of the areas as outlined in the *Parish Discernment Guidelines*. The Committee relies heavily on this written report when it meets with the individual at the Nominee Conference; not addressing all of the points in the *Guidelines* may lead to the individual not being invited to the Nominee Conference.

The Ordination Process

Overview

The ordination process typically lasts between three to four years for the vocational diaconate, beginning with the earliest contact between a parishioner and his or her Rector, Priest-in-Charge, Vicar, or Interim Rector about the parishioner's sense of vocation. The following pages describe the stages of the process. Each section includes a list of the documents, conferences and events that are required at each stage. It is expected that an Aspirant will be a member of a single sponsoring parish for not less than two years, with a minimum of one year as a confirmed adult communicant in good standing, before applying to the Bishop and Commission on Ministry.

The Canons of the Episcopal Church require a minimum of 18 months between the Aspirant's acceptance of Nomination and ordination to the vocational diaconate. Throughout the process, all Postulants and Candidates must attend the annual Diocesan Convention of the Diocese of Newark and any other gatherings (e.g., retreats) as required by the Committee.

For Those Who Have Completed Studies Prior to Postulancy

All Aspirants seeking ordination must go through all the steps in the ordination process, even if they have completed studies prior to entering the process, including completing the Anglican Studies requirement in addition to any additional education requirements.

For those in parishes in transition

The Committee on Ministry recognizes that parishes and missions are dynamic entities and that Rectors, Vicars and Priests-in-Charge (collectively referred to in this section as Rector) may, in due course, leave a congregation while it is in the process of sponsoring a person for ordination. As there are required processes of discernment within the congregation involving the Rector, as well as the lay leadership, and documents of support required by the Rector and Vestry of a Nominee, Postulant or Candidate, such departures can have a significant impact on an individual in the process.

The National Canons provide that another priest of the Diocese "acquainted with the nominee and the Parish "may fulfill the role required for supporting and approving the individual in the process (e.g., when the required written sponsorship certificate is submitted). This Priest could be the Interim Rector or, in certain circumstances, another priest in the Diocese who is approved to assist in this situation.

It is not practical to provide definitive guidelines to address every possible situation. However, there are certain steps to be taken by those involved to facilitate the appropriate decision.

The Nominee, Postulant or Candidate must contact the Chair of the Committee on the Diaconate as soon as he or she is aware that their Rector may be leaving the individual's sponsoring parish. It would also be helpful for the departing clergy member to do the same.

The Chair will discuss the situation with the individual and the Rector who is leaving in order to consider the immediate impact on the individual; e.g., the period of time until an Interim Rector is assigned, the length of time the Interim Rector is expected to serve, whether there is another priest in the Diocese who knows the individual and parish sufficiently to assist, and put in place appropriate arrangements.

Because each situation is unique, the decision regarding the impact of the Rector leaving will depend on a number of things, and the following questions are among those that will be considered:

- How far into the process is the individual when the Rector leaves?

- How long has the individual been part of the parish, and how well is the individual known by the parish? Does the individual have close and deep ties with another priest who also knows the parish community? How long has the respective Committee known the individual? Has that Committee come to a conclusion that the individual has clearly demonstrated his or her vocation to the Committee? What recommendations were made to the individual at previous conferences, and what steps have been taken to address those recommendations? Is the lay leadership of the parish stable and supportive of the individual? Are there other matters in the congregation that may affect this situation? Is there another Priest in the Diocese who could assist? Interim clergy may be able to step into the Rector's role of support depending upon the length of time the Interim is expected to stay in the position, and if the individual is far enough along in the process and is well supported by the parish and is well known by the Committee. In some cases, however, the individual may not be well known to the Interim as the individual is likely to be "away" from the parish at seminary or at field placement, and may not be present at the parish long enough to build some relationship with the new clergy.

The situation can be significantly complicated if the individual has not yet attended a Nominee Conference. The individual's process may be so new that it would make sense for the individual to take no further steps until the new Rector is in place at the sponsoring parish. That decision will be made by the Bishop in consultation with the Committee on the Diaconate.

In any case, it will be important that the individual's Parish Discernment Committee continue to meet with the Nominee, Postulant or Candidate during this transition period should such a committee already be in place. (In the circumstances, a Parish Discernment Committee may only be created following discussion of the matter with the Chair of the respective Commission Committees.)

Nomination

The Parish Discernment Committee's report is submitted to the rector, priest-in-charge, vicar or interim rector, who informs the Chair of the Committee on the Diaconate. The Aspirant may then be nominated for ordination to the Diaconate as specified in Canon III. 6.1(a).

The nomination shall be in writing and may include a letter of support by the Nominee's congregation or other community of faith committing the community to pledge to contribute financially to that preparation, and involve itself in the Nominee's preparation for ordination to the Vocational Diaconate.

The nomination shall be signed by two-thirds of the Vestry or comparable body, and by the Member of the Clergy or leader exercising oversight. If the Nominee agrees to the nomination, the individual shall accept the nomination in writing as specified in Canon III. 6.1(a); at that point, the Aspirant is known as a Nominee. The rector, priest-in-charge, vicar, or interim rector will then forward the approved nomination and a cover letter to the Bishop and the Chair of the Committee on the Diaconate, informing them of the Nomination.

DIACONAL ORDINATION

The Nominee Conference

Once the work of the Aspirant's Discernment Committee has been completed and the report submitted, the Rector, priest-in-charge, vicar, or interim rector should contact the Conference Chair to notify the Committee that the Nominee is ready to be invited to a Nominee Conference. The Committee Chair will then issue an invitation to the Aspirant to attend a Nominee Conference. The Nominee Conference typically involves brief interviews between the Nominee and members of the Nominee Conference Committee, which consists of several members of the Committee on the Diaconate. This conference allows the Committee to initiate its relationship with the Nominee, to assess the Nominee's readiness for a Postulancy Conference, and to give the Nominee a sense of how the Committee functions. The Conference also provides Nominees with candid feedback about the way they communicate their sense of calling at an early stage of the ordination process, their passion for the diaconate's unique ministry, and their desire to serve others for the Glory of God.

Nominee Conferences are scheduled twice a year for the vocational diaconate. Prior to attending a Nominee Conference, the Nominee will send the Bishop and the Chair of the Committee on the Diaconate the following documents, which include those specified in Canon III. 6.1(a).

Form	Description
I-1*	Ordination Process Information Form (including an assessment of any special educational needs)
N-1*	Acceptance of Nomination and Application for Attendance at a Nominee Conference
N-2*	Certificate of Minister and Vestry/Executive Committee form, which indicates the rector's/priest-in-charge's/vicar's and its vestry's/executive committee's support, financially and otherwise, of the Nominee
N-4	The report of the Parish Discernment Committee

	(four to five pages, which must be based on the <i>Parish Discernment Guidelines</i>)
N-5	A one-page, single-spaced autobiographical statement
N-6	A one-page, single-spaced statement of the Nominee's sense of call
N-7	A current resume

Nominee Conference Follow-Up

Within one week following the Nominee Conference, the Conference Chair will contact the Nominee to set up an appointment to meet in person.

The purpose of this meeting is for the Conference Chair to respond to the Nominee's presentation of the Nominee's sense of calling, advising the Nominee about the strengths and areas of concern that Committee members discerned. The Conference Chair will also provide each Nominee with one of three recommendations from the Nominee Conference Committee:

- That the Nominee attend the next Postulancy Conference, mindful of the feedback provided as a result of the Nominee Conference
- That the Nominee attend a future Postulancy Conference, taking time to address concerns raised at the Nominee Conference
- That the Nominee seriously consider not proceeding in the ordination process, as the Nominee Committee did not sense a call to diaconal ordination

Should the recommendation be that the Nominee not attend the next Postulancy Conference, or that the Nominee consider not proceeding in the ordination process, the Nominee may—after meeting with the Conference Chair for the feedback session—request to meet with the Bishop. The canonical authority for inviting a Nominee to a Postulancy Conference lies with the Bishop. Not less than four months prior to attending a Postulancy Conference to which the Nominee has been invited by the Committee on the Diaconate, the Nominee must submit the Administrative Fee (\$1,400) to the Diocese. The fee must be received before arrangements can be made for the required psychological testing, medical exam, and background checks. The Check must be made payable to the Commission on Ministry and submitted to the Office of the Chief of Staff of the Diocese of Newark and Canon to the Ordinary.

Liaison

All Nominees are assigned a member of the Committee on the Diaconate to serve as a liaison. The liaison is the contact person who facilitates communication between the Nominee/Postulant/Candidate and the Committee. The liaison makes the initial contact with the Nominee. Although the Nominee/Postulant/Candidate is solely responsible for making sure all requirements are fulfilled, the liaison serves as a facilitator, helping to make the process as clear and orderly as possible for the Nominee/Postulant/Candidate.

There must be contact between the liaison and the Nominee/Postulant/Candidate on at least a quarterly basis. The liaison and the Postulant/Candidate share responsibility for planning this contact.

The liaison should check on the Nominee/Postulant/Candidate's progress in fulfilling recommendations from the Committee.

The liaison presents a report to the Committee at least twice annually regarding the Nominee/Postulant/Candidate, progress made with respect to Committee recommendations, and any other matters of importance.

The liaison is responsible for accurately representing the requirements and procedures of the Committee to the Nominee/Postulant/Candidate – or referring the Nominee/Postulant/Candidate to someone else who can, such as the Committee Chair.

It is expected that the liaison's relationship will increase his or her familiarity with the Nominee/Postulant/Candidate's skills and potential. This additional knowledge of the Nominee/Postulant/Candidate should not be a reason for future recusal in voting. If the liaison feels that he or she will be unable to cast a vote in the future, he or she should meet with the Committee Chair to discuss the situation. The Committee Chair has the option of assigning the Nominee/Postulant/Candidate a new liaison.

The Postulant/Candidate may, without prejudice, ask for a new liaison by contacting the Committee Chair.

The Postulancy Conference

The Conference

The Postulancy Conference consists of interviews by the Committee on the Diaconate, during which Nominees are asked questions based on their written materials. The Conference is an opportunity to further assess a person's sense of call to the vocational diaconate, as well as their emotional and spiritual maturity, leadership ability, vision for church/ministry, and their passion for seeking and serving Christ in all persons. The goal is for the Committee to be able to recommend whether a Nominee's call to ordained ministry is discerned enough for that person to proceed into the Postulancy stage of the ordination process.

The Chair of the Committee provides information regarding the date, time and place of the Conference to Nominees several months in advance, an indication of all documents to be

submitted, and the timing of their submission. Documents are generally due to be submitted to the Bishop and to the Committee Chair six to four weeks prior to the Postulancy Conference.

Requirements

Paperwork

For Postulancy, it is critical that all documents be submitted on or before the deadline as set by the Committee Chair, and it is the responsibility of the Nominee to ensure they are received on time. Since some documents (e.g., transcripts, certificates, and so on) must be obtained from others, the Nominee should begin gathering these documents as soon as possible. *If all required documents are not on or before the deadline, a Nominee may be advised that he or she may not attend the Postulancy Conference.*

The following documents are required for attendance at a Postulancy Conference and are to be submitted to the Committee Chair and to the Bishop's Office:

Form	Description
I-1*	Ordination Process Information Form
P-1*	Application for Attendance at a Postulancy Conference
P-2*	Certificate of Minister and Vestry/Executive Committee form, which indicates the rector's/priest-in-charge's/vicar's/interim rector's and its vestry's/executive committee's support, financially and otherwise, of the Nominee for Postulancy
P-3	Official transcripts of coursework completed
P-4	A three-page, double-spaced autobiographical statement
P-5	A three-page, double-spaced statement describing the Nominee's sense of call, describing the process of

discernment by which the
Nominee has determined
this call

Two recent passport-size photographs

A letter from the Nominee's spouse/partner stating his/her support
for the Nominee's ordination process.

Psychological Evaluation

When the Nominee knows that he or she will be attending a Postulancy Conference and after the administrative fee has been received by the Diocese, the Nominee should contact Kenwood Psychological Services (124 East 84th Street, New York, New York, 10028, 212-744-2121) to schedule psychological interviews and tests. Only the Bishop and certain members of the Committee with psychological training have access to and read the results of these tests. They use the Kenwood tests and interviews to gain a psychological profile of the Nominee and to report any significant findings to the Committee and Standing Committee. The Committee hopes Nominees will find these reports enlightening regarding personal psychological issues bearing on ordination. Nominees should allow up to three months for the completion of the Kenwood process, and should schedule appointments accordingly.

This psychological evaluation must be updated if the period from the date of the initial evaluation report until ordination to the Vocational Diaconate is 36 months or more, or at the request of the Committee (**Canons III.6.(b)**).

Background and Criminal Checks

Background and criminal checks on each Nominee are conducted prior to attendance at the Postulancy Conference and include credit, motor vehicle, and criminal checks. These background checks must be updated prior to ordination if more than 36 months have elapsed between the date of the background check and the date of ordination to the Diaconate, or at the request of the Committee.

Medical Examination

The Nominee must also submit the results of a medical examination on the required forms.

Post-Postulancy Conference: Following the Postulancy Conference, the Committee makes one of the following recommendations to the Bishop regarding Postulancy for each Nominee:
Recommended for Postulancy; Not Recommended for Postulancy

All recommendations from the Committee to the Bishop require a two-thirds vote of all Committee members present and eligible to vote.

With the Committee's recommendation, the Bishop will make a decision about whether to admit the Nominee as a Postulant for Holy Orders. The Bishop will then contact each Nominee.

Each Nominee should then contact the Conference Chair to schedule an appointment to review feedback from the conference and to discuss the next steps.

Nominees not made Postulants by the Bishop may return to a future Postulancy Conference for reconsideration, if invited to do so. Nominees not granted Postulancy after the initial conference must wait at least one year before returning to a second conference. Nominees not granted Postulancy after attending two Postulancy Conferences may not attend future Postulancy Conferences.

Postulancy

Definition

Postulancy is a time for those in the ordination process for Postulants to formulate working models or images of what diaconal ordination means to them. It is the time during which formal preparation for ordination is initiated. Postulancy involves continued exploration of and decision about the Postulant's call to the Diaconate

Activities During Postulancy

Postulants will formulate working models or images of what diaconal ministry means to them, with the goal of identifying a theology and style of diaconal ministry that suits them well. These images or models will be tested intellectually, emotionally, vocationally, and spiritually with the Committee, with a community, in Clinical Pastoral Education (CPE) situations, in a social services placement and in a church field placement. The Committee expects Postulants to find this a time of significant spiritual growth and enrichment.

Communication with the Bishop on Ember Days

Each Postulant for ordination to the Vocational Diaconate must communicate with the Bishop by letter, four times each year during Ember Weeks (the weeks in which ember days occur), reflecting on the Postulant's academic experience and personal and spiritual development.

One of these four letters each year is to be sent to both the Bishop and to the Committee Chair, which should include specific information about how the Postulant has followed up on recommendations the Committee made following the Postulancy Conference. This letter should be in the Ember Week that falls closest to six months after the Postulancy Conference at which the individual was made a Postulant, and annually thereafter.

Attire

Postulants should not wear any clerical attire. In corporate worship, Postulants should wear only vestments appropriate for a lay person.

Requirements for Ordination

The Committee requires that all persons in the diaconal ordination process complete the following academic coursework to be ordained deacon:

- Hebrew Scriptures Parts I & II
- New Testament
- Christian Theology and ethics
- Anglican Theology
- Liberation Theology

- Theology of the Prayer Book
- Church history, covering the history of the early church to the present day, including Anglican/Episcopal Church history
- Homelitics
- Liturgics and liturgical theology,

DIACONAL FORMATION

In addition, all diaconal students will be required to attend Saturday Formation classes over a three-year period at the Herb Tinning School of Deacons. The objective of which is to acquaint them with social justice issues that they may face in their ministry, to study and discuss the history, as well as the role of deacons in the world today, and to explore a number of spiritual practices. This also offers an extended opportunity for the development of interpersonal skills and the creation of an environment of collegiality.

Areas of experience and understanding:

- Diakonia and the Diaconate,
- Justice issues, including poverty, human trafficking and immigration issues, domestic violence and exploitation,
- Conflict management,
- Diaconal practice covering Hospital Chaplaincy, Prison Ministry and Seafarers Ministry,
- Community Organizing,
- Interfaith Relations,
- Pastoral Care and Counseling,
- Title IV (Ecclesiastical Discipline),
- Practical Liturgy (Deacon's Congregational and Liturgical Roles and Practical Liturgy)
- Spiritual Practice and Rule of Life
- Spiritual development and discipline/Spiritual Direction (2yrs, 1 visit/mo)

PRACTICAL TRAINING AND EXPERIENCE: SOCIAL SERVICE INTERNSHIP/PARISH INTERNSHIP

The Committee on the Diaconate considers the emotional and spiritual development of persons in the process to be as important as their intellectual development. To this end, by the time of ordination to the vocational diaconate, Candidates are expected to have completed the following:

- o Two years of regular meetings with a spiritual director
- o A full unit of Clinical Pastoral Education
- o Six months of field placement in a supervised ministry at an Episcopal parish or mission, and six months in a supervised social services ministry approved by the Committee
- o A daily practice of praying either Morning or Evening Prayer from the Book of Common Prayer, or a supplemental liturgical text, the Daily Office, or Reading Lesser Feasts and Fasts
- o Adult Sexual Misconduct Prevention training
- o Child Abuse Awareness training
- o Anti-Racism training
- Title IV training

The Committee expects that all persons in the ordination process will complete their fieldwork at a congregation other than their sponsoring congregation or home church, which church must be approved by the Committee.

The Committee will ask Postulants to report on these activities at the Candidacy Conference.

The Candidacy Conference

Prerequisites and Paperwork for Candidacy

Postulants must submit the following candidacy-related paperwork for the Candidacy Conference:

C-1*	Application for Candidacy
C-2*	Reaffirmation of Minister and Vestry/Executive Committee For Candidacy Status
C-3	Academic transcript to date
C-5	A written copy of a recent sermon
C-6	Clinical Pastoral Education evaluation
C-7	Social Services Field placement supervisor's evaluation
C-8	Parish Internship Supervisor's report Anti-Racism training—proof of completion
C-9	Adult Sexual Misconduct Prevention training—proof of completion
C-10	Child Abuse Awareness training—proof of completion
C-11	A current resume
N/A	Recent Ember Week letter

Candidacy Conferences may be held at one of the two Conference opportunities of the diaconate (June or November). Copies of the required documents must be sent to the Bishop and the Committee Chair six to eight weeks prior to the Conference. It is critical that all documents be submitted on or before the set deadline, and it is the responsibility of the Postulant to ensure they are received on time.

Social Services and Parish placement evaluations should be a comprehensive report that includes information regarding the period of field placement, a full description of the tasks and assignments, the goals set for the field placement, the accomplishments achieved, and the detailed observations of the supervisor. If the Committee had made any specific observations or recommendations that were to be addressed during the field placement, those matters should be specifically addressed. A candid report of the observations of the individual's activities, strengths, and areas to be addressed in the future should also be included. Any concerns or reservations by the supervisor regarding the individual's ongoing process towards ordination should also be addressed.

The Candidacy Conference

The Candidacy Conference is similar in format to the Postulancy Conference. The Committee on the Diaconate and the Standing Committee members ask each Postulant questions about the Postulant's academic progress, spiritual development and vision for diaconal ministry.

Following the Candidacy Conference, the Committee on the Diaconate makes one of the following recommendations to the Bishop regarding Candidacy for each Postulant:

Recommended for Candidacy; Not Recommended for Candidacy.

All recommendations from the Committee to the Bishop require a two-thirds vote of all Committee members present and voting. Upon compliance with the requirements specified in **Canon III.6.2**, including approval in writing of the Standing Committee, the Bishop may admit the Postulant as a Candidate for ordination to the vocational diaconate. The Bishop will then contact the Postulant to communicate whether the Postulant has been admitted or not admitted as a Candidate for ordination to the vocational diaconate.

All Postulants should schedule a meeting with the Conference Chair following the Candidacy Conference to discuss the Commission's feedback from the conference.

Candidacy

Definition

Candidacy is a time of education and formation in preparation for ordination to the vocational diaconate, established by a formal commitment by the Candidate, the Bishop, the Committee on the Diaconate, the Standing Committee, and the congregation or other community of faith.

The term Candidate reflects the church's expectation that, by this stage of the ordination process, persons will have integrated their academic studies, spiritual development, and field experience so that they are prepared to offer themselves as Candidates for ordination to the vocational diaconate.

Therefore the Candidacy Conference is intended to enable the Committee to assess these matters and to determine: if there are other areas that still need to be addressed; the leadership style the person has developed; the gifts for ministry that the person has developed; and if the person has been able to articulate the way they will live out their diaconal ministry.

Canonical Relationship

A Candidate must remain in canonical relationship with the Diocese in which admission has been granted until ordination to the vocational Diaconate, except for reasons acceptable to the Bishop.

Communication with the Bishop in the Ember Weeks

Each Candidate for ordination to the vocational diaconate must continue to communicate with the Bishop by letter, four times each year, in the Ember Weeks, reflecting on the Candidate's academic experience and personal and spiritual development.

As is the case during Postulancy, one of these four letters each year is to be sent to both the Bishop and to the Committee Chair, including in that letter specific information about how the Candidate has followed up on recommendations the Committee made following the Candidacy Conference. This letter should be in the Ember Week that falls closest to six months after the Candidacy Conference at which the individual was made a Candidate, and annually thereafter. Ember letters are required throughout the remainder of the process until ordination.

Attire

Candidates should not wear any clerical attire. In corporate worship, Candidates should wear only vestments appropriate for a layperson.

Evaluation

The Evaluation Process will ensure that each Candidate has met the academic and diaconal training. The Committee will determine any area in which the Candidate has been deemed to be deficient, and will formulate a remediation plan to be undertaken in that area, including meeting

with someone who can mentor the Candidate in that area; undertaking further coursework or field placement; or any other way the Committee determines appropriate. The Standing Committee and/or the Bishop may decline to approve the ordination of such Candidate.

Note: Medical, Psychological Examination, and Background Check reports submitted for Postulancy must be updated before ordination if more than three years have elapsed since the original exams, or at the request of the Committee.

The Committee will report to the Bishop and the Standing Committee whether each Candidate has successfully completed the required course of study and training and will give an evaluation and recommendation as to the Candidate's readiness for ordination to the Diaconate. The Standing Committee may then make a recommendation to the Bishop that the Candidate be ordained to the vocational Diaconate. The Standing Committee may ask to meet with the Candidate prior to making its recommendation to the Bishop.

Conclusion

The Committee on the Diaconate of the Commission on Ministry recognizes the intellectual, emotional and spiritual stamina required to complete this process and hopes that each newly ordained deacon will have experienced life-changing spiritual growth during his or her time in the process. The Bishop, Commission on Ministry, and Standing Committee again thank you for your willingness to share your sense of vocation with us.

(Revised March 2013)

DIACONAL ORDINATION TIMELINE (2/2013)

ASPIRANT	DAY OF DISCERNMENT	NOMINEE	POSTULANT	CANDIDATE	ORDINAND
<p>Personal Discernment</p> <p>Aspirant discussion with clergy</p>	<p>Aspirant, Clergy, and Discernment Committee attend the Day of Discernment</p>	<p>Aspirant is invited to the Nominee Conference</p>	<p>Nominee may be invited to the Postulancy Conference (<i>pays \$1400 fee</i>)</p>	<p>Postulant may be invited to the Candidacy Conference. Submits all required reports & paperwork.</p>	<p>Ordinand reviews assessment documents.</p> <p>COD</p> <p>Candidate is evaluated</p>
<p>Discussion with clergy and chair of COM</p>					
<p>Formation of Discernment Committee</p>		<p>Meets with COD for post-conference debriefing</p>	<p>Submits paperwork to Bishop's office. COD meets with Postulant for debriefing</p>		<p>Notification to ordinand</p>
		<p>COD Liaison appointed for nominee</p>			<p>Attend Ordination Ceremony</p>

REQUIRED COURSEWORK

Course Work	Newark School of Theology	Tinning School of Deacons	Diocesan
YEAR 1	<p>Old Testament I & II</p> <p>Theology of the Prayer Book</p>	<p>Diakonia</p> <p>Social Justice Issues as determined by COD</p>	<p>Anti-Racism Dialogues</p> <p>Child Abuse Awareness training</p> <p><i>(Safeguarding God's Children)</i></p> <p>Prevention of Sexual Harassment</p> <p><i>(Safeguarding God's People)</i></p> <p>Prevention of Sexual Exploitation</p> <p><i>(Safeguarding God's People)</i></p>
YEAR 2	<p>New Testament</p> <p>Liberation Theology</p> <p>Anglican Theology</p> <p>One unit of CPE</p>	<p>Conflict Management</p> <p>Diaconal Practice/Community organizing</p> <p>Spiritual Practice & Rule of Life</p>	<p>Write Ember Day letters to the Bishop</p> <p>Attend Diocesan Convention</p> <p>Attend Deacon's Day w/ Bishop</p> <p>Attend Deacon's Retreat</p>
YEAR 3	<p>Homiletics</p> <p>Church History</p> <p>Ethics/Moral Theology</p>	<p>Title IV</p> <p>Practical Liturgy</p>	<p>Completes Social Services Internship</p> <p>Completes Parish Internship</p>