



**FLORIDA-BAHAMAS SYNOD  
OF THE  
EVANGELICAL LUTHERAN CHURCH IN AMERICA**

**SYNOD DEACON PROGRAM CHECK LIST**

**\*This check list outlines the procedures that are to be followed by each applicant for the program and the corresponding actions by the Office of the Bishop (Bishop's Synod *Deacon* Oversight Committee). If there are any questions, please contact the Synod Office.**

Applicant Name: \_\_\_\_\_  
(Please Print)

Congregation Name/City: \_\_\_\_\_  
(Please Print)

Pastor Name: \_\_\_\_\_  
(Please Print)

**A. ENTRANCE TO PROGRAM**

1. Conversation with Pastor regarding interest in program. Suggested reading "What Shall I Say? Discerning God's Call to Ministry"
2. Acceptance by Pastor of applicant for program.
3. Applicant and Pastor complete Program Application. This is available on the Synod web-site ([www.fbsynod.com](http://www.fbsynod.com)) or from the Synod Office.
4. Diaconal Nominee submits completed/signed application to the Office of the Bishop (Bishop's Synod *Deacon* Oversight Committee).

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

5. Action by Synod *Deacon* Oversight Committee to "grant entrance, postpone, or deny".

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

6. Letter sent to *Deacon* Nominee and Pastor from Oversight Committee regarding action on application.

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

7. Copy of Training Record Form sent to *Deacon* Candidate – if entrance granted.

**B. ONE YEAR AFTER PROGRAM ENTRANCE**

8. Letter from Oversight Committee to *Deacon* Candidate for update of information and status of training. This will be sent approximately one (1) year after Candidate is granted entrance.

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

**C. TRAINING COMPLETED**

9. Letter from the Pastor to the Synod Bishop indicating that the Candidate has completed all requirements of training and is recommended for Consecration. The completed Training Record is to be included with this letter.

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

10. Letter to Pastor and Candidate regarding action to “approve, postpone or deny Consecration” by the Bishop’s Synod *Deacon* Oversight Committee.

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

**D. SYNOD OFFICE**

11. Notification by Oversight Committee to the Office of the Bishop regarding the Candidate's approval.

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

12. Pastor and Candidate contact the Office of the Bishop to establish date, time, location, and member of the Office of the Bishop who will preside at the Consecration.

13. Notification to the Oversight Committee of the final arrangements so a member of the committee can be present at Consecration.

14. Notification to Synod Office staff for the preparation of the Deacon’s Certificate of Consecration. Certificate given to Asst to Bishop that will Preside