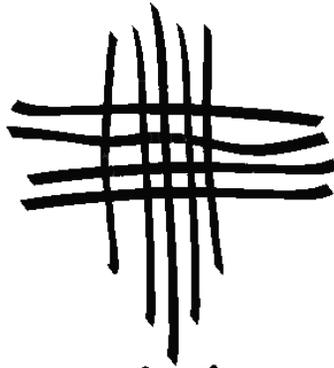


2021 Handbook for Formation: Diaconate

A Handbook for
The Episcopal Diocese of Massachusetts



Answering God's urgent call
TOGETHER

Almighty God, to you all hearts are open, all desires known, and from you no secrets are hid: Cleanse the thoughts of our hearts by the inspiration of your Holy Spirit, that we may perfectly love you, and worthily magnify your holy Name; through Christ our Lord. Amen.

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[Notes]

Every Christian is called to follow Jesus Christ, serving God the Father, through the power of the Holy Spirit. God now calls you to a special ministry of servanthood directly under your bishop. In the name of Jesus Christ, you are to serve all people, particularly the poor, the weak, the sick and the lonely.

As a deacon in the Church, you are to study the Holy Scriptures, to seek nourishment from them, and to model your life upon them. You are to make Christ and his redemptive love known, by your word and example, to those among whom you live, and work, and worship. You are to interpret to the Church the needs, concerns, and hopes of the world. You are to assist the bishop and priests in public worship and in the ministration of God's Word and Sacraments, and you are to carry out other duties assigned to you from time to time.

At all times, your life and teaching are to show Christ's people that in serving the helpless they are serving Christ himself.

from "The Examination" of an Ordinand to the Diaconate, BCP p. 543

Dear Postulants,

The Bishops, the Commission on Ministry and I would all like to welcome you warmly into the process of ordination in the Episcopal Diocese of Massachusetts. The Episcopal Church needs strong leaders – deacons and priests who will take up the tasks of sacramental ministry, pastoral care, preaching, teaching, and building up vibrant and diverse Christian communities in the places where we live and work. We greatly appreciate your commitment to continued discernment and formation in this ordination process and we pray that God will continue to guide us as we take this journey together.

This handbook has been designed to help you navigate the various stages of the ordination process in this diocese. In the following pages you will find explanations of each part of the process and the expectations that the COM and the Bishops have of you during this time of formation. The ordination process usually takes three to four years, and I hope that this handbook will serve as your first resource to answer your questions and to give you a sense of what to expect along the way.

While this handbook can serve as a starting point to help you keep track of all of the pieces of discernment and formation that you will encounter, it is not a substitute for the human interactions that are so integral to your process. For that reason, I cannot stress enough your responsibility to make sure you have satisfied all the requirements of the process at each stage and to keep me, the COM and the Bishops informed of your ongoing growth and challenges. In the coming years, please keep in touch with me, and let me know whenever there are significant changes in your discernment and your life in general.

At times, the process to ordination, with all its various requirements and paperwork, can feel long, arduous, stressful and frustrating. We hope, however, that your faith will be strengthened throughout this journey and that you will trust, as we all do, that God will lead you into the fullest expression of your vocation. May your journey be both challenging and fulfilling.

Yours faithfully in Christ,

A handwritten signature in cursive script that reads "Edie".

Canon Edie Dolnikowski
Office for Ordained Vocations
Episcopal Diocese of Massachusetts
edie@diomass.org
617-482-4826, ext. 514

THE PROCESS OF DISCERNMENT

Some Helpful Tips

- ❖ Remember your Bishop! Keep the Bishop informed of any major life events as soon as you become aware of them, including the birth of children, a change in jobs, and so forth. Most things can be communicated to the Bishop via letter or a phone call. However, ***you should make an appointment to see the Bishop if you are considering engagement, marriage or divorce.***
- ❖ Be organized. Make and keep copies of all the documents and paperwork of your process, both what you send in to the Office for Ordained Vocations *and* what you receive from the Office or other institutions and advisors. Start a file now for all these materials and keep a written record of what steps you have completed in the process and when.
- ❖ Be available. Please update us with any changes in address or contact information for you—even if the change is only for a short period of time.
- ❖ Plan ahead. Be aware of what steps in the discernment process are coming up and start well in advance of deadlines in order to meet all the requirements.
- ❖ Keep in touch. Don't underestimate the importance of being in touch often with the people involved in your process with you. Your COM Advisor and the Canon for Ordained Vocations especially need to hear from you in order to advocate for you as you go through the process. This is especially true if you are facing any particular problems or obstacles.
- ❖ Keep a schedule. Set aside time every year for the retreats, conventions and visitations you know you must attend and mark down their specific dates as soon as you get them so you can plan your schedule around them.
- ❖ Volunteer. You may be asked to help out during retreats and at various conferences and conventions. We appreciate the ways in which you are already serving the Church in this diocese and we hope you will continue to do so.
- ❖ Be patient. The process to ordination can feel like a very long journey and it's easy to get anxious or upset at different times during your experience, but know that we are all "on your side." Please remain polite and understanding with the people involved with you in your process, as we will remain with you.

POSTULANCY

O God, by whom the meek are guided in judgment, and light riseth up in darkness for the godly: Grant us, in all our doubts and uncertainties, the grace to ask what thou wouldst have us to do, that the Spirit of wisdom may save us from all false choices, and that in thy light we may see light, and in thy straight path may not stumble; through Jesus Christ our Lord. Amen.
(BCP)

Congratulations! We are pleased to welcome you into the ordination process as a postulant to the diaconate in the Episcopal Diocese of Massachusetts and look forward to working alongside of you in this journey of formation. The next few years will be a time of ongoing spiritual growth and discernment as you test your vocation and prepare for ministry as a deacon in God’s Church. God willing, you will find these years to be both challenging and fulfilling.

As you know, your status as a postulant is effective beginning June 1. The Episcopal Church’s canons define postulancy as the time in which you “initiate the formal preparation for ordination” and during which you, along with the Bishop, the COM, and the faith communities to which you belong continue in an “exploration of and decision about [your] call to the Diaconate” (III.6.3). During this time, you will be beginning your educational training in our diocesan program, offering yourself in service to a different faith community and experiencing new forms of ministry.

Most postulants spend about a year and a half in postulancy, but remember that different people can experience the process to ordination in different ways—and at different speeds. We hope that you will be listening for the ways in which the Spirit is speaking to you over the next months and that you will respond with the same faith, courage and humility that has brought you this far.

At heart, postulancy, as the word implies, is about making a request, about asking yourself hard questions and asking God to make clear God’s will for you. The answers you discover may be unexpected, so it’s important to remember that postulancy is still a time of personal discernment and a testing of your own sense of call and vocation. Of course, you’re not alone in this process and we are eager to share in this journey with you. Amidst all the change and transition that you will be experiencing as a postulant, we pray that you will find the peace with which to hear God’s voice calling out to you.

Requirements of Postulancy

(A checklist of the expectations for Postulants to complete)

Requirement	Deadline (if applicable)
<input type="checkbox"/> Meet with Canon for Ordained Vocations (once per year)	
<input type="checkbox"/> Ember Day Letter	June
<input type="checkbox"/> Sign and submit your release form [Addendum A]	July 1
<input type="checkbox"/> Ember Day Letter	September
<input type="checkbox"/> Attend Diocesan Convention	November
<input type="checkbox"/> Complete Oxford Documents paperwork	Upon Receipt
<input type="checkbox"/> Complete medical exam [Addendum B]	December 1
<input type="checkbox"/> Complete psychological exam, initial testing, and follow-up evaluation	December 1
<input type="checkbox"/> Ember Day Letter	December
<input type="checkbox"/> Attend Postulants' and Candidates' Retreat	March
<input type="checkbox"/> Ember Day Letter	March
<input type="checkbox"/> Ember Day Letter	June
<input type="checkbox"/> Complete learning agreements [Addendum D1- D2] as directed	
<input type="checkbox"/> Meet with COM Chaplain (encouraged)	
<input type="checkbox"/> Meet with COM Advisor (twice per year)	
<input type="checkbox"/> Meet with your spiritual director (regularly)	
<input type="checkbox"/> Establish and/or continue a regular prayer discipline	
<input type="checkbox"/> Begin diaconate program training	
<input type="checkbox"/> Serve as Bishop's chaplain (2-4 Sundays)	

First Steps

There are a number of forms and procedures that need to be completed within the first few months of your postulancy. This section is meant to help you understand the purpose of all these initial requirements, which may at first seem burdensome but are, in fact, very important. Please complete them in a timely fashion.

I. The Release Form

You can find a copy of the release form for you to fill out among the Addenda at the end of this handbook [Addendum A]. The form gives the Diocese permission to share many of the materials in your application with the COM chaplain and psychologist who will be evaluating you (see below) to provide some necessary background about your life and experience. Financial information you have submitted in your application will *not* be shared with the COM chaplain and psychologist.

II. The Oxford Documents Background Check

Oxford Documents is a firm that conducts background checks to screen the postulants and candidates of this diocese. You will receive a number of forms directly from Oxford Documents that you should fill out and return to them upon receipt. These forms ask for information about you and your life over the past fifteen years. The firm will send questionnaires to references you have identified as employers, educational institutions or bishops with whom you have been involved in order to receive information about your time with them. *It is important that you fill out the Oxford Documents forms completely and honestly.* Doing so will ensure that there will be no surprises from your past that will hinder or terminate your process to ordination later on.

III. The Medical Exam

You must complete a basic medical exam using the form provided by the Church Pension Fund [Addendum B] within the first six months of postulancy. This exam is a standard requirement of both the Episcopal Church and the Diocese. The results will be seen only by the Bishop. The cost of the medical exam is your responsibility.

IV. Psychological Testing and Evaluation

Soon after submitting your release form you will receive information about contacting The Danielsen Institute at Boston University for psychological testing and evaluation. The staff of the Danielsen Institute will help you schedule two appointments—one longer appointment that includes psychological testing and a shorter appointment some weeks later to review the testing results. The total cost for these evaluations is usually about \$1,500 and will be shared equally among you, your sponsoring faith community, and the Diocese. As with the medical exam, the psychological exam is a standard requirement of both the Episcopal Church and the Diocese, the results of which will be held in strictest confidence.

Keeping in Touch

It is integral to your formation as a postulant—and indeed, throughout your process to ordination—that you keep in touch with the Canon for Ordained Vocations, the COM, and the Bishop so that we can help guide you by hearing your questions, listening to your discoveries and sharing in your concerns. There are a number of ways of keeping in touch that are built into the requirements you must fulfill as a postulant.

I. Meeting with the Canon for Ordained Vocations

You should meet with the Canon for Ordained Vocations (COV) at the beginning of postulancy. During that meeting, you will have the opportunity to discuss your diaconal training and to voice any concerns or questions you might have about the process. The COV will also be able to tell you more about the expectations of the Bishop and the COM. Mostly, though, this meeting is to help you both to get to know one another, since the COV is one of the people to whom you can direct your questions throughout your process to ordination. Ultimately, this meeting will serve as the foundation for an ongoing relationship, so please don't feel limited to just one meeting in your communication with the COV. At the very least, you should be meeting with the COV once per year throughout your process and whenever there is a major event in your life, a change in the direction of your process, or a decision you are contemplating, you should keep the COV informed.

II. Meeting with your COM Advisor

You should meet at least twice per year with the COM advisor who has been assigned to you. These meetings are opportunities for you to keep the COM informed about where you are in your process and to get feedback from the COM about your progress and growth. Your advisor will ask you about your internship and training experiences and your spiritual discernment and may challenge you to think and pray about your journey thus far. Your advisor will report back to the COM about the achievements you have made, the skills you have been developing and the ways in which you are still growing. He or she may get back in touch with you after reporting to the COM in order to give you more specific guidance.

III. Ember Day Letters

You will be writing Ember Day letters to the Bishops Gates and Harris four times each year in March, June, September and December. These letters are your opportunity to keep the Bishops up to date about your own discernment. You should definitely mention any major changes or events in your life, but feel free to include whatever information, concerns, questions, or discoveries you have encountered in your journey that you would like the Bishops to know. The Bishops *do* read your Ember Day letters. Please follow the format indicated in the sample letter in this handbook [Addendum C]. Your letters will be kept confidential, read only by the Bishops and the Canon for Ordained Vocations.

IV. A Community of Colleagues in Christ

Your process is happening in the wider context of the Episcopal Diocese of Massachusetts. Since you have been called out from the midst of that community into this new path, we want you to keep in touch not only with the Bishop, the COM and the Canon for Ordained Vocations, but also with all those members of the wider community that have raised you up and who want to continue to support you. There are three requirements that are designed to help you engage this community of colleagues.

A. Attend Diocesan Convention

Diocesan Convention is held every November (generally the first Friday and Saturday of the month, though actual dates can always be found on the diocesan website) and your presence at Convention will ensure that members of our diocese will come to know who you are and how they can support you in your journey. Convention is also one of the opportunities you have to get to know others in our diocese and how your skills for ministry can best serve their needs. In other words, it's another way to discern your vocation. At Convention, you will be expected to assist with registration and in other duties, sit with the other postulants and candidates and attend the Bishop's lunch for you. Your presence is required throughout the entire Convention.

B. Serve as Bishops' Chaplain

You will be scheduled to serve two to four times a year as a chaplain to one of our bishops who make regular visitations to parishes throughout the diocese (usually on Sundays, though some take place on Saturdays). A copy of the rota for bishops' chaplains and instructions for each visitation will be sent to you as soon as the schedule is confirmed. As the bishop's chaplain, you will serve with him or her at the altar of the parish where you are visiting, speak with and listen to the members of that congregation, and observe the different ways in which various congregations operate throughout our diocese. You are required to take notes at any parish meeting the Bishop attends that day and send a typed copy to the Bishop's office. Visitations with a bishop are an excellent opportunity for you to get to know the diocese *and* the bishops better!

C. Attend Postulants' and Candidates' Retreat

You entered postulancy along with a number of others who are also discerning ordained vocations in the Episcopal Diocese of Massachusetts. Of course, there are those who entered the process before you and will enter the process after you. The postulants' and candidates' retreat is held from a Thursday afternoon to the following Saturday afternoon in March (usually the third or fourth week of the month. Once specific dates are known, the COV will inform you of them. The retreat gives you the opportunity to get to know your colleagues in this journey and to spend time with the bishops. Your colleagues are likely struggling with the same issues and frustrations that you face, and they are, like you, encountering God in unexpected places as they discern their own vocations. At the postulants' and candidates' retreat, you can share your experiences with one another, encourage and support one another and be nourished by the unique community you will form together. After all, your fellow postulants and candidates will also one day be your colleagues in ordained ministry. Your presence at the retreat is required from beginning to end so that the bishops are able to spend quality time with each postulant and candidate.

Education and Training

One of the major pieces of your formation for the diaconate will be the education and training you receive during this time. Training during postulancy has three components:

I. Diaconal Training

This diocese trains its deacons through an ongoing diaconal training program, developed in consultation with the COM and the Bishop and led by the diocese's experienced Archdeacon. Training takes place every third weekend of the month (from Evening Prayer on Friday to noon on Sunday) and consists of workshops, lectures, prayer and spiritual retreat. Training usually takes place at St. Anne's Convent in Arlington, Massachusetts. The diaconal training program is designed to help you prepare for future ministry as an ordained deacon in this diocese and in the Church at large.

II. Internship

You are required to complete two internships, one secular and one in a parish, during your time of postulancy and candidacy. The Archdeacon leading the diaconal training program will help you choose an appropriate site. You will serve in a different parish from the faith community that raised you up for an ordained vocation and that will challenge you to develop new skills for ministry. You may also explore a call to a different kind of community, such as a faith-based or non-profit organization. Once you have found a suitable placement for your internship, you and your supervisor should outline the expectations for your service in the appropriate internship agreement [Addendum D.1 for secular internships, Addendum D.2 for parish internships]. Once completed, you should send a copy of your internship agreement to the Office for Ordained Vocations. Compensation for your service as an intern is not expected of the site by the diocese. In exchange for your ministry, you will be gaining formative experience. At the end of your service, you and your supervisor should evaluate your time there together and you should receive from your supervisor a written evaluation summarizing your growth and challenges in your internship experience throughout the year. Please send a copy of this evaluation to the COV.

III. Leadership Development Training

Because leadership development is an essential tool for effective ordained ministry we encourage postulants and candidates to look for opportunities to receive leadership development training during the course of their formation, most likely in the context of a field education placement. The Archdeacons will work with you to determine the kind of leadership development projects that will be most useful to you in your formation for ordained ministry.

Sustaining Yourself Spiritually

We hope that your time of formation for ordination will deepen your relationship with God and your sense of God's presence in your life. Most people, however, feel frustrated, at least occasionally, by the various requirements and challenges of the process. In the midst of course readings, parish responsibilities, personal transitions and other such distractions, it is possible to lose your sense of the very call that has led you into formation. With this challenge in mind, we ask you to maintain regular spiritual disciplines and to sustain your relationship with God in the following ways.

I. Meet with a COM Chaplain

Throughout the process to ordination, we encourage you to meet with one or more of our COM Chaplains. These Chaplains can serve as your counselors as you encounter the challenges of the process itself. They know well the requirements of the ordination process and will work to help you navigate the spiritual highs and lows that often go along with fulfilling them. **Unlike your COM Advisor, a COM Chaplain does *not* report the content of your conversations to the COM.** What you share with a COM Chaplain will be kept confidential unless the Chaplain feels there is something that should be shared with the Bishop and the COV. The Chaplain will not share anything in your conversations without informing you first.

II. Meet with your Spiritual Director

If you do not already have a spiritual director, you must find one immediately. The COV will help you identify some people who might be a good fit for you. You should notify the COV in writing of the name and position of your spiritual director as soon as you establish that relationship with someone. Meeting with your spiritual director on a regular basis is an integral way of remaining open to God and listening for the ways that God is working in your life. It is a requirement of the process to ordination that you continue to meet regularly with your spiritual director. It is also recommended that you take one personal retreat each year.

III. Keep up a Regular Discipline of Prayer

As you know, regular prayer is an integral part of discernment. Because each person encounters God in a different way, we encourage you to use whatever method or discipline works best for you. Know, too, that we will be keeping you in our own prayers as well.

APPLYING FOR CANDIDACY

*Our steps are directed by the LORD;
he strengthens those in whose way he delights.
If they stumble, they shall not fall headlong,
for the LORD holds them by the hand.
Psalm 37:24-25*

Traditionally, your status as a postulant lasts about a year and a half, but it is important to remember that different people move through discernment at different paces. Some postulants, for one reason or another, may ask or may be asked to delay the application for candidacy to allow further discernment as a postulant. About a year into your postulancy, the COV will contact you to have this discussion. If you move forward on the traditional schedule, your application for candidacy will be due the September after a full year of postulancy.

Applying for candidacy can feel like a trying ordeal. There are lots of different items to submit for your file to document your progress in formation for ordained ministry. It is important that you send in materials that speak honestly about your experiences as a postulant so that the COM and the bishops can get a true sense of how you have grown during postulancy. It is equally important that you meet all the deadlines for the application process so that the COV has enough time to share your materials with the COM and members of the Standing Committee who will interview you for candidacy. It is normal to feel a little nervous during the application period but we urge you to see this time as an opportunity for the COM, the Standing Committee and the Bishop to engage with you about the ways in which God is leading you forward in your ministry.

Application for Candidacy

(A checklist of materials to send in to apply for candidacy)

Requirement	Deadline
<input type="checkbox"/> Vestry Endorsement Form ⁺ [Addendum E]	September 30
<input type="checkbox"/> Updated autobiography	September 30
<input type="checkbox"/> Cover letter to Bishop [Addendum F]	September 30
<input type="checkbox"/> Internship evaluation	September 30
<input type="checkbox"/> Diaconal training evaluation ⁺	September 30

⁺ Please note that these materials often take a number of weeks, even months, to complete, so you should start gathering these materials early.

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*Wherever possible, please try to gather all materials together into one packet and send them all at once to the Office for Ordained Vocations:*

Canon for Ordained Vocations  
Episcopal Diocese of Massachusetts  
138 Tremont Street  
Boston, MA 02111

# Materials for Candidacy Application

## **I. Cover Letter to the Bishop [Addendum F]**

## **II. Updated Autobiography**

This document should be typed, double-spaced, and no more than three pages long. It should pick up where your autobiography for your application for postulancy left off. What has happened since then? What have you learned? How have you grown? What challenges have you faced? Remember, you want to give the COM, Standing Committee and the Bishop a sense of what you have been discerning during postulancy about your call to ministry.

## **III. Vestry Endorsement Form**

The Canonical form for your sponsoring parish or faith community's vestry can be found in this handbook [Addendum E]. You should ask your sponsoring priest to have the vestry fill out and sign the form and return it to you to be included in the packet of materials you send to the office before the September 30 deadline. Your sponsoring priest does not need to write a separate letter of recommendation.

## **IV. Internship Evaluation**

Your supervisor should provide you with a written evaluation of your work and growth during your internship. Please submit a copy of your learning agreement as well as your own personal evaluation of your internship experience and your supervisor's mid-term or final evaluation as soon as these documents are complete.

## **V. Diaconal Training Evaluation**

The Archdeacon leading your training program will need to offer a written evaluation of your work and development as a postulant and recommend you as an applicant for candidacy. Usually, the Archdeacon will send this recommendation directly to the COV; however, you should ask the Archdeacon to do so well in advance and request a copy of your evaluation and recommendation for your own records.

## **The Application Process**

Once your materials for your application to candidacy have been received at the Office for Ordained Vocations and distributed to the members of the COM and the Bishop, the COM will meet to discuss your application. They will report to the Bishop their findings and, based on their advice, the Bishop will make a decision and the Canon for Ordained Vocations will communicate to you an invitation to candidacy interviews or an invitation to meet one-on-one with the Bishop to discuss further discernment.

If you are invited to interview for candidacy, you will be asked to meet with representative members of the COM along with representative members of the Standing Committee who have reviewed your application materials. Candidacy interviews are generally the third or fourth Saturday in January and take place at the diocesan offices. You will be scheduled for two or three meetings with pairs of interviewers throughout the day. After interviews, the COM will meet for further discussion and decide whether to recommend you to the Standing Committee and the Bishop for acceptance as a candidate. Based on this recommendation, the Bishop will notify you by letter if you have been accepted as a candidate. Your status as a candidate is effective on the date on which the Standing Committee votes to admit you to candidacy.

## CANDIDACY

*O God, you led your holy apostles to ordain ministers in every place:  
Grant that your Church, under the guidance of the Holy Spirit, may choose suitable persons for the  
ministry of Word and Sacrament,  
and may uphold them in their work for the extension of your kingdom;  
through him who is the Shepherd and Bishop of our souls, Jesus Christ our Lord,  
who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.  
(BCP)*

Congratulations on your acceptance as a candidate in the process towards ordination to the diaconate! You may not perceive a distinct difference between postulancy and candidacy. You are continuing your training and your ministries in much the same way and you will likely still feel yourself in the midst of a long and sometimes frustrating transition. Be assured, however, that your acceptance as a candidate is an affirmation of your call to ordained ministry. The Bishop, the COM and the Standing Committee all see in you a growing clarity of your vocation as a deacon.

Indeed, candidacy is an altogether different status from that of postulancy. The Canons of the Episcopal Church state that candidacy is “a time of education and formation in preparation for ordination to the diaconate, established by a formal commitment by the candidate, the Bishop, the Commission, the Standing Committee, and the congregation or other community of faith” (III.6.4). If postulancy was a time of continued discernment, candidacy can be understood as more specific intellectual and spiritual preparation for ordination. As a candidate, you have recommitted yourself to the path ahead, and those of us who support you are equally committed to you. Of course, since God is always at work in our lives, there is a possibility that you may discover a new and unexpected direction in your journey forward, but our hope for you during the coming months as a candidate is that you continue to be formed into the kind of ordained leader our Church needs.

Ongoing formation and preparation will, we hope, become even more practical in your new internship placement, your continued monthly weekends spent in training and a final testing of your skills in the last January of candidacy. It can be a stressful and anxious time. Through it all we will keep you in our prayers and offer you our support and encouragement, that God may lead you, through shadowy valleys and green pastures alike, towards the work and ministry to which God is summoning you.

## Requirements of Candidacy

(A checklist of the expectations for Candidates to complete)

| Requirement                                                                                             | Deadline (if applicable) |
|---------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Meet with Canon for Ordained Vocations (once per year)                         |                          |
| <input type="checkbox"/> Attend Postulants' and Candidates' Retreat                                     | March                    |
| <input type="checkbox"/> Ember Day Letter                                                               | March                    |
| <input type="checkbox"/> Ember Day Letter                                                               | June                     |
| <input type="checkbox"/> Ember Day Letter                                                               | September                |
| <input type="checkbox"/> Attend Diocesan Convention                                                     | November                 |
| <input type="checkbox"/> Ember Day Letter                                                               | December                 |
| <input type="checkbox"/> Canonical Examination                                                          | January-February         |
| <input type="checkbox"/> Update Oxford Documents paperwork (if applicable)                              | February 28              |
| <input type="checkbox"/> Update your medical exam (if applicable)                                       | February 28              |
| <input type="checkbox"/> Update your psychological evaluation (if applicable)                           | February 28              |
| <input type="checkbox"/> Complete Safe Church, Anti-Racism and Title IV Training (if not yet completed) | February 28              |
| <input type="checkbox"/> Ember Day Letter                                                               | March                    |
| <input type="checkbox"/> Complete second internship [Addendum D1-D3]                                    | May                      |
| <input type="checkbox"/> Meet with the Archdeacons (to discuss placement in your first congregation)    |                          |
| <input type="checkbox"/> Meet with COM Chaplain (encouraged)                                            |                          |
| <input type="checkbox"/> Meet with COM Advisor (twice per year)                                         |                          |
| <input type="checkbox"/> Meet with your spiritual director (regularly)                                  |                          |
| <input type="checkbox"/> Continue a regular prayer discipline                                           |                          |
| <input type="checkbox"/> Serve as Bishop's chaplain (2-4 Sundays)                                       |                          |

## **Preparation and Formation**

Many of the requirements of candidacy are similar to those of postulancy, though you may approach them differently as you navigate the transition from discernment to more intentional preparation for ordination. It is necessary that you meet as expected with the COV, the COM Chaplain, your COM Advisor and your spiritual director, and that you keep up with Ember Day Letters and your attendance at required events. We hope that these activities continue to form, sustain and provide you with a sense of community. In addition to the requirements that have carried over from postulancy, however, there are a few more expectations that are part of your formation as a candidate:

### **I. Church Trainings**

Canon Law stipulates that candidates to Holy Orders must complete training in 1) the prevention of sexual misconduct and responding to evidence of abuse, 2) the Constitution and Canons of the Church, particularly Title IV and 3) the Church's teaching on racism. You may have already received training in one or more of these areas. If not, the Diocese of Massachusetts sometimes offers courses of instruction on "Safe-Church" and anti-racism at different times throughout the year. If you need help finding an appropriate course of instruction, speak with the COV or the Archdeacon leading your training program. Whenever you are trained in any one of these areas, make sure you receive a certificate or official letter, confirming your full attendance and participation. You must send copies of certificates of completion in each of these areas to the COV, even if you completed training previous to your candidacy. Be sure to keep the originals for your own records.

### **II. Updated Forms and Procedures**

Canon Law requires that if more than thirty-six months have elapsed since the time of your most recent background check, medical exam and psychological evaluation, these documents must be updated during candidacy and before your ordination to the diaconate. Because the procedure for these evaluations can often take some time, it is important to plan ahead during candidacy to make sure they are up to date and in order. If you do not know the date of the background check, medical exam or psychological evaluation that is on file for you, contact the COV.

### **III. Internship**

As you near the end of your first internship, you and the Archdeacon leading your training program should establish the expectations for your second placement. As with your first internship, please send copies of your internship agreement and final evaluation to the COV as soon as you have completed them.

### **IV. Formal Diaconal Examination**

The canons of the Episcopal Church require candidates for ordination to demonstrate proficiency in six areas of theological study: Holy Scriptures, Christian Theology, Church History, Ethics and Moral Theology, Church Worship, and the Practice of Ministry. Toward the end of candidacy you will be formally examined by the Chaplain for Academic Formation of the COM. This is generally done in January before the June ordination and consists of essays written on assigned topics followed by an oral examination. You will submit your written responses to the Chaplain for Academic Formation, with copies e-mailed to the COV and Archdeacon.

## APPLYING FOR THE DIACONATE

*O God of unchangeable power and eternal light: Look favorably on your whole Church, that wonderful and sacred mystery; by the effectual working of your providence, carry out in tranquillity the plan of salvation; let the whole world see and know that things which were cast down are being raised up, and things which had grown old are being made new, and that all things are being brought to their perfection by him through whom all things were made, your Son Jesus Christ our Lord; who lives and reigns with you, in the unity of the Holy Spirit, one God, for ever and ever. Amen.*

*(BCP)*

Like postulancy, candidacy traditionally lasts a year and a half. In some cases extra time for further discernment is necessary. This decision is made in consultation with the Bishop and the COM. Once you are ready to apply for ordination to the diaconate, you will find everything you need in this handbook, detailing the materials you need to submit by the February 28 deadline in order to be considered for ordination to the diaconate in the following June.

We hope that you are excited about the prospect of your upcoming ordination but this can also be a stressful time. In addition to finishing your diaconal training and internship, you will be asked to organize your paperwork, take care of some of the loose ends in your process, request evaluations and recommendations from various people and, as always, submit to the discipline of allowing others to discern with you your calling to ordained work. It is especially important that you have all your materials in order and turned in on time for this part of the process since the COM and Standing Committee have only a brief time to review your application and make a recommendation to the Bishop before the scheduled June ordinations.

With much at stake in your career and your calling, it is easy to feel a bit exhausted, but we hope that this application process provides you the opportunity to walk ever more diligently in the path of the Lord. We greatly appreciate the hard work, sacrifices and spiritual offerings that you have made in the process of discernment and we know you will continue to give to the Church as a whole once you are ordained a deacon.

## Application for the Diaconate

(A checklist of materials to send in to apply for the diaconate)

| Requirement                                                                          | Deadline    |
|--------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> Updated autobiography                                       | February 28 |
| <input type="checkbox"/> Vestry Endorsement Form <sup>+</sup> [Addendum G]           | February 28 |
| <input type="checkbox"/> Endorsement from diaconal program trainer <sup>+</sup>      | February 28 |
| <input type="checkbox"/> Internship evaluation                                       | February 28 |
| <input type="checkbox"/> Completed canonical examination (see page 22)               | February 28 |
| <input type="checkbox"/> Proof of training in Safe Church, Anti-Racism and Title IV* | February 28 |
| <input type="checkbox"/> Updated medical evaluation (if applicable)*                 | February 28 |
| <input type="checkbox"/> Updated psychological evaluation (if applicable)*           | February 28 |
| <input type="checkbox"/> Updated background check (if applicable)*                   | February 28 |
| <input type="checkbox"/> Letter to the Standing Committee [Addendum H]               | February 28 |

<sup>+</sup> Please note that these materials often take a number of weeks, even months, to complete, so you should start gathering these materials early.

\* These materials may have already been sent in to the office upon their completion during candidacy, but you should make sure that the Office for Ordained Vocations has them on file for you.

~~~~~

Wherever possible, please try to gather all materials together into one packet and send them all at once to the Office for Ordained Vocations:

Canon for Ordained Vocations
Episcopal Diocese of Massachusetts
138 Tremont Street
Boston, MA 02111

Materials for Application to the Diaconate

I. Updated Autobiography

As in your candidacy application, this document should be typed, double-spaced, and no more than three pages long. It should pick up where your autobiography for your application for candidacy left off. What has happened since then? What have you learned? How have you grown? What challenges have you faced? Remember, you want to give the COM, Standing Committee and the Bishop a sense of what you have been discerning during candidacy about your call to ministry.

II. Vestry Endorsement Form [Addendum G]

The Canonical form for your sponsoring parish's vestry can be found in this handbook [Addendum G]. You should ask your sponsoring priest to have the vestry fill out and sign the form and return it to you to be included in the packet of materials you send to the office before the February 28 deadline. Your sponsoring priest does not need to write a separate letter of recommendation.

III. Diaconal Program Trainer Endorsement

As with the endorsement you included in your candidacy application, this endorsement should be a written recommendation and evaluation from the Archdeacon who leads your training program. Again, the Archdeacon will usually forward this recommendation to the COV, but you should ask the Archdeacon for this endorsement early on and request a copy for your own records. The document from the Archdeacon should state a clear recommendation of you for ordination to the diaconate.

IV. Internship Report

If you have completed any internship since the time of your application to candidacy, please send in the final evaluation from your supervisor at that site. You will also likely be in the middle of another internship at the time of your application to the diaconate. If this is the case, please have your supervisor write a letter or mid-term report evaluating the progress you have made so far in this placement and the ways in which you are involved at the site.

V. Proof of Training in Safe Church, Anti-Racism and Title IV

As you know, during candidacy, if not before, you must complete the three required Church trainings. You should receive certificates of completion for these trainings once you have done them. It is your responsibility to send copies of these certificates to the COV. If you do not have copies of your certificates of completion, you should contact the person who led the training or the diocesan staff member responsible for the training to get a copy for your own files and a copy to be sent to the COV.

VI. Updated Background Check, Medical Exam and Psychological Evaluation

Canon law stipulates that your background check and your medical and psychological evaluations must have been updated within thirty-six months (three years) before ordination. If you will need to update these materials before the scheduled ordinations, you will be notified by the COV. The necessary Oxford Document forms will be sent to you. The medical exam should be completed by your own primary care physician and you should make an appointment with the psychiatrist whom you saw during postulancy to update your psychological evaluation. If these updates are required of you for ordination, they must be completed and received before the February 28 deadline for your entire application.

VII. Letter to the Standing Committee [Addendum H]

A form for the letter to the Standing Committee is provided at the end of this handbook [Addendum H]. You should fill out this form completely, including your full birth date (month, day and year). The letter must be signed and dated.

The Application Process and Ordination

Once all your materials for your application to the diaconate have been received at the Office for Ordained Vocations and distributed to the members of the COM and the Bishop, the COM will meet to discuss your application. They will report to the Bishop their findings. If the COM approves your application, they will recommend you to the Standing Committee for ordination to the diaconate. The Standing Committee will then consider your materials and make a recommendation to the Bishop. If both the COM and the Standing Committee approve your application, the Bishop will make a final decision about your readiness for ordination.

If the Bishop approves your application, you will be notified by letter from the Standing Committee. When your application has been accepted and approved, you may begin planning for your ordination in June. The exact date of the ordination changes from year to year but it is usually the first Saturday in June. Those who have been approved for ordination in the spring generally meet to plan the ordination service at the Postulants and Candidates Retreat in March. The Cathedral staff, which takes responsibility for most of the preparations for ordination, will be in touch with you and your peers about preparing the service leaflet and will also provide you with invitations to send to your friends and family. It is important that you respond in a timely manner to correspondence from the Cathedral staff or the COV during this period since there is a very short time to plan such a grand celebration! Congratulations and many blessings on your ordination!

**Addenda to the
Handbook for Formation: Diaconate**

The Episcopal Diocese of Massachusetts

The Episcopal Diocese of Massachusetts

138 Tremont Street ♦ Boston, MA 02111
Telephone: 617/482-5800 or 482-4826 ♦ FAX: 617/451-6446

RELEASE FORM

I, _____, give permission to the Diocese of Massachusetts to release to the psychiatrist/psychologist the contents of my application for Holy Orders file which includes:

- Application for Holy Orders
- Autobiographical and Ministry statements
- Resume
- Sponsoring Priest's Recommendation
- Letters of Recommendation
- Vestry Recommendation
- Transcripts

I understand that this information will be used to provide background for the psychiatrist or psychologist selected by the Commission on Ministry to complete the examination required by the Canons of the Episcopal Church.

Signed: _____

Print Name: _____

Address: _____



REQUIRED MEDICAL EXAMINATION

This report should be mailed by the examiner directly to the Bishop, and the information should be treated as strictly confidential. By submitting to this examination, the candidate consents to the use of the information herein in connection with his/her candidacy.

ADDENDUM B

MEDICAL EXAMINATION

Name		Date of Birth
Your Home Address		Phone Number/Fax Number
Marital Status		Children and Ages
Notify in Case of Illness		Phone Number/Fax Number
Personal Physician	Physician's Address	Phone Number/Fax Number

Please answer all questions below "Yes" or "No;" provide full details in space at bottom for any questions answered "Yes."

Have You	Yes	No
1. Ever been rejected or paid extra money for insurance?	<input type="checkbox"/>	<input type="checkbox"/>
2. Ever received Workmen's Compensation or other disability benefits?	<input type="checkbox"/>	<input type="checkbox"/>
3. Been rejected for employment on account of any physical or mental condition?	<input type="checkbox"/>	<input type="checkbox"/>
4. Ever received prescription drugs for mental illness or substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
5. Ever been a patient in a hospital?	<input type="checkbox"/>	<input type="checkbox"/>
6. Had any accidents, injuries or operations or contemplate any operation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Received disability benefits or medical leave for any medical/psychiatric condition?	<input type="checkbox"/>	<input type="checkbox"/>
8. Had your medical or psychiatric fitness for a job or educational studies questioned by a supervisor or a supervising institution?	<input type="checkbox"/>	<input type="checkbox"/>
9. Ever left school or any position because of ill health?	<input type="checkbox"/>	<input type="checkbox"/>
10. Lost time from work or school in the past three years for medical reasons?	<input type="checkbox"/>	<input type="checkbox"/>

Provide <i>full details</i> here for all questions answered "Yes." <i>Full details</i> include the condition, dates and durations. List the question number when answering. Use additional sheets if necessary.

ADDENDUM B

Outline for Physical Examination			
1. (a) How long have you known applicant		(b) in what relationship?	
2. (a) height without shoes: Ft		Ins (b) weight: lbs	
Vital Signs			
Temperature	Pulse	Respiration	Blood Pressure (arm, R <input type="checkbox"/> or L <input type="checkbox"/> position)

Physical Examination: Check for within normal limits. Note positive findings in the space below.

Head			Lymph Nodes		
<i>Eyes</i>	Vision	<input type="checkbox"/>		Enlargement, consistency and/or tenderness of cervical, axillary, epitrochlear, popliteal, and inguinal glands	<input type="checkbox"/>
	Conjunctivae and sclerae	<input type="checkbox"/>			
	Pupils size	<input type="checkbox"/>			
	Reaction	<input type="checkbox"/>			
	Equality	<input type="checkbox"/>			
<i>Ears</i>	Appearance	<input type="checkbox"/>			
	Hearing	<input type="checkbox"/>			
	Air and bone conduction	<input type="checkbox"/>	Chest		
<i>Nose</i>	Appearance of tympanic membranes	<input type="checkbox"/>		Appearance and function of chest wall	<input type="checkbox"/>
	Obstruction to breathing	<input type="checkbox"/>	<i>Breasts</i>	Appearance, asymmetry, tenderness, masses, nipple discharge	<input type="checkbox"/>
	Septal deviation and/or perforation	<input type="checkbox"/>	<i>Lungs</i>	Type of respiration, character of breath sounds; presence of rales, rhonchi, wheezes or rubs	
<i>Mouth</i>	Discharge	<input type="checkbox"/>	<i>Heart</i>		
	Sores	<input type="checkbox"/>		Apex location, precordial movements or thrills	<input type="checkbox"/>
	Dental status	<input type="checkbox"/>	<i>Auscultation</i>		
	Appearance and palpation of mucosa tongue, gums floor of mouth	<input type="checkbox"/>		Heart sounds: S1, S2, S3, S4	<input type="checkbox"/>
	Appearance of tonsils, pharynx	<input type="checkbox"/>		Presence of murmurs, clicks, rub, split sounds	<input type="checkbox"/>
Neck	Appearance & movement of uvula, palate gag reflex	<input type="checkbox"/>		Radiation of murmurs	<input type="checkbox"/>
			Pulses		
	Palpable masses	<input type="checkbox"/>		Carotids	<input type="checkbox"/>
	Thyroid	<input type="checkbox"/>		Brachials	<input type="checkbox"/>
	Location of trachea	<input type="checkbox"/>		Radials	<input type="checkbox"/>
	Venous engorgement	<input type="checkbox"/>		Femorals	<input type="checkbox"/>
	Bruits	<input type="checkbox"/>		Dorsalis pedis	<input type="checkbox"/>
	Flexibility	<input type="checkbox"/>		Posterior Tibials	<input type="checkbox"/>

Summary of positive findings:

ADDENDUM B

Outline for Physical Examination
(continued from previous page)

Spine			Neurological	
	Mobility	<input type="checkbox"/>		Mental status
	Tenderness	<input type="checkbox"/>		Cranial nerves
	Curvature	<input type="checkbox"/>		Cerebellar function
Abdomen				Muscle strength
	Appearance (distended, flat, scaphoid)	<input type="checkbox"/>		Reflexes
	Abnormal movements	<input type="checkbox"/>		Gait and station
	Dilated veins	<input type="checkbox"/>		Rapid sensory exam including vibratory
	Striae	<input type="checkbox"/>		
<i>Auscultation</i>	Bowel sounds	<input type="checkbox"/>	Extremities	
	Bruits	<input type="checkbox"/>		Skin color
	Rubs	<input type="checkbox"/>		Temperature
<i>Percussion</i>	Distention	<input type="checkbox"/>		Texture
	Organ size	<input type="checkbox"/>		Varicosities
<i>Palpation</i>	Resistance	<input type="checkbox"/>		Clubbing
	Tenderness	<input type="checkbox"/>		Edema
	Rebound	<input type="checkbox"/>		Joint motions
	Organs (liver, spleen, bladder)	<input type="checkbox"/>		Muscular abnormalities
	Masses	<input type="checkbox"/>		Circumference
	Epigastric or incisional hernia	<input type="checkbox"/>		

Genital, Prostate or Pelvic Examination	Rectal Exam and Stool Sample
List any abnormal findings:	List positive findings:

LABORATORY	
CBC	
Fast Chem profile	
U/A	
EKG (if indicated)	
PPD	

On the basis of your examination, is the candidate free from any medical condition or other impediment that would render him/her unsuitable for the tasks of ordained ministry? (If you have any confidential information that would render the candidate unacceptable, please so indicate here and forward details to the Bishop by confidential communication.)

 Examiner's Signature M.D.
 Address
 /
 Phone Number/Fax Number

ADDENDUM B

Check the appropriate box for the disorders you have or have had in the past.

Infectious Diseases	Yes	No	Respiratory System	Yes	No
Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	Sinus Infection	<input type="checkbox"/>	<input type="checkbox"/>
Frequent sore throats	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Dysentery (Chronic)	<input type="checkbox"/>	<input type="checkbox"/>	Hay fever	<input type="checkbox"/>	<input type="checkbox"/>
Infantile Paralysis (Polio)	<input type="checkbox"/>	<input type="checkbox"/>	Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>
Syphilis	<input type="checkbox"/>	<input type="checkbox"/>	Pleurisy	<input type="checkbox"/>	<input type="checkbox"/>
Gonorrhea	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Skin diseases or eczema	<input type="checkbox"/>	<input type="checkbox"/>	Chronic cough	<input type="checkbox"/>	<input type="checkbox"/>
Fevers	<input type="checkbox"/>	<input type="checkbox"/>	Chronic hoarseness	<input type="checkbox"/>	<input type="checkbox"/>
Recurrent Chills	<input type="checkbox"/>	<input type="checkbox"/>	Coughing up blood	<input type="checkbox"/>	<input type="checkbox"/>
Lymph node enlargement	<input type="checkbox"/>	<input type="checkbox"/>	Tobacco use	<input type="checkbox"/>	<input type="checkbox"/>
Heart and Blood Vessels	Yes	No	Nervous System	Yes	No
High or low blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Epileptic or other fits	<input type="checkbox"/>	<input type="checkbox"/>
Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	<input type="checkbox"/>	<input type="checkbox"/>
Pain in chest	<input type="checkbox"/>	<input type="checkbox"/>	Mental or nervous diseases (family)	<input type="checkbox"/>	<input type="checkbox"/>
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	Mental or nervous diseases (self)	<input type="checkbox"/>	<input type="checkbox"/>
Heart murmur	<input type="checkbox"/>	<input type="checkbox"/>	Dizzy spells	<input type="checkbox"/>	<input type="checkbox"/>
Palpitations	<input type="checkbox"/>	<input type="checkbox"/>	Fainting spells	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Visual problems	<input type="checkbox"/>	<input type="checkbox"/>
Swollen ankles	<input type="checkbox"/>	<input type="checkbox"/>	Deafness	<input type="checkbox"/>	<input type="checkbox"/>
Anemia or blood disease	<input type="checkbox"/>	<input type="checkbox"/>	Ringing ears, hearing difficulty	<input type="checkbox"/>	<input type="checkbox"/>
Coagulation disorder	<input type="checkbox"/>	<input type="checkbox"/>	Paralysis	<input type="checkbox"/>	<input type="checkbox"/>
Elevated cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	Weakness of limbs	<input type="checkbox"/>	<input type="checkbox"/>
			Numbness	<input type="checkbox"/>	<input type="checkbox"/>
Digestive System	Yes	No	Miscellaneous	Yes	No
Ulcers	<input type="checkbox"/>	<input type="checkbox"/>	Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Jaundice	<input type="checkbox"/>	<input type="checkbox"/>	Lymphoma or Other Blood Disease	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or sugar disease (family)	<input type="checkbox"/>	<input type="checkbox"/>
Recurrent diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or sugar disease (self)	<input type="checkbox"/>	<input type="checkbox"/>
Bloody stools	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>
Marked over or underweight	<input type="checkbox"/>	<input type="checkbox"/>	Foot problems	<input type="checkbox"/>	<input type="checkbox"/>
Recent weight loss	<input type="checkbox"/>	<input type="checkbox"/>	Back pain	<input type="checkbox"/>	<input type="checkbox"/>
Gall bladder disease	<input type="checkbox"/>	<input type="checkbox"/>	Joint pain	<input type="checkbox"/>	<input type="checkbox"/>
Hernia (rupture)	<input type="checkbox"/>	<input type="checkbox"/>	Allergy to any food, medicine or injection	<input type="checkbox"/>	<input type="checkbox"/>
			Blood transfusions	<input type="checkbox"/>	<input type="checkbox"/>
Genitourinary System	Yes	No			
Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Kidney stones	<input type="checkbox"/>	<input type="checkbox"/>	Daily use of nicotine (past 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Prostate disease	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been a habitual user of any habit forming drugs or received treatment for alcoholism or drug abuse?	<input type="checkbox"/>	<input type="checkbox"/>
Bladder disease	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had any illnesses (mental or physical) or accidents other than those mentioned?	<input type="checkbox"/>	<input type="checkbox"/>
Blood in urine	<input type="checkbox"/>	<input type="checkbox"/>			
Pain in passing urine	<input type="checkbox"/>	<input type="checkbox"/>			
Urinary tract infection	<input type="checkbox"/>	<input type="checkbox"/>			

I hereby declare that my answers to the above questions are full and true.

Signed at _____ in my presence, this _____ day of _____, _____
(Full signature of applicant)

(Physician)

Sample Ember Day Letter

Below is a sample Ember Day Letter to your Bishops. Ember Day Letters should be written and sent four times a year. You may follow the suggestions in brackets if you need some guidance in what to include in your Ember Day Letter. Whatever you end up sharing with your Bishops, it is essential that you give a sense of your spiritual, intellectual and emotional growth and that you keep the Bishops informed about any major changes or developments in your life. Your printed name, your signature and the date you are writing the letter should be included on every Ember Day submission. Please keep Ember Day Letters to a two-page maximum. *We encourage you to submit your Ember Day letters by e-mail attachment to edie@diomass.org.*

YOUR PRINTED NAME

[your address]

Ember Day Letter

DATE

The Rt. Rev. Alan M. Gates
The Rt. Rev. Gayle Elizabeth Harris
Episcopal Diocese of Massachusetts
138 Tremont St.
Boston, MA 02111

Dear Bishops Alan and Gayle,

[¶ 1 may include some introductory remarks]

[¶ 2 may include comments about your Diaconate training or field education experiences]

[¶ 3 may include reflections on your spiritual growth]

[¶ 4 may include information or reflections on other changes in your life]

[¶ 5 may include requests for prayer and closing remarks]

[Closing signatory],

YOUR SIGNATURE

YOUR PRINTED NAME

**Episcopal Diocese of Massachusetts
Diaconate Program**

Non-ecclesial (Secular) Internship Agreement

AN AGREEMENT

between

Student _____

On-site Supervisor _____

At (name and address
of agency) _____

AND

Deacon Training Program, The Episcopal Diocese of Massachusetts
138 Tremont Street, Boston, MA 02111 (617-482-5800)

Represented by _____
(Diocesan Program Coordinator)

The dates of the Internship are as follows:

Starting Date: _____

Ending Date: _____

Title by which student intern will be identified at the site: _____

Note: This agreement provides for approximately 8 hours of service and commitment each week for the duration of the internship. These hours include time spent at the work site, supervisory meeting time, peer group or training sessions, preparation and appropriate background study and reading, as detailed in the following work plan.

Non-ecclesial Internship Agreement (continued)

Identify what you hope to learn, stating comprehensive, specific and realistic objectives for the internship. Plan for experiences that you are interested and comfortable undertaking and which will inform your awareness of the work of the agency and those whom the agency serves. Create an overall plan that, if needed, you can revisit and adjust over time in consultation with your on-site supervisor. Plan for the whole time of the internship (December through May) aware that everything need not be started at once. Seek as much clarity as possible about expectations of the task, time and resources. Before proceeding, make sure that you and your on-site supervisor are in agreement about the following work plan.

STATE YOUR OBJECTIVES	IDENTIFY PLANNED ACTIVITIES (Some activities will relate to more than one objective)	Appx START DATE for this activity
1.		
2.		
3.		
4.		
5.		

Non-ecclesial Internship Agreement (continued)

Internship working conditions and ground rules:

What agency regulations will the intern be expected to adhere to? Note such things as working hours, background checks, use of equipment, record-keeping, confidentiality, participation in staff or board meetings.

From whom and under what circumstances will the intern receive supervision? State whether supervision will be individual, group or both; how often and for how long. If intern receives supervision from more than one staff person for different activities this should be stated to avoid confusion. (The expectation is that the on-site supervisor would meet with the intern at least once a month and be available for a brief check every two weeks.)

How will the intern be asked to reflect on assigned work for supervisory meetings and how will the intern be reviewed (verbal or written observations, etc.)? [For your awareness and preparation: A final report reviewing the internship will be required for the completion of the internship at the end of May. It can be written as one document by the supervisor and intern or as two combined and shared but separate reports. This report should comment on the status of the learning objectives and offer insight, evaluation and suggestions regarding the skills and leadership of the intern.]

Any other matters not covered above? Please state: (Use additional paper if necessary)

Date: _____

_____ Student

_____ On-site Supervisor

_____ Diaconate Supervisor

**Episcopal Diocese of Massachusetts
Diaconate Program**

**Parish Deacon Internship
(Field Work)**

AN AGREEMENT

between

Deacon Intern _____

Parish Rector/Vicar/PIC _____

At (Insert name of parish) _____

Location (city/town) _____

AND

Deacon Training Program, The Episcopal Diocese of Massachusetts
138 Tremont Street, Boston, MA 02111 (617-482-5800)

Represented by _____
(Diocesan Program Coordinator)

The dates of the Internship are as follows:

Starting Date: _____ (Unless otherwise stated the starting date will be the first Sunday in Advent)

Ending Date: _____ (Unless otherwise stated the ending date will be Pentecost Sunday)

Title by which student intern will be identified at the site: _____

Note: Unless otherwise agreed upon the title used will be: *Intern for the Diaconate*

Note: This agreement provides for approximately 8 hours of activity each week for the duration of the internship including Sunday morning and other services, supervisory meeting time, and preparation. Please refer to the general guidelines for parish deacon interns on the next page.

Parish Deacon Internship Agreement (continued)

Guidelines for Deacon Interns in a Parish

The following are general guidelines for Deacon Interns serving in a parish setting in the Diocese of Massachusetts. Recognizing there are wide variations in parish customs and practices among parishes, each Rector/Vicar and Intern are encouraged to spend time at the outset considering how these functions and activities may best be carried out. If appropriate, additional guidelines may be established in each parish situation. In order to avoid confusion we strongly suggest such additions be put in writing and copies made available to all persons concerned.

This agreement shall be reviewed with the Vestry and signed by one or both of the wardens. It should also be reviewed with parish staff and other clergy.

Liturgical participation shall include regular Sunday morning services, at which the Deacon Intern shall share in the following roles, by inclusion in regular rotas and without displacing regular lay participants:

- Reading lessons, leading psalm and similar activities
- Leading the Prayers of the People
- Assisting clergy at the altar, serving as acolyte.
- Setting the Table for the Eucharistic feast
- Assisting with distribution of bread and/or wine at communion.

Note: Deacon Interns are not authorized to proclaim the Gospel in parish services.

Preaching. The Deacon Intern is expected to preach 4 or 5 times (approx. every 6 weeks) during the period of the internship at the discretion of the Rector/Vicar. The intern is encouraged to emphasize servant ministry in the context of the propers, the parish setting and the intern's own experience. Follow-up review is encouraged with supervisors and perhaps a small group of parishioners to provide feedback on what it looks like from the other side.

At special liturgies such as Christmas, Baptisms, Ash Wednesday, and Holy Week the Deacon Intern may assist in organizing the service and as master of ceremony helping to assure that the service proceeds smoothly and assisting other participants. The aim is for the intern to become thoroughly familiar with all liturgies. Deacons employed full time are not expected to participate in mid-week services.

The Deacon Intern should be given opportunity to experience the formal life of the parish by attending one or more vestry meetings, staff meetings, and other key committees. The Intern should both observe these groups in action and engage them in dialogue with a special aim of assisting those present to understand the role of deacon and the intern's own individual interest and commitment to the diaconate.

The Deacon intern should be given opportunity to share in the pastoral concerns present in parish life. This may include home and hospital visits, initially with clergy and later alone. As may be appropriate, Deacon Interns may participate in weddings and funerals especially in situations with pastoral connections.

The Deacon Intern should be given opportunity to share in the less formal aspects of parish life including suppers, social occasions, the annual meeting and the like. Where feasible and appropriate, the Intern may be encouraged to include other family or close friends.

Each Deacon Intern is encouraged to enable the ministry of laity in existing ministries, or assist in initiating and developing ministry which the congregation wishes to explore.

ADDENDUM D3

Episcopal Diocese of Massachusetts
Diaconate Program
Independent Project Agreement

Student _____

Supervisor _____

Diocesan Program Coordinator _____

The dates of the project are as follows:

Starting Date: _____

Ending Date: _____

Learning Goals:

1.

2.

3.

4.

At the end of your project, please submit a self-evaluation of your work and an evaluation from your supervisor, with particular attention to your learning goals.

ADDENDUM E

Certificate Required Under Title III, Canon 6, Sec. 4 (a) 2 (Deacons)
or Title III, Canon 8, Sec. 4 (a) 2 (Priests)
ENDORSEMENT for ADMISSION as CANDIDATE
DIOCESE OF MASSACHUSETTS

Place: _____ Date: _____

TO: The Standing Committee of the Diocese of Massachusetts:

This is to certify that we reaffirm our support of: _____

as originally provided in the certificate of Postulancy according to TITLE III, CANON 6,
SECTION 2 (a) Of the Ordination of Deacons or Title III, CANON 8, SECTION 2 (a) Of the
Ordination of Priests. We do furthermore declare that in our opinion, this person possesses such
qualifications as are fit for admission as a CANDIDATE FOR HOLY ORDERS.

Signed _____

Minister of the Congregation

VESTRY OF THE PARISH

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTESTATION OF THE FOREGOING CERTIFICATE

I hereby certify that _____ is a member of _____
_____ Parish in _____ and a communicant of
the same; that the foregoing certificate was signed at a meeting of the Vestry duly convened on
the _____ day of 20_____ and that the names attached are those of all (or a two-thirds
majority of all) the members of the Vestry.

Signed _____

Minister or Clerk/Secretary of Vestry

ADDENDUM F

Candidacy Application:

Letter to the Bishop Requesting Admission to Candidacy

Name: _____

Date: _____

Dear Bishop Gates,

I am writing respectfully to request be admitted as a candidate for Holy Orders.

I was admitted to postulancy on June 1, 20____.

My date of birth is _____.

My address is: _____

The name of my sponsoring priest is: _____

The name and address of my sponsoring parish is: _____

In the space below I have listed the names of each graduate or undergraduate institution that I have attended, with the degree received and the year of graduation (or expected graduation):

Institution

Degree Received

Year of Graduation

Signed: _____

ADDENDUM G

**Certificate Required Under TITLE III, Canon 6, Sec. 6 (c)
ENDORSEMENT for ORDINATION to the DIACONATE
DIOCESE OF MASSACHUSETTS**

TO: The Standing Committee of the Diocese of Massachusetts:

Place _____ Date: _____

We do certify that, after due inquiry, we are well assured and believe that _____
_____, for the space of three years last past, has lived a sober, honest, and godly life,
and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary
thereto. And, moreover, we think this person worthy to be admitted to the SACRED ORDER OF
DEACONS.

Signed _____

Minister of _____

VESTRY OF THE PARISH

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTESTATION OF THE FOREGOING CERTIFICATE

I hereby certify that _____ is a member of _____ Parish in
_____ and a communicant of the same; that the foregoing certificate was
signed at a meeting of the Vestry duly convened on the _____ day of _____,
20_____, and that the names attached are those of all (or a two-thirds majority of all) the members of
the Vestry.

Signed _____

Minister or Clerk/Secretary of Vestry

ADDENDUM H

Application for Ordination to the Diaconate/Transitional Diaconate (*circle one*):

Letter to the Standing Committee Requesting Ordination

Name: _____

Date: _____

Dear Members of the Standing Committee,

I am writing respectfully to request ordination to the diaconate.

I was admitted to postulancy on June 1, 20____.

I was admitted to candidacy on _____.

My date of birth is _____.

My address is: _____

The name of my sponsoring priest is: _____

The name and address of my sponsoring parish is: _____

In the space below I have listed the names of each graduate or undergraduate institution that I have attended, with the degree received and the year of graduation (or expected graduation):

Institution

Degree Received

Year of Graduation

Signed: _____