

INTRODUCTION



Episcopal Diocese of Florida
Deacon School
2021-2022

Opening Reflection

Take care, then, to be firmly grounded in the teachings of the Lord and his apostles so that you may prosper in all your doings both in body and in soul, in faith and in love, in the Son, and in the Father and in the Spirit, in the beginning and in the end, along with your most worthy bishop and his spiritual crown, your presbyters, and with the deacons, who are men of God.

Ignatius of Antioch

Introduction

The Diaconal Formation process in the Episcopal Diocese of Florida requires successful completion of The School for Diaconal Formation (The School). It is the program of study for all individuals called to the Sacred Order of Deacon in the Diocese of Florida as well as those in formation to become local priests. The Aspirants will complete the appropriate steps of the process, and then apply and be granted postulancy prior to admission to The School. The Episcopal Church Canons regarding the Order of Deacons are enclosed.

The School is managed under the umbrella of The Bishop's Institute for Ministry and Leadership. The Archdeacon and the Formation Director serve as Co-facilitators of The School. The Canon for the Bishop's Institute for Ministry and Leadership is responsible for educational programs in the Diocese.

Required Competencies

Competency requirements are guided by the Competencies for Deacons 2017 (First Rev. 2018) issued by the Association of Episcopal Deacons (AED). Additional competency requirements are included as deemed appropriate by the Diocese of Florida.

Program Expectations

Diaconal Formation includes required in-person classes and gatherings that will be scheduled throughout the formation process. Postulants are required to attend all classes and gatherings. If a Postulant is unable to attend a class, s/he must inform the Co-facilitators *prior* to the scheduled class. The Archdeacon will determine additional requirements, if applicable.

The in-person classes and gatherings will be held at Camp Weed unless otherwise designated.

The in-person classes and gatherings will be focused on educational content, spiritual formation and discipline, and community building. These sessions may include lectures, mentor-led discussions, Postulant-led worship, guest speakers/teachers and/or experiential workshops.

Assignments in preparation for these gatherings will include readings for discussion, written assignments, sermon development and delivery, development of work to be taught/presented or other activities as directed by the mentor.

There will be at least one mentor for each of the nine modules. It is the responsibility of the Postulant to initiate contact and maintain ongoing communication with the mentors. All readings and written assignments must be completed according to the schedule enclosed in this module unless otherwise designated by the module's mentor(s). All assignments must be successfully completed *prior* to applying for candidacy. The Co-facilitators of The School will notify the postulants when they have successfully completed The School.

About Orientation

Each Postulant will attend a one-half day orientation meeting led by the Deacon School Co-facilitators prior to the beginning of The School. During this orientation, Postulants will

worship together, receive formation manuals, review requirements of The School and share their spiritual autobiographies. The Orientation meeting will take place two to three months prior to the start of the term.

Safeguarding God's People/Children

The Postulant is expected to remain current with both Safeguarding God's People and Safeguarding God's Children. Status and expiration date shall be submitted to the Co-facilitators of The School at the beginning of postulancy. Updates must be submitted as needed.



Clinical Pastoral Education

One unit of Clinical Pastoral Education (CPE) is required. It may be completed at any time prior to the application for Candidacy. Earlier in the process is highly recommended. Upon completion, a copy of the supervisor's evaluation as well as your self-evaluation must be submitted to The School Co-facilitators.

On-going Postulant Assignments/Expectations

The Postulant is expected to build relationships with both colleagues and mentors during the Diaconal Formation process.

In preparation for the diaconate, the Postulant is required to read the entire Bible, including the Apocrypha, using an Episcopal Church approved translation. Reading from more than one translation will enhance your experience. A list of the Bible translations approved by the Episcopal Church is provided.

During in-person classes, the Postulant will lead the Daily Office and participate in other components of worship, including praying, preaching and teaching.

Each Postulant shall communicate with the Bishop by letter or email four times a year, in the Ember Weeks, reflecting on the Postulant's academic, diaconal, human, spiritual, and practical development.

It is the responsibility of the Postulant to initiate and check in regularly with his/her Commission on Ministry contact.

Upon successful completion of Modules 1-8 and prior to beginning Module 9 (Internship), the Postulant desiring to be considered a Candidate for Ordination shall apply to the Bishop. Such written application shall include the following:

- request for Candidacy
- the Postulant's date of admission to Postulancy, and
- a statement of successful completion of Deacon School

Required Textbooks/Supplementary Resources

A complete list of required textbooks for each module will be provided at Orientation.

A list of additional resources that may be helpful during your journey is provided in each module. They may include textbooks, articles or web-based materials.

About Assignments

The Postulant is required to submit assignments through email or other agreed upon method to mentors in a timely manner. A syllabus of assignments including dates due will be provided at Orientation. Meeting those deadlines is a matter of respect, courtesy and personal discipline.

The Postulant is expected to complete all assignments including the Synthesis question found at the end of each module. In addition the Postulant must be prepared to discuss issues as determined and communicated by the mentor. All assignments should be provided to both the module mentor and the Deacon School Co-facilitators.

Regardless of the format used by the Postulant, length of the assignment will be based on a single spaced document. Reference books, articles, magazines, movies, the Internet and other sources of information used in your assignments *must* be cited.

Each assignment should include the postulants name, date and Module / Assignment number. A template will be provided to assist Postulant in formatting the assignments.

Teaching and preaching are an integral part of your formation. Each Postulant will have an opportunity to preach during a session. Real-time prayerful and loving verbal sermon feedback will be given by all present at the time of sermon delivery, as well as written feedback using the Sermon Evaluation Form.

In addition, an assignment to both create a formation class and teach on a topic from one of the modules will be made in consultation with the mentors. You should discuss this assignment with the mentor of the appropriate module. Guidelines for teaching are provided.

The module number, assignment number and your name must be printed at the top of the first page of each assignment. A template will be provided as a guide in a separate document.

Mentor(s)

A handout including the name and contact information for each mentor will be provided to each postulant at Orientation.

Mentor Requirements

A mentor will be assigned for each module and it is the responsibility of the Postulant to initiate contact and maintain regular contact with the mentor.

The mentor is expected to fully understand the Diaconal Formation process. The mentor is expected to thoroughly understand the subject matter for which s/he is mentoring.

The mentor is expected to teach, guide and mentor the Postulants as they develop and form through the Diaconal Formation process.

The mentor is expected to respond in a timely manner and continue to build relationship with the Postulant.

The mentor is expected to teach and lead discussions at the gathering. The in-person classes and gatherings will be focused on educational content, spiritual formation, spiritual discipline and community building.

The mentor is expected to evaluate each Postulant for competency in the assigned module. The successful completion of the module should be communicated to the Postulant and Co-facilitators of The School.

The mentor is expected to contact the Co-facilitators of The School if there are questions or concerns about the process or the Postulants. As it relates specifically to the offerings of the Bishop's Institute for Ministry and Leadership, the mentor should contact the Rector of the Institute.

Successful Completion of Deacon School

Before applying for Candidacy, the Postulant must successfully complete all modules and receive a written confirmation of that completion from The Deacon School Co-facilitators.

Candidacy

Upon receipt of written confirmation regarding completion of The School and the successful completion of one unit of CPE, the Postulant will write the Bishop requesting Candidacy and schedule a meeting with the Commission on Ministry.

About the Internship

If the Postulant is approved for Candidacy, the Bishop will assign the Candidate an internship in a congregation other than their sponsoring congregation. A six-month internship includes ministry experiences, both within the congregation as well as in its outreach/social concern ministries. The intern prepares a written agreement with the assistance of, and in consultation with, the clergy supervisor as to specific goals and activities during the internship. The intern will send copies of the agreement signed by the intern and the supervisor to The School Co-facilitators by the end of the first month of the internship.

The Intern will meet regularly with the clergy supervisor to reflect upon experiences in both aspects of ministry and how his/her call to ordained ministry is or is not confirmed by those experiences. The intern will also communicate about their internship experience at least twice during the internship with the Deacon School Co-facilitators as well as sending a report to The School Co-facilitators at the end of the internship.

Post Internship

Upon completion of the Internship, the Candidate will meet with the Commission on Ministry, the Bishop, the Standing Committee and the Diocesan Diaconal Exam Committee. The Candidate is required to successfully complete the Diocesan Diaconate Ordination Exam prior to ordination.

Post Ordination Mentoring

Following ordination, the newly ordained Deacon will be assigned an experienced Deacon as a mentor for a period of at least one year.

EPISCOPAL CANONS FOR THE ORDER OF DEACONS

CANON 7: Of the Life and Work of Deacons

Sec. 1. Deacons serve directly under the authority of and are accountable to the Bishop, or in the absence of the Bishop, the Ecclesiastical Authority of the Diocese.

Sec. 2. Deacons canonically resident in each Diocese constitute a Community of Deacons, which shall meet from time to time. The Bishop may appoint one or more of such Deacons as Archdeacon(s) to assist the Bishop in the formation, deployment, supervision, and support of the Deacons or those in preparation to be Deacons, and in the implementation of this Canon.

Sec. 3. The Bishop may establish a Council on Deacons to oversee, study, and promote the Diaconate.

Sec. 4. The Bishop, after consultation with the Deacon and the Member of the Clergy or other leader exercising oversight, may assign a Deacon to one or more congregations, other communities of faith or non-parochial ministries. Deacons assigned to a congregation or other community of faith act under the authority of the Member of the Clergy or other leader exercising oversight in all matters concerning the congregation.

(a) Subject to the Bishop's approval, Deacons may have a letter of agreement setting forth mutual responsibilities in the assignment, and, if such a letter exists, it is subject to renegotiation with the Vestry / Bishop's Committee after the resignation of the Rector or the Priest-in-Charge.

(b) Deacons shall report annually to the Bishop or the Bishop's designee on their life and work.

(c) Deacons may serve as administrators of congregations or other communities of faith, but no Deacon shall be in charge of a congregation or other community of faith.

(d) Deacons may accept chaplaincies in any hospital, prison, or other institution.

(e) Deacons may participate in the governance of the Church.

(f) For two years following ordination, new Deacons shall continue a process of formation authorized by the Bishop.

(g) The Bishop or the Bishop's designee, in consultation with the Commission, shall assign each newly ordained Deacon a mentor Deacon where a suitable mentor Deacon is available. The mentor and Deacon shall meet regularly for at least one year to provide guidance, information, and a sustained dialogue about diaconal ministry.

Sec. 5. The Bishop and Commission shall require and provide for the continuing education of Deacons and keep a record of such education.

Sec. 6 (a) A Deacon may not serve as Deacon for more than two months in any Diocese other than the Diocese in which the Deacon is canonically resident unless the Bishop of the other Diocese shall have granted a license to the Deacon to serve in that Diocese.

(b)

(1) A Deacon desiring to become canonically resident within a Diocese shall request a testimonial from the Ecclesiastical Authority of the Diocese in which the Deacon is canonically resident to present to the receiving Diocese, CANON III.7.2-6 TITLE III 72 Community of Deacons. Council on Deacons. Rights and responsibilities. Mentors. Continuing education. License to serve in another Diocese. Letters Dimissory. which testimonial, if granted, shall be given by the Ecclesiastical Authority to the applicant, and a duplicate thereof may be sent to the Ecclesiastical Authority of the Diocese to which transfer is proposed. The testimonial shall be in the following words: I hereby certify that A.B., who has signified to me the desire to be transferred to the Ecclesiastical Authority of _____, is a Deacon of _____ in good standing, and has not, so far as I know or believe, been justly liable to evil report for error in religion or for viciousness of life, for the last three years. (Date) _____ (Signed) _____

(2) Such testimonial shall be called Letters Dimissory. If the Ecclesiastical Authority accepts the Letters Dimissory, the canonical residence of the Deacon so transferred shall date from the acceptance of the Letters Dimissory, of which prompt notice shall be given both to the applicant and to the Ecclesiastical Authority from which it came.

(3) Letters Dimissory not presented within six months from the date of transmission to the applicant shall become void.

(4) A statement of the record of payments to The Church Pension Fund by or on behalf of the Deacon concerned shall accompany Letters Dimissory.

Sec. 7. On reaching the age of seventy-two years, a Deacon shall resign from all positions of active service in this Church, and the resignation shall be accepted. The Bishop may, with the consent of the Deacon, assign a resigned Deacon to any congregation, other community of faith or ministry in another setting, for a term not to exceed twelve months, and this term may be renewed.

Sec. 8. If any Deacon of this Church not subject to the provisions of Canon IV.8 shall declare, in writing, to the Bishop of the Diocese in which such Deacon is canonically resident, a renunciation of the ordained Ministry of this Church, and a desire to be removed therefrom, it shall be the duty of the Bishop to record the declaration and request so made. The Bishop, being satisfied that the person so declaring is not subject to the provision of Canon IV.8 but is acting voluntarily and for causes, assigned or known, which do not affect the Deacon's moral character, shall lay the matter before the clerical members of the Standing Committee, and with the advice and consent of a majority of such members the Bishop may pronounce that such renunciation is accepted, and that the Deacon is released from the obligations of the Ministerial office, and is deprived of the right to exercise the gifts and spiritual authority as a Minister of God's Word and Sacraments conferred in Ordination. The Bishop shall also declare in pronouncing and recording such action that it was for causes which do not affect the person's moral character, and shall, if desired, give a certificate to this effect to the person so removed from the ordained Ministry.

Sec. 9. If a Deacon making the aforesaid declaration of renunciation of the ordained Ministry be under Presentment for any Offense, or shall have been placed on Trial for the same, the Ecclesiastical Authority to whom such declaration is made shall not consider or act upon such declaration until after the said Presentment shall have been dismissed or the said Trial shall have been concluded and the Deacon judged not to have committed an Offense.

Sec. 10. In the case of the renunciation of the ordained Ministry by a Deacon as provided in this Canon, a declaration of removal shall be pronounced by the Bishop in the presence of two or more Members of the Clergy and shall be entered in the official records of the Diocese in which the Deacon being removed is canonically resident. The Bishop who pronounces the declaration of removal as provided in this Canon shall give notice thereof in writing to every Member of the Clergy, each Vestry, the Secretary of the Convention and the Standing Committee of the Diocese in which the Deacon was canonically resident; and to all Bishops of this Church, the Ecclesiastical Authority of each Diocese of this Church, the Presiding Bishop, the Recorder of Ordinations, the Secretary of the House of Bishops, the Secretary of the House of Deputies, The Church Pension Fund, and the Board for Church Deployment.

Episcopal Diocese of Florida
2020 – 2021 Deacon School Complete Book List
Issued July 2020

Module One

Palmer, Parker, *Let Your Life Speak, Listening for the Voice of Vocation*: San Francisco, CA:

Roth, Nancy, *Spiritual Exercises: Joining Body and Spirit in Prayer*: New York, NY: Church Publishing, Inc., 2005.

Stoner, Scott, *Your Living Compass, Living Well in Thought, Word and Deed*: New York, NY: Morehouse Publishing, 2014.

Module Two

Lee, Jeffrey, *Opening the Prayer Book: The New Church's Teaching Series, Volume Seven*. Boston, MA: Cowley Publications, 1999.

Mitchell, Leonel L., *Praying Shapes Believing*, Morehouse Publishing, 1991.

Weil, Louis, *When Signs Signify*

Saltzman, Russell, *First rule for lectors: remember that you're not a public speaker*

Module Three

Craddock, Fred B., *Preaching (25th anniversary edition)*. Nashville, TN: Abington Press, 2010.

Epting, Susanne Watson, *Unexpected Consequences: The Diaconate Renewed*. New York: Morehouse Publishing, 2015.

Epting, Susanne Watson, *Prophetic Voice of the Deacon*. North American Association for the Diaconate, 2008. Monograph Series No. 19.

Plater, Ormonde, *Deacons in the Liturgy, 2nd ed.* New York: Church Publishing, 2009.

Module Four

Brueggemann, Walter, *An Introduction to the Old Testament: The Canon and Christian Imagination, 2nd ed.* Louisville, KY: Westminster John Knox Press, 2012.

Longman III, Tremper and Dillard, Raymond B., *An Introduction to the Old Testament, 2nd ed.* Grand Rapids, MI: Zondervan, 2006.

Brown, Raymond Edward. *An Introduction to the New Testament*. New Haven, CT: Yale University Press, 1997.

Johnson, Luke Timothy. *The Writings of the New Testament*. Minneapolis, MN: Fortress Press, 2010

An Episcopal Church-approved translation of the Bible

In addition to the above readings, basic study references, such as a concordance, a word study dictionary, a Bible dictionary, a Bible encyclopedia, and Bible commentaries (books or online) may be helpful in the completion of the Holy Scripture assignments.

Module Five

Gonzalez, Justo L., *The Story of Christianity*, Volumes 1 and 2. San Francisco: HarperSanFrancisco, 1984 and 1985.

Prichard, Robert W., *A History of the Episcopal Church*, rev. ed. Harrisburg, PA: Morehouse Publishing, 1999.

Choose one of these DVD series (both available on Amazon.com): *A History of Christianity: The First Three Thousand Years*, by Oxford professor Diarmaid MacCulloch or *Christianity: The First Two Thousand Years*, produced by A&E.

Module Six

Davie, Martin, *The Gospel in the Anglican Tradition*, Reprint 2019: Great Britain: Gilead Books Publishing, 2018.

McGrath, Alister, *Theology, the Basics*. 4th edition, Hoboken, NJ: Wiley Blackwell, 2018.

McGrath, Alister, *Renewal of Anglicanism*. Harrisburg, PA: Morehouse Publishing, Inc., 1993.

Edward, David, *What Anglicans Believe in the 21st Century*. London: Bookcraft, LTD., 1974

Watson, David. *I Believe in the Church*. Grand Rapids, MI: William B. Eerdmans Publishing Company, 1978.

Module Seven

Steinke, Peter L, *How Your Church Family Works: Understanding Congregations as Emotional Systems*. Herndon, VA: The Alban Institute, 2006.

Gilbert, Roberta M, *Extraordinary Relationships: A New Way of Thinking About Human Interactions*. Hoboken, NJ: John Wiley & Sons, 1992.

Steinke, Peter L, *Congregational Leadership in Anxious Times*. Herndon, VA: The Alban Institute, 2006.

Module Eight

Doehring, Carrie, *The Practice of Pastoral Care*, Revised and Expanded Edition. Louisville, KY: Westminster John Knox Press, 2015.

Dykstra, Robert C., *Images of Pastoral care: Classic Readings*. Danvers, MA: Chalice Press, 2005

Wadell, Paul J., *Becoming Friends: Worship, Justice and the Practice of Christian Friendship*. Grand Rapids, MI, Brazos Press 2002.

Module Nine

While many books on the required reading list may be helpful during your internship, the following in particular may be helpful as references:

- *Preaching*
- *Deacons in the Liturgy*, 2nd ed

GUIDELINES FOR TEACHING
(for Postulants)

- 1) In most cases, your teaching/presentation assignment will be based upon an existing assignment that requires you to develop a class or presentation. In other cases, the topic will be on an assignment on which you have been asked to do research that is conducive to teaching.
- 2) This is not to be a lecture or sermon. Your fellow Postulants should be engaged in discussion with you.
- 3) Assume the following reality:
 - a) There are two services on Sunday morning – 9 AM and 11:15 AM.
 - b) The first service lasts an hour.
 - c) You must greet parishioners after the service prior to going to the classroom.
 - d) You will need time to vest for the second service.
 - e) This leaves you about 45 minutes for your class, including questions.
 - f) If your assignment is a presentation to Vestry or another group assume the same time constraints.
 - g) Plan accordingly.
- 4) You may have handouts if they enhance the class presentation, but they are not required.
- 5) You may use PowerPoint or other presentation software if you are proficient at using it effectively. However, this is not required. PowerPoint presentations with a significant number of words on the slides are not effective teaching tools.
- 6) You should develop a lesson plan that organizes your teaching points and helps enable concise and effective teaching.
- 7) Your approach to the class should be developed in conjunction with the subject matter mentor.

SERMON EVALUATION

DIACONAL MESSAGE

	Comments
The preacher used the appropriate texts from the lectionary.	
The preacher clearly set the context of the text.	
The main point of the text was presented early in the sermon.	
The preacher clearly preached from a Diaconal point of view. What was the Diaconal message?	

APPLICATION

The sermon was Gospel-centered.	
Preacher presented clear ways to respond to the sermon.	
Preacher's focus was on the hearts of the congregation.	
I would want my non-Christian friends to hear this sermon.	

PRESENTATION

The intro was engaging and set the stage for the message.	
The main idea was clear.	
The preacher was not overly dependent on notes.	
The preacher had appropriate voice inflection.	
The preacher's body language enhanced the sermon/ was not distracting.	

DELIVERY

Appropriate language and vocabulary	
Voice inflection/ volume/ clarity	
Presence	
Eye contact	
Use of hands	

SIGNIFICANCE

Did the sermon affect you?	
Was the sermon compelling?	
What was the most significant point made?	

Note: Use back for additional comments

Assignments for Introduction Module

Mentors: Beyer/Holmes

- 1) Submit a autobiography to The School Co-facilitators, mentors and fellow postulants. This autobiography should include basic information, as well as your perspective on your spiritual journey.
- 2) Submit record of successful completion of Safeguarding God's People and Safeguarding God's Children to The School Co-facilitators.
- 3) Make initial contact with all module mentors, introducing yourself and sharing a copy of your biography.
- 4) Each Postulant shall communicate with the Bishop by letter or email four times a year, in the Ember Weeks, reflecting on the Postulant's academic, diaconal, human, spiritual, and practical development.
- 5) Upon completion of CPE, a copy of the supervisor's evaluation as well as your self-evaluation must be submitted to The School Co-facilitators.