

Diocese of San Joaquin  
CHECKLIST FOR DEACON TRACK  
Title V, Canon 33 of DSJ Canons; Title III, Canon 3 of ACNA Canons  
*Revised March 12, 2022*

Name: \_\_\_\_\_

Parish: \_\_\_\_\_

**ASPIRANCY**

- Send link to
- Meet w/Priest for initial discernment
- Letter of recommendation with Evaluation from Sponsoring Clergy in Charge, as well as Aspirant Application and Spiritual Autobiography
- Live Scan Passed: (P/F and Date) \_\_\_\_\_
- Confirmed Adult Communicant in good standing
- Interview with the Bishop
- Parish Ordained Ministry Discernment Team Formed (within 2mos after Bishop approves)
- POMDT nominates aspirant for Postulancy (minimum 6mos. from formation of POMDT):
  - POMDT Recommendation Letter
  - Endorsement/Letter of Support; one by Vestry and one by Clergy in Charge
  - 3 Letters of Recommendation
- Aspirant: written acceptance of nomination sent to Diocese. Received \_\_\_\_\_
- Transcripts - level of education review
- COM Review & Interview
- COM: Recommendation to Bishop

**POSTULANCY**

- Date admitted as Postulant: \_\_\_\_\_
- Transmitted Canonical Exam website
- Oxford Background Check: \_\_\_\_\_
- Medical Exam: \_\_\_\_\_
- Psychological Exam: \_\_\_\_\_
- BSQ (Behavioral Screening Questionnaire) Received
- Ember Letter instructions given to Postulant
- Assign to mentor/congregation (if needed):
- Assign to shepherd:
- Outline formation given on \_\_\_\_\_

**CANDIDACY – Minimum 6mos. from Post.**

- Application for Candidacy received \_\_\_\_\_
- Current Registrar's Report (if any)
- Current Seminary Report (if any)
- Endorsement/Letter of Support from Vestry
- Endorsement/Letter of Support from Clergy in Charge
- Mentor Report
- Interview w/ COM
- Date admitted as Candidate \_\_\_\_\_
- Date Notice sent to Candidate \_\_\_\_\_

**DIACONATE Minimum 12 mos from Candidate**

- At least age 21
- Letter accepting Candidacy by candidate
- Final Endorsement/Letter of Support from Vestry
- Final Endorsement/Letter of Support from Clergy in Charge
- MinistrySafe Sexual Abuse Awareness Training
- 2<sup>nd</sup> Background check (if over 36 months)
- 2<sup>nd</sup> Medical Exam (if over 36 months)
- 2<sup>nd</sup> Psychological Exam (if over 36 months)
- Completed studies/Registrar report
- Final Transcript of necessary coursework
- Completed Canonical (oral, written) exams and dry mass
- Completed Diaconal Competency List
- Mentor Report and Recommendation
- Recommendation from COM
- Diaconal Ordination Date \_\_\_\_\_
- Licensed by Bishop to preach \_\_\_\_\_

**EMBER LETTERS**

20\_\_ Spring\_\_ Summer\_\_ Fall\_\_ Winter\_\_  
20\_\_ Spring\_\_ Summer\_\_ Fall\_\_ Winter\_\_  
20\_\_ Spring\_\_ Summer\_\_ Fall\_\_ Winter\_\_