



ANGLICAN DIOCESE OF THE GREAT LAKES

# DEACON YEAR ONE: CORE COMPETENCIES

Deacon: \_\_\_\_\_

Rector: \_\_\_\_\_

Other Mentor (if assigned): \_\_\_\_\_

Start Date: \_\_\_\_\_

A Deacon should be rooted in a local congregation, living fully in community, exhibiting qualities, habits, and participation in fruitful ministry that serve to begin a ministry in Holy Orders. This mentoring program is for both vocational and transitional deacons. For vocational deacons, it is for the first year of ordained ministry. For transitional deacons, it is to be used during the deacon year and beyond, until the Bishop ordains them as a presbyter/priest.

The Deacon's Senior Pastor/Rector/Sponsoring Priest oversees the mentoring process, and will sign off at the end of this period if, based upon discernment, experience, and perspective, she/he can recommend to the Bishop that the mentoring process has been completed.

The Senior Pastor/Rector/Sponsoring Priest may, at their discretion, assign someone else from the local congregation to assist him in the mentoring assessment process, if he/she desires. In this case, both the assisting mentor and the Senior Pastor/Rector/Sponsoring Priest's signatures should be included.

## Competency Assessment: Instructions for the Mentor

1. The mentor will review the descriptions for each core competency and write a brief evaluation for each competency using the following format - behavior observed, how or in what context, and outcomes. The mentor will then indicate strengths or areas in need of more experience in the competency. Not all of the competencies have to be covered at the same time, so long as they are evaluated every two to three months.

Evaluation Notations			
1=Significant experience needed	2=Some experience needed	3=Competency has been demonstrated	4=Area of excellence

2. The mentor will go over each evaluation with the deacon, explaining the rationale for all entries and answer any questions he/she may have. Once completed, the mentor and the deacon will initial each item. The date of the evaluation will be written in the column.

3. The evaluation should be conducted regularly over the course of the 12- month mentoring period. A copy of the evaluation will be kept by the mentor, a copy given to the deacon, and a scan of the original sent to the Canon for Leadership Development at [krankin@adgl.us](mailto:krankin@adgl.us) .

4. This mentoring process can take longer than one year, but no less than one year without special permission of the Bishop.

1.0.0

# LITURGICAL

1.1.0

## *Ministry of the Word*

### 1.1.1 Leading prayer

Shows engagement of mind and heart with proper reverence; prays clearly, understandably, with appropriate volume, posture, and delivery; demonstrates knowledge and understanding of the prayers

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### 1.1.2 Leading liturgy

As liturgist, shows appropriate and sincere reverence; understands the content and flow of the liturgical offices; demonstrates knowledge of the BCP 2019 lectionary; provides appropriate leadership in the worship of the congregation.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### 1.1.3 Reading the Gospel and the Scripture Lessons

Shows proper engagement of heart and mind with reverence; understands the content and flow of the scripture readings; delivers the readings clearly, understandably, with appropriate posture and delivery

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### 1.1.4 Preaching the Word

Sermons are based upon Scriptural authority and biblical worldview; Sermons point to Jesus Christ in all of Scripture, both Old and New Testaments, and continually return listeners to the Gospel of grace; flow and content are clear, understandable, well-reasoned, and organized; main points are introduced, clearly explained, and illustrated; concrete applications are given based upon the sermon texts; sermon is delivered with an appropriate voice and tone; sermon content relates to the lives of the congregation.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

1.2.0

## ***Ministry of the Sacraments***

### **1.2.1 Assisting at the altar**

Shows proper understanding of the order and flow of Holy Communion; demonstrates knowledge on the set up and take down of the altar, including vessels, paraments and their placement, and the use and wearing of appropriate vestments; ably assists the priest as a deacon and performs deacon's communion.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### **1.2.2 Performing baptisms**

Shows proper understanding of the order of the baptismal service; demonstrates knowledge of the proper set up of a baptismal service; is able to articulate the differences in theology, administration, and liturgy of infant vs. adult baptisms; is able to competently demonstrate how to perform an infant and adult baptism.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### **1.2.3 Officiating at weddings**

Shows proper understanding of the order and flow of a wedding service; demonstrates knowledge of the proper set up of a wedding service; is licensed by the state and is able to competently demonstrate how to officiate a wedding. Familiar with the requirements of Title II Canon 7 of ACNA Canons.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			

Mentor Notes:	
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**1.2.4 Anointing the sick**

Proper understanding of the service of prayer and administration of oil; shows proper empathy and compassion and able to competently demonstrate how to lead a service of anointing and healing of the sick.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

2.0.0

**PASTORAL MINISTRY**

2.1.0

***Team Ministry***

**2.1.1 Team Dynamics**

Understands team dynamics; is able to discern strengths and challenges both of the team as a whole and of the individual members; participates in leading or assisting the team in accomplishing its goals; contribute constructively as a team member not in a direct leadership role; communicates clearly and directly.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

**2.1.2 Emotional Intelligence**

Is in touch with their personal emotions and sensitive to the emotions of others; Takes input from a variety of sources; demonstrates solid analytical skills; is able to make decisions in a timely fashion; is able to communicate in a way which builds supports and addresses concerns and challenges in an affirming manner; handles dissent with respect; is not unduly affected by pressure from others yet displays humility and wisdom; is appropriately mature and works towards resolution when wrong decisions are made and is not conflict averse.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			

Mentor Notes:	
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2.2.0

## ***Pastoral Care***

### **2.2.1 One-on-one encouragement/ counseling/ mentoring**

Demonstrates compassion and kindness; understands the difference between encouragement, pastoral counseling, and mentoring; is able to maintain clear and healthy boundaries; knows when to refer parishioners to another pastor or Christian counselor; knowledgeable of the resources available in the church and local community for meeting needs; shows excellent listening skills.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### **2.2.2 Hospital or Health Care Facility visitation**

Understands the dynamics of the healthcare setting; interacts with healthcare professionals in a professional and courteous manner; shows appropriate sensitivity for the privacy and dignity of all patients (not just the parishioner); demonstrates an appropriate bedside manner; interacts well with the family of the patient, caring for their needs as well as the patients. Does not violate HIPAA requirements for confidentiality of medical information.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

### **2.2.3 Home/Pastoral visitation**

Shows proper respect for and understanding of the family situation; demonstrates sensitivity for the privacy of the household and of conversations held in public places (church or café, etc); interacts well with all family members, not just the parishioner(s); acts in a friendly, compassionate manner.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			

Mentor Notes:	
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**2.2.4 Marriage, Parenting and the Single Life**

Demonstrates a knowledge of appropriate resources to use for pre-marital preparation, marital support, life of singleness and parenting issues; understand the Scriptural teachings regarding marriage, singleness, parenting, and family relationships. Knowledgeable of Mathew 18 scriptures on forgiveness and reconciliation and well versed in application to real life situations.

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Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

**2.2.5 Safety and Sexual Misconduct Prevention**

Demonstrates commitment to safety measures including annual updates of Ministry Safe; understands abuse or harassment reporting policies; demonstrates knowledge of and commitment to sexual misconduct prevention and safety policies and procedures.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

2.3.0

***Educational Ministry***

**2.3.1 Teaching materials**

Knows sources for age-appropriate curriculum; is able to match curriculum with educational objectives. Familiar with ACNA Catechism and able to clearly articulate and teach this material.

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			

Mentor Notes:	
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**2.3.2 Organization**

Organizes lesson material, developing appropriate course goals and objectives; lesson plans are well laid out with a clear plan for progression of learning; deacon learning goals, objectives, and assessments are established and appropriate for the age-level and course purpose

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Initial Evaluation			
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Final Evaluation			
Mentor Notes:			

**2.3.3 Delivery**

Lessons are competently and confidently delivered; lessons materials are covered; “rabbit trails” are kept to a minimum yet everyone is encouraged to participate; elicits and receives questions which are clearly answered and are pertinent; does not pretend to know everything; lessons are related to the life of the learners

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			
Mentor Notes:			

3.0.0

**PERSONAL FORMATION**

3.1.0

***Personal Disciplines***

**3.1.1 Daily Office and Prayer**

Reads the Daily Office and prays daily; understands various practices related to personal devotional life; can articulate own practices and habits that help support prayer

	Evaluation Number	Mentor Initial	Date
Initial Evaluation			
Second Evaluation			
Final Evaluation			

Mentor Notes:	
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**3.1.2 Study and Learning**

Engages in a regular, exegetical study of Scripture; systematically studies all types of Scripture; Reads books and articles from various areas of human life; remains abreast of helpful information for life and ministry

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Final Evaluation			
Mentor Notes:			

**3.1.3 Retreats/ Sabbaths**

Takes time regularly to rest—weekly sabbaths and periodic retreats to restore the body, the mind, and the spirit; understands the importance of rest and periods of solitude and renewal.

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**3.1.4 Self-Care**

Has an accountability relationship with another Christian of the same gender; meets regularly with this friend/mentor/partner; keeps them informed of challenges; understands healthy practices for fitness, nutrition, and can clearly articulate goals related to each; can name several sources of personal support for self-care (groups, peer support, medical, gym membership, etc); cultivates healthy personal friendships as well as appropriate self-care.

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Final Evaluation			
Mentor Notes:			



### 3.1.5 Mental and Emotional Health

Has worked to become aware of family of origin issues, strengths and weaknesses of personality type, and basic emotional needs; Cultivates personal friendships; Describes places to turn for support for emotional and mental health which may include counseling if needed. Aware of their growth areas and pursuing health and wellness in these areas.

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Final Evaluation			
Mentor Notes:			

3.2.0

## ***Relationships***

### 3.2.1 Family

Holds family as a high priority, next only to God; if married, spends regular time with the spouse and/or children in fun activities; demonstrates good communication skills with spouse and children if applicable; contributes to godly order and harmony within the family; shows respect for family members.

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### 3.2.3 Neighbors and Community

Reaches out to neighbors in caring relationships that witness to the love of God; intentionally relates by being a blessing to others; relationships extend beyond racial, social, religious, and other boundaries of comfort or convenience.

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Final Evaluation			
Mentor Notes:			

## Completion Notification

Deacon: \_\_\_\_\_

Rector: \_\_\_\_\_

Other mentor, if assigned: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your participation and use of this assessment tool. We hope this guide has been of benefit to you in your training for ministry. Please email a scan of the final copy to [kranjin@adgl.us](mailto:kranjin@adgl.us)