



DRM Rector Checklist

Shepherding ordinands through the ordination process

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:** Please review the information to include in your letter on manual page 7 or see [template](#) (link to Google doc or 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:
 - See Credentialing Manual page 7 & *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.*
- Rector Check-in:** Before the Intake Interview (after parish discernment), check in with Canon Matt via email or phone to discuss progress and/or concerns.
- Ordinand Intensive:** An annual ordinand intensive will be held in February, starting in 2023 (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 F* (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 one 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 (*Appendix I*) and submit upon completion.
- ❑ **Submit Completed Formation/What a Deacon Needs to Know checklist:** Please submit the completed and signed Diaconal Formation Plan and Practices checklist.
- ❑ **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:** Within one month of Deacon ordination, 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 (*Appendix I*). The Rector can designate someone else to complete the forms, *but one needs to be completed by clergy and one completed by laity*.
- ❑ **Submit Completed Formation Checklist and Preaching Feedback Forms:** Please submit your completed and signed Presbyter Formation Plan and practices checklist and preaching feedback forms (min. 2 forms).

- **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,