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**MNYS Synodical Diaconate – 2024 Candidacy and Intern Checklist**

\_\_\_\_\_\_\_\_\_\_Application – **Deadline October 1, 2023** *(Can be found on the MNYS Website)*

\_\_\_\_\_\_\_\_\_\_Pre-orientation email - **will be sent out during the 1st week of October** – It will announce the date of Orientation, which will be scheduled prior to the end of October. Included in this email: 1) A copy of the Synodical Diaconate Guidelines*. (Which can also be found on the MNYS Website)* 2) A copy of this Candidacy and Intern Checklist*. (Which can also be found on the MNYS Website)* 3) A copy of the Learning Agreement. *(Which can also be found on the MNYS Website)* 4) Your Vision for Ministry Essay assignment. *(Which can also be found on the MNYS Website)* 5)Psychological Evaluation Scheduling Information Sheet.

*(To access the Metropolitan New York Synod (MNYS) Website, go to MNYS.org. When you get to the homepage, click on the tab that says “For Leaders.” Then click on the tab that says “Synodical Diaconate.” Scroll to the bottom and here you will find the above mentioned, and additional items.)*

\_\_\_\_\_\_\_\_\_\_Orientation Meeting - **To be attended by both applicant and Pastor**. This is your first “official” opportunity, to begin understanding the process that you are about to begin. It is also the time for both you and your Pastor to ask questions. Please be ready and prepared, with pencil and paper, to take notes.) **We will:**

\_\_\_\_\_\_\_\_\_\_Review all of the pre-orientation email materials and the Intern checklist.

\_\_\_\_\_\_\_\_\_\_Explain the Psychological Evaluation. This evaluation requires that you make an appointment with the Lutheran Counseling Center (LCC). Make this appointment as soon as possible. You and/or your congregation are responsible for the cost of this evaluation, currently $325. Checks are made Payable to MNYS.

\_\_\_\_\_\_\_\_\_\_Assign a member of the Synod Diaconate Council (SDC) as a mentor to you.

**DUE BY DECEMBER 31, 2023**

\_\_\_\_\_\_\_\_\_\_Schedule an appointment for your psychological evaluation with the LCC.

\_\_\_\_\_\_\_\_\_\_Submit proof of educational requirements completion certificates. (Diakonia

graduation certificate, Growing in Faith graduation certificate or other approved educational

program certificates)

\_\_\_\_\_\_\_\_\_\_Submit your completed Learning Agreement. **It must include the church council’s endorsement of your internship and the names of your support group members.**  *(The support group is chosen together by you and your pastor/supervisor, and consists of three people who will be able to see, comment on, and give feedback to you, about your work during internship.)*

\_\_\_\_\_\_\_\_\_\_Provide a current photo for your internship and process file.

\_\_\_\_\_\_\_\_\_\_Submit your Vision for Ministry Essay.

\_\_\_\_\_\_\_\_\_\_Interview with your SDC mentor.

**The SDC will review your application and above checklist items. If approved, your application and internship will be endorsed. You will be notified and your internship will begin January 1, 2024.**

**DUE BY FEBRUARY 29, 2024**

\_\_\_\_\_\_\_\_\_\_Psychological Evaluation.

**DUE BY MAY 31, 2024**

\_\_\_\_\_\_\_\_\_\_Mid-Term Evaluations. (3 separate evaluations, 1 from the Pastor / Supervisor, 1 from the

Support Group as a whole, 1 from the intern)

**DUE BY JUNE 30, 2024**

\_\_\_\_\_\_\_\_\_\_Mid-Term Progress Conference with your SDC Mentor.

**DUE BY OCTOBER 31, 2024**

\_\_\_\_\_\_\_\_\_\_Final Evaluations. (3 separate evaluations, 1 from the Pastor / Supervisor, 1 from the

Support Group as a whole, 1 from the intern)

\_\_\_\_\_\_\_\_\_\_Theological essay assignment questions distributed.

**DUE BY NOVEMBER 30, 2024**

\_\_\_\_\_\_\_\_\_\_Final Progress Conference with your SDC Mentor.

**DUE BY DECEMBER 31, 2024**

\_\_\_\_\_\_\_\_\_\_Theological Essay

I have been questioned about the format and requirements for this assignment. All essays need to be type written, minimum 10,000 words, complete with title, a table of contents, and broken down into chapters. Don’t forget an introduction and appendix as needed. Okay, relax, close your mouths and smile. It’s been a crazy year, my mind is shot, and you can forget everything I said after the first sentence.

In the past, the format has been 4-6 pages, type written and double spaced. I’m the new sheriff in town and I’m easy. Whatever it takes for you to express yourself and answer the question is good. If you can do that in one paragraph that’s okay with me. If it takes 10,000 words that’s okay too. I am sincerely hoping however, that you find the need for more than one paragraph. This essay reflects on what you have learned in the past year, your desire to continue and your overall interest in the Diaconate. Don’t “fit” it into a required format, just be you! But remember, if you don’t complete the assignment there will be no dessert.

**After all of the above internship work is completed the SDC will meet to review your internship. If approved, the following needs to occur:**

\_\_\_\_\_\_\_\_\_\_The SDC recommendation for Setting Apart will be forwarded to the Bishop.

\_\_\_\_\_\_\_\_\_\_Endorsement and notification by Bishop. You will be notified.

\_\_\_\_\_\_\_\_\_\_A Letter of Call from the Congregation. (This Letter of Call needs to be voted upon

and approved by the congregation at a congregational meeting. A candidate

cannot be Set Apart without a Letter of Call.)

\_\_\_\_\_\_\_\_\_\_If approved by the congregation, three copies of the Letter of Call need to be sent to the

Bishop for his approval and signature.

\_\_\_\_\_\_\_\_\_\_Rite of Setting Apart. You will be notified.

\_\_\_\_\_\_\_\_\_\_Installation at the calling congregation (This takes place after the Rite of Setting Apart)

The following are required to be completed at any point on from now but, prior to Setting Apart:

\_\_\_\_\_\_\_\_\_\_Deacons Course 1 – “The Ministry of Deacons in Biblical, Historical, Ecumenical and

Theological Perspective”

\_\_\_\_\_\_\_\_\_\_Deacons’ Course 2 – “The Practical Aspects of Diaconal Ministry”

\_\_\_\_\_\_\_\_\_\_Boundary / Safe Church Training

\_\_\_\_\_\_\_\_\_\_Anti-Racism Training

Other events that will occur from now until Setting Apart are encouraged but not required:

\_\_\_\_\_\_\_\_\_\_Any scheduled MNYS Diaconate events. (You will receive emails about these events)

\_\_\_\_\_\_\_\_\_\_Rite of Setting Apart for Candidates just completing Internship

\_\_\_\_\_\_\_\_\_\_Synod Assembly

**Contact Information: My SDC Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Synod Deacon George Guinan – Chairperson of the Synod Diaconate Council:**

**Cell: (631) 767-0770 Email:** [**tk1rebg5@aol.com**](mailto:tk1rebg5@aol.com) **or** [**MNYSdiaconate@gmail.com**](mailto:MNYSdiaconate@gmail.com)

**\*To ensure that all Required assignments, documentation, and forms due are received by the SDC, email them to the above email address with copies cc’d to your SDC mentor.**