



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

**MNYS Synodical Diaconate – 2022 Candidacy and Intern Checklist**

\_\_\_\_\_ Application – **Deadline August 1, 2021**

\_\_\_\_\_ Pre-orientation email – The date of Orientation will be announced when all applications have been received. Included in this email: A copy of the Synodical Diaconate Guidelines. The Learning Agreement form, which includes your Church Council's Endorsement and names of your Support Group members. Your Vision for Ministry Essay assignment.

\_\_\_\_\_ Orientation (To be attended by both applicant and Pastor. This is your first "official" opportunity to begin understanding the process which you are about to begin. It is also the time for both you and your Pastor to ask questions.) We will:

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

\_\_\_\_\_ Explain the Psychological Evaluation

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

**DUE BY DECEMBER 31, 2021**

\_\_\_\_\_ Interview with your SDC mentor

\_\_\_\_\_ Photo for your Internship process file

\_\_\_\_\_ Submission of Educational requirements completion certificates. (Diakonia graduation certificate, Growing in Faith certificate or other approved educational Program certificates)

\_\_\_\_\_ Submission of the completed Learning Agreement and Church Council Endorsement Form. (This form will include the names of your Support Group Members)

\_\_\_\_\_ Vision for Ministry Essay

**The SDC will review your application and above checklist items. If all is in order, your application and internship will be endorsed by the SDC. You will be notified and your internship will begin.**

**DUE BY APRIL 30, 2022**

\_\_\_\_\_ Psychological Evaluation (This evaluation requires that you make an appointment with the Lutheran Counseling Center – Cost of this evaluation is \$325, Check Payable to MNYS)

**DUE BY MAY 31, 2022**

\_\_\_\_\_ 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, 2022**

\_\_\_\_\_ Mid-Term Progress Conference with your SDC Mentor

**DUE BY OCTOBER 31, 2022**

\_\_\_\_\_ Final Evaluations (3 separate evaluations, 1 from the Pastor / Supervisor, 1 from the Support Group as a whole, 1 from the intern)

\_\_\_\_\_ Theological Essay questions distributed

**DUE BY NOVEMBER 30, 2022**

\_\_\_\_\_ Final Progress Conference with your SDC Mentor

**DUE BY DECEMBER 31, 2022**

\_\_\_\_\_ Theological Essay (I was recently questioned about the format and requirements for this assignment. All essays need to be type written, minimum 10,000 words, complete with a title and broken down into chapters. Don't forget a table of contents, 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, and if it takes 10,000 words that's okay too. 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 and the following needs to occur:**

\_\_\_\_\_ Candidate Approved by the SDC and recommendation forwarded to the Bishop

\_\_\_\_\_ Endorsement by Bishop

\_\_\_\_\_ 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.)

\_\_\_\_\_ Assuming a YES vote, three copies of the Letter of Call need to be sent to the Bishop for his approval and signature.

\_\_\_\_\_ Rite of Setting Apart

\_\_\_\_\_ Installation at the calling congregation (This takes place after the Service of Setting Apart)

**The following is required to be completed at any point from now, and 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 are not required:**

\_\_\_\_\_ **Any MNYS Diaconate Study Days**

\_\_\_\_\_ **Rite of Setting Apart for Candidates just completing Internship**

\_\_\_\_\_ **Synod Assembly**

**Contact Information:**

**My SDC Mentor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**SDcn. George Guinan: 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 a copy cc'd to your SDC mentor.**