



Metropolitan New York Synod
Evangelical Lutheran Church in America
God's work. Our hands.

MNYS Synod Diaconate – 2025 Candidacy and Intern Checklist *(Rev.06/24)*

_____ Application – **Deadline October 1, 2024** *(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 Synod 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 “Synod 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 Background Check, required for all applicants. This background check requires that you contact Oxford Management via a link which will be provided to you. Cost for the background check is included in the application fee, and paid by the congregation endorsing internship.

_____ 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. Cost for the evaluation is included in the application fee, and is paid by the congregation endorsing internship.

_____ Assign a member of the Synod Diaconate Council (SDC) as a mentor to you.

DUE BY DECEMBER 31, 2024

_____ Complete the required background check.

_____ Complete the psychological evaluation with the LCC.

_____ Submit proof of educational requirements completion certificates. (Diakonia graduation certificate, Growing in Faith graduation certificate, 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, 2025.

Candidates who have not completed the requirements due by 12/31/24 will not be approved.

DUE BY MAY 31, 2025

_____ 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, 2025

_____ Mid-Term Progress Conference with your SDC Mentor.

DUE BY OCTOBER 31, 2025

_____ 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, 2025

_____ Final Progress Conference with your SDC Mentor.

DUE BY DECEMBER 31, 2025

_____ 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 by the Synod Office.

_____ ***** 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 in regard to when and where.

_____ 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 or SynodDiaconate@MNYS.org

***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.**