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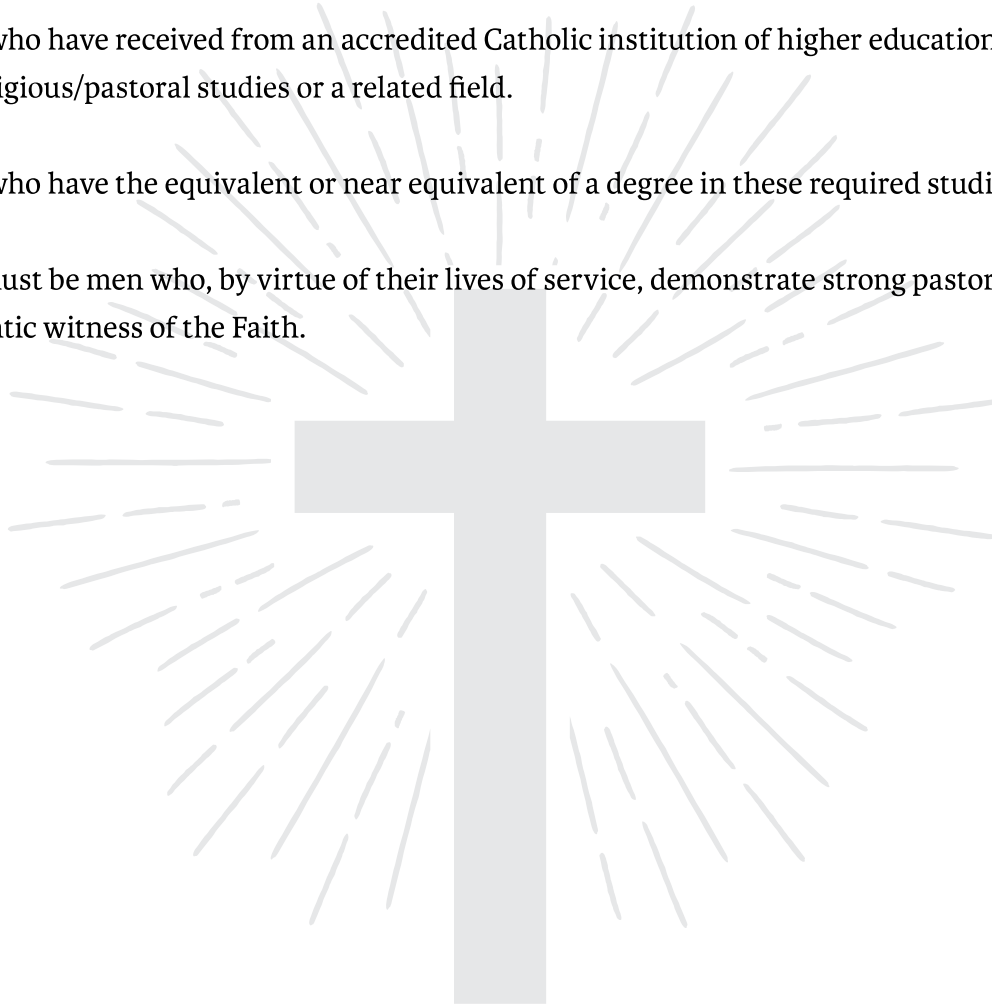
6008.5 Petition for Ordination to the Diaconate

FORMAL APPLICATION AND INQUIRY

The Deacon School of Theology accepts one of the following as a prerequisite for potential invitation and application:

- Men who have completed the diocesan pre-requisite classes and who are recommended by their pastor. The Inquirer and his wife (if married) have met with the Director of Diaconal Formation.
- Men who have received from an accredited Catholic institution of higher education a degree in theology, religious/pastoral studies or a related field.
- Men who have the equivalent or near equivalent of a degree in these required studies.

All inquirers must be men who, by virtue of their lives of service, demonstrate strong pastoral leadership skills and authentic witness of the Faith.



AN INFORMATIONAL GUIDE FOR PASTORS

What is a Deacon?

Deacons are best described by who they are rather than by what they do. Men who are ordained to the Diaconate promise to live out the charism of service to God's people through the Word, Sacrament and Charity for the rest of their lives. The role of the deacon is to be a helper of the bishops and priests and to proclaim by his life the Church's call to serve the needs of others. The deacon is the animator and promoter of what the community of faith must be: a community of service.

What qualities should a pastor look for in a man who he considers to be a potential deacon candidate?

- emotional maturity
- personal integrity/appropriate self-knowledge
- Christian holiness/an active prayer life
- generosity for service **already being demonstrated**
- good physical and psychological health (both candidate and spouse, if married)
- ability to work in a team/works well with people
- good communication skills (both as a speaker and as a listener)
- need in the community for his service and leadership
- acceptance by the Christian community as evidenced by his ministry in the parish

Who can apply for admittance to the Diaconate School of Theology?

Requirements include:

- A man must be a Catholic in good standing in the Church and fully initiated in the faith for at least 5 years
- He must be between the ages of 32 and 60 years old.
- If married, there must be evidence of a stable and growing marriage relationship. His spouse must be willing to support her husband actively through formation and in his ministry. His wife must also be a practicing Roman Catholic for a period of at least 5 years.
- He will have completed the requirements of a diocesan Catholic Lay Ministry Program (if available) and prerequisite classes as required by the Bishop of Columbus and The Office of the Diaconate taken

at a catholic college, university, or seminary They are:

- The Theology of the Diaconate
 - Introduction to Old Testament
 - Introduction to New Testament
 - Introduction to Philosophy (or its equivalent)
 - Fundamental Theology or Basic Catholic Doctrine
 - The History of the Catholic Church
- Equivalent education is evaluated on an individual case basis.
- He will have demonstrated his ability to respond to needs for service himself and to empower others to do so.
- He is free from irregularities for receiving Holy Orders (see Canon 1041)
- The present pastor, parish staff and parish council endorse him.

How often are new formation classes begun?

The formation classes are on a three-year cycle corresponding to the length of the program and the need to give adequate attention to the men in formation and their families. A cohort of candidates began in 2022. Therefore, another class will begin screening in 2023, 2026, 2029 and so forth. Applications for the program are accepted at least two-year preceding the beginning of a new class of candidates which is known as the Aspirancy Period. The screening process is a minimum of a two-year Aspirancy Period. (Keep in mind that applicants will have finished the Lay Ministry Program or its equivalent prior to starting deacon formation.) The Lay Ministry Program or a degree in Theology is not a guarantee to being accepted into the Diaconate School of Theology.

What are the components of the selection process?

Selection includes the receipt of all forms, certificates, transcripts, criminal background check, completing *Protecting God's Children*, etc. as required. Each man also takes a battery of psychological inventories and participates in an interview with a counseling professional. The aspirant (and his spouse, if needed) must take a series of specified classes and extended interviews conducted by the Office of the Diaconate. A team of both clergy and laypersons evaluates the Aspirant. The Bishop of Columbus ultimately makes the decision on whether a man is accepted as a candidate for ordination to the Diaconate.

If, in a pastor's estimation, a parish is calling a man to the Diaconate, why can the Office of the Diaconate prevent him from participating in the Diaconate Formation Program?

A deacon is called by the Bishop, not the local parish community. Though a man is normally assigned to his home parish by the Bishop, at the Bishop's discretion he may also be asked to serve somewhere else in the diocese where there is need for his ministry. Therefore, the question in the selection process is whether the diocese, in the person of the Bishop, is calling a man to the Order of Deacon.

The Bishop entrusts the Office of the Diaconate with the responsibility of discerning whether a man has the appropriate **motives, abilities, attitude and personality traits** which are called for by *The Code of Canon Law* and *The National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States*.

Once a man is accepted into aspirancy or candidacy, can he be relatively sure that he will be ordained a deacon?

No. Like the Seminary Formation Program, the Diaconate Formation Program involves multiple periods of discernment. The candidate may find, as he learns more about himself and the Diaconate, that ordained ministry is not his calling. The Church too, may find that the man called to serve other than as a deacon. Periodic evaluation of each man by his pastor and formators in addition to regular self-evaluation allow the formation staff to assist each individual in his discernment. These may result in either the student or the formation team suggesting that the formation relationship be terminated.

How long is the formation program for deacons?

The formation process must be a minimum of five years. Once a man is accepted into the Diaconate School of Theology (after completion of a two-year Aspirancy period which includes prerequisites and recommendation of the Candidate Screening Board) there are **three additional years of preparation** for ordination. The formation for Diaconate is not only academic but also spiritual and ministerial. A man in Diaconate formation meets regularly with a **spiritual director**. He (and his spouse) also develops a **mentoring relationship** with members of the Diaconate Community. Diaconal Students are installed as reader and acolyte in due time following his being accepted as a Candidate for the order of deacon by the Bishop. For each installation the students carry out ministerial projects in their parish correlating the Word, Liturgy and Charity/Justice.

Are there ways a pastor and parish staff can support a man who has been accepted into the Diaconate School of Theology?

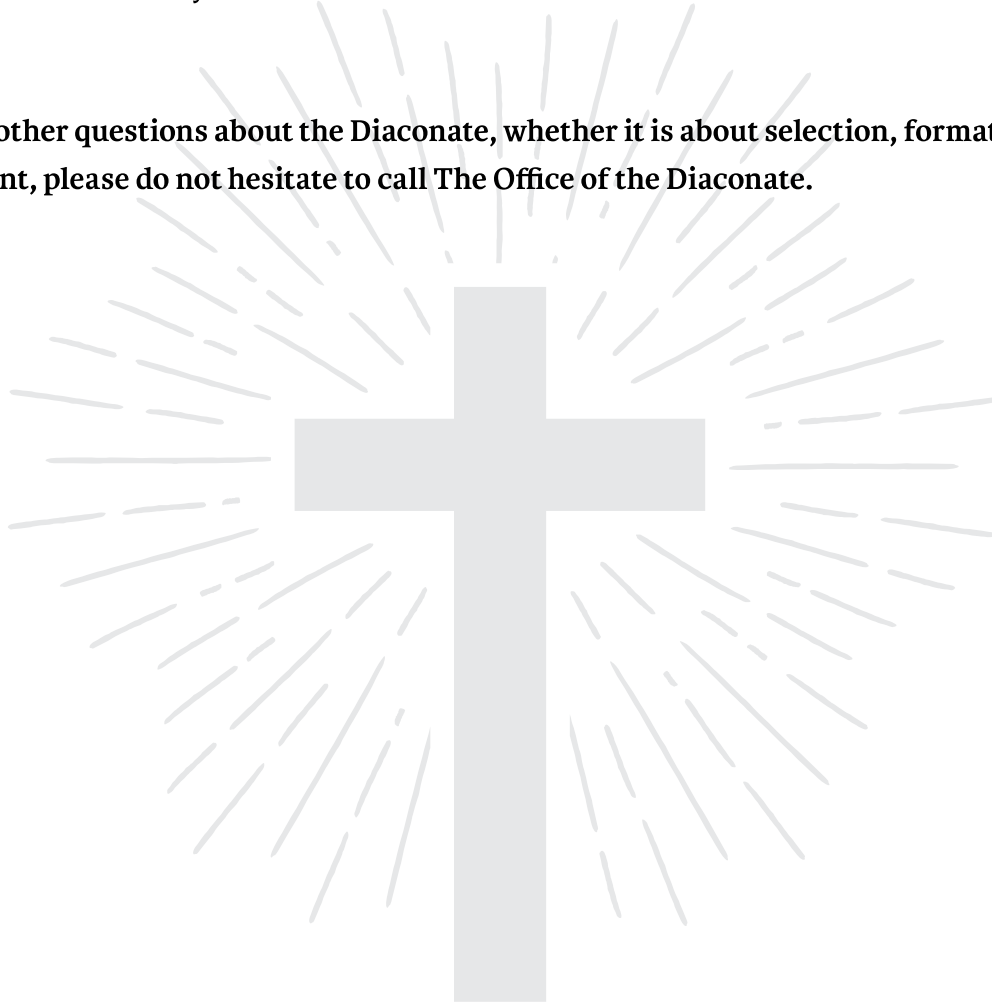
The most important thing a pastor and parish staff can do is to **keep in conversation** with the Diaconal Student and his family. The man needs to have **honest feedback on his ministry**. He needs to be challenged

to grow, to become accustomed to doing both self-evaluation and engaging in evaluation in the context of a ministry team or parish staff. Because he is geographically close to his parish, this is the best arena for the Diaconal Student to try out different ministries, to continue to empower other parishioners to respond to needs for service in the community and to sharpen his team ministry skills.

Do all deacons have the faculty to preach after they are ordained?

Yes. In the Diocese of Columbus, a Deacon is granted faculties to preach by reason of ordination. Some deacons are called on to give a homily when they are the principal Presiders at Baptisms, Marriages or Funerals. They also may preach when they assist at the Eucharist.

If you have any other questions about the Diaconate, whether it is about selection, formation, ministry or any other element, please do not hesitate to call The Office of the Diaconate.



ASPIRANCY PERIOD

The National Directory on the Formation, Ministry and Life of the Permanent Deacon in the United States (ND) says that upon completion of the initial process, the Bishop may accept some inquirers into Aspirancy. This Aspirancy path corresponds to the Propaedeutic period required by the *Basic Norms for Formation of Permanent Deacons/Directory for the Ministry and Life of Permanent Deacons*.

This aspirant path is primarily a time of formal application, psychological screening, further theological education, prayer and spiritual direction. Those involved in the aspirant path should begin to become thoroughly familiar with the doctrinal understanding of the Diaconate formation process in the Diocese of Columbus.

The Aspirant path is two years in duration and is included in the five-year formation process. The aspirant level of formation includes an introduction and evaluation of the human dimension, spiritual dimension, intellectual dimension and pastoral dimension as described in the National Directory.

Assessment takes place by the Director of Diaconal Formation and a Candidate Screening Board made up of clergy, consecrated religious, and laity. The Director of Diaconal Formation develops the Board, in collaboration with the Vicar for Clergy.

Following initial assessment and guidance by the Office of the Diaconate, a recommendation is made to the Bishop of Columbus.

The conclusion of the aspirant path of formation is determined through a formal assessment conducted by the Diocesan Office of the Diaconate. This occurs when the aspirant with the consent of his wife, if married and with the permission of those responsible for his formation, makes a written petition to the Bishop for admission to candidacy. The Bishop makes the final decision regarding the aspirant's acceptance into candidacy.

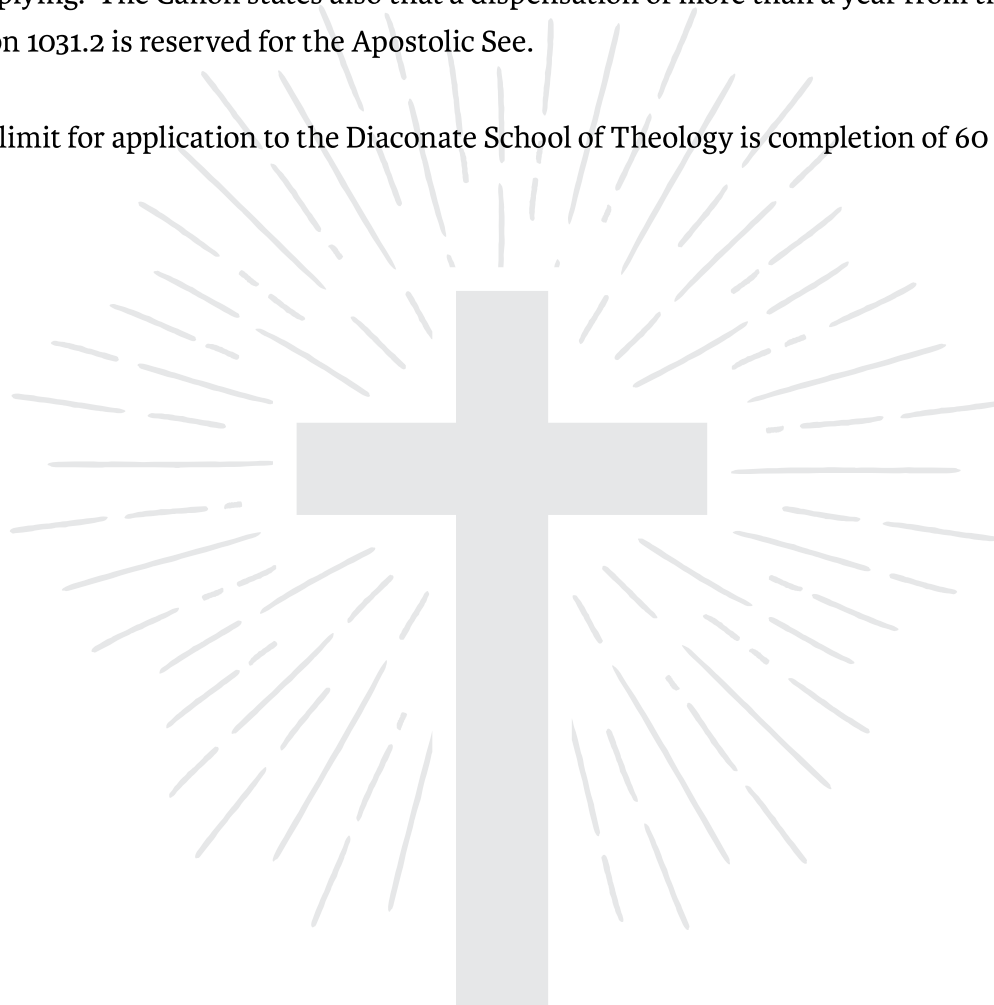
A review of Guideline 6000.2 and *The National Directory* (paragraphs 167-209) give a detailed description of the importance of this period and the procedures taken by the Bishop and The Office of the Diaconate.

AGE AND MARRIAGE REQUIREMENTS

In accordance with Canon Law 1031.2, 1031.3; an applicant who is not married may be ordained upon completing at least his 25th year, i.e., age 26. Married, he may be ordained upon completing his 35th year, i.e., age 36, and then with the consent of his spouse.

In accordance with Canon Law 1031.4 and 1031.5, the Episcopal Conference may issue a regulation requiring a later age for applying. The Canon states also that a dispensation of more than a year from the stated age required in Canon 1031.2 is reserved for the Apostolic See.

The upper age limit for application to the Diaconate School of Theology is completion of 60 years of age.



ADMISSION SCREENING PROCEDURES

Propadeutic Period

If invited, Inquirers will be asked to complete the Inquirer Assessment Form (see 6003.0).

Men who complete this form will be evaluated by the Office of the Diaconate, the Candidate Screening Board, the Vicar for Clergy, and the Bishop of Columbus. Men who are not selected to go forward will either a) exit Inquiry or b) remain Inquirers with the *possibility* of being invited to reapply at a later time.

For those men invited to go forward into Aspirancy, the following procedures will apply:

- Completion of a Waiver and Release form (see 2004.1).
- Completion of the Confidential Personal Data Form (see 6005.1).
- Completion of a new background check and additional safe environment training as directed by the Office of the Diaconate.
- Completion of a psychological evaluation and follow-up conference for applicant (and his wife, if married) with an accredited clinical psychologist approved by the director of diaconal formation. The psychological evaluation becomes part of the applicant's personnel file, which is to be maintained by the Diaconate Office.
- Attending formation sessions and completing written reflections focused on the Human, Intellectual, Spiritual, and Pastoral dimensions of formation.
- Assurance of ministry opportunities for an applicant by his Pastor.
- Assurance of support from the applicant's Pastor.
- Review of application and screening data by Candidate Screening Board.
- Interview with the Director of Diaconal Formation and a portion of the Candidate Screening Board
- Recommendation to the Bishop of Columbus for his approval.
- Notification of the applicant by the Director of the Office of the Diaconate of acceptance or non-acceptance into the Diaconate School of Theology

INQUIRER ASSESSMENT FORM

**Office of the Diaconate
Diocese of Columbus**

Print Full Baptismal Name (Please attach photo)	
Street Address	
City	
State	
Zip	
Cell Phone	
Home phone (if applicable)	
Email	
Date of Birth (MM/DD/ YYYY)	
Present Occupation	
Present Parish Registered	
Present Pastor	

I am still interested in the Diaconate but do not wish to be considered in
this next Aspirancy Class (circle one)

YES NO

Please remove my name from your Inquiry list (circle one)

YES NO

IF YOU WISH TO BE CONSIDERED FOR ASPIRANCY, PLEASE COMPLETE THE FOLLOWING

Sacramental Assessment

Sacrament	Date Received	Parish Name, City, State
Baptism		
First Communion		
Confirmation		
Matrimony		

Are you single? YES NO

Are you married? YES NO

If not currently married, have you ever been married? YES NO

Are you a widower? YES NO

Have you been married more than once? YES NO

If married, has your wife been married more than once? YES NO

Please give details of your marriage history and your wife's marriage history (e.g., Are you a widower; are either of you divorced; have either of you had a marriage annulled, etc.). Attach paper if further explanation is needed.

Are you willing to make a promise of celibacy if you have never been married or if your wife precedes you in death? YES NO

Have you ever had a Vasectomy? YES NO

If married, has your wife ever had a Tubal Ligation? YES NO

Have you ever left the Roman Catholic Church or participated regularly

in the rites and/or activities of another faith? YES NO

Have you ever procured or helped another person procure an effective abortion? YES NO

Have you ever attempted suicide? YES NO

Have you ever been a seminarian or ordained a deacon? YES NO

Have you ever been a member of or a candidate for a religious congregation? YES NO

Have you ever been charged, indicted, or convicted of a crime (other than a minor traffic violation)? YES NO

Are you currently a party to a lawsuit or other court action? YES NO

PREREQUISITE ASSESSMENT

The Diocese of Columbus requires the following classes to be completed BEFORE an Inquirer or Aspirant is selected to become a deacon-candidate. Indicate the prerequisites you have taken and where they were offered (e.g. the Catholic College, University, Seminary or Diocesan Summer Institute that awarded you credit). If you have an BA, MA, or PhD in Theology, please attach photocopies of any transcripts or diplomas.

Pre-requisite Course or Equivalent	Completed	Year Completed	Where Taken
Theology of the Diaconate	YES NO		
Intro to Sacred Scripture	YES NO		
Intro to Old Testament	YES NO		
Intro to New Testament	YES NO		
Fundamental Theology	YES NO		
Philosophy	YES NO		
Church History	YES NO		

APPLICANT REFLECTION QUESTIONS

Please type your answers to the following questions, each on a separate page.

1. Write about your childhood and your years of living at home with your family, focusing on the value of the Catholic faith as it developed during that time in your life.
2. Write about your formal education, elementary school through college and the effect your education has had on your life.
3. Write about your current relationship with God. Be specific.
4. Write about your present family, their faith life and commitment to the Church.
5. Describe your involvement in your parish. Have you served as a lector and eucharistic minister in your parish? Are you involved in charity? What leadership experiences you have had within your parish.
6. Write about civic and employment leadership experiences you have had.
7. What are your long-term plans for living in the Diocese of Columbus?
8. What languages do you speak/read and how proficient are you in these languages?
9. Write a brief paragraph about your understanding of each of the seven sacraments.
10. Write about what you would say to a significant person in your life who asked, "Why do you want to be a deacon?"

APPLICANT'S AGREEMENT

I affirm my interest in discerning the Sacrament of Holy Orders to the permanent diaconate. I have been a fully initiated practicing Roman Catholic for at least five years.

Print name _____

Signature _____ Date: _____

WIFE'S AGREEMENT

(if applicable)

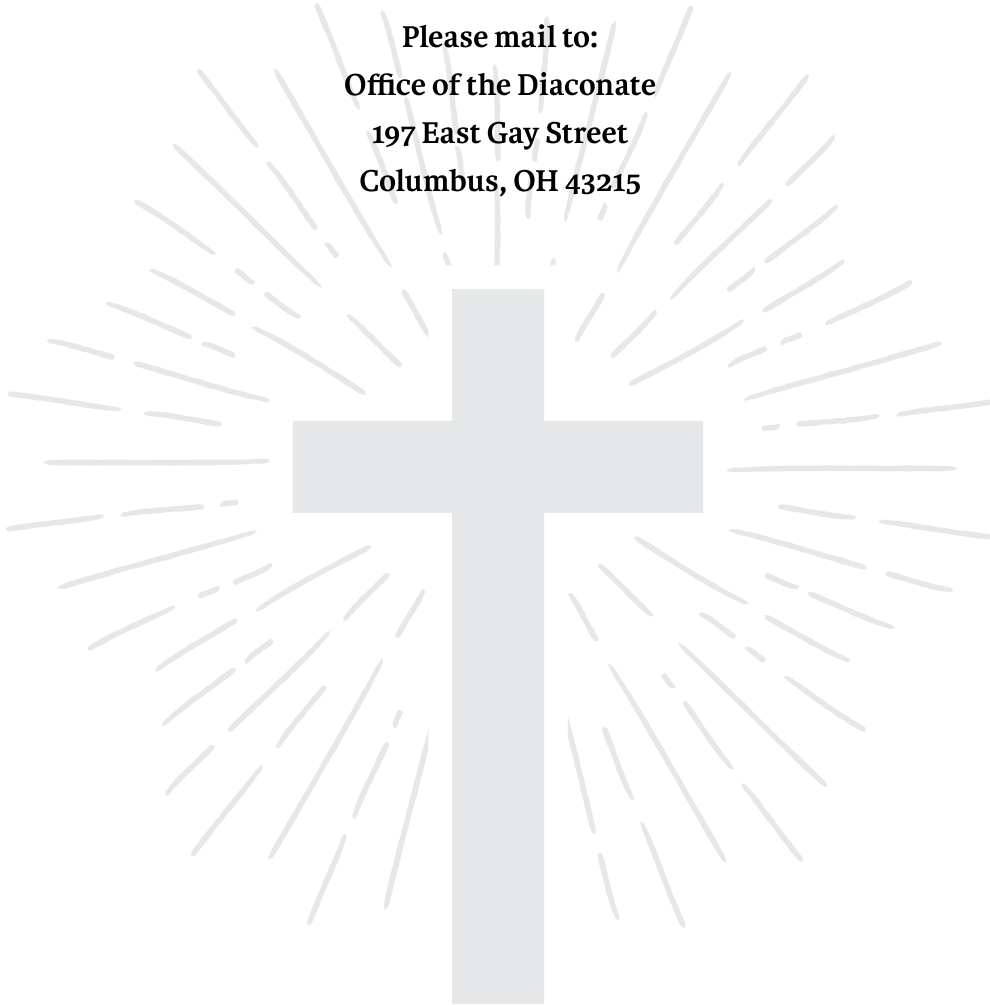
I affirm my husband's interest in discerning the Sacrament of Holy Orders to the permanent diaconate. I have been a fully initiated practicing Roman Catholic for at least five years.

Print name _____

(with Maiden name)

Signature _____ Date: _____

**Please mail to:
Office of the Diaconate
197 East Gay Street
Columbus, OH 43215**



WAIVER AND RELEASE

PURPOSE: The confidential nature of the process of applying to the Deacon School of Theology is stressed in the material the applicant receives. Throughout the screening process, candid letters of reference are requested of persons whose names have been given to the screening committee by the applicant. The committee may also decide to contact other references independently. The candor and forthrightness of these letters of reference can be assured only when the guarantee of confidentiality is firmly given.

Therefore, we ask all applicants to sign a waiver to this effect.

WAIVER AND RELEASE

Dear

You are now in the process of applying to the Deacon School of Theology of the Diocese of Columbus as a possible candidate for formation and eventual ordination to service as a Deacon.

The confidential nature of this process is stressed in the material you have or will receive. As we continue the screening process, candid letters of reference will be requested of persons whose names you give us, and of persons we decide to contact independently. The candor and forthrightness of these letters of reference can be assured only when the guarantee of their confidentiality is firmly given. Thus, the purpose of this letter to you is to clarify this understanding and constitutes an agreement between you and the Office of the Diaconate, as follows:

WAIVER OF ACCESS TO INFORMATION AND RECORDS AND RELEASE

In regards to our consideration of your application to the Deacon School of Theology of the Diocese of Columbus and in further consideration of our keeping all application materials received by us as confidential, you expressly and voluntarily agree to forego and waive in full any and all right of access to any information regarding you which we receive in the application, self-review, and the evaluation processes. Further, in consideration of your application, and our agreement to keep all such material confidential, you also agree to voluntarily waive in full any and all right of access to information concerning the reflections and deliberations of the staff of the Diocese of Columbus, their consultants, and those concerned with personnel affairs of

the Diocese of Columbus for the limited purpose of reviewing your application, and, if you are accepted into the program, for your continuing evaluation and for judgments regarding your reception of Ministries and Ordination, and if ordained, for your diaconate assignment and ministry. Further, I hereby release, covenant not to sue, discharge and hold harmless the Office of the Diaconate and the Catholic Diocese of Columbus, their employees, volunteers, agents, and representatives of and from any and all claims of any kind arising out of or relating thereto, including claims involving access to any information that is a part of the application process or its evaluation. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of any of the foregoing persons or entities, its employees, volunteers, agents, and representatives, at any time relating to the information, records, and deliberations of the Deacon School of Theology application or the evaluation process.

We agree that confidential information received by us about you (or your wife, if applicable) will be shared only among the staff of the Office of the Diaconate, its consultants, and those concerned with personnel affairs of the Diocese of Columbus for the limited purpose of reviewing your application, and, if you are accepted into the program, for your continuing evaluation and for judgments regarding your reception of Ministries and Ordination, and if ordained for your diaconate assignment and ministry.

Please sign and date the back of this letter and return it to our office with your completed Formal Application and supporting materials. We thank you for your cooperation in meeting this and all requirements of the application process for the Deacon School of Theology.

Sincerely in Christ,

Director of Diaconal Formation

I have read this letter agreement, retained a copy for myself and by my signature, indicate that I am in full agreement with its terms, and hereby voluntarily waive my right of access to any and all application process information or evaluation and release any right to make a claim or sue to gain access to any such information or evaluation involved with the application process as compiled by the Office of the Diaconate of the Diocese of Columbus.

Applicant _____ Date: _____

Applicant's Spouse _____ Date: _____
(If applicable)

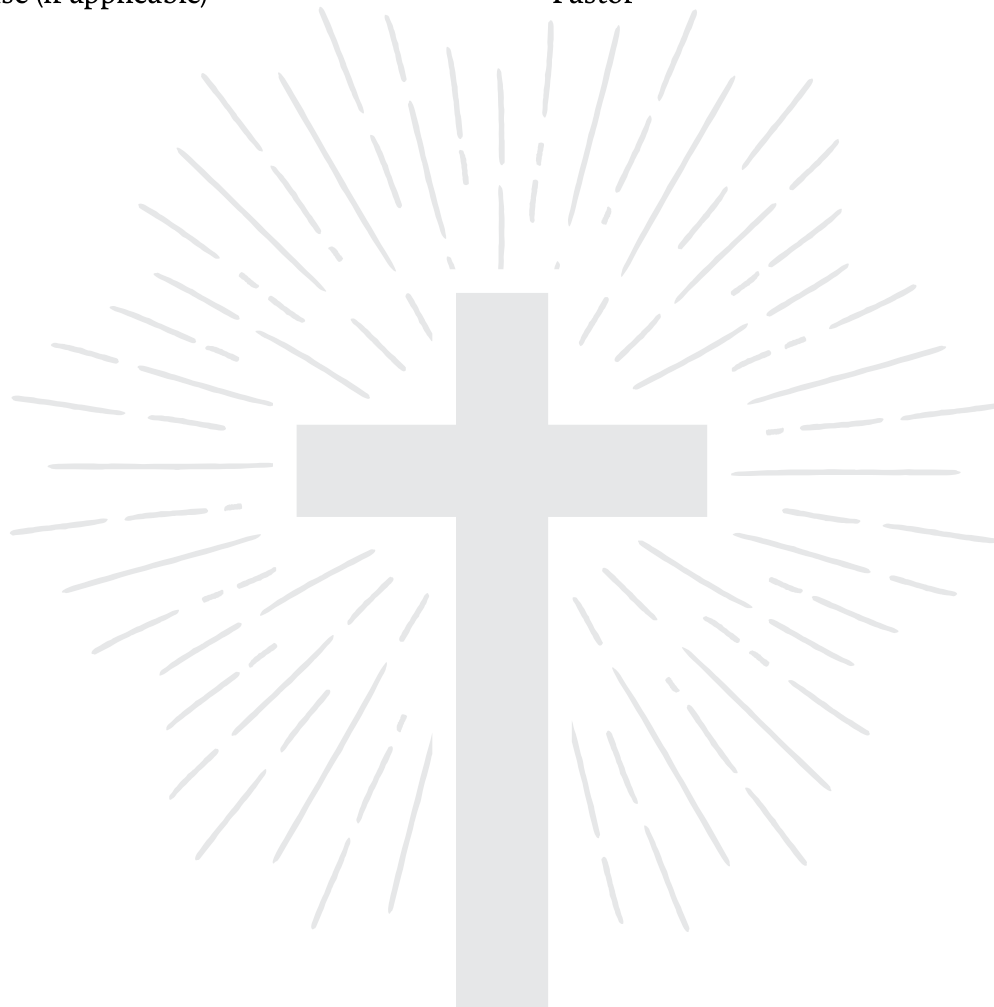
The Diocese of Columbus requires that all applicants for the Diaconate must attest that, if the applicant is married, the applicant and his spouse are both Roman Catholics. Therefore, you and your wife along with your pastor, attest below that both of you are members of the Roman Catholic Church and both are registered members of a Roman Catholic parish in the Diocese of Columbus.

Applicant

Parish

Applicant's Spouse (if applicable)

Pastor



Parish Seal

COMPLETION OF THE CONFIDENTIAL DATA – FORM LETTER

To:

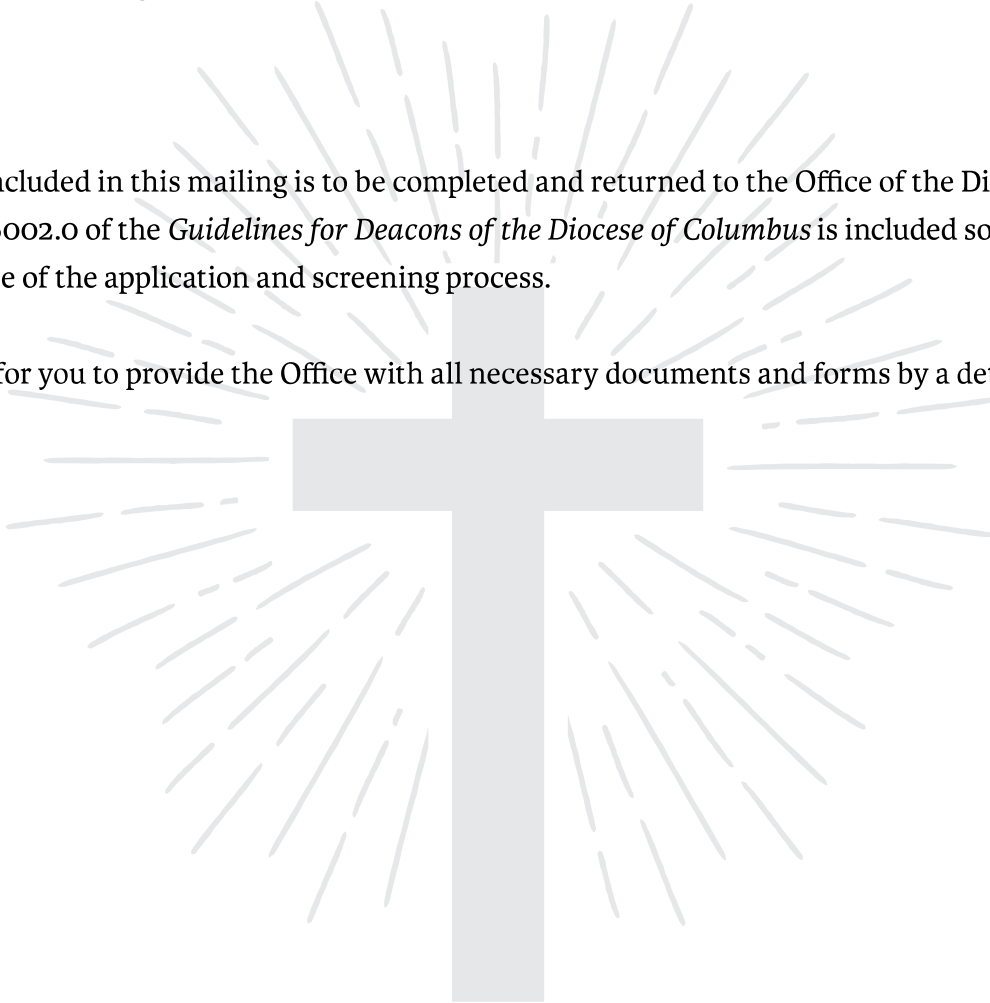
From:

Subject: Completion of the Confidential Personal Data Form

Date:

The material included in this mailing is to be completed and returned to the Office of the Diaconate with a copy of Section 6002.0 of the *Guidelines for Deacons of the Diocese of Columbus* is included so you will have a sense of the scope of the application and screening process.

It is necessary for you to provide the Office with all necessary documents and forms by a determined date.



**CONFIDENTIAL PERSONAL DATA
FOR
DIACONAL FORMATION
CATHOLIC DIOCESE OF COLUMBUS**

Date: _____ Soc. Sec.#: _____

I. FAMILY BACKGROUND

Email address _____

Applicant: _____

Name: _____

Last

First

Middle

Current Address: _____

Phone: _____ Parish: _____

Marital Status: Married _____ Single _____ Widower _____ Divorced _____

Were you previously married? _____

If "yes", has the marriage been annulled? _____

Date of Birth: _____ Place of Birth: _____

City

State (Country)

Spouse:

Name: _____

Last

First

Middle

Date of Birth: _____ Place of Birth: _____

City

State (Country)

Religion: _____

Children:

Date of Birth

Name

Occupation

Marital Status

Applicant's Father:

Name: _____

Last

First

Middle

Living: _____ Deceased: _____

Age

Cause

Age at Death

Year

Occupation: _____ Religion: _____

Address: _____

Street

City

Zip

Education Completed: _____

Applicant's Mother:

Name: _____

Last

First

Middle

Living: _____ Deceased: _____

Age

Cause

Age at Death

Year

Occupation: _____ Religion: _____

Address: _____

Street

City

Zip

Education Completed: _____

Parent's Marital Status: _____

Year Married

Year Divorced

Applicant's Brothers and Sisters:

Date of Birth

Name

Occupation

Marital Status

II. OCCUPATIONAL STATUS:

Applicant:

Present Employer: _____ How Long: _____

Occupation/Title: _____

Address: _____

Street Address

City

State

Zip

Prospects for Continued Employment: Good Fair Poor

Phone: _____ Ext: _____

Previous Employers:

Name	Job Title	From Month/Yr	To Month/Yr

Spouse:

Present Employer: _____ Job Title: _____ How Long: _____

Phone: _____ Ext: _____

III. EDUCATIONAL STATUS:

Applicant:

List all high schools attended (indicate Public, Catholic, Private)

School	City and State	Dates of Attendance

Did you graduate? _____

If you did not attend Catholic school, please indicate the extent of your religious education (for instance: Confraternity of Christian Doctrine):

List all colleges attended (indicate Public, Catholic, Private, Seminary) and post graduate work:

College/University	City/State	Dates Attended	Major	Degrees or Years Completed

Please indicate the extent of your religious education at this level:

Extra curricular activities, social and athletic:

Foreign language ability (specify languages and whether you read, speak and/or write them):

In what skills or areas of education do you have special training or qualifications?

Have you ever been dismissed or expelled from any school or college? _____

If so, give a full explanation on a separate sheet.

Spouse:

List all high schools attended:

School	City and State	Dates of Attendance
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List all colleges attended (indicate Public, Catholic, Private, Seminary) and post graduate work:

College/University	City/State	Dates Attended	Major	Degrees or Years Completed
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List any health conditions that would potentially affect your ability to serve as a deacon:

I approve of my husband's desire to make application to the Deacon School of Theology.

Spouse's Signature

IV. MILITARY STATUS:

If you have served in the Armed Forces, give:

Branch of Service: _____ Date of Enlistment: _____

Rank of Discharge: _____ Date of Discharge: _____

Type of Discharge: _____ Combat: _____

Duties (mode of service): _____ Reserve Status: _____

What did you like about the service? _____

What did you like least? _____

V. DOCUMENTS NECESSARY FOR APPLICATION:

Official Certificate of Baptism, dated within six months of date of application

Official Certificate of Confirmation

Official Certificate of Marriage (where relevant)

Decree of Annulment (where relevant)

Decree of Divorce (where relevant)

Health Evaluation (letter from your physician stating whether you are healthy enough for ordained ministry)

Official High School and College Transcripts

VI. REFERENCES: Please list the name, address, phone, and email of at least five qualified references on a separate sheet. At least two must be from your parish (other than clergy), two from your personal life, and one from a current or former employer or coworker.

Please mail completed forms and documents by DATE to:

Office of the Diaconate
197 East Gay Street
Columbus, OH 43215-3229

LATE APPLICATIONS WILL NOT BE ACCEPTED

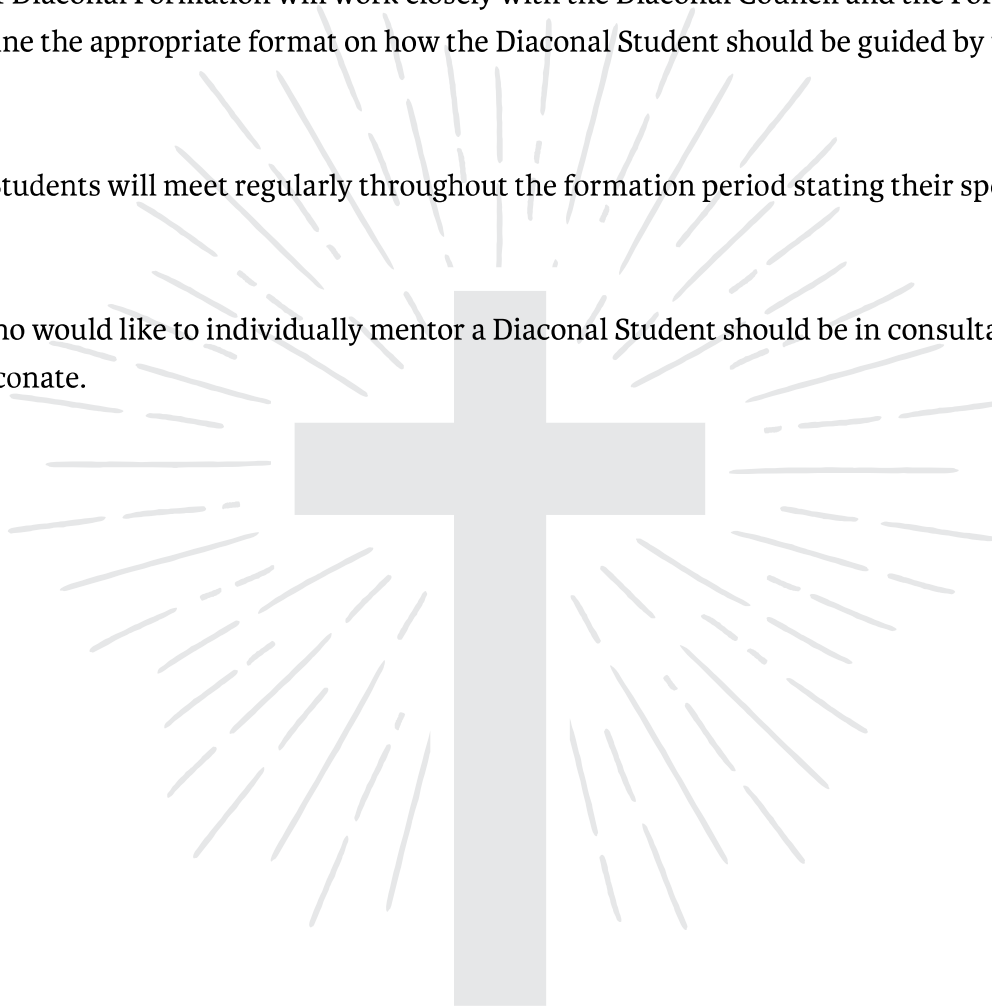
DIACONAL STUDENT MENTORING PROCESS

Each candidate is to have a community of mentors whose main responsibility will be to assist the Diaconal Student in his developing formation and spiritual growth. The Office of the Diaconate will call upon the members of the Diaconate Community to serve as mentors to the Diaconal Student. It is understood that the applicant and the mentor(s) will meet on a regular basis.

The Director of Diaconal Formation will work closely with the Diaconal Council and the Formation Policy Board to determine the appropriate format on how the Diaconal Student should be guided by the Diaconate Community.

The Diaconal Students will meet regularly throughout the formation period stating their specific mentoring needs.

Any Deacon who would like to individually mentor a Diaconal Student should be in consultation with the Office of the Diaconate.



INSTITUTION OF MINISTRIES OF LECTOR AND ACOLYTE

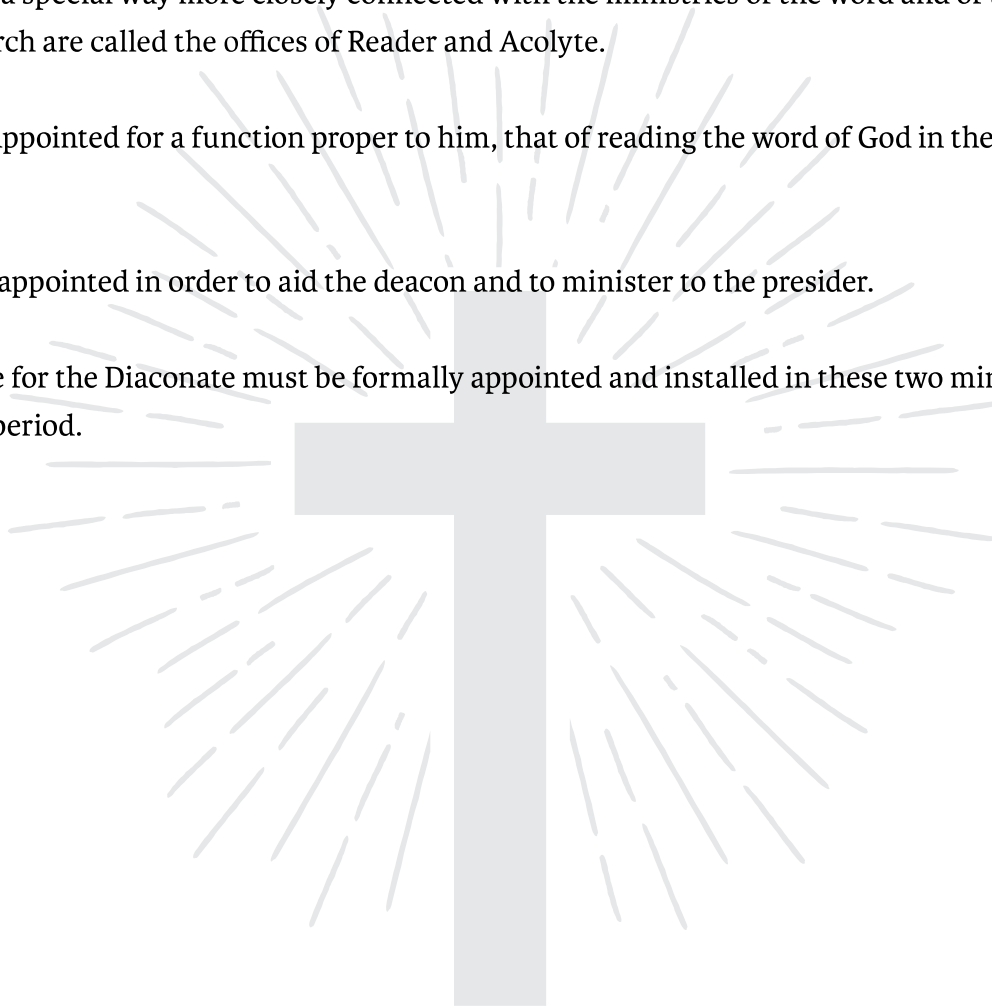
The Church established certain ministries even in the most ancient times for the purpose of suitably giving worship to God and for offering service to the people of God, according to their needs. The conferring of these functions often took place by a special rite and were entrusted to the faithful.

Among the functions to be preserved and adapted to contemporary needs by the Second Vatican Council are those that are in a special way more closely connected with the ministries of the word and of the altar and that in the Latin Church are called the offices of Reader and Acolyte.

The Reader is appointed for a function proper to him, that of reading the word of God in the liturgical assembly.

The Acolyte is appointed in order to aid the deacon and to minister to the presider.

Each candidate for the Diaconate must be formally appointed and installed in these two ministries during their formation period.



PETITION FOR MINISTRY OF LECTOR

(To be written in own handwriting)

Your Address
City, State, Zip

Most Reverend (N)
Bishop of Columbus
198 East Broad Street
Columbus, Ohio 43215

Current Date

Your Excellency,

I am a candidate for the Diaconate from (Parish) in (City). I have reached the point in my formation that I am now prepared for the Ministry of Reader. My instructors, my pastor and the Director of the Diaconate have encouraged me to receive this ministry. I am under no force or coercion and am writing to you freely about my desire to be of service for the Roman Catholic Church.

I now formally present my request that you call me to the Ministry of Reader. I am looking forward to this new ministry as opening new possibilities to my overall intention to be of service to Christ's people.

(Any personal comment)

Sincerely in Christ,

(Signature of Petitioner)

PETITION FOR MINISTRY OF ACOLYTE

(To be written in own handwriting)

Your Address
City, State, Zip

Most Reverend (N)
Bishop of Columbus
198 East Broad Street
Columbus, Ohio 43215

Your Excellency,

I am a candidate for the Diaconate from (Parish) in (City). I have reached the point in my formation that I am now prepared for the Ministry of Acolyte. My instructors, my pastor and the Director of the Diaconate have encouraged me to receive this ministry. I am writing to under no coercion or force and I freely offer myself in service to the Roman Catholic Church.

I now formally present my request that you call me to the Ministry of Acolyte. I am looking forward to this new ministry as opening new possibilities to my overall intention to be of service to Christ's people.

(Any personal comment)

Sincerely in Christ,

(Signature of Petitioner)

ADMISSION TO CANDIDACY FOR ORDINATION AS A DEACON

A Rite of Candidacy is introduced for the admission of candidates for ordination as deacons. In order that this admission be properly made, the free petition, drawn up and signed by the petitioners own hand, is required, as well as the acceptance by the Director of Diaconal Formation, through which the election by the Church is brought about. In accord with *The Basic Norms for the Formation of Permanent Deacons* (Congregation of Catholic Education) an aspirant is to be conferred candidacy before he can formally continue in the Diaconate School of Theology. He receives this Rite of Candidacy prior to his receiving the Ministry of Reader and The Ministry of Acolyte.

Before ordination candidates for the Diaconate shall give to the Ordinary (the Bishop) a declaration drawn up and signed in their own hand, by which they testify that they are about to receive the order freely and of their own accord.

The vow of Celibacy observed for the sake of the kingdom of heaven and its obligation for unmarried candidates to the Diaconate is in truth connected with the Diaconate. The public commitment to Celibacy by an unmarried candidate is made at his ordination to the Diaconate.

Obviously, a married candidate is not required to make a vow of celibacy but in accordance with the traditional discipline of the Church, a married deacon whose spouse has died cannot enter a new marriage unless given proper dispensation from the Holy See.

Prior to ordination the candidate must sign an Oath of Freedom, a Profession of Faith and make a formal petition for Ordination to the Diaconate. A married candidate's spouse must sign a Statement of Consent.

FORMAL PETITION FOR CANDIDACY

(To be handwritten)

Most Reverend (N)
Bishop of Columbus
198 East Broad Street
Columbus, Ohio 43215

Current Date

Your Excellency,

I am an aspirant for the Diaconate from (Parish) in (City). I have completed the minimum of a one-year Aspirancy period, and the screening procedures required to continue formation as a permanent deacon according to *The National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States*.

I have received the encouragement of my Pastor, (name) and the Director of the Diaconate (name). I respectively accept all that the Roman Catholic Church teaches and professes to be true, and I am under no force or coercion to make this petition. Therefore, I now petition that I be granted admission to candidacy for the Diaconate.

Respectfully yours in Christ,

(Signature of Petitioner)

WIFE'S LETTER OF CONSENT FOR CANDIDACY

(Written in wife's own handwriting)

Most Reverend (N)
Bishop of Columbus
198 East Broad Street
Columbus, Ohio 43215

Current date

Your Excellency (N),

Recently, my husband, (Full Name), was selected to continue his preparation to become a permanent deacon and receive The Sacrament of Holy Orders. He has completed the Aspirancy Period and has been recommended by the Candidate Screening Board and approved by you to have The Rite of Candidacy conferred upon him on (Date) at Saint Joseph Cathedral.

As his wife, I hereby give my written consent for (First Name of husband) to receive the Rite of Candidacy and continue his formation for the Order of Deacon in the Roman Catholic Church. I give this consent freely without any force or coercion. I will support my husband during this time of discernment and study.

Respectfully yours in Christ,

(Signature of Wife)

Witness: _____

PROFESSION OF FAITH

I _____, with firm faith, believe and profess all and everything that is contained in the Symbol of Faith.

That is:

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord, Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; Through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic, and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come.

Amen.

I firmly embrace and accept all and everything which has been either defined by the Church's solemn deliberation or affirmed and declared by its ordinary Magisterium concerning the doctrine of faith and morals, accordingly as they are proposed by it, especially those things dealing with the mystery of the Holy Church of Christ, its sacraments and the sacrifice of the Mass, and the primacy of the Roman Pontiff.

Signature: _____

Date: _____

Witness: _____

OATH OF FREEDOM

I, _____, the undersigned having presented to the Bishop my petition for the reception of the Diaconate, now at the approach of Sacred Ordination, having diligently weighed the matter before God, do hereby testify under oath, first that I am not compelled to the reception of this Sacred Order by any coercion or force, or by any fear, but do spontaneously desire it and of my own full and free will wish to receive it, as I am convinced and feel that I am really called by God.

I profess that I know fully all the obligations and other consequences which this Sacred Order entails, which of my own will I desire and propose to receive, and I resolve to observe them all, with the help of God, most diligently during the entire course of my life.

Finally, in all sincerity, I promise that I will most obediently observe, according to the Sacred Canons, all that my superiors command me and ecclesiastical discipline requires, and that I am prepared to set a good example both in word and deed, in order that I may be rewarded by God for the undertaking of so great an office.

So I promise, vow, and swear, so help me God and these His Holy Gospels, which I touch with my hands.

Signature: _____

Given at Columbus, Ohio, this (date) day of (month), _____

In the Year of our Lord (year) _____

Sworn before and witnessed by: _____

WIFE'S LETTER OF CONSENT FOR ORDINATION

(Written in wife's own handwriting)

Most Reverend (N)
Bishop of Columbus
198 East Broad Street
Columbus, Ohio 43215

Your Excellency,

Recently, my husband, (Full Name), has completed his canonical preparation to become a permanent deacon and receive The Sacrament of Holy Orders. He has completed the Candidacy Period and has been recommended by the Faculty & Candidate Screening Board to be ordained to this Order of Deacon.

As his wife, I hereby give my written consent for (First Name of husband) to receive the Sacrament for Holy Orders in the Roman Catholic Church. I give this consent freely without any force or coercion. I will support my husband fully and to the best of my ability in his diaconal ministry.

Respectfully yours in Christ,

(Signature of Wife)

Witness: _____

PETITION FOR ORDINATION TO THE DIACONATE

(Written in candidate's own handwriting)

Most Reverend (N)
Bishop of Columbus
198 East Broad Street
Columbus, Ohio 43215

Your Excellency,

In compliance with Canon 1036 of the Code of Canon Law, I respectfully petition that I be advanced to the Sacred Order of Deacon at the ordination on (DATE) at Columbus, Ohio. I have been admitted to Candidacy and have received the Ministries of Lector and Acolyte. I have diligently considered the matter before God, and I declare that I am impelled by no compulsion or force or fear to receive this Order. I voluntarily desire it and wish to receive it of my own free will, since I believe that I am truly called by God.

I am fully aware of all the obligations that I shall undertake in the reception of this Order, which I freely wish to receive, and I earnestly and sincerely intend to observe them diligently throughout the whole course of my life.

I sincerely promise that I shall obey willingly to all commands of my supervisors and whatever ecclesiastical discipline requires of me, according to the norms of the Canon, and I am fully prepared to give example of virtue both in word and in deed, so that from the reception of so great an office I may merit to be regarded by God.

Respectfully,

Witness _____

Date _____