

# Diaconal Programme

## Diocese of Kootenay



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(AADC)

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## **DIACONAL COMMISSION – DIOCESE OF KOOTENAY**

### **TERMS OF REFERENCE FOR THE DIACONAL COMMISSION**

The Commission is responsible for the administration and operation of the Diaconal Formation and Training Programme for the Ordination of Deacons in the Diocese of Kootenay.

#### **Composition**

The Commission shall consist of:

- two Deacons, one Presbyter and a Layperson, appointed by the Bishop, one of the above must be the Director of Deacons for the Diocese, who shall be chair of the Commission.
- the Bishop of the Diocese of Kootenay is a member *ex officio*.
- one of the Deacons on the Commission will also be a member of the Archbishop's Committee on Ministry.

#### **Duties and Responsibilities**

The Commission shall:

- be responsible for interviewing candidates, writing reports regarding candidates, and ensuring that both the candidates and their Parishes meet the requirements of the Programme.
- be responsible for carrying out the Parish trainings, which are a part of the Diaconal Programme.
- be responsible for updating the Diaconal Programme in a timely manner and seeing that it is distributed to interested parties.
- provide educational materials and expertise to Parishes and to the Diocese.
- prepare a budget, to be presented to the Diocesan Budget Preparation Committee, for each year to cover the costs of travel for the Commission and for the ongoing costs of administering the Diaconal Programme.

#### **Meetings:**

- The Commission will conduct most of its meetings by conference call and E-mail.
- Face to face meetings shall be called as required.

#### **Members of the Commission are:**

The Venerable Archdeacon Christine Ross,      Diocesan Director of Deacons and Chair  
The Reverend Deacon Elizabeth Lewis  
Mrs. Alida Privett  
The Reverend Alan Akehurst

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## **DIACONAL PROGRAMME – Diocese of Kootenay – Introduction**

### **Theology of Ministry**

At the heart of our world's story is God's activity. The Triune God creates all things and helps them to grow, transforming them — transforming *us* — into participants in the divine life. Creation, therefore, is sacramental, because it shows God's handiwork. The Reign of God is sacramental, because it is the cosmos in obedience to God's intention. At the heart of sacramental life is the Incarnation, which links Creation to the Reign of God; the Incarnation is the eternal moment when all of life is taken up in God, when Creation both receives its purpose and has its purpose fulfilled. The Holy Spirit moves eternally through all of Creation, calling it, calling *us*, to completion in the Reign of God. Creation, Incarnation, and the Reign of God are one movement: the act of God the Holy Trinity in bringing all of being to Godself.

In baptism, we commit to sharing in the divine work, pledging ourselves to life in the Reign of God. The ministry of the baptized, therefore, is sacramental ministry: it shows forth God's love at work in Creation. The work of the church is being done when the baptized live the Reign in their various walks of life. Through this activity, the baptized function as icons, each in a special way displaying God's concern for all people, in their daily life and work, and for all things.

The church ordains clergy — bishops, priests, and deacons — to undertake particular iconic roles in the church's sacramental ministry. These people show forth aspects of the work that God performs through the church, especially manifested in and through those rites which the church specifically names "sacraments" because of their centrality to the church's participation in the Reign of God. Certain tasks in the church's life, therefore, are reserved to ordained clergy as proper to their iconic functions.

Together, clergy and laypeople are called to serve as one sacrament of God's activity in the world. Journeying in unity, we are commanded to be a vessel of God's good news to the world and a servant to all, an icon of the Reign of God in Creation.

## **DIACONAL PROGRAMME – Diocese of Kootenay – Getting Started**

### **1. Definition of terms:**

**1.1 Inquirer:** A person who is considering that he/she may be called to ordained ministry, wants to learn more about the discernment process, and wants to explore the willingness of the Parish/Congregation to support that process.

**1.2 Candidate:** A person, who can articulate a sense of call, has met with the Parish/Congregation leaders, the Bishop and has the permission and support of both the Bishop and the Parish/Congregation to formally enter the discernment and training process of the programme.

**1.3 Postulant:** A person who has completed, or nearly completed, the discernment and training process, has met with the Examining Chaplains, attended a Diocesan Discernment Weekend, met with the Bishop and has permission from the Bishop to proceed at some future date to ordination.

**1.4 Ordinand:** A person who has been through the programme, whom the Bishop has decided to ordain and who has written a covenant with his/her Parish/Congregation.

**1.5 Deacon:** A person who is ordained or received by the Diocese of Kootenay, whose discernment and training are recognized by the Diaconal Commission and affirmed by the Bishop.

**1.6 Diaconal Commission:** The Diaconal Commission advises the Bishop on the suitability of candidates for the Diaconate, in the Diocese of Kootenay.

**1.7 Incumbent:** An incumbent is a priest appointed by the Bishop to be responsible for a parish. A team ministry arrangement may include a missionary, who may carry out duties that this document assigns to the incumbent.

**1.8 Diocesan Discernment Weekend:** This is a weekend that is structured and administered in exactly the same way as the B.C. Ecclesiastical Provincial ACPO. The Diocese of Kootenay shares these weekends with the Diocese of New Westminster. We assess their candidates and they assess our candidates in order that the widest possible voice from the Church, be heard.

## **2. Preliminary Requirements**

### **2.1 The inquirer needs to be a person who:**

- is baptised and a communicant member of the Anglican Church of Canada
- is an active member of the worshipping community for a minimum of one year
- has a significant level of maturity and stability
- who demonstrates some ability to care for people, both individuals and in groups
- has high moral and ethical standards
- has the support of his/her spouse, fiancé(e) or partner, if applicable
- has a good reputation in the community and in the Parish
- has the recommendation of her/his parish and Incumbent
- has a mature spirituality and disciplined prayer life
- has demonstrated some time of diakonia, particularly in the area of community work and/or social advocacy
- has an understanding of the diaconate and of diaconal ministry
- has an understanding of Baptismal ministry
- has the potential for leadership
- has a personal support system in place or a commitment to form one
- is committed to the discernment process and has the time and resources necessary for the education requirement
- is committed to, and has the capacity for, the training and education involved in the process
- will have the time and resources necessary to carry out diaconal ministry
- can articulate a sense of call
- must provide the Diocese with a criminal record check

### **3. DIACONAL PROGRAMME – Diocese of Kootenay - Expectations**

3.1 At the heart of the Diaconate is a Christian person whose ministry is within a servant community and living and proclaiming the Gospel in the world. The Deacon's presence, bringing the needs, concerns and hopes of the world to the church, is a living reminder of the community's call to servant hood. The community of Deacons is to enable the church to be justice makers, truth tellers, advocates and reconcilers in the world.

3.2 After training, education, and formation, and prior to ordination to the Diaconate in the Diocese of Kootenay the candidate will be expected to:

3.2.1 Have completed all the courses listed herein and all the steps in the discernment process.

3.2.2 Manifest a personal spirituality, which demonstrates an integration of body, mind, and spirit working towards wholeness. This spiritual maturity is not only demonstrated in regular participation in the liturgical life of the community, but also in an explicit commitment to spiritual growth, and a disciplined life of prayer. Deacons are encouraged to receive spiritual direction, if possible.

3.2.3 Have a commitment to develop a Discernment group who reports regularly to the Bishop and the Diaconal Commission. (See Appendix A)

3.2.4 Have a healthy attitude towards his/her own personal care, as well as a commitment to forming a support group, which meets regularly with the candidate for prayer, reflection and discussion of ministry, and self care. The support group will serve for one year after ordination. (See Appendix B)

3.2.5 It is possible that, depending on the size of the Parish, these groups will need to be combined. (See Appendix C)

3.2.6 Have an ability to reflect critically and creatively on his/her spiritual, theological and behavioural assumptions, as well as her/his own ministry practice.

3.2.7 Be able to demonstrate competency in the Scriptures and church history. In order to demonstrate that competency, the candidate must have:

- a basic knowledge of the content of the Scriptures including the Apocrypha
- the ability to set Scriptural texts in their historical context.
- a familiarity with resources for scriptural exegesis.
- a basic familiarity with the development of the Christian church in the West in general, and the Anglican Communion in particular.
- a familiarity with the history and development of the Anglican Church in Canada.

3.2.8 Be able to demonstrate knowledge of Christian theology especially as it relates to baptismal and diaconal ministry, this will require:

- a basic knowledge of the primary themes of Christian theology, i.e., the Trinity, the person and work of Jesus Christ and the Holy Spirit, Christian hope, and the mission and ministry of the church.
- an ability to clearly articulate a personal confession of faith.
- an ability to interpret the baptismal covenant.
- an ability to articulate a theology of the diaconate in relation to the ministry of all the baptized, and to the ministry of the ordained.

3.2.9 Be able to demonstrate a competency in the area of ethical decision-making. This will require:

- a familiarity with theological processes of ethical decision-making.
- an ability to relate the processes of ethical decision-making to ethical questions in the family, congregation, workplace, community, and society.

3.2.10 Be able to demonstrate a competency in Christian worship with a special focus on the deacon in the liturgy. This will require:

- a familiarity with the structures and general history of Christian worship.
- an understanding of and ability to exercise diaconal liturgical roles.
- an ability and commitment to involve and equip others in appropriate liturgical roles.
- an ability to plan and lead services within the worship tradition of the Anglican Church of Canada.

3.2.11 Be able to demonstrate one or more identifiable area(s) of diaconal ministry, (e.g. workplace ministries, outreach ministries, social advocacy ministries, environmental advocacy ministries etc.) This will require that a candidate:

- have skills in the area of leadership and administration, small group work and community organization relevant to the exercise of her/his identified diaconal ministry
- have skills in the area of empowering and equipping others.
- have skills in the area of pastoral care
- have skills in the area of evangelism and mission
- be familiar with the issues relating to his/her area(s) of diaconal ministry and be able to articulate those issues to the church.
- have educational skills in the areas pertaining to her/his chosen ministry
- be familiar with the resources available which would assist the Deacon in carrying out his/her chosen area(s) of ministry.
- have an ability to exercise the skills requisite to the identified ministry.
- understand the importance of collegial relationships
- be familiar with the canons and policies of the Diocese of Kootenay

#### **4. DIACONAL PROGRAMME – Diocese of Kootenay – Discernment Process**

*(Note: This process may need to be adjusted according to individual Parish needs. The Bishop and Diaconal Commission will help the Parish/Congregation make that determination.)*

**4.1.1 When a person is considering becoming a candidate, he or she will inform both the Incumbent and the Wardens. The Church Committee (Parish Council) will be informed of the request. If the Church Committee supports the application and wishes the process to continue, then the Church Committee agrees to support the individual in the following ways:**

4.1.2 Inquirer discusses interest in the Diaconate with Incumbent.

4.1.3 Inquirer meets with Bishop, if Incumbent is supportive.

4.1.4 Bishop calls Diaconal Commission who will send an application form to inquirer along with a request for a criminal record check to be returned with the application. Diaconal Commission will also send a set of questions and guidelines for the formation of either two separate groups or one discernment/support group for the inquirer, to the Incumbent. (See Appendix A, B, and/or C)

4.1.5 The Diaconal Commission will arrange for a psychometric assessment of the inquirer.

4.1.6 Upon return of application and other papers, the Diaconal Commission arranges to interview inquirer. The interview will include a discussion of the psychometric assessment.

4.1.7. The Diaconal Commission writes a report for Bishop, sends initial paperwork, and recommends whether or not inquirer ought to enter the programme, as a candidate.

4.1.8 The Incumbent and wardens meet with the Church Committee to obtain a commitment to form a discernment/support group for the candidate and a commitment to lead the Parish/Congregation through a training process on the role and function of a deacon.

4.1.9 The Incumbent and wardens will meet with candidate to clarify expectations of the programme, including formation of a discernment/support group(s), as well as the financial commitment of Parish/Congregation to candidate's discernment and training process. Required financial support includes: 50% of required course fees (not including books), 50% accommodation if billets are not available, and 100% of fuel for travel , for candidates attendance at all required courses and interviews.

4.1.10. Candidate may begin the education segment of the programme at any point in this initial process.

4.1.11 Bishop meets with the Inquirer to discuss report from the Commission and then communicates the Episcopal decision, regarding entrance into the programme as a candidate, to the Diaconal Commission.

4.1.12 Diaconal Commission holds an education event in the Parish on the diaconate and diaconal ministries, including meeting with discernment/support group(s) to help clarify standards for working together.

4.1.13 Parish discernment/support group(s) meets regularly to:

- evaluate their own readiness and to understand their task
- to evaluate readiness of Parish/Congregation to receive a deacon
- assess that the candidate is appropriate to be a deacon in the Parish/Congregation
- determine how best to support the candidate

4.1.14 Parish discernment/support group(s), after the Parish/Congregational training, makes a written recommendation to the Diaconal Commission as to suitability of candidate, and readiness of Parish to have a deacon. The process will end at this point, if the candidate is deemed to be unsuitable or the Parish/Congregation is deemed to be unready.

4.1.15 Diaconal Commission reviews candidate's completed paper work and Parish/Congregation's recommendation then forwards these completed forms, together with their own recommendation for Candidate's continuing education needs, to the Bishop.

4.1.16 If all recommendations are positive, and the Bishop is willing, the candidate may formally enter the training programme.

4.1.17 Diaconal Commission sends a letter to the Bishop reporting on the candidate's progress through the programme with evaluative comments.

4.1.18 Generally, after one year the candidate, upon the recommendation of the Bishop, is interviewed by the Examining Chaplains. This interview will primarily assess the candidate's understanding of diaconal ministry and recommends, or not, attendance at a Diocesan Discernment Weekend. (The Diaconal Commission and the Parish/Incumbent will provide resources that will help the candidate prepare for this interview.)

4.1.19. If the above recommendation is positive, the candidate attends a Diocesan Discernment Weekend. (The Diaconal Commission and the Parish/Incumbent will provide resources that will help the candidate prepare for this interview.)

4.1.20. If the Diocesan Discernment Weekend says no, and the Bishop wishes to move forward with the ordination process for the candidate, the Bishop will write a letter to the Diaconal Commission and the Examining Chaplains stating reasons for allowing the candidate to move forward with the process.

4.1.21 After attending a Diocesan Discernment Weekend and upon the decision of the Bishop, the candidate becomes a postulant and may meet with the Examining Chaplains for a further interview.

4.1.22 The Postulant continues training and formation events.

4.1.23 The Postulant meets a second time with Diaconal Commission. This interview will assess the candidate's growth and understanding of the diaconate, as he/she moved through the formation process and identify any issues that may have arisen during formation.

4.1.24 The Diaconal Commission writes a final recommendation to the Bishop regarding Postulant's readiness for ordination to the diaconate.

4.1.25 The Postulant meets with Bishop.

4.1.26 If Bishop decides to ordain postulant she/he will become an Ordinand. The Parish/Congregation will write a covenant with the Ordinand setting out the nature and scope of the new deacon in that Parish/Congregation. (See Appendix E for a sample covenant).

4.2 Note: If this discernment process is stopped at any point because the candidate is deemed unsuitable, there is a process in place to provide pastoral care for the candidate and the Parish. (See Appendix B1.5)

***4.3 It is important to remember throughout the process that there is no guarantee of eventual ordination. The final decision rests with the Bishop of the Diocese of Kootenay.***

## **5. DIACONAL PROGRAMME – Diocese of Kootenay- Formation Process**

5.1 A candidate seeking ordination to the Diaconate in the Diocese of Kootenay is expected to have successfully completed, or have covenanted to complete, a programme of theological study acceptable to the Bishop. This may be obtained through:

- the Education For Ministry course,
- the Montreal Diocesan College's Reading and Tutorial Course in Theology,
- the Thorneloe Associate in Theology Diploma,
- the Canterbury College courses for the Community of Deacons,
- the Centre for Christian Studies
- the introductory year for the Bachelor or Masters degree in theology at an approved theological school,
- or equivalent certification in theological studies.

5.2 The candidate will also have successfully completed the following list of courses offered through the Kootenay School of Ministry:

- Diaconal Studies
- Foundational Theology
- Anglican Theology and Identity
- Evangelism/Proclaiming Christ
- Spiritual Formation
- Liturgy
- Ethics
- Equipping Others for Ministry
- Congregational Leadership

5.3 After completing this required programme, a candidate in diaconal formation will:

- have comprehensive knowledge of the Holy Scriptures;
- be able to outline the history of the biblical record, and identify the historical, social, and geographic context of the Bible;
- be aware of the process of canonization of scripture, including the reasons for the development of the Canon;
- be familiar with various approaches to scriptural interpretation, and be able to identify and defend his/her approach in the context of his/her tradition
- be able to identify and use exegetical tools, and be knowledgeable about Biblical scholarship
- be able to identify prophetic and servant hood themes in scripture, and relate those themes, in preaching and daily ministry, to the needs of the world and the church's response to those needs
- be aware of significant differences in the themes and approaches in the four Gospels, and know how to model the message of the Gospels in his/her servant and liturgical ministries.

- be able to articulate basic historical periods of the Christian faith, from its origins through to today
- be well grounded in the development of the Anglican tradition and liturgy
- have a basic knowledge of the spiritual formation in the church
- have a clear understanding and appreciation of the traditions of other Christian communions and world religions, since ministry to the poor and the oppressed is inherently ecumenical, and indeed interfaith.
- have an understanding of sacramental theology
- have an understanding of the development of Trinitarian theology and Christology

**5.4 There will be nine educational courses organized around the following foci:**

**Diaconal Studies**

This course is to review the history and development of the diaconate, looking at the first centuries of the church, and the changes seen in this and other denominations, from that time to the present. This session will also explore the various areas of diaconal ministry, the call of all Christians to serve others and the role of the diaconate in that call, how to look at issues for the application of Christian belief and assistance, seeing the deacon as a bridge between the church and the world.

**Foundational Theology**

"Foundational Theology" is an introduction to theological method, with a focus upon critical thinking skills, and the basic touchstone topics of Christian theology: Trinity, Christology, and salvation. The approach will be both historical and systematic, so that participants encounter the main streams of thought in Western Christianity, ancient, medieval, modern, and contemporary. Significant attention will be given to the development of the Nicene Creed and its explication at the Council of Chalcedon. This course will be particularly attentive to the relevance of this material for priestly and diaconal ministry, with assignments oriented toward preaching and pastoral situations.

**Anglican Theology and Identity**

Anglican theology is theology that belongs to the whole church, but has a particular character that is rooted in its historical development. This course, therefore, seeks to elucidate the nature of Anglicanism through investigation of works by Anglican theologians and discussion of Anglican history. We will address the nature of Anglican understandings of the church, orders, and sacraments. Canadian Anglican history (with a focus on British Columbia) will be a significant part of the course, as will the Anglican Covenant and contemporary expressions of Anglicanism worldwide.

## **Ministry of Evangelism Today**

This course aims to provide an understanding of the theology and practice of evangelism that resonates with Anglicanism today. Course content will include: biblical and theological foundations, starting with the mission of God (*missio dei*) and the content of "the good news;" Jesus as an evangelist; evangelism as process; evangelism as a dimension of healthy parish life; how to talk about God; the place of evangelism in a pluralistic society; and how to help a congregation embrace the ministry of evangelism with confidence, joy and fruitfulness.

## **Spiritual Formation**

This course will outline the formation of a rule of life. The course may include instruction about:

- praying a daily office;
- regular involvement in public worship;
- regular reading of scripture, meditation, and personal prayer;
- developing a personal stewardship that supports the work of the church in the local parish, diocese, nation and internationally.
- receive personal spiritual direction on a regular basis.

A candidate needs to demonstrate the ability and willingness to help other persons form and nurture their own spiritual growth, through support and study groups. A candidate will learn the history of spiritual formation in the church. He/she will need to be aware of major figures in spiritual classics through the centuries. This course will include a discussion regarding the basic skills necessary to becoming a spiritual director; so that candidates will know what training, they may need if this is a ministry to which they feel called. It will also help the candidate balance her/his secular vocation, ministry, and family life in a healthy manner.

## **Equipping Others for Ministry.**

This course will assist the candidate to form, educate, and support the people of God for the ministries to which they are called at baptism. This will require an ability to recruit, motivate, and inspire lay participation. The candidate will need skills in effective communication, in implementation and evaluation of projects, recruiting and caring for volunteers, and in facilitating group process. Time will be spent looking at the various organizational structures of our church, so that the candidate will know what resources are available to them. Since a deacon's ministry is primarily a ministry of service to the world, we seek to form deacons who serve as spokespersons for the apostolic faith, by working to alleviate poverty, misery, and ignorance, and by actively seeking peace and justice and by empowering others to do the same.

## **Ethics**

This course seeks to cultivate an awareness of contemporary social issues and a desire to wrestle with them. Topics will include: ethical theories, the challenge of change, skills for theological and pastoral reflection on ethical issues, and ways of preparing others to wrestle with moral dilemmas. Experiential group work, using case studies, will enable students to develop practical skills and a deeper awareness of ethical issues.

## **Diaconal Role in Liturgy and Homiletics.**

This course will introduce the candidate to liturgy, and homiletics, with particular attention to the deacon's role. The course will include both theory and practice. The weekend will follow the liturgical year, demonstrating the liturgical role of the deacon throughout. It will include instruction in the taking of reserve sacrament to the sick, other pastoral services, and the preparation and leadership of non-sacramental worship for a variety of contexts. Primary to this area of instruction will be the history, theology, and use of the church's principal liturgical books and other authorized resources, with particular attention to the deacon's traditional functions in all the liturgies of the Church.

## **Congregational Leadership**

This course will focus on the pastoral care of congregations with particular emphasis on leadership of congregations including strategic planning, visioning, systems and change theories, and conflict management. This course will explore group dynamics, supporting volunteers and self care including management of time and stress. It will include a personal assessment of the candidates own conflict style and its strengths and liabilities. Candidates need the skills to both see the bigger picture and to make decisions under fire. They must come to understand that leadership is not about personality but about presence, and the capacity to foster collective action.

## **Diocesan Policies and Standards**

(1 day)

This is a pre-ordination day with the Bishop, and/or the Director of Deacons which will address the unique community and ministry of deacons and Diocesan requirements for ministry. The purpose of the day will be to communicate and clarify Diocesan policies and requirements of both the Ordinand and the Parish in which the Ordinand will serve. The day will also begin the process of writing the covenant, which will set out the scope and nature of the work of the deacon in the Parish.

***It will be necessary for representatives of the candidate's discernment/support group(s), the incumbent and wardens, to attend this session.***

## **6. DIACONAL PROGRAMME – Diocese of Kootenay- Parish Training**

At the beginning of the process, the Parish discernment team, the Wardens and Incumbent along with the Candidate will need to attend a training session based around the history, development and ministry of the Diaconate. Prior to ordination there will also be a study session with these same participants, the Bishop and/or the Director of Deacons, on the Diocesan policies regarding Deacons. This study session will include the writing of a parish covenant with the Ordinand.

### **6.1 Parish Training Information**

Training will be on a date set by the Parish and the Diaconal Commission from 9:00 a.m. to 3:30 p.m. (Times may vary)

The Parish will need to provide a morning refreshment break and a noon meal for the participants. It may be better to have everyone bring a bag lunch rather than preparing a meal.

Equipment for the Parish to supply for the Trainer:

- a flip chart
- markers
- masking tape.

Equipment that each participant needs to bring:

- a.) pen
- b.) paper
- c.) Bible.

Please have sufficient copies of the Book of Alternative Services (BAS) available for the participants.

Please photocopy the two articles entitled:

- "The Deacon as a powerful symbol".
- "Called to serve God and to serve God's creation".
- Core Values needed by a candidate
- Diaconal Principles of Ministry

These need to be distributed to the Discernment/Support group(s) (if they have not already received copies) and to the Church Committee, before the training, and need to be read in preparation for the training. You may wish to have some copies on hand for other interested members of the Parish.

6.2 A set of questions will be sent to the Parish before the training. The discernment/support group(s) and the Church Committee need to discuss them together and attempt to answer them.

The following people should attend from the Parish:

- Members of the discernment/support group(s)
- The Incumbent
- Members of the Church Committee
- The candidate for the Diaconate and spouse or partner, if applicable
- Any member of the Parish who is interested in learning more about the Diaconate

6.3 At the conclusion of the Training the participants will have:

- An overview of the scriptural and historical basis of the Diaconate
- Explored both the symbolic aspect and the functions of a Deacon
- Explored the distinctiveness of the Diaconal Order, and how it differs from the other two clerical orders of the Church, and from lay people
- An understanding of the Parish expectations of the Diaconal Programme
- An overview of the discernment, formation and training required by the Kootenay Diaconal Programme
- An understanding of what "being under orders" means for the candidate, as well as for the Parish

## **7. POLICY, STANDARDS AND ACCOUNTABILITY OF DEACONS IN THE DIOCESE OF KOOTENAY**

7.1 Deacons are clergy, a full, equal and distinctive order. They are ordained for life and under authority, having taken the vows and made the oaths required by the canons of the Anglican Church of Canada. They function only with a licence or letter of permission from the Bishop and are accountable to the Incumbent of their Parish, or other person designated by the Bishop. They receive the clergy mailings of the Diocese and an invitation to the clergy conference.

7.2 All Deacons with a licence, from the Bishop shall attend and vote at Synod as members of the order of clergy, according to the process outlined in the Canons.

7.3 Deacons are subject to all of the provisions of Canon Law regarding discipline and to all the policies and practices of this Diocese, which apply to their order. There will be separate provisions for the term of appointment of a deacon, which will be written into the Parish covenant.

7.4 In accordance with the present policy of this Diocese, transitional Deacons (called to the Priesthood) will be so designated.

7.5 Deacons will bear the title: "The Reverend"

7.6 Deacons may wear clerical collars when they are in a role of proclamation or witness. If vesting for the Eucharist the proper liturgical dress will be an alb, clerical collar and stole. A Deacon may wear a dalmatic when vesting for the Eucharist if it is his/her custom to do so.

7.7 The traditional roles for the Deacon in the Eucharist include involvement in overseeing, providing training for, and participating in the proclamation of the Gospel, preaching, if the Deacon is skilled in this area and licensed by the Bishop, the prayers of the people, and administration of communion. A deacon will prepare the table and dismiss the people to their mission in the world. Deacons are to give leadership to these roles in parishes/congregations in ways, which uphold and affirm the ministries of all baptized persons.

7.8 Deacons will **not** be licensed to officiate at weddings or baptisms.

7.9 Deacons are required to maintain a schedule of continuing education, including the clergy conference, and the Diaconal continuing education days. Continuing education will be a requirement for the renewal of licenses. Parishes are responsible for paying the registration fee, travel, accommodation, and meal expenses for required events.

7.10 Deacons may attend regional, diocesan, and national committees as a deacon of this Diocese.

7.11 Use of the Reserved Sacrament by Deacons is limited to pastoral occasions such as visits to the sick. Only in exceptional circumstances will a Deacon be authorized by the Bishop, to preside at a public service using the Reserved Sacrament.

7.13 If the situation arises, a Deacon may transfer to a different parish, provided the parish receiving the Deacon undergoes a process of education and discernment, arranged by the Diaconal Commission. The transfer will require the consent of the Bishop, the Deacon and the Incumbent or other authority in the new parish.

7.14 Deacons who graduate from the Kootenay School of Ministry may or may not have their training recognized by another Diocese.

7.15 In the event that a Deacon discerns a call to priesthood, the process will be the same as for any baptized applicant and will include a new discernment process, visits to the examining chaplains and attendance at ACPO.

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**7.2 When the Incumbent leaves a Parish, the following policies and procedures apply during the interim period and the selection process of a new Incumbent for a Parish:**

**7.2.1 If there is a resident, ordained Deacon in the Parish:**

7.2.2 The Deacon will **not** be the interim Deacon-in-charge of the Parish.

7.2.3 As a member of the permanent staff of the parish a Deacon will not be a member of the personnel commission for the new incumbent. Information on the ministry of the deacon **will** be included in the parish profile.

7.2.4 The Deacons' primary ministry in the community and the Parish/Congregation, as well as his/her usual liturgical role in Sunday worship, will continue during the transition.

7.2.5 The interim Priest-in-charge ought to seek guidance from the Deacon(s), the Bishop and/or the Diaconal Commission about the role of the parish Deacon(s).

7.2.6 During the search process the personnel committee will engage in conversations with candidates for the incumbency about the role and function of a Deacon and about perceived areas of concern identified by either/or/both the Parish/Congregation and the candidates for the incumbency.

7.2.7 At a suitable opportunity after the Incumbent's arrival the Incumbent and the Deacon(s) will meet to discuss the Deacon's current covenant. The conversation ought to include such topics as the Deacon's role in the parish and ministry in the larger community; the lines of the Deacon's accountability to the Bishop, the Incumbent, and the Church Committee. The discussion should also include the

topics of how the Incumbent and the Deacon(s) might work together, agreed upon steps to resolve tension or differences should they arise, the liturgical roles of the Priest, Deacon and laity and how they are enacted in that Parish/Congregation.

7.2.8 A new Incumbency brings the possibility of change in responsibilities. The Deacon's covenant is therefore to be renegotiated after the first six months of the new Incumbent's arrival. The Diaconal Commission is available as a resource for this process.

7.2.9 Deacons who have been members of the parish for many years know a substantial amount of Parish/Congregational history. Deacons can be a valuable resource who should only impart information when consulted or when not to do so would cause the new Incumbent grief or embarrassment.

7.2.10 At all times the Bishop is responsible for supporting the Deacons and safeguarding the continuity of their ministry/ministries. If a deacon's covenant with a Parish/Congregation is not to be renewed, the Bishop will make every effort to either resolve the issues around the non-renewal of the covenant or relocate the Deacon in another parish.

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**7.3 If there is a candidate for Diaconal orders in the Parish:**

7.3.1 It is understood that the candidate may continue with the education programme of their choice and to attend the Kootenay School of Ministry formation events during the search and selection process of a new Incumbent.

7.3.2 During the search process the personnel committee will engage in conversations with candidates for the incumbency about the role and function of a Deacon.

7.3.2 The diaconal candidate may continue with her/his education and formation events but generally may not proceed to the next step of the discernment process until the new Incumbent has been in the Parish for six (6) months.

7.3.4 The new Incumbent will need to enter into a number of conversations with the Bishop, the Parish and Wardens, the candidate and possibly the Diaconal Commission, as to her/his understanding of the role and function of a Deacon and his/her willingness to support the candidate in the quest for ordination. At a suitable opportunity after the Incumbent's arrival the Incumbent and the candidate will meet, to discuss the candidate's current status in the Diaconal programme and whether or not the new Incumbent is willing for the candidate to proceed in the process to ordination.

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**7.4 If someone wishes to present themselves for candidacy:**

7.4.1 Potential candidates may make inquiries of the Diaconal Commission, while the Parish is searching for a new Incumbent. They may also begin an education programme and attend KSM courses during this time.

7.4.2 They may not apply for candidacy or in any way formally enter the Diaconal Programme until the Incumbent has been in place for six months.

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**7.5 Policy for an Ordained Deacon moving into or within the Diocese of Kootenay**

7.5.1 If an already ordained Deacon moves into, or changes communities within the Diocese of Kootenay, the following steps will apply:

7.5.2 The Deacon will meet with the Bishop to discuss the possibility of serving in the Diocese of Kootenay, or serving in a new community within the Diocese.

7.5.3 If the Deacon wishes to serve in the new parish, he/she must take a suitable length of time to examine the possibilities of an appropriate personal diaconal ministry. The Deacon must discuss the wish to serve, with the Incumbent and Wardens. This discussion will include information about the Deacon's proposed ministry and examination into how it fits with the diakonia of the Parish.

7.5.4 If the Incumbent is willing to have a Deacon serve in the Parish, the Bishop must interview the Deacon. At this point, the Deacon ought to discuss with the Incumbent and Wardens forming a support group for the Deacon.

7.5.5 If the Bishop is willing to have the Deacon serve in the Diocese, the Diaconal Commission will then interview the Deacon. This interview will focus on all aspects of the Deacon's understanding of the Diaconate, and particularly on her/his training, formation, and education. *(In the case of Deacons ordained in the Diocese of Kootenay, moving to a new Parish, the interview with the Diaconal Commission will not apply, unless the Commission is requested by either the Incumbent or the Bishop to do an interview.)*

7.5.6 The Commission may make recommendations that will help the Deacon develop in areas, which the Commission feels, are missing from the training, formation, understanding and education of the Deacon.

7.5.7 If there is not a Deacon already in place in the Parish, the Parish will go through a Diaconal Parish training process. The discernment/support group will need to meet, deliberate, and then send the Parish recommendation form to the Diaconal Commission.

7.5.8 If there is a Deacon already in place in the Parish, the Incumbent and Wardens will decide if they think the Parish needs another training session. If the decision is not to do the training, the discernment/support group will still be required to meet, deliberate and send the Parish recommendation form to the Diaconal Commission.

7.5.9 If the Parish recommendation is positive then there will be a commissioning service that welcomes the Deacon and the Deacon's ministry to the Parish. The Diaconal Commission will attend that service to present the Deacon and the Bishop will be the presider, unless the Bishop's circumstances and schedule dictate otherwise.

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**7.6 Policy for a person who has been in Diaconal discernment, in another Diocese, moving into the Diocese of Kootenay**

7.6.1 The Director of Deacons for the Diocese must receive information from the former Diocese about the potential candidate. The Diaconal Commission will review that information and make recommendations to the Bishop, about possible future steps in the programme. The Commission will also formulate possible questions and concerns for the ensuing interview with the potential candidate.

7.6.2 The Director of Deacons will contact the person for a preliminary interview to discuss the possibility of he/she coming into the programme. The Director will need to clarify any questions arising out of the information sent from the previous Diocese and discuss the specifics of the diaconal ministry this person plans to carry out in the Parish. The Director will also discuss the steps needed to complete the Diaconal programme in this Diocese.

7.6.3 The Director of Deacons will contact the Incumbent of the Parish to discuss the possibility of the person coming into the programme. This will include a discussion about the readiness of the person and the readiness of the Parish to embrace a Diaconal Ministry.

7.6.4 The Diaconal Commission will write a report to the Bishop with all the information that has been gathered along with recommendations for a specific process for the person seeking candidacy.

7.6.5 The potential candidate, who must have the support of her/his incumbent and the Parish, will now meet with the Bishop.

7.6.6 If the Bishop is willing to have the person enter the Diaconal programme, the Bishop will inform the Director of Deacons who will invite the potential candidate to formally apply to the Diaconal programme of the Diocese.

7.6.7 Recognizing that the process of discernment and formation will need to be tailored for the specific candidate, depending on how much of either discernment or formation has been done in the former Diocese, the following are the general steps that may need to be completed:

- Diaconal Commission sends an application form, with a request for a criminal record check, to the potential candidate.
  - Potential candidate returns form and accompanying questionnaire.
  - Diaconal Commission arranges for the psychometric assessment of the potential candidate.
  - When all the paperwork has been returned the Diaconal Commission arranges to interview the candidate, including a discussion about the psychological assessment.
  - Diaconal Commission will send a report to the Bishop recommending (or not) that the person become a candidate for Diaconal orders in this Diocese.
  - The specific education and training requirements, which have been determined by the Diaconal Commission in consultation with the Bishop, will be conveyed to the candidate at this time.
  - The Parish now forms a discernment/support group for the candidate and clarifies with the candidate the financial support commitment required of the Parish.
  - If it is deemed necessary, the Diaconal Commission will hold an education event in the Parish on the diaconate and diaconal ministries. This event will also include a meeting with the discernment/support group(s) to help clarify standards for working together.
  - The Diaconal Commission, in consultation with the Bishop, will determine a date for the candidate's interview with the Examining Chaplains. The date for that interview will depend on how much further education and formation is required of the candidate.
  - If that interview recommends that the candidate proceed to a Discernment Weekend, the Diaconal Commission in consultation with the Bishop, will arrange for that interview to take place.
  - If the recommendations of the Discernment Weekend are positive, the Bishop may declare the Candidate a Postulant.
  - The Diaconal Commission will arrange for a final interview with the Postulant and make a recommendation for, or against, ordination.
  - If the Diaconal Commission's recommendation is positive, the Bishop will meet with the Postulant and discuss the possibility of ordination.
8. The Parish/Congregation will now write a covenant with the Ordinand, setting out the nature and scope of the new deacon in that Parish/Congregation.

**It is important to remember throughout the process that there is no guarantee of eventual ordination. The final decision rests with the Bishop.**

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**7.7 Policy for a Deacon Wishing to take a Leave of Absence from Active Ministry**

7.7.1 The Deacon will discuss the possibility of a leave of absence with the Bishop of the Diocese.

7.7.2 The Bishop or the Deacon will inform the Incumbent, Wardens, and the Director of Deacons of the impending leave.

7.7.3 The leave must have a specific beginning and ending date. (If the leave is for illness or infirmity, it is possible that the end date will need to be left open).

7.7.4 The Deacon will inform any Diocesan Committees of his/her impending leave of absence so that suitable arrangements can be made for replacements on those committees. The Incumbent and Wardens will help the Deacon transition any on-going ministries in the Parish/Congregation.

7.7.5 The Parish/Congregation will be notified of the impending leave. They will need to be reminded that the Deacon's portion of the Covenant will be suspended and that the Parish portion of the Covenant will remain valid, eg, supporting the Deacon in prayer and in other suitable ways.

7.7.7 The Deacon's licence will be suspended during the leave of absence.

7.7.8 The Deacon will update the Bishop, as necessary, as to his/her circumstances. When the end date of the leave is reached and/or the Deacon is ready to return to active ministry, she/he will notify the Bishop, Incumbent, Wardens and the Director of Deacons of his/her intentions and request the reinstatement of his/her licence.

7.7.9 The Covenant will be reviewed at this time and if necessary a new Covenant will be written between the Deacon and the Parish.

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**7.8 Policy for a Deacon Wishing to Retire from Active Ministry**

7.8.1 The Deacon will discuss his/her retirement with the Bishop of the Diocese.

7.8.2 The Bishop or the Deacon will inform the Incumbent, Wardens, and the Director of Deacons of the impending retirement.

7.8.3 The Deacon will then inform any Diocesan Committees of his/her impending retirement so that suitable arrangements can be made for replacements on those committees. The Incumbent and Wardens will help the Deacon transition any on-going ministries in the Parish/Congregation.

7.8.4 When the date of retirement is reached the Deacon, the Incumbent, and the Wardens will formally dissolve the Deacon's Covenant.

7.8.5 The Deacon's licence will be rescinded at this time.

7.8.6 The Parish/Congregation is encouraged to find a suitable way to mark this milestone in the life of the Parish and the ministry of the Deacon in that Parish/Congregation.

7.8.7 Retired Deacons will be invited to diaconal continuing education days and to Diocesan retired clergy events.

7.8.8 With the permission of the Incumbent of the Parish/Congregation and the Bishop, the retired Deacon may be granted permission to officiate.

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## **Introduction to Appendices A-C: Discernment and Support Groups**

Ap1.1 Each Candidate will normally have two separate groups of people in their Parish/Congregation, who will be part of the formation and discernment process for the Candidate.

Ap1.2 **The discernment group** will be responsible for helping the candidate and the Parish discern whether or not the candidate is indeed called to the diaconate and whether or not the candidate is the right person for the particular Parish/Congregation. (See Appendix A for an outline of procedures and responsibilities of a Discernment Group).

Ap1.3 **The support group** will be responsible for providing a safe, confidential place for the candidate to share experiences and review learning. (See Appendix B for an outline of procedures and responsibilities of a Support Group).

Ap1.4 Where a Parish/Congregation is too small for these two groups to function; the Parish/Congregation may choose to have a joint group. (See Appendix C for an outline of procedures and responsibilities of a Joint Discernment and Support Group).

## **Appendix - A**

### **A. GUIDELINES FOR A PARISH/CONGREGATIONAL DISCERNMENT GROUP WITH A SEPARATE SUPPORT GROUP FOR A CANDIDATE DISCERNING A CALL TO THE DIACONATE IN THE DIOCESE OF KOOTENAY**

#### **A1 DISCERNMENT GROUP – SPECIFIC RESPONSIBILITIES:**

A1.1 To learn about Diaconal ministry and the symbolic and functional roles of a Deacon, we expect that the group will meet regularly with their candidate to engage in discussion, the reading of diaconal education materials, and learning about the gifts and skills of the candidate. The Diaconal Commission will provide relevant reading material and other resources if required. A member of the Diaconal Commission will meet, if requested, with the discernment group to help them clarify their standards for working together, to provide guidelines, information, resources about the Diaconate and assist with the planning and implementation of the Parish/Congregational training event.

A1.2 To participate in the education of the Parish/Congregation regarding the symbolic and functional roles of a Deacon. We expect that the group will write articles for the parish newsletter, or pew leaflets, about the role and function of a Deacon, and with the incumbent's assent arrange for a series of sermons to be preached on the subject. We also expect the group to be prepared to do an educational component about the Diaconate at the next congregational meeting.

A1.3 To use objective criteria and critical skills in addressing the serious questions before the Parish/Congregation and the candidate. It is necessary for the group to explore and discern and to share that discernment, prayerfully with courage and insight, to both the applicant and the Parish/Congregation. The group must be able and willing to offer feedback, and raise insightful questions. The group must also be willing and able to provide a safe, confidential place for each candidate to share feelings, experiences and review learning.

A1.4 To be a perceptive advocate of the candidate. If you see your candidate struggling it is important to engage the issues, not avoid them. If you see attitudes and behaviours in your candidate that worry you, you must bring them to the attention of the candidate and, if you are seriously concerned, to the Incumbent and the Diaconal Commission. The Diaconal Commission, in consultation with the Bishop, will be responsible for any decision made regarding a candidate in this situation. Please note, this group even though it is an advocate for the candidate it is not a lobby group with the Bishop or the Diaconal Commission on behalf of their candidate.

A1.5 To participate in the Parish/Congregational training event, which will be led by a member of the Diaconal Commission.

A1.6 To begin to help the candidate discern and clarify her/his call to the Diaconate, we expect the group to do study session(s) with the book Listening Hearts. (See Appendix D). This may be done as part of the regular meetings of the group with the candidate. The sessions need to include an exploration, and examination of the candidate's sense of call by God to ordained servant ministry. The group should also meet at times, without the candidate to formulate questions and discuss issues.

A1.7 To aid both the Parish/Congregation and the candidate in discerning and clarifying their outreach ministry, we suggest that the Parish engage in an identification project of outreach ministries in their communities, and further identify how a Parish Deacon may minister in the identified areas.

A1.8 To understand the financial commitment to the programme that is required of both the Parish/Congregation and the candidate. Deacons who are functioning in their parish will be given financial support to attend other ongoing education as written in the annual covenant agreement. A minimal standard is outlined earlier in this document. (See section 4.1.9)

A1.9 To keep the Parish/Congregation informed about the process and the decisions made in the Parish and in the Diocese regarding the candidate. This is to be done in cooperation with the Incumbent, who will have the final say in how this information will be imparted.

A1.10 To make a recommendation, in conjunction with the Incumbent and support group, regarding the candidate, to the Diaconal Commission. The Parish/Congregational report needs to be sent to the Diaconal Commission no sooner than six months after the Parish training event, led by a member of the Diaconal Commission, has been completed. The discernment group should consult with the candidate's support group as they write the Parish report. The Parish report along with a report from the Diaconal Commission will be sent to the Bishop.

A1.11 It may be necessary to offer a negative recommendation about the candidate. In that case, the group must express its concerns, come to a mutually acceptable conclusion, and share this with the Incumbent and the Support Group. It will be the responsibility of the Incumbent to convey the decision of the group to the Diaconal Commission and to the Bishop. The Commission, in consultation with the Bishop, will speak with the candidate, (and the candidate's support group) to offer support, recommend appropriate pastoral care and offer suggestions for redirection.

A1.12 To assist the Church Committee in the writing of a covenant, which will govern the work of the Ordinand in the Parish/Congregation. The covenant will then be sent to the Bishop, for his/her consideration. (See Appendix E).

A1.13 The group may need to exist for a period of years and therefore membership may change. The group and the Incumbent, in consultation should devise a way to release and celebrate the work of retiring members and a way to appoint new members. **NB: When the candidate is ordained, this group disbands.**

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#### **A5 Members of the discernment group will be:**

- ❑ A serving Warden is preferable, however, said Warden may stay with the group when his/her term of office ends.
- ❑ Two people appointed by the Incumbent
- ❑ Two people chosen by the candidate, one of whom need not necessarily be a member of the Parish, who shall reside within the boundaries of the Diocese of Kootenay.
- ❑ One member of the group who brings experience and insight from outside the Parish but from within the Diocese.
- ❑ The incumbent may be invited to attend the meetings for a specific purpose

#### **A6 Expectations of a Discernment group**

- maintain absolute confidentiality
- meet regularly
- become knowledgeable about the Diaconate
- become knowledgeable about the Diaconal programme in the Diocese of Kootenay
- maintain a liaison with the Parish council
- undertake to teach the Parish about the Diaconate
- understand the financial commitment to the programme that is required of both the Parish and the candidate.

## **Appendix - B**

### **B. GUIDELINES FOR A PARISH/CONGREGATION SUPPORT GROUP WITH A SEPARATE DISCERNMENT GROUP FOR A CANDIDATE DISCERNING A CALL TO THE DIACONATE IN THE DIOCESE OF KOOTENAY**

#### **B1 SUPPORT GROUP – SPECIFIC RESPONSIBILITIES:**

B1.1 To learn about Diaconal ministry and the symbolic and functional roles of a deacon, we expect that the group will meet regularly with their candidate to engage in discussion regarding issues of personal support, the reading of diaconal education materials, and learning about the gifts and skills of the candidate. The Diaconal Commission will provide relevant reading material and other resources if required. A member of the Diaconal Commission will meet with the support group, if requested, to help them clarify their standards for working together, to provide guidelines, information, and resources about the Diaconate.

B1.2 To provide moral, spiritual and emotional guidance and support to the candidate, during his/her candidacy and after ordination. The members of this group must have the skills and gifts necessary to provide a safe confidential place for each applicant to share feelings, experiences and review learning. Please note: the Support Group is not a lobby group with the Bishop or the Diaconal Commission on behalf of its candidate.

B1.3 To participate in the Parish/Congregational training event, which will be led by a member of the Diaconal Commission.

B1.4 Provide information and input to the Discernment group as they write the Parish/Congregation report.

B1.5 It may be necessary to offer a negative recommendation about the Candidate. In that case, the group must express its concerns, come to a mutually acceptable conclusion, and share this with the Incumbent and the Discernment group. It will be the responsibility of the Incumbent to convey the decision of the group to the Diaconal Commission and to the Bishop. The Commission, in consultation with the Bishop, will speak with the candidate, (and the candidate's discernment group) to offer support, recommend appropriate pastoral care and offer suggestions for redirection.

B1.6 To assist the Church Committee and Discernment group in the writing of a covenant, which will govern the work of the Ordinand in the Parish/Congregation. The covenant will then be sent to the Bishop, for his/her consideration.

B1.7 The support group will need to exist for a period of one year after ordination and may continue at the discretion of the Deacon and the Support Group.

B1.8 There are a number of important milestones in the process toward ordination and following ordination. There will be therefore moments of anxiety, celebration, and there may be disappointments. These are the times when the support group will need to be most present to the candidate.

***B1.9 Since this is the candidate's personal support group, the membership will be at the discretion of the candidate and the Incumbent. The majority of members ought to be from the Parish; however, the Diaconal Commission recommends that there be some people from outside the Parish who can bring the required gifts and skills to the task.***

## **B.2 Expectations of a support group:**

- maintain absolute confidentiality
- meet regularly
- become knowledgeable about the Diaconate
- become knowledgeable about the Diaconal programme in the Diocese of Kootenay
- provide emotional support and guidance to the candidate

## **APPENDIX – C**

### **C. GUIDELINES FOR A SINGLE PARISH/CONGREGATION DISCERNMENT/SUPPORT GROUP FOR A CANDIDATE DISCERNING A CALL TO THE DIACONATE IN THE DIOCESE OF KOOTENAY**

C1 Each candidate will have a group of people in their Parish/Congregation, who will be part of the discernment/support process for the candidate.

#### **C2 The Discernment portion of their responsibilities will be:**

2.1 To learn about Diaconal ministry and the symbolic and functional roles of a deacon, we expect that the group will meet regularly with their candidate to engage in discussion, the reading of diaconal education materials, and learning about the gifts and skills of the candidate. The Diaconal Commission will provide relevant reading material and other resources if required. A member of the Diaconal Commission will meet with the discernment/support group to help them clarify their standards for working together, to provide guidelines, information, resources about the Diaconate and assist with the planning and implementation of the Parish/Congregational training event.

C2.2 To participate in the education of the Parish/Congregation regarding the symbolic and functional roles of a deacon. We expect that the group will write articles for the parish newsletter, or pew leaflets, about the role and function of a Deacon, and with the Incumbent's assent arrange for a series of sermons to be preached on the subject. We also expect the group to be prepared to do an educational component about the diaconate at the next congregational meeting.

C2.3 To use objective criteria and critical skills in addressing the serious questions before the Parish/Congregation and the candidate. It is necessary for the group to explore and discern and to share that discernment, prayerfully with courage and insight, to both the applicant and the Parish/Congregation. The group must be able and willing to offer feedback, and raise insightful questions. The group must also be willing and able to provide a safe, confidential place for each candidate to share feelings, experiences and review learning.

C2.4 To be a perceptive advocate of the candidate. If you see your candidate struggling it is important to engage the issues, not avoid them. If you see attitudes and behaviours in your candidate that worry you, you must bring them to the attention of the candidate and, if you are seriously concerned, to the Incumbent and the Diaconal Commission. The Diaconal Commission, in consultation with the Bishop, will be responsible for any decision made regarding a candidate in this situation. Please note, this group even though it is an advocate for the candidate it is not a lobby group with the Bishop or the Diaconal Commission on behalf of their candidate.

C2.5 To participate in the Parish/Congregational training event, which will be led by a member of the Diaconal Commission.

C2.6 To begin to help the candidate discern and clarify her/his call to the Diaconate, we expect the group to do study session(s) with the book Listening Hearts. (See Appendix D). This may be done as part of the regular meetings of the group with the Candidate. The sessions need to include an exploration, and examination of the candidate's sense of call by God to ordained servant ministry. The group should also meet at times, without the candidate to formulate questions and discuss issues.

C2.7 To aid both the Parish/Congregation and the candidate in discerning and clarifying their personal outreach ministry, we suggest that the Parish engage in an identification project of outreach ministries in their Parish/Congregation and communities, in order to help identify how a Parish Deacon may minister in the identified areas.

C2.8 To understand the financial commitment to the programme that is required of both the Parish/Congregation and the Candidate. A minimal standard is outlined earlier in this document. (See section 4.1.9)

C2.9 To keep the Parish/Congregation informed about the process and the decisions made in the Parish/Congregation and in the Diocese regarding the candidate. This is to be done in cooperation with the Incumbent, who will have the final say in how this information will be imparted.

C2.10 To make a recommendation, (in conjunction with the Incumbent), regarding the Candidate, to the Diaconal Commission. The Parish/Congregational report needs to be sent to the Diaconal Commission no sooner than six months after the Parish/Congregational training event, led by a member of the Diaconal Commission, has been completed. The Parish report along with a report from the Diaconal Commission will be sent to the Bishop.

C2.11 It may be necessary to offer a negative recommendation about the candidate. In that case, the group must elaborate its concerns, come to a mutually acceptable conclusion, and share this with the Incumbent. It will be the responsibility of the Incumbent to convey the decision of the group to the Diaconal Commission and to the Bishop. The Commission, in consultation with the Bishop, will speak with the candidate, to offer support, recommend appropriate pastoral care and offer suggestions for redirection.

C2.12 To assist the Church Committee in the writing of a covenant, which will govern the work of the Ordinand in the Parish/Congregation. The covenant will then be sent to the Bishop, for his/her consideration.

### **C3 The Support portion of their responsibilities will be:**

C3.1 To meet regularly with the candidate to engage in discussion regarding issues of personal support, and to provide moral, spiritual and emotional guidance and support to the candidate, during his/her candidacy and after ordination. The members of this group must have the skills and gifts necessary to provide a safe confidential place for each applicant to share feelings, experiences and review learning.

C3.2 If you see your candidate struggling it is important to engage the issues, not avoid them. If you see attitudes and behaviours in your candidate that worry you, you must bring them to the attention of the candidate and, if you are seriously concerned, to the Incumbent and the Diaconal Commission.

C3.3 This group may need to exist for a period of years and therefore membership may change. The group and the Incumbent, in consultation should devise a way to release and celebrate the work of retiring members and a way to appoint new members.

C3.4 There are a number of important milestones in the process toward ordination and following ordination. There will be therefore moments of anxiety, celebration, and there may be disappointments. These are the times when the discernment/support group will need to be most present to the candidate.

### **C4 Members of the discernment/support group will be:**

- ❑ A serving Warden is preferable, however, said Warden may stay with the group when his/her term of office ends.
- ❑ Two people appointed by the Incumbent
- ❑ Two people chosen by the candidate, one of whom need not necessarily be a member of the Parish, who shall reside within the boundaries of the Diocese of Kootenay.
- ❑ One member of the group who brings experience and insight from outside the Parish but from within the Diocese.
- ❑ The incumbent may be invited to attend the meetings for a specific purpose

## **C5 Expectations of a discernment/support group**

- maintain absolute confidentiality
- meet regularly
- become knowledgeable about the Diaconate
- become knowledgeable about the Diaconal programme in the Diocese of Kootenay
- maintain a liaison with the Parish council
- undertake to teach the Parish about the Diaconate
- understand the financial commitment to the programme that is required of both the Parish and the candidate.
- provide emotional support and guidance to the candidate

## **APPENDIX - D**

The book, the Diaconal Commission recommends, for discernment groups to use as they learn about discernment is:

### **Listening Hearts, Discerning Call in Community**

Authors:

Suzanne G. Farnham  
Joseph P. Gill  
R. Taylor Maclean  
Susan M. Ward

ISBN: 0-8192-1563-5

The book is available from the Anglican Book Centre/Augsburg Fortress Press, for about \$18.00. Should this book prove to be unavailable, consult with the Diaconal Commission about a suitable replacement.

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The books the Diaconal Commission recommends for discernment/support groups to use to identify outreach ministries in their communities is:

### **Living the Kingdom in Our Neighbourhood**

*Learning About Ourselves, Our Communities and Our Mission*

**Level 1**  
**Level 2**

Author

Cheryl Bradbee

The books are available from:

The Navigator Resource Centre  
Box 2707 (11 St. John Dr. Arva)  
London, Ontario, Canada  
N5X 3X5

Telephone 1-800-839-4769

Each book costs about \$10.00 plus tax

The Director of Deacons has copies of the Living the Kingdom books, if a Parish wishes to see them.

## **APPENDIX – E**

### **E. DIACONAL COVENANTS**

E1 The original copy of the Covenant will be submitted to the Bishop for authorization.

E2 A Parish Covenant will normally have the following elements:

E2.1 The Mission statement of the Parish

E2.2 A statement that identifies the area(s) of Parish ministry and that identifies how the Deacon will provide leadership and/or support related to these area(s).

E2.3 A specific statement about working conditions, how many hours the Deacon will engage in these ministries, how many Parish meetings will he/she be expected to attend, etc. The hours worked should not exceed the hours normally associated with a half-time job in the Diocese. The work of ministry would normally include Diocesan, Regional, and National Church commitments, as well as workplace ministries. There should be a statement noting that the Deacon is non-stipendiary and noting what expenses are to be covered by the Parish. For example, mileage incurred when engaged in diaconal ministries, help with the costs of conferences and other diaconal training events, and provision of holiday time and study leave. The statement should also note that the Parish must recognize the Deacon's paid employment and family commitments. These matters will be determined consistent with policies set by the Compensation Committee of the Diocese of Kootenay.

E2.4 A time and method by which an annual review of the covenant will take place. The Covenant must be submitted to the Bishop, on or before Thanksgiving Sunday, for authorization. The Deacon, at ordination, promises to accept the authority of the Bishop and the canons of the Diocese. As well, the Deacon is accountable to the Incumbent in matters related to the Parish. That accountability will include consulting with and reporting to the Incumbent and in the absence of the Incumbent, to the Wardens. The responsibility for regular meetings with the Deacon resides with the Incumbent (Wardens).

E2.5 It is expected that the Deacon will keep the support group for one year after she/he is ordained. The guidelines for support groups will continue to apply.

E2.6 The Covenant is to be signed by the Deacon and by the Incumbent and the Wardens on behalf of the Parish. The Deacon, Incumbent/Missioner, and Wardens will review the Covenant annually, and send a report to the Bishop. The report should include input from the Deacon and the Incumbent, about the Deacon's ministry in the Parish. It may also include input from the Deacon's support group.

***E3: SAMPLE COVENANT BETWEEN A DEACON AND A PARISH/CONGREGATION***

**Note: This sample is NOT policy.**

**A COVENANT BETWEEN**

**THE PARISH OF \_\_\_\_\_**

**And**

**THE REVEREND \_\_\_\_\_  
DEACON**

**A. Parish Mission Statement**

"We are an Anglican community that worships God, welcomes anyone who seeks to know Christ, and serves people in \_\_\_\_\_ and the world."

**B. Preamble**

The Parish of St. \_\_\_\_\_ is a parish in transition. A recent parish survey has shown that St. \_\_\_\_\_'s is searching for ways to move from survival mode to become a thriving, growing parish. The people seek to grow spiritually and in their sense of community in order to effectively minister to themselves and to the surrounding community. The people seek vision for the future so they may serve God faithfully in this parish.

**C. Diaconal Statement**

I, \_\_\_\_\_, having been called to the Order of Deacons, feel particularly called by the Bishop and the people of this Diocese to support diaconal ministry both in the Diocese and in the Parish of St. \_\_\_\_\_. It is my strong conviction that the deacon's presence, bringing the needs, concerns and hopes of the world to the church, is to be a living reminder of the community's call to servant hood. I feel especially called to provide leadership which will support the people of the church as justice makers, truth tellers, advocates and reconcilers in the world. Within the life of this parish I offer my skills in work that encourages, strengthens and enables lay ministry, thus building the body of Christ, and supporting the Parish Mission Statement.

## **D. Work of the Deacon in the Parish**

The Reverend \_\_\_\_\_ will:

- Encourage the baptismal ministry of all and offer support and encouragement to the clergy, and lay leaders of the present outreach projects of the Parish, namely: \_\_\_\_\_
- Assist the Parish to learn about and engage issues of social justice by bringing them forward through preaching, Christian education and in the context of committee work in the parish.
- Support the pastoral ministry of the Parish and deepen Parish life by calling members of the Parish to a prayer ministry as well as training them for, and supporting them in, that prayer ministry.
- Be a full, voting member of the following Committees: Church Committee, Outreach Committee and other committees mutually decided upon.
- Attend Clergy and Wardens meetings
- Participate in the 10:00AM service each Sunday when extra-parochial work does not require presence in another place. Deacon \_\_\_\_\_ will inform the Incumbent in advance of each absence.
- Preach once per month as arranged with the Incumbent at both the 8:00 and 10:00 am services, and at other facilities if required.
- Work an average of \_\_\_\_\_ hours per month (week) with a maximum of \_\_\_\_\_ hours per month (week).
- Take a minimum of \_\_\_\_\_ weeks vacation each year, and a sabbatical time of \_\_\_\_\_ within every \_\_\_\_\_ years of service.
- In respect of the foregoing and the demands of personal life, offer \_\_\_\_\_ hours per week to Parish ministry, including Sunday morning services.

### **E. Work of the Deacon in the Wider Church:**

The Reverend \_\_\_\_\_ will:

- Participate as a representative of her/his order on the Diocesan Committees for \_\_\_\_\_.
- Participate in the activities of the Anglican Association of Deacons in Canada. To facilitate this will occasionally necessitate absence from the Parish on Sundays.
- Seek to co-mentor, with the Incumbent, an EFM (Education for Ministry) group in the parish.
- Participate as appropriate and able in the life of the diocese through the Synod, gatherings of clergy in the region and local clericus, and attend other clergy events in the diocese.
- I agree to continue my education to enhance my ministry by taking further education in \_\_\_\_\_, following Diocesan guidelines and procedures on continuing education. The maximum cost to the Parish/Congregation will be \_\_\_\_\_.

### **F. Accountabilities**

The historical relationship between the Deacon and the Bishop is one of oversight, as in all ordained ministries. The Reverend \_\_\_\_\_ will be accountable to the Bishop through the Incumbent and in his/her absence to the Wardens of the Parish/Congregation of St. \_\_\_\_\_'s, in her/his work related to the Parish/Congregation and will follow the doctrine and discipline of the Anglican Church and the Canons of the Diocese of Kootenay.

### **G. Parish Covenant**

The parish of St. \_\_\_\_\_ will support Deacon \_\_\_\_\_'s ministry for the next year as follows:

- The incumbent, wardens, and parishioners of St. \_\_\_\_\_'s will recognize the gift of time and leadership in ministry that he/she offers. While changes to this covenant may be negotiated, from time to time they will not expect Deacon \_\_\_\_\_ to routinely exceed the hours of her/his commitment nor the nature of the responsibilities he/she has assumed.

- Subject to the recommendations of the Administration and Finance Committee, the parish will include appropriate funds in the annual budget, from which The Reverend Deacon \_\_\_\_\_ may claim actual expenses related to ministry.
- Will include an appropriate amount in the annual budget of the parish for continuing education participating where possible in the Continuing Education Fund of the Diocese, should one be implemented.
- Provide keys to the church building and access to meeting space, office space and equipment on a shared basis.
- Be recognized as a full member of the clergy leadership team of the parish
- Undertake to support The Reverend Deacon \_\_\_\_\_ by praying for her/him, and by ensuring that there is excellent communication within the leadership and the Parish including a public recognition of this covenant and his/her continuing ministry as a deacon in this parish.

**H. Annual Review**

The incumbent, The Reverend Deacon \_\_\_\_\_, and the wardens will review this covenant collegially, each year in September. This review is of the performance of both the deacon, the parish represented by the wardens, as herein set down, and the outcome will be reported to the Church Committee. A copy of this covenant will be sent to the Bishop of Kootenay.

**We agree to support this Covenant:**

**Deacon** \_\_\_\_\_ **Date** \_\_\_\_\_

**Incumbent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rector’s Warden** \_\_\_\_\_ **Date** \_\_\_\_\_

**People’s Warden** \_\_\_\_\_ **Date** \_\_\_\_\_

**Bishop of Kootenay** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTES:**