

Checklist for Developing a Total or Shared Ministry Team

Please Note: It is the responsibility of the individual to complete all necessary paperwork.

A. Congregation Ministry Discernment Process

1. ___/___/___ Congregation/Cluster begins education/exploration involving Priest in charge, if there is one and Canon Missioner for Congregational Development: What is Total or Shared Ministry?
2. ___/___/___ Congregation/Cluster clarifies mission of Congregation/Cluster.
3. ___/___/___ Congregation/Cluster votes whether to proceed with Total or Shared Ministry.
4. ___/___/___ Congregation/Cluster communicates commitment to Total or Shared Ministry to the Bishop, Canon Missioner for Congregational Development and Commission on Ministry (COM).
5. ___/___/___ Congregation/Cluster works with Canon Missioner for Congregational Development and Priest in Charge, if there is one, to identify a person qualified to lead the local process of Gifts Discovery and that process is completed.
6. ___/___/___ Congregation/Cluster defines the roles/ministries needed.
7. ___/___/___ Congregation/Cluster discerns members with the gifts for those ministries. All those discerned to prepare for Holy Orders must have been members of the Congregation/Cluster for a minimum of 5 years at the time of their ordination to the Diaconate. All those who have been discerned to prepare for Holy Orders who have addictions to drugs or alcohol must have maintained sobriety for a significant period of time before ordination to the Diaconate.
8. ___/___/___ Priest in Charge, Warden, or other designated leader contacts those individuals who have been locally discerned, indicating the ministries to which they are being called.
9. ___/___/___ In collaboration with the Bishop, the Canon Missioner for Congregational Development and the Team select a Mentor and Covenant with the Mentor.
10. ___/___/___ After further individual discernment, the Mentor sends a final list of those called to the Team, to the Canon Missioner for Congregational Development and the Diocesan COM Co-Chairperson for Total or Shared Ministry.

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B. Commission on Ministry Canonical Discernment Process

1. ___/___/___ Mentor requests that the Canon Missioner for Congregational Development arrange Commission on Ministry Discernment.
2. ___/___/___ Nominees for Team meet with Commission on Ministry Discernment Committee, chaired by the COM Co-chair for Total or Shared Ministry.
3. ___/___/___ The COM Co-chair for Total or Shared Ministry notifies in writing all who are locally discerned. The letter gives permission to proceed to formation and stipulates the specific ministry to which they have been discerned. Copies are sent to the Office of the Bishop, Attention: Coordinator of Vocations; the Mentor, and the Canon Missioner for Congregational Development.
4. ___/___/___ Mentor and those discerned plan a Team recognition Sunday for the Congregation/Cluster.

C. Applicants for Licensed or Commissioned Ministries

1. ___/___/___ Those approved by the Commission on Ministry Discernment Committee to proceed to Licensed or Commissioned Ministries submit Commissioned Ministry Form 1 (Application for Formation) to the Office of the Bishop, Attention: Coordinator of Vocations.
2. ___/___/___ Vestry/Bishop's Committee and Priest in Charge or Canon Missioner for Congregational Development submit Commissioned Ministries Form 2 (Recommendation for Formation) to the Office of the Bishop, Attention: Coordinator of Vocations.
3. ___/___/___ Applicants send Commissioned Ministries Form 3 (Waiver of Information) to the Office of the Bishop, Attention: Coordinator of Vocations.

Note: Steps 4 and 5 take place when the Team is preparing for Commissioning and the Ordinations of Priests and Deacons within a Total or Shared Ministry Team.

4. ___/___/___ Applicants submit Commissioned Ministries Form 4 (Application for Commissioning) to the Office of the Bishop, Attention: Coordinator of Vocations.
5. ___/___/___ Vestry/Bishop's Committee and Priest in Charge or Canon Missioner for Congregational Development submit Commissioned Ministries Form 5 (Recommendation for Commissioning) to the Office of the Bishop, Attention: Coordinator of Vocations.

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D. From Applicant to Postulant

1. ___/___/___ Those approved by the Commission on Ministry Discernment Committee to proceed toward Holy Orders submit Ordained Ministries Form 1 (Application for Holy Orders within a Total or Shared Ministry Team) to the Office of the Bishop, Attention: Director of Vocations.
2. ___/___/___ Vestry/Bishop's Committee and Priest in Charge or Canon Missioner for Congregational Development submit Ordained Ministries Form 2 (Nomination by Vestry/Bishop's Committee) to the Office of the Bishop, Attention: Coordinator of Vocations.
3. ___/___/___ Applicant(s) send Ordained Ministries Form 3 (Waiver of Information) to the Office of the Bishop, Attention: Coordinator of Vocations.
4. ___/___/___ Coordinator of Vocations gives permission to proceed with medical, psychological and psychiatric exams and arranges for appropriate forms to be sent to Applicant.
5. ___/___/___ Physician submits Ordained Ministries Form 4 (Medical Exam) and medical report to the Office of the Bishop, Attention: Coordinator of Vocations.
6. ___/___/___ Approved Psychologist submits Ordained Ministries Form 5 (Psychological Evaluation) and report to the Office of the Bishop, Attention: Coordinator of Vocations.
7. ___/___/___ Approved Psychiatrist submits Ordained Ministries Form 6 (Psychiatric Evaluation) and report to the Office of the Bishop, Attention: Coordinator of Vocations.
8. ___/___/___ Canon Missioner for Congregational Development coordinates the scheduling of a meeting with the Bishop and the Team to determine Postulancy.
9. ___/___/___ The Team meets with the Bishop for Postulancy conference for those who are discerned for Holy Orders.
11. ___/___/___ If the Bishop affirms Postulancy for those discerned for Holy Orders and affirms the call of other individuals discerned for Licensed or Commissioned Ministries, the Bishop notifies the Team of such affirmation.

Date of Postulancy for those called to Ordained Ministry within a Total or Shared Ministry Team: _____

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E. From Postulancy to Candidacy

1. ___/___/___ The Team begins/continues program of formation with spiritual direction as approved by COM.
2. ___/___/___ The Team has Safe Church training.
3. ___/___/___ The Team sends regular Ember Day letters to the Bishop, continuing through ordination and commissioning.
6. ___/___/___ When one half of the formation and training are complete, the Mentor and the Canon Missioner for Congregational Development recommend application be sent for Candidacy. The Mentor writes letter of recommendation for Candidacy, sending it to the Office of the Bishop, Attention Coordinator of Vocations.
7. ___/___/___ Postulant(s) submit(s) **EITHER** Ordained Ministries Form 7 (Postulant's Application for Candidacy for Diaconate Within a Total or Shared Ministry Team) **OR** Form 9 (Postulant's Application for Candidacy for Priesthood Within a Total or Shared Ministry Team) to Office of the Bishop, Attention: Coordinator of Vocations.
8. ___/___/___ Vestry/Bishop's Committee submits **EITHER** Ordained Ministries Form 8 (Recommendation for Candidacy for the Diaconate Within a Total or Shared Ministry Team) **OR** Form 10 (Recommendation for Candidacy for Priesthood Within a Total or Shared Ministry Team) to the Office of the Bishop, Attention: Coordinator of Vocations.
9. ___/___/___ COM co-chair for Total or Shared Ministry sends a statement attesting to the continuing formation of the Postulant(s) and Team to the Office of the Bishop, Attention: Coordinator of Vocations.

F. Standing Committee Process

1. ___/___/___ Mentor and Canon Missioner for Congregational Development contact the President of the Standing Committee to set a date for a meeting with the Standing Committee.
2. ___/___/___ Postulant(s) and Team meet with the Standing Committee, or designated representatives.
3. ___/___/___ Standing Committee sends letter to the Bishop recommending admission to Candidacy status.

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G. Candidacy

___/___/___ Bishop sends letter to the Postulant(s) declaring the date of the Postulant's Candidacy. Copies are sent to the Mentor, the Canon Missioner for Congregational Development, and the Coordinator of Vocations.

Date of Candidacy for those called to Ordained Ministry within a Total or Shared Ministry Team: _____

H. From Candidate to Transitional Deacon with a Total or Shared Ministry Team

1. ___/___/___ At least one Team Minister completes a pastoral competency requirement approved by the Canon Missioner for Congregational Development in consultation with the COM.
2. ___/___/___ The Team has awareness training concerning Child or Adult Abuse Issues.
3. ___/___/___ The Team has awareness training concerning Chemical Dependency.
4. ___/___/___ The Team has Anti-Racism Training.
5. ___/___/___ Postulant/Team has training in the History, and Canons of the Episcopal Church in Minnesota.
6. ___/___/___ Mentor contacts the Canon Missioner for Congregational Development to certify formation program nearing completion and certifies readiness of the Candidate(s) (for Priesthood) for ordination to the Transitional Diaconate.
7. ___/___/___ The Canon Missioner for Congregational Development works with the Co-chair of the COM for Total or Shared Ministry to arrange Examining Chaplains to conduct an evaluation of the Team in required canonical areas.
8. ___/___/___ COM Co-Chair for Total or Shared Ministry sends a report to the President of the Standing Committee, with copies to the Bishop, the Vice President of the Standing Committee, the Mentor, the Team Members, the Coordinator of Vocations and the Canon Missioner for Congregational Development, declaring that the Candidate(s) and Team have been examined and are acceptable.
9. ___/___/___ Candidate(s) for the Priesthood submit Ordained Ministries Form 11 (Candidate's Application for Ordination to the Transitional Diaconate within a Total or Shared Ministry Team) to the Bishop, Attention: Coordinator of Vocations, with the required supporting documents named on the form.

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10. ___/___/___ Vestry/Bishop's Committee and Priest in Charge, if there is one, or the Canon Missioner for Congregational Development submit Ordained Ministries Form 12 (Recommendation for Ordination to the Transitional Diaconate within a Total or Shared Ministry Team) to the Bishop, Attention: Coordinator of Vocations.
11. ___/___/___ The Bishop sends a certificate of recommendation to the Standing Committee declaring the dates of admission as a Postulant and Candidate.
12. ___/___/___ Standing Committee may interview Team.
13. ___/___/___ Standing Committee sends approval to the Bishop.
14. ___/___/___ The Bishop sends letter including date for ordination to Transitional Diaconate for those on track for ordination to the Priesthood within a Total or Shared Ministry Team.

I. From Candidate to Deacon within a Total or Shared Ministry Team

Note: Items 1-8 in Section H must be completed with the Team. When the period for Transitional Deacon(s) is nearing completion, the following steps are taken by the Candidates for the Diaconate within a Total or Shared Ministry Team.

1. ___/___/___ Candidate(s) for the Diaconate submit Ordained Ministries Form 13 (Candidate's Application for Ordination to the Diaconate within a Total or Shared Ministry Team) to the Bishop, Attention: Coordinator of Vocations, with the required supporting documents named on the form.
2. ___/___/___ Vestry/Bishop's Committee and Priest in Charge, if there is one, or the Canon Missioner for Congregational Development submit Ordained Ministries Form 14 (Recommendation for Ordination to the Diaconate within a Total or Shared Ministry Team) to the Bishop, Attention: Coordinator of Vocations.
3. ___/___/___ The Bishop sends a certificate of recommendation to the Standing Committee declaring the dates of admission as a Postulant and Candidate.
4. ___/___/___ Standing Committee may interview Team.
5. ___/___/___ Standing Committee sends approval to the Bishop.
6. ___/___/___ The Bishop sends letter including date for ordination to Diaconate within a Total or Shared Ministry Team.

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J. From Transitional Deacon to Priesthood within a Total or Shared Ministry Team

1. ___/___/___ Mentor sends letter of evaluation of the Team and evaluation of the preparedness of the Transitional Deacon(s) for ordination to the Priesthood within a Total or Shared Ministry Team to the Bishop, Attention: Coordinator of Vocations. (See Canon III.8.7(b)(4))
2. ___/___/___ Transitional Deacon(s) submit Ordained Ministries Form 15 (Application for Ordination to the Priesthood within a Total or Shared Ministry Team) to the Bishop, Attention: Coordinator of Vocations.
3. ___/___/___ Vestry/Bishop's Committee and Priest in Charge, if there is one, or the Canon Missioner for Congregational Development, submit Ordained Ministries Form 16 (Recommendation for Ordination to the Priesthood within a Total or Shared Ministry Team) to the Bishop, Attention: Coordinator of Vocations.
4. ___/___/___ The Bishop sends a certificate of recommendation to the Standing Committee.
5. ___/___/___ Standing Committee sends a letter to the Bishop recommending ordination to the Priesthood.

K. Ordination to the Priesthood, to the Diaconate and Team Commissioning Within a Total or Shared Ministry Team

1. ___/___/___ The Bishop sends letter to the Transitional Deacon(s) declaring the date of ordination to the Priesthood.
2. ___/___/___ The Bishop sends letter to the Candidate(s) for the Diaconate declaring the date of ordination to the Diaconate.
3. ___/___/___ The Bishop sends letter to the Team declaring the date of commissioning.

Date of Ordination to the Priesthood, Ordination to the Diaconate within a Total or Shared Ministry Team, and Commissioning of the Team: _____

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