



Diocese of Western Anglicans VOCATIONAL DEACONS CHECKLIST

DISCERNMENT STAGE - Congregation level phase, normally before one begins an approved program of preparation

PAPERWORK

- ☐ Rector's Careful Inquiry Report & Recommendation
- ☐ Congregation Discernment Committee Report
- ☐ Vestry Recommendation Letter
- ☐ Aspirancy Interview Request (Rector writes to Dean)

TO DO

- ☐ Interview with Dean for Aspirancy (Email Report)

ASPIRANT STAGE - Application and preparation for Deanery Interviews

PAPERWORK

- ☐ Vocational Deacon Application Packet (3 Copies Emailed: Deanery, Diocese and the chair of the CFT)
- ☐ Application fee - \$200 made payable to Diocese of Western Anglicans
- ☐ Official College Transcripts (if applicable)
- ☐ Seminary Transcripts (if applicable)
- ☐ Rector's Recommendation Letter (available on the DWA website)
- ☐ Personal References (Totaling three – one of each listed below)
 - ☐ Personal Readiness
 - ☐ Ministerial Readiness
 - ☐ Academic Readiness

TO DO

- ☐ Deanery CFT Interview (Report)
- ☐ Marriage Assessment (for married or engaged couples) (scheduled by the Bishop's Assistant)
- ☐ Medical Evaluation (See 'Required Medical Examination for Ordination' Form on DWA website)
- ☐ Psychological Exam (scheduled by the Bishop's Assistant)
- ☐ Background Check & Ministry Safe Training (requested by the Bishop's Assistant)
- ☐ Bishop Interview for Postulancy (this interview will be set when complete packet is received by Bishop's Assistant)

POSTULANT STAGE - Education, training, and spiritual formation period

TO DO

- ☐ Complete Always Forward – online "Church Planter Candidate Assessment" at <https://ministrygrid.lifeway.com/#/redeem-invite/PBGS/BZTD> Use Code ALWAYSFORWARD for the discount (forward Assessment report to CFT and the Canon of Church Planting)
- ☐ Define education, training, and spiritual formation plan – Collaborate with Bishop, Dean and CFT
- ☐ Spiritual Direction (Statement that regular visits are happening) – contact Bishop's Assistant for list of Spiritual Directors
- ☐ Assignment of Personal "shepherd" by CFT (Report or email)
- ☐ Ember Day Letters (Appendix 3)
- ☐ Internship (with written evaluation provided by the supervisor of the internship)
- ☐ Deacons School Enrollment (ongoing attendance required)

TO DO WHEN NEARING COMPLETION





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- ☐ Contact the CFT and the diocesan office to schedule Canonical Exams
- ☐ Vocational Deacon Ministry Plan (template available on the DWA website)
- ☐ Confirmation by CFT, Dean, and Bishop

CANDIDATE STAGE - *Candidate preparations for ordination*

TO DO

- ☐ Ember Day Letters (Appendix 3)
- ☐ Ordination Date for Diaconate Scheduled
- ☐ Placement by Bishop and Dean
- ☐ Pre-ordination Retreat
- ☐ Deacon Ordination

