



What a Presbyter Needs to Know

Presbyterate candidates need to know/practice the following prior to ordination (This is in addition to the diaconal list)

Worship

1. A Priest candidate needs to have had opportunities to preach to the congregation at a Sunday worship service. This should include honest feedback from both the rector and a lay person (see form in appendix "H" in the credentialing manual).
2. Have a basic familiarity with the parts of the Eucharistic Prayer (1662, 1979, ACNA, etc.)
3. What parts of the worship service are reserved for the priest? How do you include Deacons and Lay Leaders in participating in leading worship? What is the Bishop's role when he visits?
4. Where do you turn to find appropriate changes to the liturgy based on the season? Understand where to find the appropriate preface for the season. What parts of the liturgy are you allowed to adjust? What do you need to do if you are thinking of making major adjustments?
5. Be familiar with Diocesan Customary on liturgy.
6. What are the steps and things needed to be ready for a typical Sunday worship service? Who will need to be involved and how do you prepare them for their role (e.g. music minister, readers, serving communion, prayers of the people, Deacons, etc.)

Special Services

1. A Priest needs to be familiar with planning and officiating at weddings and funerals.
 - a. If possible shadow a priest as they prepare and then conduct a wedding and funeral. Where this isn't possible ask your rector to walk you through how they prepare, walk with family, conduct the service, and then how they follow up after each of these events.
 - b. With your rector's help construct an order of service for a wedding and a funeral.
 - c. With your rector's help create a checklist of steps/things needed for preparation and conducting each of these services.
 - d. Know how you will do pre-marital counseling. If you will do it, what is your plan? Have resources ready for referrals for marriage and bereavement counseling.
 - e. Be familiar with Diocesan Customary on marriage and divorce.
2. How do you prepare for a baptism?
 - a. Will you have a baptism class for parents of those being baptized and for adults who wish to be baptized? What would you cover in such a class or course?
 - b. How do you put together an order of service that includes baptism in a Sunday worship service?
 - c. Know how to create a baptism certificate.
3. How do you prepare for confirmations?

Administration

1. Learn how By-Laws work and their relationship to Diocesan Canons and Provincial Canons.
2. Read through the Diocesan Constitution and Canons.
3. How does a church register with the state for tax exemption? Learn about incorporation within your state and how to apply for non-profit status.
4. How would you make sure parishioners receive their giving statements for tax purposes? What does your current church do?
5. What does a typical week look like for a pastor? Ask your rector to discuss this with you. What would be atypical?

Polity

1. What is the bishop's role and relationship to clergy and churches?
2. What is the Parish Council's function and Purpose?
 - a. What are the fiduciary responsibilities of the Parish Council?
 - b. What role do they take in leadership of the church and accountability?
 - c. How do you hear God together for the identity, values and vision of the church?
 - d. How do you empower them to step into their role and be examples and leaders in the church?
3. What are the canonical requirements of a church in the diocese?

Leadership

1. Values and Vision
 - a. How to discern values and vision for a church.
 - b. How to articulate and communicate the values and vision.
 - c. How to lead the congregation in the values and vision.
2. Team Building – candidate needs experience in the following:
 - a. How do you build a team?
 - b. How do you empower a team?
 - c. How do you hold a team accountable without micromanaging?
3. Leadership Style
 - a. How do you avoid micromanaging or giving away too much?
 - b. How are people best empowered to do the work of the church?
 - i. How are they best supported in this work?
 - ii. What motivates and demotivates?
 - iii. How do you avoid having a pastor-centered church?
4. What are your tendencies under stress that you revert to that aren't healthy?
5. Articulate concisely what discipleship is and some ways to facilitate discipleship.
6. Self care
 - a. Do you take a Sabbath? Why or why not? How do you make Sabbath part of your natural rhythm?
 - b. Do you have a confidant outside of your current ministry to help process things?
 - c. Do you know where to get help when you are hurting and need help?

Communication

1. What are the best ways to communicate events, activities, or opportunities to serve within the church?
2. What are some best practices when responding to emails from parishioners (especially negative emails)?
3. What are some best practices concerning using social media (Facebook, Twitter, Snapchat, etc.) as a pastor? How can these tools be used to communicate within the church?

4. What are the best ways to communicate and make your presence known in the surrounding community?
 - a. How can you and the church become a visible entity within your community?
 - b. How can social media aid and hurt you communicate your church's presence?
 - c. Are you aware of some basic sites for building your own Website?
 - d. What are some creative ways to see more people talking about your church?

Checklist for Presbyterate Practices

You and your rector will use this checklist to track your progress with the presbyterate practices above. Before the transitional deacon can be considered a presbyterate candidate for ordination, both the ordinand and his rector need to sign and agree that he has proficiency and/or knowledge of all of the following as described above. Return this to the diocesan admin (admin@rockymountainanglican.org) when complete and signed.

Worship:

- Opportunities to Preach with Feedback
- Familiarity with parts of Eucharistic Prayer
- Parts of Worship Service Reserved for Priest
- Where to Turn for Appropriate Liturgical Changes Based on the Season
- Be Familiar with the Diocese of the Rocky Mountains Customary on Liturgy
- How to be Prepared for a Typical Sunday Worship Gathering

Special Services:

- How to Prepare and Conduct Weddings and Funerals
- Created Order of Service for Wedding and Funeral
- Created Checklist of Steps/Things Needed for Wedding and Funeral
- Pre-Marital Counseling
- Be Familiar with the Diocese of the Rocky Mountains Customary on Marriage/Divorce
- Baptism Preparation
- Confirmation Preparation

Administration:

- By-Laws and Their Relationship with Diocesan and Provincial Canons
- Read Diocese of the Rocky Mountains Constitution and Canons
- Tax Exemption, Incorporation, Non-Profit Status
- Giving Statements for Tax Purposes
- Typical and Atypical Week as a Pastor

Polity:

- Role of the Bishop and relationship with clergy and the church
- Parish Council's Role and Function
- Canonical requirements

Leadership:

- Values and Vision Walked Through with Rector
- Experience in Team Building
- Leadership Style Discussed With Rector
- Tendencies Under Stress Examined and Discussed with Rector
- Articulate the Meaning of Discipleship to Rector
- Self Care – Discussed with Rector

Communication:

- Events, Activities, Outreach, and Opportunities to Serve

- Email Best Practices
- Social Media Best Practices
- Being Present in Community

Transitional Deacon Signature: _____ **Date:** _____

Rector Signature: _____ **Date:** _____