



Diocese of the Rocky Mountains Credentialing Guide

1.2

Diocese of the Rocky Mountains

Canon to the Ordinary
13990 Gleneagle Dr.
Colorado Springs CO 80921

Dear Aspirant,

Welcome to the Diocese of the Rocky Mountains Discernment Process. This process is meant to be one of encouragement, discovery, clarity, and formation – these aren't hoops to jump through, but a process that shapes us. This letter is to briefly explain the process and, hopefully, clarify expectations.

THE DISCERNMENT PROCESS

Because this is a very personal and exciting process, yet involves various parties, there are often expectations held by all parties, especially in the areas of timing, approval, and definitions of diaconal and pastoral ministry. It should be understood that the elements of the process are not pass or fail. Every element of the process is vital in aiding the bishop in his decision concerning your ordination. He will rely on these steps and the others involved to help him in his discernment but the bishop will have the final decision on every part of this process and with all ordinations.

The Discernment Process involves 4 players: God, yourself, your current diocese and congregation.

The Discernment Process has 3 phases: Aspirancy, Postulancy, and Candidacy to ordination.

The entire process, from your rector's letter to the diocese to ordination to the diaconate, can easily take a year. This time frame can be shorter or longer depending on circumstances, but it is better for everyone if you *come in ready to trust the timing and assume that this typical time frame, at least, will apply to you*. Each step is designed to enable all involved to hear God in order to speak into the discernment process, and as such, each step has the potential for spiritual growth.

ORDINATION AND CONTEXT FOR MINISTRY

Each Christian has a call to ministry — there is no such thing as a secular job for a Christian. God also sets apart people for ordained ministry – the work of the church is to recognize, confirm, train, and call those people into this ministry. Ordination reflects a personal call to a particular corporate context. As a result, we only ordain someone who has a particular area of ministry, a particular work into which they are ready to step. There has to be a context for the ministry to be lived out. This is not to say that other areas of ministry may not open later, but we ordain today for today's work.

A Pastor's primary activity is to shepherd a local flock. Gifts and abilities in proclamation of the Gospel, leadership, and a love for God's people are essential in this role. A Deacon's primary activity is to serve, to support, to uplift. Put another way, the deacon helps make the gospel relevant and operative in the church and in the world, and draws others into that.

Regardless of experience up to this point, the process can be a time of significant growth and I look forward to walking with you.

If you have any questions, please feel free to contact me.

In Christ, Matt

The Reverend Canon Matt Burnett
Senior Pastor/Rector, Holy Trinity Anglican Church
Canon to the Ordinary, Diocese of the Rocky Mountains

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Becoming a Deacon

The Diocese of the Rocky Mountains recognizes the Order of Deacons as a full and equal order of ordained ministry. We also recognize that candidates for ordained ministry enter the process at different points in their lives and ministries. Therefore, this process takes into account, as much as possible, both the office to which an individual is being called as well as the past experience of the candidate.

Our diocese is committed to providing its churches with competent clergy of high moral character. With this goal in mind, the ordination process does not simply seek to complete certain steps, but rather to equip men and women for ordained ministry. This process exists to prepare ordinands for ministry by providing them with theological foundations, spiritual formation, and practical skills. Our diocese is especially committed to identifying and equipping those ordinands called to be church planters. Ordinands who indicate an interest in church planting will undergo a separate church planter assessment. [Information available from the Canon to the Ordinary.]

As a safeguard to our parishioners and the integrity of our diocese, the diocese requires a background check, physical, psychological, marriage assessments, and sexual abuse prevention training. These will serve the bishop in his discernment of your calling and fitness for ordained ministry.

Deacon Aspirancy Phase

- 1. Membership in a church for one year:** An aspirant will be an active confirmed member of a parish with in the Diocese of the Rocky Mountains for a minimum of one year. During this time the aspirant comes to know the local church and becomes known by its parishioners and the local clergy.
- 2. Interview with Rector and Letter of Recommendation:** *The rector recommendation is the first step and must be submitted before beginning Parish Discernment.* What's more, the rector needs to understand that they are responsible for the aspirant's ordination process. The aspirant and the rector will discuss the possibility of beginning the ordination process. Then the process formally begins when the rector sends a letter of recommendation to the bishop (admin@rockymountainanglican.org, ken@rockymountainanglican.org), indicating support for the aspirant to enter the ordination process. The letter of recommendation should include the full name (including middle name) of the aspirant, the order they feel called to (deacon/presbyter), the date, as well as their date of birth, current email address, cell phone number, and mailing address.
 - a. A reading list, 4 study questions, and a study guide for the ordination exam will be sent to the aspirant and rector at this point.**
 - b.** The aspirant and rector will also receive a list and checklist of practical activities and concepts you will need to know for diaconal and presbyteral ministry. You and your rector will work through these together beginning immediately and will complete them before being ordained.
- 3. Parish Discernment:** Once the rector's recommendation has been submitted, the aspirant may begin parish discernment. This process is to be 5 to 6 months long. A Parish Discernment Committee is made up of 6-8 people from the local church who know the aspirant personally and have experienced the aspirant in the context of service and ministry. A chairperson should be nominated to chair and schedule the meetings. A summary of the committee's findings and recommendations should be presented to the rector and aspirant and then sent to [the diocesan administrator and the Canon to the Ordinary](#). Specific instructions and guidelines are provided in appendix D of this Credentialing Guide.
The Parish Discernment Team's letter of recommendation must be submitted before any application materials can be accepted.
- 4. Application:** The aspirant submits an application form and questionnaire for ordination and the application fee of \$200, which covers the cost of the background check. The application is found in Appendix A (Part I and Part II) of this Credentialing Manual. Checks should be made out to "Diocese of the Rocky Mountains."

All applications are sent to the diocesan admin by email (admin@rockymountainanglican.org) and checks are mailed to 1331 N. Wahsatch Ave. Colorado Springs, CO 80903

****The Aspirancy Phase will not continue until all of the above has been completed and received by the Diocese of the Rocky Mountain's Canon to the Ordinary.****

5. **Intake Interview with Canon to the Ordinary:** Once all application materials have been submitted, the aspirant schedules an intake interview with the Canon to the Ordinary. To schedule an interview, contact The Rev. Canon Matt Burnett (canonmatt@rockymountainanglican.org). This meeting will formalize the ordination process.
6. **Background Check:** Once the Intake Interview has been completed a background check is initiated.
7. **Wellness Assessments:** Once the background check has been processed, the aspirant completes a **physical exam**, a **psychological evaluation**, and a **marriage assessment** (if applicable). It is the desire of The Diocese of the Rocky Mountains to see that each applicant for Holy Orders possesses the physical and psychological health necessary to serve and thrive as an ordained deacon or priest. See Appendix B and C. Return all reports/assessments to the diocesan admin (admin@rockymountainanglican.org).
8. **Clergy Discernment:** After the background check is cleared, a team of clergy will interview the aspirant. The purpose of this meeting is to discern and confirm the aspirant's calling to ordained ministry. Contact the diocesan admin to get a meeting scheduled (admin@rockymountainanglican.org).
9. **Aspirant Essays:** In both the aspirant phase and the postulant phase you will be asked to complete 2 essays to help prepare you for the ordination exam. The essays questions, exam study guide, and reading list are sent after receiving your rector's recommendation for you to pursue ordination and are located online (rockymountainanglican.org).
10. **Personal History Questionnaire:** After completing the regional discernment process, physical exam, psych and marital assessment, the aspirant will complete the Personal History Questionnaire and send it directly to the bishop. *See Appendix E.*
11. **Interview with Bishop:** When submitting your Personal History Questionnaire directly to the bishop the aspirant will request the bishop for an interview (ken@rockymountainanglican.org).
12. **Episcopal Approval for Deacon Postulancy:** Upon completion of all the above, the bishop will review the aspirant's file and make a decision concerning his/her fitness to enter the Postulancy Phase.

****During the Aspirancy Phase:***

- **Send Ember Letters to the Bishop:** Throughout the ordination process, aspirants are required to write ember letters to their bishop. The dates for these letters are fixed by the church year: the week between the 3rd and 4th weeks in Advent, between the 1st and 2nd weeks in Lent, the week between Pentecost and Trinity Sunday, and the week after Holy Cross. Ember letters should be emailed directly to the bishop at ken@rockymountainanglican.org.
- **Confirmation:** The aspirant, if not already confirmed, will need to be confirmed as an Anglican. If the aspirant has been confirmed in another tradition by a bishop in succession, then they will need to be formally received into the Anglican Church. Send a copy of your confirmation certificate to admin@rockymountainanglican.org.
- **Exam Preparation:** It is your responsibility to be prepared to take the ordination exam. A study guide, reading list, and essay questions will have been sent for this purpose. Please contact the Canon to the Ordinary if you need further guidance (canonmatt@rockymountainanglican.org).
- **What a Deacon Needs to Know:** These are practical items that need to be covered and/or practiced with your rector or with someone directed by your rector before your ordination can take place. You and your rector will sign and return the Checklist for Diaconal Practices and return them to admin@rockymountainanglican.com

Deacon Postulancy Phase

- Sexual Abuse Prevention Training:** After receiving Episcopal approval for the Postulancy Phase, the postulant will complete the Ministry Safe and KOST (Keeping Our Sacred Trust) courses (the Diocese covers these fees). For the protection of our parishioners and the integrity of our diocese these are required.
 - Ministry Safe:** Notify via the diocesan Admin that you are ready to take the course (admin@rockymountainanglican.org). An email will be sent to you from Ministry Safe providing you with a link to take the course and quiz. Upon completion of the quiz, print your certificate and send a copy to admin@rockymountainanglican.org.
 - K.O.S.T.:** Email admin@rockymountainanglican.org to request your K.O.S.T. login code and instructions. Please allow for up to 3 hours for completion of this course. Upon completion please send a copy to the diocesan offices (admin@rockymountainanglican.org).
- Postulant Essays:** In both the aspirant phase and the postulant phase you will be asked to complete 2 essays to help prepare you for the ordination. The essays will have been sent with the exam study guide and reading list.
- Exam Date Request:** Once all of the above has been satisfied the postulant may request a date to take the exams from the Canon to the Ordinary (canonmatt@rockymountainanglican.org).
- Examinations:** The exam will be taken on the date requested. The exams will be carefully graded and results will be returned within a month.
- Diaconal Formation Plan:** After the exam a plan will be formulated by the Canon to the Ordinary to help further prepare the postulant for becoming a deacon. The rector and your parish carries responsibility to aid you to being prepared.
- Confirmation of Diaconal Formation Plan Completion and/or a plan to Complete:** The Canon to the Ordinary and the Bishop will need to confirm completion and/or satisfaction of formation plan before moving forward. Some parts of the formation may be completed after ordination.
- What a Deacon Needs to know:** These are practical items that need to be covered and/or practiced with your rector or with someone directed by your rector before your ordination can take place. List and checklist of these practical items are available at www.rockymountainanglican.org and will have been sent to you and your rector after have received your rector's recommendation.
- Episcopal Approval for Deacon Candidacy:** Upon the successful completion of the exams, the postulant to have a final interview with the bishop, who may then approve the Postulant for Candidacy. Contact the bishop directly to schedule (ken@rockymountainanglican.org).

Deacon Candidacy

- Setting the Ordination Date:** *Please do not set an ordination date before you enter the candidacy phase.* The Candidate will work with the bishop to set dates for all ordinations.
- Ordination:** While every effort will be made to accommodate the candidate's needs, it may be necessary for the candidate to travel for their ordination. On the day of ordination, the new deacon will sign all of the ordination documents in duplicate.
- Preparing for Ordination:** Please request a copy of the ordinal from the Diocesan Administrator (admin@rockymountainanglican.org). In most cases, the planning of the service is up to you. Please send the Bishop a completed copy of the liturgy two weeks before the ordination. The Bishop will also send you any documents which need to be printed out. If possible, it is recommended that you take a retreat shortly before your ordination – a time to pray, listen and prepare.

Presbyterate (Priest) Postulancy

**For those Deacons seeking ordination to the Priesthood, there are several further steps in the formation process. Each deacon will normally serve in the parish for at least six months before beginning the priestly ordination process.*

1. **Presbyter Formation Plan:** Email the Canon to the Ordinary (canonmatt@rockymountainanglican.org) to discuss and develop a plan to address areas of further growth needed prior to ordination. The Presbyter Formation Plan will include ways to address ongoing Anglican theological, spiritual, and pastoral formation within the life of the local church depending on the needs of the postulant.
2. **Confirmation of Presbyterate Formation Plan Completion and/or a Plan to Complete:** The Canon to the Ordinary and the Bishop will need to confirm completion of the presbyterate formation plan laid out after diaconate ordination. Some parts of the formation may be completed after ordination.
3. **What a Presbyter Needs to Know:** These are practical items that need to be covered and/or practiced with your rector or with someone directed by your rector before your ordination can take place. List and checklist of these practical items are available at www.rockymountainanglican.org and will have been sent to you and your rector after we have received your rector's recommendation.
4. **Final Interview with the Bishop and approval for Presbyterial Candidacy:** After the details of the presbyter formation plan are satisfied, the Canon to the Ordinary will arrange for the postulant to have final interview with the bishop, after which, the bishop will make a decision on the whether or not the ordinand will become a presbyterial candidate.

Presbyterate Candidacy

1. **Setting the Ordination Date:** *Please do not set an ordination date before you enter the candidacy phase.* The Candidate will work with the bishop to set dates for all ordinations.
2. **Ordination:** While every effort will be made to accommodate the candidate's needs, it may be necessary for the candidate to travel for their ordination. On the day of ordination, the new deacon will sign all of the ordination documents in duplicate.
3. **Preparing for Ordination:** Please request a copy of the ordinal from the Diocesan Administrator (admin@rockymountainanglican.org). In most cases, the planning of the service is up to you. Please send the Bishop a completed copy of the liturgy two weeks before the ordination. The Bishop will also send you any documents which need to be printed out. If possible, it is recommended that you take a retreat shortly before your ordination – a time to pray, listen and prepare.

Deacon Aspirancy Checklist

1. Membership in a Diocese of the Rocky Mountains church for one year	
2. Rector Letter of Recommendation submitted	
3. Parish Discernment Report submitted	
4. Application submitted	
Application Form	
Application Fee	
CV or Resume	
Academic Transcripts	
Electronic Picture of yourself	
List of membership or involvement with any service organizations, fraternal orders, or societies	
<i>*The Aspirancy Phase cannot continue until all of the above has been completed and submitted to the DRM Canon to the Ordinary.</i>	
5. Intake Interview with Canon to the Ordinary	
6. Background Check Report received	
7. Wellness Assessment Reports submitted	
Physical Examination	
Psychological Examination	
Marriage Assessment	
8. Clergy Discernment Report submitted	
9. Aspirant Essays Completed	
10. Personal History submitted directly to Bishop	
11. Interview with Bishop	
12. Episcopal Approval for Deacon Postulancy	
<p>During the Aspirancy Phase: The Aspirant is confirmed or received into the Anglican church, if they have not been before. It is also expected that throughout this process, the aspirant will write ember letters to the bishop, complete aspirant essays, learn/practice What a Deacon Needs to Know, and study for the exam .</p>	

Deacon Postulancy Checklist

1. Ministry Safe and KOST courses completed	
2. Postulant Essays Completed	
3. Notify Canon to the Ordinary of readiness to take exams	
4. Examinations Completed and returned to Canon to the Ordinary	
5. Diaconal Formation Plan Discussed/Agreed	
6. Confirmation that Formation Plan is Completed and/or plan to complete	
7. Complete Practical Practices in “What a Deacon Needs to Know”	
8. Episcopal Approval for Deacon Candidacy	

Deacon Candidacy Checklist

1. Set Ordination Date	
2. Ordination Prep Completed	
a. Liturgy sent to Bishop/Copies made	
3. Ordination Documents Returned Diocesan Admin	

Presbyterate (Priest) Postulancy Checklists

1. Presbyterate Formation Plan developed	
2. Confirmation that Presbyterate Formation Plan is Completed	
3. Complete Practical Practices in “What a Presbyter Needs to Know”	
4. Final Episcopal Interview and Approval for Presbyteral Candidacy	

Priest Candidacy Checklists

1. Set Ordination Date	
2. Ordination Prep Completed	
a. Liturgy sent to Bishop/Copies made	
3. Ordination Documents Returned to Diocesan Admin	

Reception of a Presbyter or Deacon

We require the following for Anglican clergy from another diocese who are seeking to be received into the Diocese of the Rocky Mountains:

1. All paperwork from the ordination process in the current diocese, if newly ordained.
2. Subscription to Diocese of the Rocky Mountains Standards
3. Provide evidence of Sexual Abuse Prevention Training.
4. Theological Discussion with the Bishop or his designate.
5. Letter Dimissory

Note: Those ordained in another denomination outside of Anglican Orders please contact Canon to the Ordinary

Appendix A

Application for Ordination Part I – Personal Information

Full Name: _____ Date: _____
Last First Middle Name

Address: _____
Street Address Apt./Suite #

City State Zip Code

Phone: _____ Email: _____

Date of Birth: _____ Social Security #: _____

Place of Birth: _____

Name of Spouse: _____
Last First M.I.

Date of Marriage: _____ Place of Marriage: _____
City/State

Children: _____
Name, Age, Gender

What Office Do You Seek? (Please Circle): Deacon Presbyter

Have You Ever Been Ordained? If Yes, in What Tradition?: _____
 Yes No

Have You Ever Applied for Ordination in Another Diocese?:
 Yes No

If Yes, in What Diocese?: _____

Are You A Citizen of the United States: If No, are You Authorized to Work in the U.S.?
 Yes No Yes No

Application for Ordination Part I – Education

College: _____ Address: _____
 Yes No

From: _____ To: _____ Graduate?: Degree: _____

Seminary: _____ Address: _____
 Yes No

From: _____ To: _____ Graduate?: Degree: _____

Other: _____ Address: _____
 Yes No

From: _____ To: _____ Graduate?: Degree: _____

Application for Ordination Part I – Employment

Company: _____ Phone: _____
Address: _____ Position/Title: _____
Supervisor: _____ Supervisor's Postion/Title: _____
May We Contact Your Previous Supervisor: Phone: _____
Yes No
To: _____ From: _____ Reason for Leaving?: _____

Company: _____ Phone: _____
Address: _____ Position/Title: _____
Supervisor: _____ Supervisor's Postion/Title: _____
May We Contact Your Previous Supervisor: Phone: _____
Yes No
To: _____ From: _____ Reason for Leaving?: _____

Company: _____ Phone: _____
Address: _____ Position/Title: _____
Supervisor: _____ Supervisor's Postion/Title: _____
May We Contact Your Previous Supervisor: Phone: _____
Yes No
To: _____ From: _____ Reason for Leaving?: _____

Company: _____ Phone: _____
Address: _____ Position/Title: _____
Supervisor: _____ Supervisor's Postion/Title: _____
May We Contact Your Previous Supervisor: Phone: _____
Yes No
To: _____ From: _____ Reason for Leaving?: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Are You Seeking Chaplaincy? Explain:

Application for Ordination Part I – References

Please List Three References: One Clergy, One Professional, One Relational (Not a Family Member)

Clergy

Full Name: _____ Relationship: _____

Church: _____ Diocese: _____

Address: _____

Phone: _____ Email: _____

Professional

Full Name: _____ Relationship: _____

Church: _____ Diocese: _____

Address: _____

Phone: _____ Email: _____

Relational

Full Name: _____ Relationship: _____

Church: _____ Diocese: _____

Address: _____

Phone: _____ Email: _____

Application for Ordination Part I – Disclaimer & Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to ordination, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Print: _____

Diocese of the Rocky Mountains

Application for Ordination Part II – Personal Assessment Questions

- Your Spiritual Autobiography:** Have you been baptized? Were you raised in a Christian home? How did you come to know the Lord Jesus Christ? Have you been confirmed in the Anglican Tradition? When and under what circumstances have you experienced conversion or a reawakening of your faith? Has there been important people or other influences in your spiritual journey? What life experiences have been most significant in forming your faith? What struggles or victories?
- The Gospel:** What is the gospel? What's the heart of the Good News you want to share with others?
- Discipleship:** What is discipleship? How have you been taught the faith? Who has discipled you along the way, and how? Please describe. Have you experienced catechesis? If so, please describe?
- Anglican Formularies:** Carefully read the (Thirty-Nine) Articles of Religion and the 2008 Jerusalem Declaration. Do you have any reservations about affirming these statements of faith? If so, please describe and explain.
- Worship:** Briefly describe your current participation in public worship. How significant is worship as a part of your spirit formation? What elements of worship are most meaningful to you? Is there anything connected to worship with which you struggle? What are some favorite hymns/songs and why?
- Spiritual Disciplines:** Describe your patterns and practices of personal and corporate devotions. How often do you read the Scriptures? When and how do you usually pray? Do you regularly use the Book of Common Prayer (e.g. the Daily Office)? In what other ways do you seek to grow in grace? What other practices are meaningful for your spiritual life? Do you practice daily repentance? Have you experienced spiritual direction? If so, what has God chosen to do in that time?
- Friendship:** Do you have close friends? Who are they? How important are friendships to you? Is it hard for you to sustain friendships, why or why not?
- Calling:** Briefly describe your sense of calling to ordained ministry. To what office and type of future ministry do you believe God is calling you? Describe your gifts and strengths. How have others affirmed you in this sense of calling? Why do you wish to be ordained in the Anglican Communion, and specifically, the Diocese of the Rocky Mountains? Are you willing to serve under spiritual authority, why or why not?
- Leadership:** Describe your experiences in leading. Make sure to include any ministry in the church, including small group leadership or teaching. Were these ministry endeavors fruitful? What does fruitful leadership look like? What leaders in your life have helped you form your leadership style, and how? What is your current leadership style?
- Discipline:** What is your view on church discipline? Have you ever been disciplined or dismissed from a Christian congregation or denomination? Have you ever been removed from an ordination or credentialing process with another Christian congregation or denomination? If so, explain.

11. **Spousal Support:** If you are married, please have your spouse respond to the following questions: Do you agree and support your spouse's sense of calling to ordained ministry? How has your spouse's pursuit of ordained ministry affected your relationship/marriage? Are you of one mind and heart regarding the essential faith, doctrine and mission of Anglican Christianity? How have you grown through your spouse's ministry? If you have children, how have your children grown through your spouse's ministry? How has it affected your family? How have you and your spouse tried to integrate marriage/family and ministry?
12. **Debt:** What is your current level of indebtedness? Are you now, or have you ever been, in debt beyond your ability to meet your financial obligations? Have you ever filed for bankruptcy? If so, please provide an account of the circumstances and how you handled the situation. How would you assess your personal money management? For example, do you have a budget? Do you feel you are able to live within the limits of that budget? Please discuss briefly.
13. **Is there anything else you would like to communicate?**

Appendix B
Diocese of the Rocky Mountains
Medical Evaluation

I. Purpose

The purpose of the Diocesan Pre-Ordination Medical Evaluation process is to assess the physical health of ordination applicants.

II. Process

1. The candidate for ordination identifies a licensed medical doctor and makes an appointment.
2. Prior to the appointment, the candidate for ordination (and spouse, if applicable) signs a release (attached) to allow the doctor to share his or her evaluation with the Diocese of the Rocky Mountain's Canon to the Ordinary.
3. The candidate meets with the doctor.
4. The doctor provides a written evaluation to the Diocese (attached).
5. The candidate or the sponsoring church compensates the doctor for services.

Diocese of the Rocky Mountains
Medical Evaluation
(Template Letter for Your Physician)

Dear Doctor,

N. is a candidate for ordination in the Diocese of the Rocky Mountains in the Anglican Church in North America. You are being asked to provide a basic physical evaluation for *N.* The candidate will arrange payment for services with you or your office directly.

As a part of the ordination process, each candidate undergoes an evaluation by a licensed medical doctor who can provide an assessment of the candidate's physical health as it relates to the vocational demands of ordained pastoral ministry. Your work in assessing the candidate is part of the overall process of discerning the candidate's preparedness for ordination.

At the appointment, please provide the candidate for ordination with a release waiver to sign so that you might share your written, confidential evaluation with the Diocese of the Rocky Mountains (a recommended waiver template accompanies this letter).

In addition, we ask that you please complete the attached Medical Evaluation Form and have your office mail it directly to:

Canon to the Ordinary
% of Holy Trinity Anglican Church
13990 Gleneagle Dr.
Colorado Springs, CO 80921

Thank you in advance for your

service. Sincerely,

The Reverend Canon Matt Burnett

Canon to the Ordinary
% of Holy Trinity Anglican Church
13990 Gleneagle Dr.
Colorado Springs, CO 80921
Email: mkburnett01@gmail.com

Medical Evaluation Form

This is to certify that I, (name of Doctor) _____,

have conducted a full physical examination of (name of patient) _____

and have found (please check one):

No medical conditions or concerns that would prevent him/her from performing the work of ordained ministry.

The following health concerns that may prevent him/her from performing the work of ordained ministry (please list):

Doctor's signature

Date

Doctor's Office Contact Information:

Name of Office: _____

Address: _____

Phone number: _____

Email Address: _____

Authorization to Release Information

- 1. I am voluntarily seeking ordination in the Diocese of the Rocky Mountains under the Anglican Church in North America and I understand that part of the ordination process requires me to undergo a physical assessment (hereafter, “Assessment”) by a licensed medical doctor to evaluate my physical health.**
- 2. I consent to participate in the Assessment and understand that I may be asked questions related, but not limited to, family history, medical history, lifestyle habits, criminal history, and sexual behavior. I agree that all the information I provide will be truthful and not misleading.**
- 3. I authorize the doctor to release a confidential written report to the Diocese of the Rocky Mountains’ Bishop, the office of the Bishop, and/or the Canon to the Ordinary.**
- 4. I authorize the doctor to discuss, either in written form or verbally, the written report with the Diocese of the Rocky Mountains’ Bishop, the office of the Bishop, and/or the Canon to the Ordinary.**

Applicant’s Signature

Date

Applicant’s Name (Please Print)

Appendix C

Diocese of the Rocky Mountains Psychological & Marital Evaluation

I. Purpose

The purpose of the Pre-Ordination Psychological and Marital Evaluation process is to assess the psychological and marital health (if married) of ordination applicants.

II. Process

1. The candidate for ordination identifies a licensed Christian counselor approved by his/her Rector and makes an appointment with this counselor.
2. Prior to the appointment, the ordinand provides the counselor with the Diocese of the Rocky Mountains' Guidelines for Assessment (below).
3. Prior to the appointment, the ordinand (and spouse, if applicable) signs a release (below) to allow the counselor to share his or her evaluation with the Diocesan offices.
4. The ordinand (and spouse, if applicable) meets with the counselor.
5. The counselor provides a written evaluation to the Diocese of the Rocky Mountains.
6. The ordinand or the sponsoring church compensates the counselor for services.

Letter to Counselor

Dear Counselor,

N. is a candidate for ordination in the Diocese of the Rocky Mountains under the Anglican Church in North America. You are being asked to provide basic psychological evaluation for *N.*, and, if married, a marital health assessment for *N.* and spouse. The candidate will arrange payment for services with you or your office directly in advance of the counseling session.

As a part of the ordination process, each candidate undergoes an evaluation by a licensed Christian counselor or other qualified mental health professional we can provide an assessment of the candidate's mental, emotional, and marital health as it relates to the vocational demands of ordained pastoral ministry. Your work in assessing the candidate is part of the overall process of discerning the candidate's preparedness for ordination.

Please provide a basic evaluation based on the following areas:

- Mental Health History
- Family Mental Health History
- Emotional Maturity
- Interpersonal Functioning
- Level of Self-Awareness
- Adaptability
- Sexual Behavior
- Marital Health

In addition to a comprehensive interview with the candidate and spouse, you may wish to administer a personality inventory (e.g. MBTI), marriage inventory (e.g. Prepare/Enrich) or other instrument ahead of the counseling session. At your discretion, some candidates may require more than one session. At a minimum, we ask you spend no less than 1.5 hours with a non-married candidate, and not less than 2.5 hours with a married candidate, including 1 hour with the candidate and spouse.

Prior to your first meeting, please provide the candidate for ordination (and spouse, if applicable) with a release waiver to sign so that you might share your written, confidential evaluation with the candidate's Bishop and the Canon to the Ordinary (a recommended waiver template accompanies this letter). Upon conclusion of the interview process, please provide a brief written evaluation to the mail address below based on the areas mentioned above along with answers to the following questions:

1. Do you have any concerns or do you foresee any issues that would potentially disqualify this person from ordained pastoral ministry?
2. In your estimation, what do you believe is the candidate's ability to respond to the emotional challenges inherent in the work of ordained ministry?
3. If the candidate is married, how would you describe the couple's marital health?
4. Do you recommend this candidate for further counseling or to see another mental health professional related to any issue uncovered through the evaluation? If so, please explain.

Thank you in advance for your ministry.

Yours in Christ,

The Reverend Canon Matt Burnett
Canon to the Ordinary
% of Holy Trinity Anglican Church
13990 Gleneagle Dr.
Colorado Springs, CO 80921
Email: canonmatt@rockymountainanglican.org

Authorization to Release Information

- 1. I am voluntarily seeking ordination in the Diocese of the Rocky Mountains under the Anglican Church in North America and I understand that part of the ordination process requires me to undergo a mental and marital (if married) health assessment (hereafter, “Assessment”) by a licensed professional approved by my pastor.**
- 2. I (and my spouse, if applicable) consent to participate in the Assessment and understand that such an Assessment may include questionnaires, inventories, other tests or interview. I understand that I (and my spouse) may be asked questions related, but not limited to, family history, marital history, lifestyle habits, criminal history, sexual behavior, education and employment. I (and my spouse) agree that all the information I provide will be truthful and not misleading.**
- 3. I (and my spouse) authorize the counselor to discuss, either in written form or verbally the confidential written report with the Diocese of the Rocky Mountains’ Bishop, the office of the Bishop, and/or the Canon to the Ordinary.**

Applicant’s Signature

Date

Spouse’s Signature

Applicant’s Name (Please Print)

Appendix D

Parish Discernment Guidelines

To those seeking ordination, Scripture lists certain qualifications (1 Timothy 3.1-16 and Titus 1.5-9) that should be noticeably present in the life of the aspirant. Particularly, they should be sound in the faith. They should have an ability to communicate the Gospel and to teach and disciple others in the faith. Their lives should reflect holiness and discipline which brings honor to Christ and which causes them to be respected by those outside the church. They should demonstrate wisdom and discretion. There should be visible fruit of their faith as well as a public affirmation by their local congregation of their sense of call. The discernment period should be at least 6 months long (unless formally approved to do otherwise by the Canon to the Ordinary), but may be longer. Each meeting should take 1 ½ to 2 hours with the aspirant and then at least 30 minutes for the team to discuss without the aspirant being present (notes from this time of the meeting can be helpful when writing the final report).

The rector will choose and convene a parish discernment committee. The parish discernment committee should be composed of 6-8 people. The committee will need a chairperson and a recorder. The Committee Chair should be comfortable with keeping the group on task, asking hard questions in a constructive manner, providing follow up questions when needed to go deeper, and taking the lead to make sure the final report is completed and submitted to the rector and aspirant. Because of the importance of the work undertaken by the parish discernment committee, the rector will orient the committee to its task (including a good understanding of what characterizes the office of the diaconate and what characterizes the office of the presbyterate).

All Christians have a call to ministry – the role of the parish discernment committee is to further test the individual's call to ordained ministry. The Parish Discernment Committee can provide helpful clarification, confirmation, or reconsideration of the call to ordained ministry. This is meant to be an exploration, not an inquisition. (Some of the questions asked throughout this process may seem intrusive, but are a necessary part of the process). ***It should be made clear that for an effective process of discernment, the committee must create a climate for honest conversation and genuine care. Confidentiality is expected.***

Finally, the aspirant is responsible for scheduling the meetings and they will need to prepare and present a 10-minute biblical reflection at the beginning of at least the first 6 meetings, including the first meeting. Represented here are guidelines for an orientation meeting, topics to be covered through out the course of 6 or more months, and the final meeting for the Parish Discernment Committee. Keep in mind that there is no rush. For example, the Parish Discernment Committee may take two weeks or more if needed to discuss any of the following suggested topics. When all meetings are completed to the satisfaction of the team and the aspirant, the team will compose a letter to present to the aspirant, rector, and diocesan credentialing team.

The texts for the six meetings are:

- First Meeting: Genesis 1:27
- Second Meeting: 2 Timothy 3:16-17
- Third Meeting: Ephesians 2:8-9
- Fourth Meeting: Hebrews 4:15
- Fifth Meeting: 1 Corinthians 10:31
- Sixth Meeting: Jeremiah 20:9

Introductory Meeting

Spouse should be present at this meeting. This is the introductory meeting in which the rector introduces the aspirant and, if married his/her spouse to the parish discernment committee. The following elements should be a part of this first meeting:

1. The rector should introduce the aspirant, spouse, and parish discernment participants to each other. He should give an overview of the discernment process, giving particular attention to our Anglican understanding of ordination as well as the role and responsibility of the parish discernment committee.
2. Exploration vs. inquisition – get a clear understanding of the difference. (Some of the questions asked throughout this process may seem intrusive, but are a necessary part of the process.)
3. Discuss any questions about the exploration process.
4. Up to aspirant to arrange a schedule of meetings so that all participants are able to be present.
5. Nominate a chairperson for the committee who will be tasked with overseeing, scheduling and leading meetings.
6. Nominate a recorder who will keep written minutes of each meeting and transmit the final report to the Canon to the Ordinary and/or the Diocesan Administrator.
7. Have the aspirant prepare a Spiritual Autobiography, of not more than 5 pages, to be distributed at least 3 days prior to the next meeting.

Topic 1: Spiritual Autobiography

At this meeting, the aspirant should verbally present their Spiritual Autobiography.

1. The committee should be listening for the aspirant's ability to clearly articulate their conversion to Christ/walk with Christ and a simple presentation of the Gospel.
2. Based on the Spiritual Autobiography, the following questions might be helpful to stimulate discussion:
 - In what ways has Christ shown Himself sufficient in this person's life?
 - What challenges has the aspirant faced? What challenges currently exist in this person's life? How does their faith inform their understanding of these challenges?
 - How does the aspirant respond to pressure?
 - What ministry experiences have they had? How have those experiences shaped their understanding of the Christian Faith?
 - What ministries are they currently involved in? What joys and challenges are presented by those ministries?
 - How does the aspirant tie together the "secular and sacred" realms of life?

Here are some suggested questions:

1. Describe your understanding of the Gospel and how that shapes your everyday life.
2. At what point did you begin to believe the gospel for yourself?
3. What are some important events (good or bad) that impacted your life?
4. Describe an event or dynamic from your childhood that affects you (positively or negatively) today.
5. What influences (teachers, books, events, crises, etc.) have contributed to your growth as a Christian?
6. Describe a time when your faith has been challenged.
7. What is your understanding of what it means to be ordained?

Topic 2: Calling

The following dimensions of calling are to be explored:

1. What is the aspirant's understanding of the Christian ministry?
 - How does the aspirant view the ministry of the whole Body of Christ?
 - How does the aspirant differentiate between the ministries of lay and ordained persons?

- What is pastoral care?
 - Why do they believe they are called to be ordained?
2. What further growth is needed and does this person have the capacity to achieve such growth?
 - What is the aspirant's academic record?
 - What evidence is there of the aspirant's continuing commitment to learning and intellectual growth?
 3. In what ways do you see/experience the person as one who is growing in the Christian Faith?
 - How well does the aspirant understand the basics of the Christian Faith (To Be A Christian: An Anglican Catechism: <http://anglicanchurch.net/?/main/catechism> or the Catechism in the 1979 BCP – pages 845-862)?
 - How well does the aspirant understand the basics of Anglicanism (The 39 Articles of Religion - <http://www.bcponline.org/Misc/histdocs.html#articles> or in the 1979 Book of Common Prayer pp. 867-876)?

Here are some suggested questions:

1. Have the aspirant read 1 Timothy 3:1-13 and Titus 1:5-9. These passages layout the qualifications for ordained ministry. Notice that most of the requirements have to do with the aspirant's character and not theological competence, though that is certainly important. After the aspirant reads the passages, ask an open-ended question like, "What stands out about these qualifications for ministry? Does anything give you pause?"
2. Describe a time when your character was put to the test? How did you respond to the challenge?
3. Describe a time when you feel that you were tested in your obedience to God. How did you respond? On what basis did you choose your response?
4. Have you ever had a time in which you believed that God was giving you direction? Describe that experience? What brought you to conclude it was God? What was your response?
5. Give an example of a time when you were given a ministry task and you successfully completed it. Have you ever been given a ministry task that you did not complete? If so, for what reason?
6. Have you ever had the opportunity to faithfully serve under another person in ministry? What about that was difficult? What about that was easy? How would you describe the experience?
7. What do you believe are spiritual gifts? How have you had an opportunity to use them? Have you ever had others confirm those areas of giftedness? How would you describe your devotional life? To what degree have you spent time reading and studying the Bible on your own? What portions of Scripture have been particularly meaningful or impactful on your spiritual formation?
8. In what way do you consider yourself a worshiper? Describe what that means and how that looks to you. What brings you joy in your life? Have you ever experienced a time in which you felt God took pleasure you? If so, describe that.
9. Why are you seeking Holy Orders? To the best of your knowledge, how would you describe the difference between a Deacon and a Priest?
10. What has led you to seek ordination? If you were unable to be ordained what effect would that have on your involvement in ministry?
11. If you are ordained where do you see yourself in five years?
12. Do you feel called to ordained ministry in the Anglican Church or do you feel called to serve your present congregation (if your ordination took you to a different congregation, would you still seek ordination)?

Topic 3 Integrity Interview

There are three parts. The aspirant will complete the first two parts of the Integrity Interview before the third part is completed in a meeting.

First Part: Before the meeting where this is discussed, the aspirant meets with at least three people (not

on the PDC) and does the following Integrity¹ Interview. These questions are intended to elicit honest feedback in consideration of a call to ordained ministry. To make the most of this process the aspirant should:

1. Begin by reading to your interviewee all twelve aloud straight through.
2. Then read each question as written, one at a time, and wait for responses.
3. Take notes on the response to each question.
4. Prior to moving on to the next question, read back to your interviewee a summary of his/her response to make sure you understand the response correctly.

Integrity Interview Questions:

1. What do you observe about my life that you want to emulate? How have I encouraged you to follow Christ?
2. What do you consider to be my strengths and/or gifts for ministry?
3. What is it like to be on the other end of me? In other words, what effect to I have on you? When you have spent an hour or a day with me, what condition to I leave you in?
4. What is my net impact on a social setting? When I leave a group setting, what is the footprint that I have left?
5. Do I help accomplish our mission? How?
6. Do you feel like I understand your world? Do I get your hopes, cares, frustrations, and dreams? Do I understand what it is like to be you?
7. What do you think I struggle to accept or see about myself?
8. What do you observe about my life that you find distasteful?
9. What are the subject matters that you instinctively trigger my defenses? What areas do you perceive will be too much trouble to open with me?
10. What are ways that I can be a better (depends on relationship, e.g. friend, spouse, parishioner, co-worker)?
11. What 10% are you holding back because you don't want to embarrass me?
12. Where do you see my life headed in 5-10 years?

Second Part: after the three interviews are completed, the aspirant works through the following questions before the meeting where this is discussed. Please pray through and write out your responses:

1. What has encouraged you the most from what you heard? Why?
2. What was the hardest thing you heard? Why?
3. What was the most surprising thing you heard? Why?
4. What was the most consistent criticism you heard from others?
5. Take the most difficult but true thing you heard about yourself from the committee and reflect on how this could manifest itself in ordained ministry. In what ways could it hinder you? What strategies might you develop to prevent against this?
6. How might ordained ministry fill up areas in which you are insecure?
7. Do you believe you are called to ordained ministry?
8. How has this process of inviting feedback from others affected your sense of calling?

Third Part: Hold a meeting/s to discuss the Integrity Interview. *The spouse should also be present for this time.* The aspirant can begin by going over the second part – the follow up questions. Then the Parish Discernment Committee will pose these questions based on the integrity interview:

Questions for the aspirant based on the previous week's integrity interview:

1. Did you flat out disagree with anything you heard?

¹ Based on Henry Cloud, *Integrity: The Courage to Meet the Demands of Reality*, (San Francisco: Harper, 2006).

2. How is God using both the encouragements and criticisms you heard?

For the Spouse (if married):

1. What did you think of the feedback and your spouse's reflections?
2. What do you think is your spouse's greatest strength? Greatest weakness? (Ask the candidate, 'How did he/she do?')
3. How difficult is it for people to confront your spouse?
4. How does your spouse deal with discouragement? Anxiety?
5. Does your spouse have any habits, behaviors or addictions which you believe might limit his effectiveness in ordained ministry?
6. Do you have any concerns about your spouse's fitness for ordained ministry?

For Both Aspirant & Spouse (if married):

1. What is the biggest challenge you have faced in your marriage?
2. What are the potential struggles in your life that could hinder your ministry as a couple?

Topic 4: Relationships and Emotional Health

***Spouse should be present at this meeting.* These questions are used to explore aspects of the aspirant's emotional health, relationships, and leadership capabilities. If married, then invite the spouse to be involved in discussing these questions as well.**

1. Have the aspirant describe their family life – family of origin as well as their current family situation. What joys and sorrows emerge? How does he/she deal with family conflict? Did he/she come from a divorced family? How did he/she process the emotional disruption of the divorce? How are his/her relationships with their parents, siblings, spouse, children currently?
2. Have the aspirant describe his/her relational life with their friends, neighbors, classmates, and colleagues. Is it easy or difficult for him/her to make friends? Does he/she have a mixture of old and new friends? Does the inquirer have any perception about how he/she is perceived by others?
3. Would the aspirant identify himself/herself as a "feeler" or a "thinker?" How are his/her thoughts and feelings expressed with family, in ministry, school or work settings?
4. Has he/she ever sought personal or marital counseling? For what matters? In what ways did counseling benefit the aspirant? What did he/she learn about himself/herself, and their spouse if applicable?
5. Additionally, it might be helpful to have them recount their courtship, their marriage, and their family life. What difficulties have they faced together? What joys can they articulate? What challenges do they currently face? How did the decision to explore ordination arise from the spouse's perspective? What are the spouse's thoughts and concerns regarding the possibility of ordination? Is she/he supportive?

Topic 5: Leadership

The goal of this meeting is to discuss leadership and calling. The following is to assist the group in exploring the person's capacity for leadership:

1. Has the aspirant ever led someone to Christ? Have they personally disciplined anyone? Give Examples.
2. How has the aspirant exercised leadership? How does he/she motivate others? Can he/she give any examples?
3. Is the aspirant able to identify a variety of leadership styles? Can he/she verbalize their preferred leadership style? Can he/she identify circumstances that challenge them as a leader?
4. How does he/she function in a small group setting? Amongst peers?

5. What positive experiences has the aspirant had with those in positions of leadership? What negative experiences has he/she had with those in positions of leadership?
6. Does the aspirant evidence leadership in school, work, or church settings? How?
7. Can the aspirant identify personal/professional failures? How did he/she, practically, handle those failures? What insights were learned from those failures? What leadership skills were developed in response to the their failure(s)?

The following questions are meant to assist the group in a discussion on calling to diaconate/priesthood:

1. Is the aspirant confusing a calling to Christian ministry with a calling to ordination?
2. Are his/her primary interests congruent with the basic function of an ordained person?
3. Are his/her abilities commensurate with the demands of the ordained ministry? While asking the questions and listening to the answers the discernment committee should consider whether they can envision this person as a deacon/priest in the church? Can they envision this person as their deacon/priest?

Final Meeting

This meeting is meant for the Parish Discernment Committee only. The committee will decide if they wish to recommend the person to the rector for the ordination process. Broadly speaking, the committee will want to evaluate the person with respect to the following categories:

- Character (is the fruit of conversion evidenced in their life?)
- Charism (do they evidence gifting for ordained ministry?)
- Calling (diaconate or presbyterate?) can they articulate a sense of call? Do you discern and affirm their sense of call?)
- Capacity (do they evidence the capabilities necessary for ordained ministry?)
- Competency (do they evidence skills/intellect necessary for ordained ministry?)

In addition to the interactions and questions of the previous weeks the committee may find the following evaluative questions helpful:

- How aware is the person of his/her own feelings?
- How well, and in what ways, does the person express strong positive and negative feelings?
- When dealing with feelings, do physical gestures and movements (body language) match the words spoken?
- To what extent is the person aware of and comfortable with his/her own sexuality How well integrated is his/her sexual identity with other aspects of life?
- Are there any indications that the person aspires to the ordained ministry as a way of solving his/her personal or vocational problems/disappointments.
- Does the person have a level of maturity and ability to adapt that is appropriate with his/her age?
- Does he/she show initiative, self-confidence, and enthusiasm?

It may be helpful to think of this decision in terms of having three possible directions:

1. Yes: The aspirant is gifted, called, and ready at the present time for ordained ministry.
2. Not now: The aspirant is gifted and demonstrates a certain level of calling for ordained ministry but the timing is not right.
3. No: The aspirant doesn't possess the appropriate gifting, qualities, and calling for ordained ministry.

Finally, if you find that the person is called to ordained ministry and ready for the ordination process, please determine to the best of your ability whether they are called to the priesthood or the diaconate.

Concluding Meeting with Rector and Final Report

A written summary of the discernment committee's work and decision will be presented to the aspirant and to the rector. It usually works best to have the chairman or the recorder to draft the summary. They can email the other committee members the draft to edit, add/subtract, and/or adjust the summary. Then the chairman or recorder can send the final draft to the rector and aspirant.

This report will need to clearly include one of three conclusions:

1. The aspirant is to continue on the path to ordained ministry as a deacon or priest (must be emphasized),
2. The aspirant is not to continue on the path of ordained ministry as a deacon or priest and needs to pursue another path of service in Christ's kingdom,
3. The aspirant is not ready to continue on the path to ordain ministry as a priest or deacon, but may reengage the process when the time seems right.

After the report from the discernment team has been presented to the rector and the aspirant the rector or someone from the discernment team will send the report directly to the Canon to the Ordinary (canonmatt@rockymountainanglican.org) and the Diocesan Administrator (admin@rockymountainanglican.org).

If the discernment committee feels that the aspirant should not proceed in the process, it will be necessary for some of the members of the committee and the rector to assist the aspirant to discover and engage in the challenging, satisfying form of lay ministry in his/her areas of gifting.

Appendix E

Personal History Questionnaire

Please answer the following questions for the bishop using no more than 200 words each. Email this directly to the bishop (ken@rockymountainanglican.org) when you request your interview.

1. Describe your sense of call to ordained ministry.
2. What are your Spiritual Gifts?
3. Is there anything from your past that I need to know?
4. Are there areas of struggle you currently have that I need to know?
5. Describe a situation where somebody brought correction.
6. Describe a time when others didn't cooperate well with you. How did you react to them?
7. Describe a time when change was difficult for you. What made the adjustment challenging?
8. When you have advanced a new idea at your job, church, ministry, how do you go about getting support?

