



Diocese of the Rocky Mountains Credentialing Guide

2.3b

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Letter from the Canon to the Ordinary

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 aid 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 your 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. Following this letter is a brief introduction to and description of the roles of a Deacon and a Presbyter.

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 Dr. Matt Burnett
Senior Pastor/Rector, Holy Trinity Anglican Church, Colorado Springs
Canon to the Ordinary, Diocese of the Rocky Mountains

What is a Deacon?

The primary role of a Deacon is to model Servant Leadership for the people of God by ministering the Gospel in word and deed: seeking out the lost, weak, poor, alien, and marginalized in society, and supporting the Priest in public worship.

Foundational Scriptures:

1 Timothy 3:8-13 *Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. They must hold the mystery of the faith with a clear conscience. And let them also be tested first; then let them serve as deacons if they prove themselves blameless. Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. Let deacons each be the husband of one wife, managing their children and their own households well. For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus.*

Acts 6: 1-7 *Now in these days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution. And the twelve summoned the full number of the disciples and said, "It is not right that we should give up preaching the word of God to serve tables. Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty. But we will devote ourselves to prayer and to the ministry of the word." And what they said pleased the whole gathering, and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicolaus, a proselyte of Antioch. These they set before the apostles, and they prayed and laid their hands on them. And the word of God continued to increase, and the number of the disciples multiplied greatly in Jerusalem, and a great many of the priests became obedient to the faith.*

Bishop's Exhortation from the ACNA Diaconal Ordination Service:

It belongs to the office of a Deacon to share in the humility and service of our Lord Jesus Christ, for the strengthening of the Church, which is his body. A deacon is to read the Gospel and proclaim Christ at all times through service, to instruct both young and old in the Catechism, and, at the direction of the Bishop or Priest, to baptize and preach.

A Deacon shall assist the Priest in public worship, to guide the intercessions of the Congregation, to aid in the administration of Holy Communion, and to carry the Sacrament to those who are kept from the Table by illness, infirmity, or imprisonment.

Furthermore, a Deacon is to interpret to the Church the needs, concerns, and hopes of the world. It is the Deacon's office to encourage and equip the household of God to care for the stranger, to embrace the poor and helpless, and to seek them out, so that they may be relieved.

Characteristics of a Deacon

Spiritual Vitality – The deacon enjoys a vibrant relationship with Jesus, strong devotional practices, and a commitment to Word and Sacrament. The Fruit of the Spirit should be evident in the deacon's life.

Anglican Ethos – The deacon desires to pursue the work of ministry as a faithful part of the Anglican family through Word and Sacrament, supporting our liturgical tradition, and in submission to the Canons and Constitutions of the ACNA and the Diocese of the Rocky Mountains.

Theological Clarity – The deacon must have a clear understanding of the faith as the Anglican Church has received it. This includes a thorough knowledge of the Bible, systematic theology, and Church History. The deacon must also agree with and be able to explain the 39 Articles.

Service – The deacon is a servant for the sake of others, being alert to ways in which he or she can practically help to meet needs, alleviate pressure, and care for others inside and outside of the church. Deacons should lead the church in following Jesus' example and command to "take up the towel and wash the feet of others." They encourage and empower the congregation to serve: sending the church back into the world week after week to love and serve the Lord by serving the lost, weak, marginalized, and alien in society. Deacons are bridges between the church and the world, expressing and modeling their particular spiritual gifts and personalities as they serve.

Leads by Example– Deacons embody what the Lord calls the church to do and to be. They demonstrate to the church to what it means to serve. A deacon’s influence is meant to be infectious, shaping the local church in its essential Christian life and ministry. The deacon knows how to submit with a good attitude, has an appropriate level of risk tolerance, and is comfortable with ambiguity or uncertainty. The deacon also works well in a team and is willing to support the vision and leadership of the rector.

Pastoral Sensitivity – Ministry is relational. The deacon loves people, shepherds and cares for others with sensitivity and grace, and is attentive to what is happening beneath the surface. To do this well, a deacon must also have good self-understanding, a high emotional IQ, and healthy boundaries.

Emotional Health – The deacon has addressed issues of identity, depression, anxiety, hurts, fears, and woundedness in life- not that these things do not exist, but that they are identified, and properly managed, and that healing has been sought.

Healthy Marriage and Family – If married, the deacon must have strong spousal support, a mature marriage, and children in a place of health that will allow them to flourish in this work. Also, under consideration is the financial health of the family.

What is a Presbyter?

The Primary role of the Presbyter is to shepherd the people of God as a minister of Word and Sacrament: preaching the Gospel, caring for, encouraging, and leading a congregation to Christ and His work, leading his own family well, and serving those in authority over him.

Foundational Scriptures:

1 Timothy 3:1-7 *The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.*

2 Timothy 4: 1-5 *I charge you in the presence of God and of Christ Jesus, who is to judge the living and the dead, and by his appearing and his kingdom: preach the word; be ready in season and out of season; reprove, rebuke, and exhort, with complete patience and teaching. For the time is coming when people will not endure sound teaching, but having itching ears they will accumulate for themselves teachers to suit their own passions, and will turn away from listening to the truth and wander off into myths. As for you, always be sober-minded, endure suffering, do the work of an evangelist, fulfill your ministry.*

Acts 20: 26-38 *Therefore I testify to you this day that I am innocent of the blood of all, for I did not shrink from declaring to you the whole counsel of God. Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood. I know that after my departure fierce wolves will come in among you, not sparing the flock; and from among your own selves will arise men speaking twisted things, to draw away the disciples after them. Therefore be alert, remembering that for three years I did not cease night or day to admonish every one with tears. And now I commend you to God and to the word of his grace, which is able to build you up and to give you the inheritance among all those who are sanctified. I coveted no one's silver or gold or apparel. You yourselves know that these hands ministered to my necessities and to those who were with me. In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'" And when he had said these things, he knelt down and prayed with them all. And there was much weeping on the part of all; they embraced Paul and kissed him, being sorrowful most of all because of the word he had spoken, that they would not see his face again. And they accompanied him to the ship.*

From the Bishop’s Examination from ACNA Presbyter Ordination Service:

A priest must be determined to instruct the people committed to his charge from the Holy Scriptures; to teach or maintain nothing as necessary to eternal salvation but that which may be concluded and proved by the Scriptures. He must be diligent always so to minister the doctrine, sacraments, and discipline of Christ, as the Lord has

commanded and as this Church has received them, according to the Commandments of God, so that he may teach the people committed to his charge to keep and observe them.

He must be ready, with all faithful diligence, to banish and drive away from the Body of Christ all erroneous and strange doctrines contrary to God's Word; to use both public and private admonitions and exhortations to the weak as well as the strong within his charge, as need shall require and occasion shall be given. He must be diligent in prayer, in the reading of Holy Scripture, and in such study as may further the knowledge of the same, laying aside all distractions of the world and the flesh.

He will be diligent to frame and fashion his own life, and the life of his family, according to the doctrine of Christ, and to make himself and them, as much as he is able, a wholesome example and pattern to the flock of Christ. He will maintain and set forward, as much as he is able, quietness, peace, and love among all Christian people, and especially among those who are or shall be committed to his charge.

He will reverently obey his Bishop and other chief Ministers who, according to the Canons of the Church, may have charge and authority over him, following with a glad mind and a good will their godly admonitions, and submitting himself to their godly judgments.

Characteristics of a Presbyter

Spiritual Vitality - A vibrant relationship with Jesus, strong devotional practices, a commitment to Word and Sacrament. The Fruit of the Spirit should be evident in the presbyter's life.

Proclamation – The presbyter must have clarity on the Gospel, a deep knowledge of Scriptures, and the ability to preach clearly, contextually, and powerfully.

Anglican Ethos – The presbyter will do the work of ministry as a faithful part of the Anglican family through Word and Sacrament, in the liturgical tradition, grounded in the 1662 Book of Common Prayer and Constitutions and Canons of the ACNA and the Diocese of the Rocky Mountains.

Theological Clarity – The presbyter must have a thorough understanding of the faith as the Anglican Church has received it; this includes a thorough knowledge of the Bible, systematic theology, and Church History; the presbyter must also agree with and be able to explain and apply the 39 Articles.

Pastoral Sensitivity – Ministry is relational: the work of the Church is a people work. We need presbyters who love people, shepherd and care for others with sensitivity and grace, see what is happening beneath the surface, and have the ability to administer Church Discipline for the sake of restoration (not punishment). To do this well, a presbyter must also have good self-understanding, a high emotional IQ, and a comfort with his limits.

Disciple Making – The presbyter recognizes the importance of making disciples and has demonstrated an ability to walk with and mentor others in their faith.

Gatherer – The presbyter has demonstrated an ability to seek the lost and build up a community, engaging the culture of their context and being outward focused.

Leadership Ability - The presbyter must have the ability to lead and equip their congregations. This includes the ability to prayerfully make decisions with integrity and humility, raise up and equip other leaders (not a lone ranger and not a micro-manager), cast a vision and execute on a plan, create systems, and persevere to see plans through for the long haul. A good leader also knows how to submit with a good attitude, has an appropriate level of risk tolerance, is comfortable with ambiguity or uncertainty, and is able to handle adversity and resolve conflicts.

Emotional Health – He has addressed issues of identity, depression, anxiety, hurts, fears, and woundedness in his life- not that these things do not exist, but that they are identified, and properly managed, and that healing has been sought.

Healthy Marriage and Family – Whether single or married, the presbyter can demonstrate a healthy support structure. If married, a mature marriage, strong spousal support with acceptance and awareness of the presbyter's commitment to the church), and children in a state of health that will allow them to flourish in this work. Also, under consideration is the financial health of the family.

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, psychological and 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. **Attendance in a Church for One Year:** An Aspirant will regularly and frequently attend a parish within 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.

Interview with Rector and Letter of Recommendation: *The Rector recommendation is the first step and must be submitted **before** beginning Parish Discernment.* The Aspirant and the Rector will discuss the possibility of beginning the ordination process.

- Rectors need to understand that they have an important role in the ordination process. You are being asked to support, guide, and assist the Ordinand with preparation for the exams and reaching ordination, checking in with her/him periodically throughout the process.
- Rectors, please see the Rector Checklist that was emailed to you (or [Appendix A](#)) for a list of the Rector's responsibilities during the ordination process.

The ordination process formally begins when the Rector sends a letter of recommendation to the Bishop, Canon to the Ordinary, and Diocesan Administrator indicating support for the Aspirant to enter the ordination process. Please send to Bishop Ken, Canon Matt, and the DRM Administrator (ken@rockymountainanglican.org, admin@rockymountainanglican.org, canonmatt@rockymountainanglican.org).

The letter of recommendation should include :

- the full name (including middle name) of the Aspirant
 - the order you and Aspirant feel a call to (Diaconate/Presbyterate)
 - how long Aspirant has been member of your parish
 - support and reason you recommend Aspirant
 - a context for ministry (*If this person were ordained as a deacon in 12-15 months [or a presbyter in 2 years], how do you envision them serving in your church?* Please see the Aspirant Letter on p. 3.)
 - Aspirant's date of birth
 - Aspirant's contact information: current email address, cell phone number, and mailing address.
2. **Parish Discernment:** Once the Rector's recommendation has been submitted, the Aspirant may begin Parish Discernment. This process is to be 6 months long. Specific instructions and guidelines are provided in *Appendix B* of this credentialing guide.

A summary of the committee's findings and recommendations should be presented to the Rector and Aspirant and then sent to Bishop Ken, the Diocesan Administrator, and the Canon to the Ordinary.

****With the beginning of Parish Discernment**, the Aspirant is expected to write **Ember Day Letters** to the Bishop (see below) and may also concurrently...

- prepare for and take ordination Exam #1 (The Bible).
- gather application materials (see #4 below. Please do *not* submit until parish discernment report is reviewed).
- begin the Deacon Formation Plan (see p.10).

3. Ordination Exam 1 (The Bible): During parish discernment, the Aspirant can prepare for and schedule to take the first ordination exam, The English Bible. A study guide and reading list have been sent to guide you in your preparation, also available <http://rockymountainanglican.org/clergy-formation/>. Request an exam date by contacting the Diocesan Admin and Canon Matt or write if you need further guidance or accommodations.

- Please do the readings as the reading list and syllabus have been created to guide and prepare you for the exams and will potentially reduce the amount of follow-up or additional work or conversations needed after grading, and it honors the graders, who will put a lot of time and effort into grading the exams and responding to ordinands' work.
- Once a Part is submitted, anticipate 2-3 weeks for it to be graded by a member of the DRM Credentialing Team, and also anticipate some sort of follow-up reading, discussion, and writing with your grader and rector or a credentialing team member.

****All of the above must be completed before any application materials can be accepted.****

Send Ember Day Letters to the Bishop: Throughout the ordination process, Aspirants are expected to write Ember Day letters to their Bishop. Ember letters should be written to and emailed directly to the Bishop. In the letter, you will write to the Bishop about your engagement with the ordination process and life in general, as a way to check in and let the Bishop know how you are doing spiritually, emotionally, in family life, or to bring up any issues you wish to discuss.

The dates for these letters are fixed by the church year

(http://anglicanchurch.net/?/main/texts_for_common_prayer):

- the week between the 3rd and 4th weeks in Advent
- the week between the 1st and 2nd weeks in Lent
- the week between Pentecost and Trinity Sunday
- the week after Holy Cross (September 14)

4. Application Packet: The Aspirant submits the application materials to the Diocesan Admin by email*, including the following:

- Proof of Anglican confirmation – The Aspirant is confirmed or received into the Anglican church if they have not been before. Send confirmation certificate to the Diocesan Admin. If not confirmed Anglican, talk to your Rector about being confirmed at the next Bishop's visit;
- Application form & personal assessment questionnaire (Application Parts I & II, found in *Appendix C*);
- Resume or C.V.;
- Academic transcripts (official) from undergrad, graduate, and/or seminary, **sent electronically***, if possible;
- Electronic photo of applicant;
- List of current or past involvements, volunteer work, or memberships with any service organization, fraternal order, or societies;
- Application fee of \$100*, which covers the cost of the background check. This can be sent via check*, ACH deposit, or Zelle. Please contact Diocesan Admin for more information about sending money electronically.

***Mailing Addresses:** See Appendix L. There is a mailing address for application materials and another for the fee.

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

5. **Intake Interview with Canon to the Ordinary***: Once all application materials have been submitted and reviewed, the Diocesan Admin will work with the Aspirant to schedule an intake interview with the Canon to the Ordinary. Please be ready to review your proposed exam schedule, confirmation plan (if necessary), and teaching plans (see page 9 for more information).

****Steps 6-9 may be done concurrently and must be completed before Step 10, the Clergy Discernment Interview****

6. **Background Check***: A background check is initiated after the intake interview is completed. Follow the instructions provided in the email.
7. **Wellness Assessments***: It is the desire of The Diocese of the Rocky Mountains to see that each Applicant for Holy Orders possesses the necessary health to serve and thrive as an ordained Deacon or Priest. With the initiation of the background check, the Aspirant will schedule these. See *Appendix D* for more information/requirements, forms, and letters for your counselor. **Return all reports/assessments to Canon Matt (as described).**
8. **Ordination Exam 2* (Anglican Liturgy and Polity)**: After your Intake Interview, please contact the Diocesan Admin to schedule. You can anticipate 2-3 weeks for it to be graded and also anticipate some sort of follow-up reading, discussion, and writing, with your grader and rector or a credentialing team member.
9. **Teaching/Leadership Exercise I (Vocational and Transitional Deacons)**: The Aspirant will lead a Bible Study Series, Small Group Study, Home Group, Daily Office, Lenten or Advent Study, Devotional Series, Alpha, or similar program with a **minimum of 2 sessions** before moving to the Postulancy Phase. The Aspirant will be responsible for planning, promoting, and implementing the program and will be evaluated in the areas of leadership strength, teaching ability, organization, and communication.
- Your Rector will need to send in the evaluation document (found in *Appendix E*).
 - The Rector, or someone designated by the Rector, can fill this out. However, *the Rector must be present for at least one session.*

****Steps 6-9 may be done concurrently and must be completed before Step 10, the Clergy Discernment Interview****

10. **Clergy Discernment Interview**: After the background check and wellness assessments are received and cleared, a team of DRM clergy will interview the Aspirant. The purpose of this interview is to assess the Aspirant's calling and competency to ordained Anglican ministry within the Diocese of the Rocky Mountains, pastoral sensitivity, and leadership ability. You and your Rector will receive a guide to help you in preparing for this interview. The Diocesan Admin will invite clergy to serve on this team who will then contact the Aspirant to get the meeting scheduled.

These interviews inform, guide, and shape your process. The team's recommendations may lead to the development of new steps in your Diaconal Formation Plan.

11. **Ordinand Intensive**: An Ordinand Intensive will be held annually in February before the weekend before the DRM Synod. The intensive is offered to all Applicants that have completed the parish discernment process. If you are ordained a deacon or not yet ordained, you will need to attend an ordinand intensive before your ordination to the diaconate if you are a lay person and before your ordination to the presbyterate if you are a transitional deacon.

12. **Personal History Questionnaire:** After the wellness assessments and clergy discernment report have been received, the Aspirant will be notified by the Diocesan Admin to complete the Personal History Questionnaire (*Appendix F*) and send it directly to the Bishop (ken@rockymountainanglican.org).
13. **Interview with Bishop:** When you submit your Personal History Questionnaire to Bishop Ken, request a time to schedule this interview.
14. **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.

Deacon Postulancy Phase

1. **Deacon Formation Plan:** *Within one month of entering Deacon Postulancy, working together with your rector, submit your written Deacon Formation Plan, addressing the following and submit to the Diocesan Administrator and Canon Matt Burnett.*
 - Context for ministry: Describe how the ordinand will be involved in parish life. What responsibilities and assignments will s/he be engaged in and responsible for? This may include staff meetings, teaching/preaching schedules, reading and discussion sessions, etc.
 - How do you plan to address and follow up with further formation for things that came up during the ordinand's parish discernment, clergy discernment interview, or exams (if any)?
 - Develop a plan and schedule to discuss and practice the items on the What a Deacon Needs to Know checklist (*Appendix G*).
2. **Sexual Abuse Prevention Training:** The Postulant will complete the Ministry Safe and K.O.S.T. (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. The Diocesan Admin will send you links to take the courses.
 - Ministry Safe: 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 the Diocesan Admin.
 - K.O.S.T.: You will receive an email with a K.O.S.T. login code and instructions. Please allow for up to 3 hours for completion of this course. Upon completion, a copy of your certificate will automatically be emailed to the Diocesan office.
3. **Prepare for and Take Ordination Exams 3 (Systematic Theology) and 4 (Practical Theology [Presbyters], or Vocational Diaconate [Deacons]):** These may be done concurrently with the abuse prevention training. If you have not done so yet, please contact the Diocesan Admin and Canon Matt to schedule exams 3 and 4. Please anticipate 2-3 weeks for it to be graded, and also anticipate some sort of follow-up reading, discussion, and writing, with your grader and rector or a credentialing team member.
4. **Submit Completed Deacon Formation Plan/Checklist:** Complete and submit (signed and dated) Deacon Formation Plan, including What a Deacon Needs to Know checklist (*Appendix G*), as discussed and agreed upon at the beginning of Deacon Postulancy, to the Diocesan Administrator and Canon Matt Burnett *before Deacon Candidacy*.
5. **Preaching (Transitional Deacons Only):** Postulant should preach at least 2 times during Deacon Postulancy. Your Rector will need to send in the Preaching Evaluation Form for each instance (found in *Appendix H*) to the Canon to the Ordinary and Diocesan Admin. The Rector, or someone designated by the Rector, may fill out these.
6. **Rector Check-In:** Before the Episcopal Interview, the Rector will meet with Canon Matt when all the above has been completed.

7. **Episcopal Interview and Approval for Deacon Candidacy:** Upon the successful completion of all the above, the Postulant will have a final interview with the Bishop, who will then review the Ordinand's file and may then approve the Postulant for Candidacy. The Diocesan Admin will arrange this interview.
 - **Setting the Ordination Date:** The Postulant will work with the Bishop to schedule the ordination. The ordination date can be set *no sooner than 6 weeks* after examination follow-up / submission of the completed formation plan. *Please do not set an ordination date before entering Deacon Candidacy phase.*

Deacon Candidacy

1. **Preparing for Ordination:** A copy of the Ordinal will be sent to you to prepare for the ordination service. 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 that 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.
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 the ordination documents in duplicate.

Presbyterate Postulancy

**For those Deacons seeking ordination to the Priesthood, there are several further steps in the formation process. A Transitional Deacon, at the discretion of the Bishop, should expect to serve from 6 to 12 months before their Presbyteral ordination.*

1. **Presbyter Formation Plan:** Working together with your rector, submit your written Presbyter Formation Plan, addressing the following and submit to the Diocesan Administrator and Canon Matt Burnett.
 - Context for ministry: How do you envision the ordinand serving as a presbyter in parish life (please provide detail)? What responsibilities and assignments will he be engaged in and responsible for? (This is only needed if Presbyterate Postulant is not going to be the rector of or planting a church.)
 - How do you plan to address and follow up with further formation for things that came up during the Postulant's parish discernment, clergy discernment interview, or exams (if any)?
 - Develop a plan and schedule to discuss and practice the items on the What a Presbyter Needs to Know checklist (*Appendix I*), to be submitted (signed and dated) to the Diocesan Administrator and Canon Matt Burnett *before Priest Candidacy*.
2. **Preaching:** Presbyter Postulant should preach at least 2 times during Priest Postulancy. Preaching Feedback Forms will need to be submitted to the Canon to the Ordinary and Diocesan Admin for each instance. The Rector, or someone designated by the Rector, may fill out these evaluation forms (*Appendix H*), *one completed by clergy and one completed by laity*.
3. **Submit Completed Presbyter Formation Plan:** Complete and submit (signed and dated) Presbyter Formation Plan, including the What a Presbyter Needs to Know checklist (*Appendix I*), as discussed and agreed upon at the beginning of Presbyter Postulancy, to the Diocesan Administrator and Canon Matt Burnett *before Presbyter Candidacy*.
4. **Rector Check-In:** Before the Episcopal Interview, the Rector will meet with Canon Matt when all the above has been completed.

5. **Final Interview with the Bishop and Approval for Presbyteral Candidacy:** After the details of the Presbyter Formation Plan are satisfied, the Diocesan Admin will arrange for the Postulant to have a final interview with the Bishop, after which, the Bishop will make a decision on whether or not the ordinand will become a Presbyteral Candidate.
 - **Setting the Ordination Date:** The Postulant will work with the Bishop to set dates for all ordinations. *Please do not set an ordination date before you enter the candidacy phase.*

Presbyter Candidacy

1. **Preparing for Ordination:** Please request a copy of the Ordinal from the Bishop or the Diocesan Administrator. 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 that 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.
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 Priest will sign all of the ordination documents in duplicate.

Ordination Process for Clergy Ordained in Another Tradition (COAT)

***Those ordained in another denomination outside of Anglican Orders, please contact Canon to the Ordinary, Matt Burnett, before submitting any materials.** An ordination process will still need to be completed. You will follow the same process as found in the manual beginning with the Deacon Aspirancy, however, your first step will most likely be the application. (admin@rockymountainanglican.org, canonmatt@rockymountainanglican.org)

COAT Aspirancy

The COAT process contains nearly all the same process elements but is restructured. A full description of each part of the COAT process can be found in the traditional ordination process in the Deacon Aspirancy, Deacon Postulancy, and Deacon Candidacy sections, starting on p. 7.

1. **Letter of Recommendation and context for ministry from Rector of current church** (where applicable) and discussion with Bishop Ken or Canon Matt.
2. **Application Packet:** The Aspirant submits an application packet to the Diocesan Admin by email, including the following:
 - Proof of Anglican confirmation – The Aspirant is confirmed or received into the Anglican church if they have not been before. Send confirmation certificate to the Diocesan Admin. If not confirmed Anglican, please talk to your Rector about being confirmed at the next Bishop's visit;
 - Application form & personal assessment questionnaire (Application Parts I & II, found in *Appendix C*);
 - Resume or C.V.;
 - Academic transcripts* (official) from undergrad, graduate, and/or seminary, sent electronically, if possible;

- Electronic photo of applicant;
- List of current or past involvements, volunteer work, or memberships with any service organization, fraternal order, or societies;
- Application fee of \$100*, which covers the cost of the background check. This can be sent via check*, ACH deposit, or Zelle. Please contact Diocesan Admin for more information about sending money electronically.

*Mailing Addresses: See Appendix L. There is a mailing address for application materials and another for the fee.

Send Ember Day Letters to the Bishop: Throughout the ordination process, Aspirants are expected to write Ember Day letters to their Bishop. See page 9 for more information. Ember letters should be written to and emailed directly to the Bishop.

3. **Intake Interview with Canon to the Ordinary**: Once all application materials have been submitted and reviewed, the Diocesan Admin will work with the Aspirant to schedule an intake interview with the Canon to the Ordinary.
4. **Mentor**: Typically, the DRM Admin will work with you to assign and establish a relationship with a DRM clergy mentor to help you walk through this process and have an on-site visit at their church (see p. also #10).
5. **Background Check**: The background check is initiated upon completion of the Intake Interview. (Sending diocese/church may send to the DRM, provided it has been completed within the past two (2) years and meets the requirements in DRM Safe Church policy.)
6. **Ordinand Intensive**: An Ordinand Intensive will be held annually in February before the weekend before the DRM Synod. The intensive is offered to all Applicants that have completed the parish discernment process. If you are ordained a deacon or not yet ordained, you will need to attend an ordinand intensive before your ordination to the diaconate if you are a lay person and before your ordination to the presbyterate if you are a transitional deacon.
7. **Wellness Assessments**: The Aspirant will schedule wellness assessments for a psychological evaluation and marriage assessment (if applicable). See more on p. 9 and *Appendix D*.
8. **Ordination Exams 1-4**: After your Intake Interview, please schedule by contacting the Diocesan Admin or write if you need further guidance or accommodations. See p. 8 & 9 and the DRM Syllabus & Reading List for information.
 - Please do the readings as the reading list and syllabus have been created to guide and prepare you for the exams and will potentially reduce the amount of follow-up or additional work or conversations needed after grading, and it honors the graders, who will put a lot of time and effort into grading the exams and responding to ordinands' work.
9. **Sexual Abuse Prevention Training**: The COAT Aspirant will complete the Ministry Safe and K.O.S.T. (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. A current Ministry Safe certificate (within 1 year will be accepted). The Diocesan Admin send you information to take the courses.
10. **Onsite Visit to Anglican Church**: If you are not regularly attending an Anglican church, you will be expected to spend at least one weekend onsite with a DRM church. During this time, the host Rector/Mentor will also walk through some of the What a Deacon Needs to Know checklist with you.
11. **Clergy Discernment Interview**: After *all* the above are received and cleared, a team of DRM clergy will interview the Aspirant. The purpose of this interview is to assess the Aspirant's calling and competency to ordained Anglican ministry within the diocese, pastoral sensitivity, and leadership ability. You will be sent a guide to help you in preparing for this interview to work on with your Rector/Mentor. The Diocesan Admin will invite clergy to serve on this team who will then contact the Aspirant to get a meeting scheduled.

These interviews inform, guide, and shape your process. The team's recommendations may lead to the development of new steps in your Diaconal Formation Plan.

12. **Personal History Questionnaire:** The Aspirant will be notified to complete the Personal History Questionnaire (found in *Appendix F*) and send it directly to the Bishop.
13. **Interview with Bishop:** When you submit your Personal History Questionnaire to Bishop Ken, request a time to schedule this interview.
14. **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.

COAT Deacon Postulancy

1. **Deacon Formation Plan:** *Within one month of entering Deacon Postulancy, working together with your Rector/Mentor, submit your written Deacon Formation Plan, addressing the following and submit to the Diocesan Administrator and Canon Matt Burnett.*
 - Context for ministry: Describe how the Postulant will be involved in parish life. What responsibilities and assignments will s/he be engaged in and responsible for? This may include staff meetings, teaching/preaching schedules, reading and discussion sessions, etc.
 - How do you plan to address and follow up with further formation for things that came up during the Postulant's parish discernment, clergy discernment interview, or exams (if any)?
 - Develop a plan and schedule to discuss and practice the items on the What a Deacon Needs to Know checklist (*Appendix G*).
2. **Submit Completed Deacon Formation Plan:** Complete and submit (signed and dated) Deacon Formation Plan as discussed and agreed upon at the beginning of Deacon Postulancy to the Diocesan Administrator and Canon Matt Burnett *before Deacon Candidacy*.
3. **Episcopal Interview and Approval for Deacon Candidacy:** Upon the successful completion of all the above, the Postulant will have a final interview with the Bishop, who will then review the Postulant's file and may then approve the Postulant for Candidacy. The Diocesan Admin will arrange this interview.
 - **Setting the Ordination Date:** The Postulant will work with the Bishop to schedule the ordination. The ordination date can be set *no sooner than 6 weeks* after examination follow-up / submission of the completed formation plan. *Please do not set an ordination date before you enter the Candidacy phase.*

COAT Deacon Candidacy

1. **Preparing for Ordination:** Please request a copy of the Ordinal from the Bishop or Diocesan Administrator. 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 that 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.
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.

At this point, go to page 11, Presbyter Postulancy, to continue to next steps.

Reception of Presbyter or Deacon from Another Tradition

Please contact Canon to the Ordinary, the Rev. Canon Matt Burnett, if you are seeking to be received into the Diocese of the Rocky Mountains. We require the following for ordained clergy from another **tradition of Historic Succession** who are seeking to be received:

1. Letter from current Bishop stating that candidate is in good standing
2. Paperwork from ordination process, if newly ordained
3. List of Bishops with current and past canonical authority (for past 10 years);
4. Signed subscription to Diocese of the Rocky Mountains Standards after reviewing DRM Customaries and Formularies
5. Clergy discernment interview
6. Recent background check (Sending diocese/church may send to the DRM, provided it has been completed within the past two (2) years and meets the requirements in DRM Safe Church policy.)
7. Evidence of sexual abuse prevention training
8. Wellness assessment / evaluations with approved counselor or with DRM Clergy Care Bishop Thad Barnum
9. Take the DRM Examinations (Please note, transcripts may also be requested)
10. Episcopal Approval

Appendix A: Rector Checklist

Rectors should understand that they have an important role in the ordination process. You are being asked to support, guide, and assist the Ordinand with preparation for the exams and reaching ordination, checking in with her/him periodically throughout the process.

Ultimately, it is up to the Ordinand to be in charge of moving forward throughout the process. They will have you, the Credentialing Manual, and their own online checklist as resources along the journey.

With that said, here are the key things we need from Rectors during the ordination process:

Aspirancy

- DRM Clergy Credentialing Manual:** Please read carefully to best shepherd your Ordinand through the ordination journey and ensure you have the most current version (typically, the most updated version is found on the DRM website: <http://rockymountainanglican.org/clergy-formation/>)
- Letter of Recommendation** (if not already submitted): Please review the information to include in your letter on manual page 7 or see template (see below) to write or revise your letter (if you have been asked to do so).
- Form Parish Discernment Committee** (PDC), working with the Aspirant:
 - Please read the Credentialing Manual page 7 and *Appendix B*. This process typically takes about 6 months. The Committee is formed of 6-8 people from your parish. The Rector does not participate in these meetings, besides the beginning of the first/orientation meeting.
 - Email or hand out copies of the following to the PDC:
 - Parish Committee Letter Guidelines (*Appendix B*)
 - Presbyter Profile or Deacon Profile_(p. 4-6 of manual, “What is a Deacon/Presbyter?”)
 - Receive Committee’s letter and present to Aspirant
 - **Send letter to Bishop Ken, Canon Matt and the Diocesan Admin.**
 - *Once the PDC letter is reviewed, the Applicant will be asked to submit application materials to the Diocesan Admin.*
- Ordinand Intensive:** An annual Ordinand Intensive will be held in February (see page 9).
 - The expectation will be that churches pay at least 75% of the cost (room/meals) and the Aspirant/Postulant 25%. If this is too onerous for either party, please inform Canon Matt and/or the Diocesan Admin.
- Teaching Exercise I** (for Vocational & Transitional Deacons): Work with Aspirant to create a teaching plan during Aspirancy (see p. 9). Use the feedback form in *Appendix E* (Teaching Exercise I). The Rector should sit in at least one of these sessions but can designate someone else to complete the form.
- Prepare Aspirant for Clergy Discernment Interview:** Diocesan Admin will send the Aspirant an interview preparation guide and list of interview questions the Clergy Discernment Team is formed.
- Work with Aspirant on Exam follow-up/remediation**

Deacon Postulancy

- Deacon Formation Plan:** Within 1 month of entering Deacon Postulancy, the Rector and Postulant will develop the Diaconal Formation Plan, addressing the items listed in the manual on page 10.
 - Complete, sign, date, and submit before ordination. Please be working on this *throughout the entire ordination process* (Aspirancy and Postulancy). The Postulant will work with you, or someone directed by you, to complete these.

- ❑ **Preaching for (Transitional Deacons only):** During Deacon Postulancy, Transitional Deacon Postulants (seeking ordination to the Presbyterate) should preach a minimum of 2 times (in addition to completing Teaching Exercise I). Please use the Preaching Feedback Form to evaluate (found in *Appendix H*) and submit upon completion.
- ❑ **Submit Completed Formation/What a Deacon Needs to Know checklist:** Please submit the completed and signed Diaconal Formation Plan and What a Deacon Needs to Know Practices checklist (*Appendix G*).
- ❑ **Work with Postulant on Exam follow-up/remediation**
- ❑ **Rector Check-in:** Before the Episcopal Interview, check in with Canon Matt via email or phone to discuss progress and/or concerns.

Deacon Candidacy

- ❑ **Help Candidate plan Ordination Date / Service:** This will be primarily organized by the Candidate and the Bishop. See Ordinal Notes sent by Bishop Ken or Diocesan Admin.

For Transitional Diaconate/ Presbyterate:

A Transitional Deacon, at the discretion of the Bishop, should expect to serve from 6 to 12 months before their ordination to the Presbyterate.

Priest Postulancy

- ❑ **Presbyter Formation Plan:** The Rector and Postulant will develop the Presbyter Formation Plan, addressing the items listed in the manual on page 11.
 - Complete, sign, date, and submit before ordination. This should be worked on with rector, or rector's designate, throughout Priest Postulancy.
- ❑ **Preaching Experience:** Postulant should preach at least 2 times during Priest Postulancy. Please use the Preaching Feedback Form to evaluate (found in *H*).
- ❑ **Submit Completed Formation Checklist and Preaching Feedback Forms:** Please submit your completed and signed Presbyter Formation Plan, practices checklist (*Appendix I*), and preaching feedback forms (min. 2 forms). The Rector can designate someone else to complete the forms, *but one needs to be completed by clergy and one completed by laity.*
- ❑ **Rector Check-in:** Before the final Episcopal Interview, check in with Canon Matt to discuss progress and/or concerns.

Priest Candidacy

- ❑ **Help Candidate plan Ordination Date / Service:** This will be primarily organized by the Candidate and the Bishop. See Ordinal Notes sent by Bishop Ken or Diocesan Admin.

Rector Letter of Recommendation Guide

Dear Bishop Ken,

I recommend FULL (including middle) NAME to begin the ordination process to the ORDER.....

Explanation/summary.....

- Please be specific about why you are recommending and include specific areas where you have seen evidence of qualities as described in the **Deacon or Presbyter Profile**.
- Describe **context for ministry** for candidate.
- Please also mention/confirm that the Candidate has been an **active member of your parish for one year**.

Candidate's personal information:

Full name (including middle –if not already put in letter. We need the middle name for the background check and ordination documents):

Order (if not already stated above, this helps us select the correct checklist with ordination process steps that we share with the ordinand):

Date of Birth:

Email:

Phone:

Home address:

Sincerely,

Appendix B: Parish Discernment Guidelines

Dear Parish Discernment Committee,

Thank you for your willingness to serve in this important stage of the ordination process. Throughout your meetings, you will help this candidate discern their calling to the Order of the Diaconate or Presbyter. Your assessment is valuable, as it will determine whether or not this person should continue in the ordination process.

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.

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.*** (If something comes up that affects the broader congregation, such as unresolved problems or resentments, an unreconciled relationship, or an inappropriate personal relationship, it is the Parish Discernment Committee's responsibility to inform the Senior Pastor or Rector.)

The Rector will choose and convene a Parish Discernment Committee. 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).

- The Parish Discernment Committee should be composed of 6-8 congregants. The Rector does not serve on this committee and is present only at the orientation meeting (*in order to eliminate the possibility of the process being influenced by the Rector's presence*).
- The discernment period is typically 6 months long (unless formally approved to do otherwise by the Canon to the Ordinary) but may be longer.
- Each meeting should take 1½ 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 Committee will need a Chairperson and a Recorder.
- The Committee Chair should be comfortable with
 - setting a timeline – for scheduling meetings, expectations of letter completion/submission, checking in with rector
 - keeping the group on task
 - asking hard questions in a constructive manner
 - providing follow-up questions when needed to go deeper
 - taking the lead to make sure the final report is completed and submitted to the Rector, Aspirant, and Clergy Credentialing Team.

Represented here are guidelines for an orientation meeting, topics to be covered throughout the course of 6 or more months, in a minimum of 6 meetings with the Aspirant, plus the final meeting for just the Parish Discernment Committee. Keep in mind that there is no rush. For example, the Committee may take two

meetings or more if needed to discuss any of the suggested topics (on the following pages) or to schedule an additional meeting if they feel a meeting did not cover all the desired material.

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.

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

Finally, in an effort to be more consistent across the Diocese, as well as have a full picture of your recommendation after the Committee's meetings, we are asking that you, in addition to this letter, *please read the following pages and the Presbyter or Deacon Profile* (p. 4-6 of DRM credentialing manual, "What is a Deacon/Presbyter?") to create a complete and clear summary and recommendation to either continue or pause the ordination journey. ****The end product of this committee is a letter written/addressed to Bishop Ken and presented to the Rector (who later forwards to the Bishop, Canon to the Ordinary, and Diocesan Admin), specifically addressing each of the areas described on either the Presbyter or Deacon Profile.***

- When all meetings are completed to the satisfaction of the team and the Aspirant, the team will compose a letter* to present to the Rector and Aspirant. For what to include in your letter, see the Final Meeting on p. 24.

**The Committee's work is not complete until the recommendation report/letter has been written and submitted.*

*****Please contact Canon Matt directly and separately if you have red flags about the candidate before presenting or sending out the final letter/report.***

Thank you again for serving your Church, our Diocese, and potential Clergy in this way. May God bless and guide you through this process.

Please see the following pages for topics and suggested interview questions and note that topics may need to be explored over the course of the 6 meetings.

Meeting 1: Introduction / Orientation & Spiritual Autobiography

The Rector will meet with the discernment committee before meeting with the Aspirant and Spouse. Spouse should be present at this meeting. This is the introductory meeting in which the Rector explains the discernment process to the parish team and then formally 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 give an overview of the discernment process to the committee, 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 – have 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. Nominate a Chairperson for the committee who will be tasked with overseeing and leading meetings.
5. 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.
6. It is up to the Aspirant to arrange a schedule of meetings so that all participants are able to be present.

After the previous has been discussed with the discernment team, the Rector should introduce the Aspirant, Spouse, and Parish Discernment participants to each other. He should also discuss the discernment process with the Aspirant and Spouse. The Rector can then leave to allow the Committee and Aspirant to continue.

7. Prior to this meeting, the Aspirant should have prepared and *distributed at least 3 days prior to this meeting*, a Spiritual Autobiography (of not more than 5 pages).
8. At the start of each of the first 6 meetings, including this one (after the introductions and the Rector's orientation of the discernment process), the Aspirant will present a 10-minute Biblical reflection (the texts for these are listed above).
9. The Aspirant will verbally present their Spiritual Autobiography. 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.

Here are some suggested questions following and based on the Spiritual Autobiography:

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

Here are some questions for the committee to discuss and note:

- 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?

Meeting 2: Calling, Spiritual Vitality, and Theological Clarity

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? What experiences has the Aspirant had with exercising pastoral care?
 - Does the Aspirant engage in any ministries outside the church?
 - In what ways has Aspirant drawn or gathered others to a ministry opportunity? How was he/she disciple or mentored?
 - Why do they believe they are called to be ordained?
 - 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?
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. What do you believe are your spiritual gifts? How have you had an opportunity to use them? Have you ever had others confirm those areas of giftedness?
2. 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?
3. In what way do you consider yourself a worshiper? Describe what that means and how that looks to you.
4. 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.
5. Describe your involvement in ministry opportunities outside the church.
6. 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?

Meeting 3: Theological Clarity, Understanding of Anglican Ethos, and Calling

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. 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?
5. 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?
6. Explain and describe an opportunity where you were able to serve or care for others pastorally. What is pastoral care?
7. Why are you seeking Holy Orders? To the best of your knowledge, how would you describe the difference between a Deacon and a Priest?
8. What has led you to seek ordination? If you were unable to be ordained what effect would that have on your involvement in ministry?
9. If you are ordained, where do you see yourself in five years?
10. 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)?

Meeting 4: 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. Spouse should be present at this meeting* (for Part 3 of the Integrity Interview).

Part 1: 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 questions 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 do I have on you? When you have spent an hour or a day with me, what condition do 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?

Part 2: 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?

Part 3: Hold a meeting/s to discuss the Integrity Interview. The Spouse should be present for this meeting. 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:

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

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

1. Did you flat out disagree with anything you heard?
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 Aspirant, 'How did s/he 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 that 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?

Meeting 5: 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, or 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?
6. 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?
7. 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?
8. Are there any indications that the person aspires to the ordained ministry as a way of solving his/her personal or vocational problems/disappointments?
9. Does the person have a level of maturity and ability to adapt that is appropriate with his/her age?

Meeting 6: 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 their failure(s)?
8. Does the person have a level of maturity and ability to adapt that is appropriate with his/her age?
9. Does he/she show initiative, leadership, self-confidence, and enthusiasm?

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?
4. While asking the questions and listening to the answers the discernment committee should consider whether they could envision this person as a deacon/priest in the church? Can they envision this person as their Deacon/Priest?

Final Report and Concluding Meeting with Rector

This meeting is meant for the Parish Discernment Committee only. When all meetings are completed to the satisfaction of the team and the Aspirant, the team will compose a letter to present to the Rector and Aspirant (but addressed to the Bishop).

****The Committee's work is not complete until the recommendation report/letter has been written and submitted.***

The committee will decide if they wish to recommend the person to the rector for the ordination process. Please evaluate the person with respect to the Profiles of a Deacon or Presbyter (p. 4-6 of credentialing manual, "What is a Deacon/Presbyter?").

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.

A written summary of the discernment committee's work and decision will be presented to the Rector and to the Aspirant. 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 or schedule a meeting to present the final draft to the Rector and Aspirant.

- In your letter (TEMPLATE letter, see below),
 - Include the names of the committee members, number of meetings held, length of meetings, and length of discernment process.
 - Specifically address each of the areas described in either the Presbyter Profile or Deacon Profile (p. 4-6 of DRM credentialing manual, "What is a Deacon/Presbyter?").
 - In your concluding paragraph, please write a clear recommendation, such as:
 - The Aspirant is to continue on the path to ordained ministry as a Deacon or Priest (must be emphasized),
 - 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,
 - 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.
- This letter is addressed to the Bishop and then presented to both the Aspirant and Rector. *The Rector will then forward the letter on to the Bishop, Canon to the Ordinary, and Diocesan Admin. ***

*****Please contact Canon Matt directly and separately if you have red flags about the candidate before sending out the final letter/report.***

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.

Parish Discernment Committee Final Report SAMPLE

Please review above, "Final Report and Concluding Meeting with Rector" for more details of what to include in the final report and whom to send it to. Please also read the appropriate document, "Presbyter Profile" or "Deacon Profile," found on pages 4-6 of this. Feel free to change and edit the letter below as needed.

NAME'S Parish Discernment Report

Dear Bishop Ken,

It is our privilege to write this letter concluding our Parish meetings for discerning NAME'S call to ordained ministry.

We met with NAME over the course of SIX (or more) months and SIX (or more) different meetings, each of which lasted between # hours. NAME was not present for the final minutes of each meeting. The committee summarized the preceding discussion and came to a consensus on conclusions.

We have summarized our work in a way that specifically addresses each of the areas described in the DRM credentialing manual "What is a Presbyter/Deacon".

Deacon *(summary, committee conclusions to be filled in for each category)*

Spiritual Vitality

Anglican Ethos

Theological Clarity

Service

Leads by Example

Pastoral Sensitivity

Emotional Health

Healthy Marriage & Family

Presbyter *(summary, committee conclusions to be filled in for each category)*

Spiritual Vitality

Proclamation

Anglican Ethos

Theological Clarity

Pastoral Sensitivity

Disciple Making

Gatherer

Leadership Ability

Emotional Health

Healthy Marriage & Family

NAME possesses a strong desire for the life of the church, for ministry, and we believe this is congruent with his ordination. It is the committee's conclusion that the Aspirant is to continue on the path to ordained ministry as a Priest. We find there is no reason to caution him against moving toward ordination.

Yours humbly,

NAME's Parish Discernment Team

Appendix C: Ordination Application Diocese of the Rocky Mountains

To complete a digital/online form, click [here](#)

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: _____ Place of Birth: _____

Name of Spouse: _____
Last First M.I.

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

Have you ever been divorced? Yes No If yes, please explain in Part 2 of the Application (#1, 11, or 13).

Children: _____
Name(s), Age(s), Gender

How long have you been a member / actively involved with your local Anglican church? _____

Have you been confirmed in an Anglican Church? Yes No If yes, please submit confirmation certificate.

Have you been confirmed in another tradition? Yes No If yes, please describe: _____

What Office do you seek? (Please Circle): Deacon Presbyter

Have you ever been ordained? Yes No If Yes, in What Tradition?: _____

Have you ever applied for ordination in another Diocese?: Yes No

If Yes, in What Diocese?: _____

Are you a citizen of the United States: Yes No If No, are you authorized to work in the U.S.?: Yes No

Application for Ordination Part I – Education

College: _____ Address: _____
Yes No

From: _____ To: _____ Graduate?: Yes No Degree: _____

Seminary: _____ Address: _____
Yes No

From: _____ To: _____ Graduate?: Yes No Degree: _____

Other: _____ Address: _____
Yes No

From: _____ To: _____ Graduate?: Yes No Degree: _____

Application for Ordination Part I – Employment

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

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

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

Company: _____ Phone: _____
Address: _____ Position/Title: _____
Supervisor: _____ Supervisor's Position/Title: _____
May We Contact Your Previous Supervisor: Yes No Phone: _____
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

1. **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?
2. **The Gospel:** What is the gospel? What's the heart of the Good News you want to share with others?
3. **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?
4. **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.
5. **Worship:** Briefly describe your current participation in public worship. How significant is worship as a part of your spiritual 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?
6. **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?
7. **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?
8. **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?
9. **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?
10. **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 D: Psychological & Marital Evaluation Diocese of the Rocky Mountains

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.

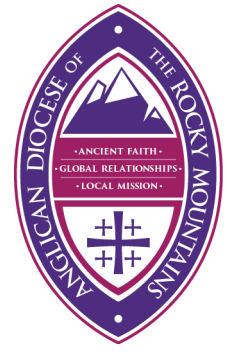
II. Process

1. The candidate for ordination identifies a licensed Christian counselor and makes an appointment. If you are having a difficult time scheduling, please contact the Diocesan Admin who may be able to provide guidance.
2. Prior to the appointment, the candidate for ordination (and spouse, if applicable) signs a release (attached) to allow the counselor to share his or her evaluation with the Diocese of the Rocky Mountain's Canon to the Ordinary.
3. The candidate meets with the counselor. Length and frequency of sessions is up to the counselor in order to provide an adequate evaluation.
4. The counselor provides a written evaluation to the Canon to the Ordinary of the Diocese of the Rocky Mountains (attached).
5. The candidate or the sponsoring church compensates the counselor for services.

Diocese of the Rocky Mountains

Mental Health and Marital Evaluation

Letter for Your Counselor (Template)



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 to 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
- Potential Addictive Behavior, including Sexual Behavior*
- Marital Health

**If you do not have a tool or typically assess for addictions, please let us know in your report, and if possible, recommend the applicant to someone who can perform this assessment. The diocese can also assist in finding someone.*

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, we ask that 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 at least 1 hour with the candidate and spouse.

Length and frequency of sessions is up to the counselor: We trust you to schedule the right length and number of sessions to provide an adequate evaluation such that you can recommend them or not to proceed with ordination.

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 Rev. Canon Dr. Matt Burnett

Matt Burnett, Canon to the Ordinary
c/o 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 interviews. 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

Applicant's Name (Please Print)

Spouse's Signature

Date

Spouse's Name (Please Print)

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

Appendix G: What a Deacon Needs to Know

Diaconate candidates need to know/practice the following prior to ordination.

Worship

1. Have an understanding of how to set the table for communion in different liturgical settings (knowing, for example, how to work with a veiled chalice as well the liturgical names for each item used in a worship service). It would be helpful to visit other Anglican Churches to see different practices and then discuss them with your rector.
2. Be familiar with vestments used in different liturgical settings.
3. Be familiar with other possible participants in a worship service and their roles, including special services and how to prepare for your task/s in that service (i.e., Palm Sunday, Baptisms, Confirmations).
4. Have knowledge of how to use the Book of Common Prayer for devotions, prayers, lectionary, and various services, as well as being familiar with the church calendar and seasonal colors. If possible, lead the daily office at least once for your congregation.
5. Deacons should know their liturgical roles and limitations in all worship services.
 - a. What roles are reserved for priests and what is a deacon permitted to do without a priest?
 - b. Can a Deacon do a wedding? What permission is needed and what are the limits?
 - c. Can a Deacon do a baptism? What permission is needed and what are the limits?
 - d. What permission is needed and what are the elements of a Deacon-led Communion Service? (See DRM Customary on Liturgy)

Diocesan Responsibilities

1. Understand the function of and read through the Diocesan Customaries.
2. Read through Diocesan safe church policies: DRM Policy for Prevention and Reporting Sexual Misconduct and DRM Policy for Safe Church and Protection of Children.

Ministry to the Sick

1. Deacons are to have experience and knowledge concerning visiting the sick and hospitalized.
 - a. If possible, it would be best for the ordinand to have the opportunity to visit someone sick or in the hospital with a deacon or the rector at the rector's discretion.
 - b. Has the deacon talked through or experienced anointing the sick – what is anointing oil, why is it used and how is it used?
 - c. Understand elements of a visit and appropriate length of visit (generally 10 minutes is enough)
2. Deacon should lead a group in prayer over someone.
3. Know how to get and bring communion to someone homebound or hospitalized.

Ministry to Those in Need

1. Deacons need to have knowledge of the local availability of community services and resources. Have the deacon put together a binder of contact information for local police, fire, counselors, AA, drug abuse recovery, elderly services, physical therapists, food banks, homeless support/shelters, hospitals, health clinics, and any other service or resource that will help serve you and your congregation.
2. Have knowledge of how to help or get help for elderly or someone homebound.
3. What services does your local church provide for people who walk-in off the street? Where do you direct them? How do you approach such a situation? What if it's in the middle of Worship on Sunday? How do you determine who needs legitimate help from those who may not?

Ministry of the Word

1. Deacons need to have some training and experience with teaching.
 - a. Does the deacon have basic understanding of how to handle scripture well?
 - b. Does the deacon have the ability to plan, study, and execute a bible study in a small group or adult education format (small and large groups)?
2. If gifted in preaching, or the deacon is transitional and plans to be a priest, then practice and training from the rector in preaching to the congregation is encouraged.
3. Do some research to find three resources that you would recommend for a group study (e.g., small group studies, books, etc.). Then find five appropriate helps and references for aiding someone in their personal study of the Bible (e.g., books, devotions, commentary sets, etc.)

Ministry Health

1. It is vital for clergy to know and live into appropriate boundaries with the Body.
 - a. Everyone will have an idea of what you should be doing, but it doesn't mean you need to do it. What is a deacon called to do? What does the rector require of you? Who are you? What are you gifted and not gifted to do? What brings you joy? How might you communicate boundaries with a parishioner who really wants you to do something that doesn't fit your calling, the rector's direction, or who you are?
 - b. Understand appropriate meeting places, times, and situations with church members.
 - c. Are you aware of what a compromising situation may look like? When might it be best to say no to someone or something to avoid such a situation? If possible, discuss this with your rector and/or other deacons.
2. It is vital for clergy to be aware of important life rhythms and form boundaries for health.
 - a. When do you need to say no? What do you look, act, and say when you are tired? Know your own warning signs of burnout.
 - b. How do you rest; and when and how often do you rest? Is it enough?
 - c. Do you have someone outside of the church you serve in to talk to and hold you accountable?
 - d. How well do you understand emotional health? What are you doing or need to do to inject emotionally healthy rhythms in your life?

Checklist/Form to Submit continued on next page.

Checklist for Diaconal Practices

You and your rector will use this checklist to track your progress with the diaconal practices above. Before the ordinand can be considered a diaconal candidate for ordination, both the ordinand and his/her rector need to sign and agree that he/she has proficiency and/or knowledge of all the following as described above.

Return this to the Diocesan Admin (admin@rockymountainanglican.org) **when complete and signed.**

Deacon Formation Plan

- Formation plan written and submitted at *within one month* of beginning of Deacon Postulancy

Worship

- Setting the Eucharistic Table
- Vestments
- Other Possible Participants and Special Services
- Book of Common Prayer
- Liturgical Roles and Limitations

Diocesan Responsibilities

- Read DRM Customaries
- Read DRM Safe Church and Abuse Prevention and Reporting policies

Ministry to the Sick

- Visitation of Sick and Hospitalized
- Lead Prayer over Sick or Someone in Need
- Communion to Homebound or Hospitalized

Ministry to Those in Need

- Community Resource Binder
- How to get Help for Elderly and/or Homebound
- Church Services for Walk-ins

Ministry of the Word

- Training and Experience with Teaching
- Preaching (if Transitional Deacon)
- Resources for Group Study

Ministry Health

- Boundaries with the Church
- Important Life Rhythms and Rest

Postulant Signature: _____ **Date:** _____

Rector Signature: _____ **Date:** _____

Appendix H: Preaching Feedback Form (Transitional Deacons)

To complete a digital/online form, click [here](#)

Date of Sermon: _____

Preacher: _____ Deacon Postulant / Priest Postulant (please select)
All Aspirants should use Teaching Exercise 1, Appendix E

Evaluator*: _____ Clergy / Laity (Please select)

Priest Postulancy: One form should be completed by laity and one by clergy.

If evaluator is not Rector, please confirm that Rector sat in for at least one session. Rector's Initials: ____

1. The introduction got my attention and/or created a strong need. Please explain.
2. The Big Idea, One Point, or Main Concept was clear or clearly developed throughout the sermon? What was it? Please explain.
3. I could follow the preacher's sermon structurally. This was well-developed and clear. Please explain.
4. The sermon clearly reflected the biblical text and the Biblical author's intent and flow of thought. Please explain.

Appendix I: What a Presbyterian 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 I 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 baptism? 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?
4. Learn about keeping records for special services (baptisms, confirmations, weddings, funerals).

Administration

3. Learn how By-Laws work and their relationship to Diocesan Canons and Provincial Canons.
4. Read through the Diocesan Constitution and Canons.
5. Read through Diocesan Financial Manual to become familiar with different financial roles, responsibilities, and diocesan requirements.
6. 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.
7. How would you make sure parishioners receive their giving statements for tax purposes? What does your current church do?
8. 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 or hurt as 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/Form to Submit continued on next page.

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 the following as described above.

Return this to the Diocesan Admin (admin@rockymountainanglican.org) **when complete and signed.**

Priest Formation Plan

- Formation plan written and submitted at *within one month* of beginning of Priest Postulancy

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
- Keeping Records of Special Services (date, name(s), officiant)

Administration:

- By-Laws and Their Relationship with Diocesan and Provincial Canons
- Read Diocese of the Rocky Mountains Constitution and Canons
- Read and familiar with DRM Financial Manual
- 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:** _____

Appendix J: Ordinand Checklist

Deacon Aspirancy Checklist

For your records only. Mark date completed on right.

Completed

1. Membership in a Diocese of the Rocky Mountains church for one year			
Rector Letter of Recommendation submitted			
2. Begin Parish Discernment/Parish Discernment report submitted to Bishop Ken & Canon Matt			
3. Prepare for and take ordination exam #1 (The English Bible)			
<p>*During the start of Parish Discernment, the Aspirant</p> <ul style="list-style-type: none"> • is expected to write Ember Day Letters to the bishop throughout the ordination process (<i>see p.9</i>) <ul style="list-style-type: none"> • the week between the 3rd and 4th weeks in Advent • the week between the 1st and 2nd weeks in Lent • the week between Pentecost and Trinity Sunday • the week after Holy Cross (September 14) • may also create diaconal formation plan and begin “What a Deacon Needs to Know” checklist (submit in Deacon Postulancy) • begins to gather application materials (please do not submit until parish discernment report is received) <ul style="list-style-type: none"> • Proof of Anglican confirmation / schedule confirmation date • Application form (Parts 1 and 2) • Resume or CV • Academic transcripts from undergrad, graduate, and/or seminary • Electronic photo of applicant • List of memberships or involvements with any service organization, fraternal order, or societies • Application fee of \$100 			
<p><i>Please note that the above items may be begun during the Parish Discernment stage, but please do not submit any application materials until after the Canon to the Ordinary has received the Parish Discernment report. Please review pgs. 8-9 of the manual for more details.</i></p>			
4. Application materials and fee submitted to Canon to the Ordinary and DRM Admin.			
<p>*The Aspirancy Phase cannot continue until all the above has been completed and submitted to the DRM Canon to the Ordinary.</p>			
5. Intake Interview with Canon to the Ordinary: <i>Be prepared to discuss your proposed schedule for taking ordination exams and Teaching Plans.</i>			
6. Background Check	7. Wellness Assessments: psych and marital	8. Ordination Exam 2: Anglican Liturgy & Polity	9. Teaching Exercise I (min. 2 sessions)
<i>Completed:</i>			
<p><i>Please note that items 6-9 may be done at the same time in any order, but all must be complete before Step 10.</i></p>			
10. Clergy Discernment Interview			
11. Ordinand Intensive			
12. Personal History Questionnaire submitted to Bishop			
13. Interview with Bishop			
14. Episcopal Approval for Deacon Postulancy			

Deacon Postulancy Checklist

For your records only. Mark date completed on right.

Completed

1. Within 1 month of entering Postulancy, submit Deacon Formation Plan	
2. Sexual Abuse Prevention Training courses completed:	
• Ministry Safe	
• K.O.S.T.	
3. Prepare for and schedule ordination exams 3 & 4: Systematic Theology & Practical Theology (Presbyters) or Vocational Diaconate (Deacons) and Exams Follow-up	
4. Complete and Submit Diaconal Formation Plan.	
• Complete practices in “What a Deacon Needs to Know,” as well as any additional pieces. Rector will submit signed document to Canon to the Ordinary and Diocesan Admin.	
5. (Transitional Deacons only) Preach minimum of 2 times during Postulancy and submit (2) feedback forms.	
6. Episcopal Interview and Approval for Deacon Candidacy	
• Set ordination date and plan service.	

Deacon Candidacy Checklist

1. Ordination Prep Completed	
a. Liturgy sent to Bishop/Copies made.	
2. Ordination Documents Signed and Returned to Diocesan Admin	

Presbyterate (Priest) Postulancy Checklist

For Deacons seeking ordination to the Priesthood, there are several further steps in the formation process. A Transitional Deacon, at the discretion of the bishop, should expect to serve from 6 to 12 months before their Presbyteral ordination.

1. Presbyter Formation Plan: Within 1 month of Diaconal ordination, please create and submit plan.	
2. Preaching: Postulant should preach 2 times before Presbyter ordination and submit two (2) Preaching Evaluation Forms.	
3. Submit Completed Presbyter Formation Plan and Preaching Forms	
• Complete practical practices in What a Presbyter Needs to Know and submit to Canon to the Ordinary and Diocesan Admin.	
4. Final Episcopal Interview and Approval for Presbyteral Candidacy	
• Set ordination date and plan service.	

Priest Candidacy Checklist

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

Appendix K: COAT Ordinand Checklist

COAT Deacon Aspirancy Checklist

For your records only. Mark date completed on right.

Completed

1. Letter of Recommendation & context for ministry from Rector of current church (if applicable)	
2. Application Materials <ul style="list-style-type: none"> • Proof of Anglican confirmation / schedule confirmation date • Application form (Parts 1 and 2) • Resume or CV • Academic transcripts from undergrad, graduate, and/or seminary • Electronic photo of applicant • List of memberships or involvements with any service organization, fraternal order, or societies • Application fee of \$100 	
3. Intake Interview with Canon to the Ordinary: <i>Be prepared to discuss your proposed schedule for taking ordination exams and Teaching Plans.</i>	
4. Mentor assigned	
5. Background Check	
6. Ordinand Intensive	
7. Wellness Assessments: psych and marital	
8. Ordination Exams 1-4 and follow-up work with grader	
Exam 1 – The Bible	
Exam 2 – Anglican Liturgy & Polity	
Exam 3 – Systematics & Theology	
Exam 4 – Practical Theology	
9. Abuse Prevention Training <ul style="list-style-type: none"> ▪ Ministry Safe ▪ KOST 	
10. Onsite Visit to DRM Church	
11. Clergy Discernment Interview	
12. Personal History Questionnaire submitted to Bishop	
13. Interview with Bishop	
14. Episcopal Approval to Enter Deacon Postulancy	

COAT Deacon Postulancy Checklist

For your records only. Mark date completed on right.

Completed

1. Deacon Formation Plan: Submit within 1 month of entering Postulancy	
2. Complete and Submit Diaconal Formation Plan. Complete practices in “What a Deacon Needs to Know,” as well as any additional pieces. Rector will submit signed document to Canon to the Ordinary and Diocesan Admin.	
3. Episcopal Interview and Approval for Deacon Candidacy Set ordination date and plan service.	

COAT Deacon Candidacy Checklist

1. Ordination Prep Completed	
a. Liturgy sent to Bishop/Copies made.	
2. Ordination Documents Signed and Returned to Diocesan Admin	

COAT Presbyterate (Priest) Postulancy Checklist

For Deacons seeking ordination to the Priesthood, there are several further steps in the formation process. A Transitional Deacon, at the discretion of the bishop, should expect to serve from 6 to 12 months before their Presbyteral ordination.

1. Presbyter Formation Plan: Within 1 month of Diaconal ordination, please create and submit plan	
2. Submit Completed Presbyter Formation Plan and Preaching Forms <ul style="list-style-type: none"> • Complete practical practices in What a Presbyter Needs to Know and submit to Canon to the Ordinary and Diocesan Admin. 	
3. Final Episcopal Interview and Approval for Presbyteral Candidacy <ul style="list-style-type: none"> • Set ordination date and plan service. 	

COAT Priest Candidacy Checklist

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

Appendix L Contact Information

Email

Rev. Canon Dr. Matt Burnett, Canon to the Ordinary: canonmatt@rockymountainanglican.org

Anna Holsteen, Diocesan Administrator: admin@rockymountainanglican.org

Bishop Ken Ross: ken@rockymountainanglican.org

Rev. Paula Ladefoged, DRM Bookkeeper: paula@rockymountainanglican.org

Phone: 719-247-8254 Extensions: #1 – Anna Holsteen, #2 – Canon Matt, #3 – Bishop Ken

Mailing Addresses

To send APPLICATION MATERIALS (please email whenever possible: to Diocesan Admin, CC Canon Matt)

Mail to

Canon Matt Burnett
Diocese of the Rocky Mountains
13990 Gleneagle Dr
Colorado Springs, CO 80921

To send APPLICATION FEE

Mail to

DRM Treasurer
Diocese of the Rocky Mountains
PO Box 143
Monte Vista, CO 81144