



Covenant Handbook

for

Total Ministry

Produced by the

Bishop's Advisory Committee on Total Ministry

The Episcopal Diocese of Michigan

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Section 1: What Is Total Ministry?

Total Ministry, as defined in the Episcopal Diocese of Michigan (EDOMI), is a model of ministry in which a team of people are called from within the congregation to be a Ministry Support Team (MST) for that congregation. This MST supports the ministry of all the baptized people/ministers through the following activities: sacramental leadership, teaching, administration, pastoral care, preaching, ministry coordination, and other activities as needed in the congregation to support the expression of gifts and fulfillment of God's mission in and for the congregation. More importantly, the entire Total Ministry congregation embodies a deep commitment to one another as the Body of Christ through the witness of each person's active ministry in the life of the congregation and community.

THEOLOGICAL FOUNDATIONS

Total Ministry is one model of ministry among many in the Episcopal Church. It works for some congregations and not for others because each congregation has different needs and is called to different aspects of God's Mission. Therefore, there are many iterations of the Body of Christ. Regardless of the model a congregation chooses, *everyone* in the Episcopal Church is called to baptismal ministry – that is, because of our baptism we are *all* called into ministry. Our Baptismal Covenant¹ provides a more specific understanding of our call to ministry:

- Will you continue in the apostles' teaching and fellowship, in the breaking of bread, and in the prayers?
- Will you persevere in resisting evil, and, whenever you fall into sin, repent and return to the Lord?
- Will you proclaim by word and example the Good News of God in Christ?
- Will you seek and serve Christ in all persons, loving your neighbor as yourself?
- Will you strive for justice and peace among all people, and respect the dignity of every human being?

The theological foundation for “ministry of all the baptized” or “baptismal ministry” is firmly rooted in the theology of the Episcopal Church. The Book of Common Prayer expresses our ecclesiology as follows: “The ministers of the Church are lay persons, bishops, priests, and deacons” and describes baptismal ministry in this way: “The ministry of lay persons is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ's work of reconciliation in the world; and to take their place in the life, worship, and governance of the Church.”²

¹ Book of Common Prayer (BCP), pp, 304-305, *Baptismal Covenant*

² Book of Common Prayer (BCP), p. 855, *An Outline of the Faith*

In addition, our canons clearly articulate the ministry of all the baptized in the ministry of the Church in Title III.

TITLE III
MINISTRY

CANON 1: Of the Ministry of All Baptized Persons

Sec.1. Each Diocese shall make provision for the affirmation and development of the ministry of all baptized persons, including:

(a) Assistance in understanding that all baptized persons are called to minister in Christ's name, to identify their gifts with the help of the Church and to serve Christ's mission at all times and in all places.

(b) Assistance in understanding that all baptized persons are called to sustain their ministries through commitment to life-long Christian formation.³

Sheryl Kujawa-Holbrook and Fredrica Harris Thompsett talk about the historical shift to an emphasis on baptismal living in their book *Born of Water, Born of Spirit*⁴:

Two contemporary shifts account for the renewed interest in baptism throughout the Christian Church, one liturgical and the other societal. One major perspective for change is evident in the positive ecumenical and denominational achievements of the modern liturgical movement of the 1960s, which has restored baptism to liturgical prominence and made it a focus of religious identity. Liturgical renewal during the second half of the twentieth century offered contemporary Christians the opportunity to renew their theological understanding of baptism. The Christian understanding of baptism has moved from a private, domestic celebration of a moment in an infant's life to promises that are publicly made, shared, held, and affirmed in gathered community amid individual lifetimes of godly living....In the ecumenical arena, as affirmed in the World Council of Church's 1982 text *Baptism, Eucharist and Ministry*, baptismal theology has shifted from an emphasis upon the stain of original sin to the promise of new life in Christ....For all participants—candidates, godparents, sponsors, and the community gathered to witness and support baptismal promises—the gift of baptism extends life-changing implications. Ecumenical theology suggests the fundamental authority for ministry occurs through baptism as full initiation by water and the Holy Spirit into Christ's body, the church.

Across the church, many names are given to team-based ministry models. Among them are: Shared Ministry, Total Common Ministry, Common Ministry, and Area Ministry. In all cases, the model must be flexible to meet the needs of the individual ministering communities while still providing a structure that sustains the ministry of the Church. Consequently, one process, one curriculum will not meet the needs of all. So, even though the same term may be used to refer to that model, in practice the actual process and how it is implemented will differ from one diocese to another – and in some cases from one

³ Constitution & Canons, General Convention 2006, p. 63

⁴ Kujawa-Holbrook, S. and Thompsett, F. H., *Born of Water, Born of Spirit*, p.5

congregation to another. We are reminded that, although there may be many articulations, we are one in our mission to be the Body of Christ in and for the world.

To summarize, the phrases “ministry of all the baptized” and “baptismal ministry” are the terms we use to describe our theology of baptismal living in the Episcopal Church. The phrase “Total Ministry” or TM is the term that EDOMI has chosen to describe the ministry model employed in contexts where team-based support for the ministry of all the baptized is realized and understood as an appropriate response to our call to be the Body of Christ broken for the world.

THE STRUCTURE OF TOTAL MINISTRY

Total Ministry is a model that requires a particular structure to be in place in order to sustain ministry. This structure includes 4 specific ministry partners:

1. The Ministry Support Team (MST)
2. The Vestry or Bishop’s Committee
3. The Congregation
4. The Ministry Developer

1: The Ministry Support Team

As stated above, the Ministry Support Team (MST) is called and supported by the congregation to be the spiritual leadership for the congregation. The members of this team provide sacramental leadership, teaching, administration, pastoral care, preaching, ministry coordination, and other roles as needed in the congregation. Aside from sacramental leadership, these activities are not confined to members of the MST in that members of the congregation-at-large are also called to offer their teaching, healing, helping gifts in service to the Body of Christ. Rather, the MST is called to provide spiritual leadership, which is a particular gift that can be expressed through various activities/roles. More specific information about the MST can be found on pages 7-10 in the description of the Covenant Team – the Covenant Team being those ministers who have covenanted together to study and become the Ministry Support team upon ordination/commissioning.

2: The Vestry or Bishop’s Committee

The fiduciary responsibilities of TM congregations lie with the Vestry (if the congregation is a parish) or the Bishop’s Committee (if the congregation is a mission of the diocese). At least one lay member of the CT/MST should attend and have voice and vote at all meetings

of the Vestry/BC. This person should not be an officer (if possible) and can rotate from year to year. Those members of the MST who are ordained to either the priesthood or the diaconate cannot be voting members of this body but may attend and have voice. Because meetings of the Vestry/BC should be open to the entire congregation, any/all congregants may attend and have voice. Voting privileges must be confined to those voted on to this body. If the by-laws of the congregation does not reflect this, a revision of those by-laws would be in order.

For more information on the responsibilities of the Vestry and/or Bishop's Committee, please refer to the Constitution and Canons.

3: The Congregation

It is extremely important to note the role of the entire congregation, defined in TM as "the ministers," when describing Total Ministry in EDOMI. While it is true that each minister of the congregation has varying life circumstances and responsibilities, all ministers are called to manifest their baptismal ministry to the best of their ability through:

- learning more about their own life in faith through formation and educational opportunities
- participating in the life of the congregation – worship, mission, and fellowship
- engaging in the regular discernment of mission and ministry

4: The Ministry Developer

The Office of the Bishop will provide a Ministry Developer whose responsibilities will include, but not necessarily be limited to, the following:

- support the ministry of the MST once it is in place
- guide discernment in the TM congregations, including those congregations who are discerning TM as a ministry model
- oversee formation for the Covenant Teams and the formation of individuals who are discerned as members of the MST (in conjunction with the Commission on Ministry)
- authorize spending from the TM Fund to support continuing education and formation
- work with the other members of the Bishop's Advisory Committee on Total Ministry (BACTM) to advise the bishop and provide direction and feedback when appropriate
- advocate for TM and its ministers as needed in EDOMI
- represent the Office of the Bishop

Section 2: How Do We Begin?

DISCERNING TOTAL MINISTRY

Congregations that are considering alternative ministry models should request a meeting with the Ministry Developer of the diocese. During this meeting, several models of ministry are discussed, among them is Total Ministry. The congregation is invited to spend time in focused discernment and if Total Ministry is chosen as the model for this congregation, the Ministry Developer will guide the congregation into deeper discernment in the Discovery Process (see the chart below). If another model is discerned, the Ministry Developer will work with the Canon for Congregational Development on appropriate discernment for the congregation.

The Discovery Process for TM is designed to take 8-12 months and does not include the time needed for formation and education of the Covenant Team. The specific length of time spent in this phase will depend largely on the congregation and the time it needs for sound discernment. For more detail, please see the information on the Discovery Process in the chart below.

THE COVENANT TEAM

The Covenant Team is the group of ministers that will likely become the Ministry Support Team (MST) after 2+ years of formation/education and their ordination/commissioning (the timing is dependent upon the congregation's engagement with the process). As a group, they will be responsible for the spiritual leadership of the congregation – the support of ministry of all the baptized. While all the baptized are called into ministry, it is recognized that not all are called into spiritual leadership. Therefore, these individuals are called into a differentiated role for the congregation.

However, these people are not necessarily called to be on the MST for their entire lives or for the length of their relationship with the congregation. Total Ministry congregations have a commitment to intentional ongoing discernment of mission and ministry on a regular schedule (every 3-5 years). This Discernment Cycle will enable all members of the congregation (including the MST) to re-discern mission and ministry. In the case of priests and deacons, who are ordained to particular orders for the wider church, any decision made for them to move off of the MST for that congregation MUST be done in conversation with the Bishop. More about the Discernment Cycle can be found on page 20.

Because of the nature of Total Ministry, where no one is called to be rector or priest-in-charge, the leadership should remain spread amongst a team of people – the MST.

Normatively, but not necessarily, the MST would include the following:

- At least 2 priests
- At least 1 deacon
- At least 2 lay persons who can be discerned for many different roles that are in support of the congregation's ministry – see POTENTIAL ROLES below

Discernment for the composition of this Covenant Team is much more than simply asking who feels called to these roles and responsibilities. Rather, discernment is multi-dimensional in that it requires the careful consideration of the entire congregation for 2 reasons. First, the congregation as a whole, under the guidance of the Ministry Developer, should discern what it needs to fulfill its call to participate in God's Mission. While discerning ministry is much more than filling empty slots, the anticipated needs for mission should always be a part of the discernment process. Second, the members of the congregation should seriously consider the qualities they see in others, as well as themselves. Often we fail to see our own gifts. By offering our thoughts and observations to one another we can help each other to discern more clearly what our gifts are and how we can use them in service to the Body of Christ.

Above all, we must remember that God always gives us what we need to do our ministry. So, rather than have preconceived notions of what our ministry needs to look like, what roles we need to have, or what kinds of qualities particular ministers should possess, congregations discerning TM do their best discernment when they remain open to what God's Holy Spirit is already providing at this time and in this place in this particular incarnation of the Body of Christ.

POTENTIAL ROLES

Baptismal Ministry calls all of us to bring our gifts in service to the Body of Christ in ways that make our heart sing. Below are the most often embodied roles in the Episcopal Church. Ministers could be called to more than one role and not all ministers will be called to spiritual leadership on the MST.

Catechist (Christian Formation) – Catechists will be trained to facilitate the formation of the congregation. Primarily, they are teachers and will work with the clergy to deepen the faith of all the ministers of the congregation.

Children's Ministry Advisor – Children's Ministry Advisors will act primarily as educators for the young people in the congregation through overseeing formational curriculum for young people. They will also work to develop the ministry of children and young people as baptized ministers. Training and/or experience in children's educational curriculum is needed as well as foundational courses in scripture.

Communications Minister – In an age of changing media formats, this minister will maintain a level of media presence appropriate for the congregation. This includes but is not limited to social media (Facebook, Twitter, Instagram, etc), websites and blogs, and local newsletters and news outlets. This person will also work with other leadership to ensure the congregation is well-informed of congregational concerns and events, as well as community, diocesan, and church-wide concerns and events.

Community Connections Minister – Known most often as ‘outreach’ this ministry is focused on developing connections within the larger community to seek out where the Holy Spirit is already moving and work with the deacon to inspire the congregation’s involvement in ministry. They will be trained in evangelism and missional and emergent church principles.

Congregational Administrator – This minister will attend to the paperwork and bookkeeping ministry of the congregation as well as other duties as determined. Administrators will be trained to handle the typical administrative responsibilities of the congregation.

Deacon – The deacon of any congregation in the Episcopal Church has a very specific job – to point our attention toward service and inspire our ministry in the world. As such, they have liturgical responsibilities. Deacons will be trained according to the diocesan standards for deacons which includes, but is not limited to, training in preaching, worship leadership, evangelism, pastoral care, and healing ministry. Although all deacons report directly to the bishop and are sent where the bishop chooses, TM deacons will remain in their congregations as members of the MST.

Healing Minister – The ministry of healing is central to any Christian community and these ministers will develop their healing abilities and be trained in pastoral care with an emphasis on healing.

Hospitality Minister – This minister’s main responsibility is to develop the congregation’s attention to welcome and fellowship. They will be trained as evangelists and be encouraged to develop their hospitality skills as needed.

Liturgical Arts Minister – A cross between a music minister and a catechist, a Liturgical Arts Minister is trained to teach the Christian story as expressed by the Episcopal Church through the development and design of appropriate artistic expressions that will enhance and deepen worship and formation. This includes but is not limited to dance, drama, story, visual or other environmental/decorative arts.

Maintenance Minister – Because we often have buildings, we must care for them. This minister will work with the Vestry or Bishop’s Committee and have responsibility to direct the care of the property owned/used by the congregation. They will be trained in disability awareness and environmental concerns, ensuring the building reflects the ministry outlined in our Baptismal Covenant.

Music Minister – Much like liturgists, music ministers will assist the clergy in designing worship and will also work with and organize musicians as necessary. They will be trained as worship leaders with an emphasis on the musical resources appropriate for Episcopal worship.

Pastoral Care Minister – These ministers will assist the clergy with pastoral care – attending to the care of the larger congregation. As such, they also will be trained as healing ministers and Eucharistic ministers/visitors.

Preacher – Preachers in TM congregations are called to study scripture, learn theological principles, and develop a pastoral sensitivity to the needs of the congregation so that their interpretation of scripture is appropriate and contextual.

Priest – TM priests, as is true of every other priest in the Episcopal Church, must preside over the sacraments of Eucharist and Baptism as the sacramental leaders. In support of these sacramental responsibilities, priests will be trained as preachers, worship leaders, pastoral care ministers, healing ministers, evangelists, and catechists. Priests will also preside over marriages and burials for their congregations. All priests will be members of the MST.

Stewardship Minister – Stewardship ministers will work with the members of the vestry or bishop's committee to develop the stewardship of the congregation. They will be trained to understand stewardship as a spiritual issue involving the whole of a person's life including finances, spiritual formation, and ministry.

Worship Leader – Liturgists will be trained as worship leaders and will assist the clergy in designing meaningful and appropriate Episcopal worship experiences for the ministers of the congregation.

SPIRITUAL LEADERSHIP

As has been stated, people who are discerned as members of the Covenant Team will become the MST once that team has been ordained/commissioned by the bishop. While every member of the congregation is a minister, not all are called to spiritual leadership as members of the MST.

Spiritual leadership is best defined as the ability to support and deepen the ministry of others. Like all Christian ministry, spiritual leadership is a form of servant ministry. These are people who are able to encourage, challenge, and attend to others through their own ministry. They embody a sense of humility and strength, wisdom and insight that serves to inspire others and speak the truth in love. In TM congregations, these people will be called to work with others on a team so that the team as a whole provides spiritual leadership for the congregation.

Discerning Total Ministry Episcopal Diocese of Michigan

The congregation moves through an initial process of community discovery and spiritual discernment. This process is facilitated by members of the bishop's staff and its length will depend on the specific community.

The Ministry Developer's role in this process is to help the congregation determine the most appropriate model of ministry that will enable the best use of resources to live out Christ's mission in that place. If Total Ministry is a possibility, the Ministry Developer continues guiding the congregation's discernment through the Discovery Process.

ELEMENTS OF THE DISCOVERY PROCESS TO DISCERN TOTAL MINISTRY

The congregation engages a process of deep listening to Holy Spirit and conversation with one another that explores:

- 1. The congregational story:** The congregation shares information about its ministry and examines its past, present, and future in light of viability and sustainability through questions such as: "Who is God calling us to be in this place?" "How can we live into that dream together?" "What resources, ministries, and opportunities are before us today?" and "How can we engage that call?"
- 2. Gifts discernment:** By embracing the ministry of all the baptized, the congregation discerns the gifts of the members in the community gathered and calls a Covenant Team.
- 3. Community building:** The congregation moves toward a common understanding of the journey ahead and develops skills for working together as a community.
- 4. Articulation of vision and mission:** The congregation will be invited to articulate a clear statement of how God is calling them to serve and thrive.
- 5. Commitment to a multi-year formation plan:** In order to embody Total Ministry, the congregation will discern the composition of a Covenant Team who will go through additional formation prior to and after their commissioning/ordination into a Ministry Support Team.
- 6. A full financial audit:** Prior to the engagement of the Total Ministry formation process, the congregation will submit to an audit as required by church canons (1.7.1(f)) of its finances and send that audit to the diocesan Finance Office.

Bishop and congregation mutually agree to affirm a **Covenant Team** and begin the formation process by signing the Covenant of Formation for Total Ministry.

The **Covenant Team** is a group of ministers who have been discerned to have gifts for spiritual leadership which must be further cultivated through deeper formation in the tradition so they may be effective in their future roles on the Ministry Support Team.

The **Ministry Support Team** is made up of those people who have been commissioned or ordained in order that they may support the ministry of all the baptized.

Discernment continues as formation begins for both the Covenant Team and the congregation. The congregation will determine appropriate worship patterns and leadership during formation with support from the Bishop's staff.

A detailed outline of the formation process can be found in Appendix D.

Section 3: What Are We Committing To?

Initially, a congregation is committing to discernment – to spend the time and concerted effort necessary to decide whether Total Ministry is a model that will enable them to live into their call to mission as the Body of Christ. Once that decision has been made, the congregation continues its discernment in the Discovery Process, which should take 8-12 months depending upon the congregation’s engagement.

Once the Discovery Process is complete and the Covenant of Formation for Total Ministry has been signed, the congregation is committing to:

- Financial Responsibility
- Formation
- Ongoing Discernment

This commitment will be renewed every year following the commissioning/ordination through the congregation’s request for re-licensure by signing and sending the Application for Renewal of Licensure for Total Ministry (found in Appendix B) to the Office of the Bishop.

COMMITMENT TO FINANCIAL RESPONSIBILITY

Total Ministry provides congregations with a unique opportunity to obtain ongoing formation for the ministry of all the baptized. Additionally, the Covenant Team, discerned to take on servant leadership roles on behalf of the congregation, must go through supplemental, more extensive formation. All of this formation comes at a financial cost. While all congregations pay a diocesan apportionment, Total Ministry congregations must pay an attendant fee independent of the apportionment to cover the costs of formation. This fee, termed the ‘assessment fee’, goes into a pool of money called the Total Ministry Fund (TM Fund). The annual assessment fee for newly forming Total Ministry congregations is \$10,000 to be charged for 3 full years once the congregation signs the Covenant of Formation (Appendix B, pages 31-32). Once the initial formation period is completed, the assessment fee will decrease to a maintenance level of \$5,000 per year. If, for some reason, the initial formation period is extended beyond the expected 3 years, the Ministry Developer will consult with the congregation about further assessment fees⁵

⁵ As of January 2015.

Once the congregation affirms its decision to send a Covenant Team through formation by signing the Covenant of Formation for Total Ministry, the assessment fee will become due, prorated accordingly. A congregation may make arrangements with the diocesan Accounting Office to pay this fee on other than an annual basis. In certain situations approved by the Bishop, other arrangements may be requested.

The treasurer or other appropriate person of the congregation should contact the Diocesan Accounting Office to arrange the payment schedule. Otherwise, the congregation will be invoiced on the fifteenth (15th) of the month preceding the due date.

The assessment fee was determined by calculating the likely average cost of the following so that the congregation does not have to manage fluctuations in costs in the projection of its annual budget:

- Initial discernment and discovery process for Total Ministry
- Formation for the Covenant Team prior to ordination/commissioning
- Continuing education/formation for Ministry Support Team
- Ongoing formation for all baptized members of the congregation
- Fees associated with canonical requirements for ordination, such as background checks and psychological assessments
- Discernment and formation for new Ministry Support Team members

All fees from each Total Ministry congregation in the diocese create the Total Ministry Fund. All Total Ministry congregations may utilize the TM Fund to cover the cost of ongoing education. To utilize the TM Fund, a member of the MST will contact the Ministry Developer who will vet the request. All receive receipts/invoices/bills to cover formation costs must be forwarded directly to the Ministry Developer for payment. The Ministry Developer will provide quarterly statements (obtained from the Director of Finance) for the entire TM Fund to the MST members, who will share this statement with the members of the congregation at Vestry or Bishop's Committee meetings.

The TM Fund covers the following for any minister (member) of the congregation.

- Whitaker Institute classes
- Education for Ministry (EfM)
- LifeCycles
- Clinical Pastoral Education (CPE)
- Ministry Fair
- Ministry Retreats ordered by the Office of the Bishop
- Becoming the Household of God conference
- required continuing education for the Ministry Support Team
- psychological evaluations fees
- group dynamics assessment fees
- background check fees
- any other formation approved by the Office of the Bishop

The TM Fund does not cover:

- required medical examinations for those in process for ordained ministry
- books required for coursework
- vestments
- spiritual direction
- transportation expenses
- coursework or CEU workshops and seminars taken outside the sponsorship of the Diocese of Michigan without prior approval from the Office of the Bishop

COMMITMENT TO FORMATION

Once the Covenant of Formation for Total Ministry has been signed, the congregation moves into a formation period. The curriculum for Total Ministry Support Team members as presented in Appendix D utilizes the coursework from the Academy for Vocational Leadership⁶ and adheres to the canons of the Episcopal Church – in particular Title III Ministry, Canon 6: Of the Ordination of Deacons and Canon 8: Of the Ordination of Priests (these sections define the knowledge and competencies expected of every ordinand). It is expected that every person discerning a call to the priesthood or the diaconate by fulfilling the requirements of this curriculum will also meet the standards outlined by the Canons.

While not every member of the Ministry Support Team will be ordained, the style of leadership needed in a Total Ministry congregation requires that all members of the MST be familiar with all aspects of spiritual leadership. An outline of the entire formation process for Ministry Support Team members can be found in Appendix D.

Congregational Formation

The entire congregation is invited into ongoing formation as a way to deepen faith and discernment for the congregation's life as the Body of Christ. And, because TM is a model that arises from baptismal ministry, it is expected that most ministers (ALL of the baptized people) of the congregation will be involved in formation that helps to cultivate the TM outlook and approach to ministry. EDOMI uses 3 vehicles for this formation:

1. Education for Ministry (EfM)
2. Whitaker Institute
3. Other External Resources

⁶ Academy for Vocational Leadership is a joint venture of the Episcopal Diocese of Michigan and the Episcopal Diocese of Eastern Michigan. The Diocese of Michigan utilizes this program for the formation of deacons and Total Ministry Support Team members. The 3-year curriculum is developed by the Seminary of the Southwest.

1. **Education for Ministry (EfM)**

EfM is a deeper four-year course of study provided by the University of the South (Sewanee) and recognized as a leading adult education forum for understanding Christian faith through study of the Bible, Church history, and theology. EfM consists of Year One: Old Testament, Year Two: New Testament; Year Three: Church History; and Year Four: All are Theologians.

2. **Whitaker Institute**

Whitaker provides regular courses of study at a variety of locations across the diocese. Any of the coursework required for CT/MST formation is open to any minister of the congregation.

All ministers are invited to take the following courses. There are several specific ministries required by the Canons of the Episcopal Church to take these courses and renew their knowledge about the subject matter on a regular basis by taking them every 5 years. Speak with the Ministry Developer or a member of the CT/MST for more information about whether or not you are required to take these courses.

- Safeguarding God's Children
- Safeguarding God's People
- Diversity/Inclusivity Training

Additionally, all ministers are invited to the following Whitaker programs:

- Vestry Days (day-long vestry retreats held in February)
- Household Ministry Fair (a collection of workshops held in early May)
- Whitaker Celebration (a celebration of ministry formation held in June)
- Saturday Series (a series of 10 Saturdays from September-June that cover one of 3 topics: Bible, Church History, Theology)

3. **"External" Resources**

The world of Christian formation is vast and diverse. The Episcopal Church utilizes seminaries, institutes, conferences, workshops, schools – many of which are directly affiliated with the Episcopal Church. The CT/MST will be utilizing some of these resources during its formation and so the other ministers of the congregation are also invited to participate in the bounty of formation made available to us.

Some examples of resources used by MST members:

- Center for Anglican Learning & Leadership (online courses offered through Church Divinity School of the Pacific)
- Bexley-Seabury January and Summer courses
- Festival of Homiletics (a yearly event featuring preaching and workshops)

The Office of the Bishop must authorize the use of TM Funds to pay for these “external” courses, workshops, etc. Please contact the Ministry Developer directly.

Covenant Team (Ministry Support Team) Formation

Because the members of a Covenant Team will function as a body, the team should also study as a whole whenever possible. Team study will enable the CT to develop the skills necessary for functioning together as a servant leadership team and acquire the knowledge for both the group and individuals use in the carrying out of their ministry.

Formation will take place through meetings, courses, workshops, retreats, etc. within the congregation as often as possible but much of it will take place at various locations throughout the diocese. The team will draw primary strength from its home environment, but will have many opportunities to develop team strength through its relationships throughout the diocese. There are 4 categories of formation for the Covenant Team/Ministry Support Team:

1. Support
2. Coursework
3. Additional Formation
4. Ongoing Formation

1. Support

The Covenant Team will receive support from both the congregation and people outside the congregation. These external people will be recruited and assigned by the Ministry Developer (except Spiritual Director) during the first year. Concerns about assignments should be brought to the attention of the Ministry Developer.

- **The Ministry Developer:** The Ministry Developer is the primary contact, support, and advocate for the CT throughout the formation process and oversees the formation of the CT. This person also represents the Office of the Bishop.
- **The COM Advisor:** This person is assigned to the CT by the Commission on Ministry (COM). The COM Advisor has oversight for the team’s progress through the COM’s

process, as the CT moves from its initial discernment to ordination and commissioning as a Ministry Support Team. Ideally, the COM Advisor will be in face-to-face contact with the CT at least once/quarter, attending worship services with the congregation whenever possible. This person will work with the Ministry Developer to ensure appropriate formation is taking place and concerns are addressed.

- **Mentors:** These persons are selected by the CT members under advisement from the Ministry Developer and their role is to help teach, advise, and counsel these team members. As much as possible, the mentor will inhabit the same ministry role as the person has discerned her/his role to be; a priest will mentor a priest nominee and so on. Mentors will be required through the first year after commissioning/ordination and they are to meet face-to-face with their mentees monthly.
- **Spiritual Directors:** These persons are selected by the various team members to advise in spiritual matters only. They are usually selected from a list provided by the diocese through Whitaker Institute. Meetings with a Spiritual Director should take place face-to-face monthly. Each team member is responsible for spiritual direction fees.⁷

2. Coursework

There are some courses designed for the formation of the entire CT/MST. Other courses are specific to the discerned role. A current full list of courses and their approximate timing in the process can be found in Appendix D. The location of the classes will depend on scheduling needs of Whitaker Institute. See the subsection on Commitment to Financial Stewardship for a description of what costs are covered by TM Funds.

An outline of coursework can be found in Appendix C.

3. Additional Formation

In addition to formal coursework, the following events and programs are a part of the formation process for Total Ministry.

- **TM Gathering** – this is a required event for all members of the MST occurring in the Fall and the Spring, other members of the congregation are invited (but not required) to attend.

⁷ The BACTM would like to explore the possibility of this cost being covered by the TM Funds, at least through the formation period.

- Diocesan Convention
- Ordinations and Commissionings
- Ministry Retreat (for those in process for ordination)
- Household Ministry Fair
- Whitaker Celebration

4. Ongoing Formation

All baptized ministers are invited to continuing education opportunities from Whitaker Institute as well as from resources and institutions outside the diocese. As are all ministry leaders in EDOMI, MST members are required to complete several units of continuing education every year beyond the formation outlined in Appendix D. All clergy must complete at least 12 units. All other commissioned ministers must complete at least 6 units. Fees for continuing education will be covered by TM Funds for courses, workshops, etc. that are approved by the Office of the Bishop. Contact Whitaker Institute or the Ministry Developer for opportunities.

COMMITMENT TO ONGOING DISCERNMENT

As the Body of Christ, it is our responsibility to continue participating in what God is doing. This requires discernment of both mission (God’s mission for this place) and ministry (how we are called to be the Body of Christ in service to that mission). Discernment is an ongoing process that is aided by regular periods of intentional focus and reflection.

Ongoing discernment happens in 2 ways: Yearly (through the Mutual Ministry Review process) and Triennially.(through the Discernment Cycle process)

I. Yearly

All congregations in EDOMI are expected to complete a Mutual Ministry Review⁸ (MMR) every year. For TM congregations, this MMR is a part of re-licensure. The MMR is a way for every congregation to ask, “How are we doing?” It is a time to celebrate what has been done well and to understand what might be done better. The MMR is one way to critically consider, “What is God calling us to do here in this place?” “How can we best practice this ministry?”

To assist with this, a congregation may choose to create a MMR Team. If so, it is recommended that this team have 1 member from the MST and 1 member from the

⁸ For more information on Mutual Ministry Reviews, see *Pastor and People*, chapter 6 published by Augsburg Fortress

Vestry/Bishop's Committee to act as liaisons to both ministry partner groups. The rest of the members should come from the congregation at large. This team's job will be to focus on the congregation's mission and how well the ministry goals were obtained in support of that mission.

Additionally, the members of the MMR Team must be willing to speak the truth in love to one another and to all the ministers. If people have not been able to uphold their ministerial responsibilities, it is important to recognize and account for that so that the congregation can be honest and look towards realistic ministry goals. This also holds true for ministries that might not be functional. It can be difficult to let go of something that we love, but that is not a reason to continue doing it, especially if it doesn't support the current mission of the congregation. We must always be listening for the Holy Spirit's whisper, even when it's hard to hear.

An MMR must contain the following elements:

- A list of ministry goals from the previous year detailing responsibilities for people and ministry partners
- An honest assessment of those goals
- A list of goals for the coming year

It is recommended that the congregation utilize the following resources as reference:

- the characteristics of vital and viable congregations (Appendix C)
- the congregation's mission statement (see below)
- the Total Ministry Covenant signed with the Bishop and Commission on Ministry

The MMR should reflect on and include all ministry partners in the TM structure as defined on pages 5-6:

- ministry of all the baptized in your congregation
- specific ministry of the Vestry or Bishop's Committee
- specific ministry of the Ministry Support Team
- the ministry of the Ministry Developer (recommended but not required)

Upon the completion and review of the MMR, the congregation will send a written report to the Office of the Bishop. This report will include the following:

- a review of the assessment of the ministry goals for the past year
- an overview of the coming year's ministry goals

With this report, the congregation either sends its application for Renewal of Licensure as a TM congregation or announces its intention to re-discern its model of ministry. Any re-discernment must be done under the advisement of the Office of the

Bishop. TM congregations must send their Application for Renewal of License for Total Ministry by November 1 for the following calendar year.

II. **Triennially (or every 3-5 years)**

Once TM has been established in a congregation, the congregation is expected to move through an intentional Discernment Cycle on a regular schedule (at least every 3-5 years) that will enable all members of the congregation (including the MST) to spend thoughtful time reflecting on and re-discerning mission and ministry. In the case of priests and deacons, who are ordained to particular orders for the wider church, any decision made for them to move off of the MST for that congregation must be done in conversation with the Bishop.

The Discernment Cycle will be guided by the Ministry Developer.

During this Discernment Cycle, the congregation will take part in activities that seek to actively engage the Holy Spirit while responding to the following questions:

- What is God already doing in this community and how can we participate in it?
- What gifts are being called forth from our congregation that can help us to live out our call?
- How do we need to form ourselves as the Body of Christ that will enable us to use our gifts and serve God's Mission?

Then, the congregation will use this exploration to:

- consider the composition of the MST
- invite all the baptized ministers to investigate how God might be calling them into a new phase of ministry
- develop a new mission statement

The Discernment Cycle will be completed by planning the needed formation for new and/or ongoing ministry with the Ministry Developer.

Section 4: What Are Our Ongoing Commitments?

As outlined above, an active, licensed Total Ministry congregation commits to the following:

1. Ongoing formation and continuing education
2. Ongoing discernment of mission and ministry – annually and triennially – including integrating new members and leave-taking of current members onto and off of the MST
3. Ongoing financial stewardship and payment of the TM Assessment Fee and apportionment
4. Ongoing support for the ministry of all the baptized and a life ordered by the vows made in our Baptismal Covenant

1. Formation and Continuing Education

The members of the Ministry Support Team must participate in ongoing continuing education, just like all other ministry leaders in EDOMI. Clergy must complete at least 12 units and commissioned lay people much complete at least 6 units. Continuing education units must be reported to the office of Whitaker Institute by March 1 for the previous calendar year. Any continuing education taken outside of Whitaker Institute must be vetted by the Ministry Developer if TM Funds are to be used. The costs of all Whitaker Institute courses and events are automatically paid from the TM Funds.

Additionally, MST members must attend both Spring and Fall Total Ministry Gatherings, organized by the Ministry Developer. MST members may choose to bring others from the congregation if appropriate. Notify the Ministry Developer ahead of time if there is an immovable conflict.

Other diocesan events in which the attendance of the MST is expected are: Diocesan Convention (clergy and delegates only at this time)⁹, Chrism Mass, and Clergy Day and Clergy Conference (for ordained members). The Bishop understands that many MST members have full-time jobs but please notify the Bishop ahead of time if you cannot attend for any reason.

All ministers of the congregation are invited to participate in continuing education opportunities. Ministers may also choose from a number of formation opportunities listed on pages 14-16. Whitaker Institute or EDOMI-sponsored events will automatically be covered by the TM Fund. Other formation opportunities can also be covered by the TM Fund, provided the Ministry Developer has vetted and approved the course/workshop.

⁹ The BACTM believes that more conversation is needed to determine the best composition of the Convention delegation given that a) the MST (both lay and ordained) functions as most clergy do in more traditional congregations, and b) ministers who are NOT on the MST should also be voted in as delegates.

2. Discernment of Mission and Ministry – Annually and Triennially

Under the guidance of the Ministry Developer, the MST will coordinate and oversee ongoing discernment. The reason for such intentionality is to develop the discernment skills needed to make TM a sustainable model.

Each year, this will take the form of a Mutual Ministry Review (outlined on pages 18-19) – a process required by all congregations in EDOMI as defined in their Letters of Agreement. The MMR provides the congregation with an opportunity to honestly assess the fulfillment of its ministry goals for the previous year, reflect on its ministry, and then outline new goals for the coming year. The MST must provide the Ministry Developer with a report on each MMR they complete and include this with the Application for Renewal of License for Total Ministry each year.

Every 3-5 years, the entire congregation will enter into a Discernment Cycle during which it will spend a season intentionally reflect upon and discern mission and ministry. It is during this time that the composition of the MST is reviewed and discernment for changes in spiritual leadership takes place. Because of this, Discernment Cycles must be guided by the Ministry Developer.

Integrating New Members onto the MST

Step 1: Discernment

Discernment of ministry must be an ongoing part of congregational life in a Total Ministry congregation. How a congregation decides to do their discernment will be decided and developed by the existing MST and the Ministry Developer. Because ministry is central to baptism, the specific ministry of Spiritual Leadership should be a charism of every member of the MST.

Once a person is discerned by the congregation as having the charism of Spiritual Leadership, the Ministry Developer will inform the Bishop and organize a meeting between the individual and the Bishop. If the role being discerned is an ordained one, the individual will also need to proceed through the discernment process with the Commission on Ministry. The Ministry Developer will work with the Liaison from the COM to shepherd the individual through the process.

Step 2: Formation

Discernment and formation can and should overlap so that an individual may not be fully discerned before he/she begins formation. Formation can help to clarify discernment.

Formation standards:

- a. **Priests and Deacons** will attend all 3 years of the Academy for Vocational Leadership through Whitaker Institute.

- b. **Lay Ministers** will be strongly encouraged to attend all 3 years of the Academy for Vocational Leadership. At minimum, they must attend Year 1 of the Academy plus the academic portions of Years 2 and 3 along with an individual learning plan based on ministry specialty to be developed by the Ministry Developer and Lay Minister (to be approved by the COM and Bishop). This plan will include Whitaker Institute programs and classes. Other resources may be used such as seminary extension programs/courses, books, and other programming such as ChurchNext, Episcopal Church Foundation, Education for Ministry, etc.

Step 3: Integration

1. During formation, the individual will become an intern member of the MST – attending meetings, working alongside the MST to offer Spiritual Leadership to the congregation. An Application for Formation of New Leadership must be completed and sent to the Office of the Bishop.
2. The individual will also meet one-on-one with the Ministry Developer at least every 6 months to ensure the formation plan is proceeding as intended and make any necessary adjustments, and to ensure the individual’s ministry is effectively being integrated into the ministry of the MST.
3. The Ministry Developer will meet with the whole MST at least every 6 months to assist with the integration and address any issues of group dynamics that may be arising.

Step 4: Assessment

As the individual comes to the end of their formation plan, the Bishop, Commission on Ministry, and Standing Committee will be alerted. Interviews and processes will be scheduled so the Bishop, the COM and the SC might assess the ability of this person to be a Spiritual Leader and effective member of the MST. The entire MST will be involved in these interviews and processes so that the group dynamics of collaborative leadership can also be assessed.

Step 5: Re-Commissioning

Upon completion of all requirements, a Commissioning/Ordination date is scheduled in consultation with the Bishop, during which, the entire MST will be re-commissioned as a team. This will take place in the local congregation and held at a time other than a regular Sunday Eucharist so that the entire diocese may be invited to participate in the liturgy. Please note: for priests, the ordination to the Transitional Diaconate is a stage in the process and, while it is an ordination, that liturgy will not include a Re-commissioning and will be held at a date and time determined by the Bishop.

Leave-Taking from an MST

Step 1: Discernment

If the person is a cleric, he/she will need to be in conversation with the Bishop as a part of the discernment. If the person is a lay-commissioned member of the MST, discussion with the Bishop will be encourage, but not required.

Being a member of an MST is being a member of group ministry. Whether a person feels they need to step away from the responsibilities of the MST or, as a group, the MST feels that it might be time for changes to be made an appropriate and adequate period of time must be set aside for group discernment. Therefore, the Ministry Developer should be contacted as soon as possible to facilitate the group's discernment.

If an individual does not feel comfortable talking to the other members of the MST about this for any reason, he/she must contact the Ministry Developer.

Step 2: Planning

A plan for leaving is developed by the entire MST in consultation w the Ministry Developer. The plan will contain 3 parts:

1. Informing/Announcing
2. Celebrating the ministry of the whole MST and the person leaving
3. Continuing in ministry as an MST

Step 3: Informing/Announcing

Based on the plan, the Vestry/BC is informed first. The Vestry/BC and MST determine how/when to inform the congregation.

The Vestry/BC and MST announce the change to the rest of the congregation.

The Ministry Developer makes any necessary diocesan-wide announcements and informs the Commission on Ministry and Standing Committee of the pending changes.

Step 4: Celebrating Ministry

To help celebrate the ministry of this person, the Ministry Developer will be present for a Service for the Ending of a Pastoral Relationship (BoS, pg 339), revised for EDOMI Total Ministry use. The MST will be re-covenanted by the Ministry Developer after a period of 1-2 months.

Step 5: Continuing in Ministry

If the person is going to remain as a member of the congregation and has discerned a call to continue in some form of leadership ministry, he/she must take a 6-12 month break before resuming those ministries (preaching, teaching, leading worship, etc.). The exact timing to be determined in consultation with the Ministry Developer.

3. Financial Responsibility – the TM Assessment Fee and Apportionment

All TM congregations pay a TM Assessment Fee which goes into the TM Fund. As noted on page 12, the annual fee is \$5000 or \$10,000 for newly forming Total Ministry Congregations. The monies from this fund support all formation for Total Ministry and cover most of the costs associated with ordination. The Ministry Developer administers the TM Funds. Arrangements to pay this fee can be made with the Accounting Office.

As with all congregations in EDOMI, TM congregations must pay an apportionment to the diocese. This money pays for costs associated with the Office of the Bishop and the ministry of the diocese.

4. Ministry of All the Baptized – Baptism marks us as Christ's own forever. The grace we receive in this sacrament is made manifest in our ministry. Regardless of age, physical or mental ability, gender, etc. we all have ministry. The MST is trained to support and encourage the development of that ministry in each person. And each person must accept and own that ministry for themselves, knowing that our ministry changes over time as the world changes around us and as we grow more deeply into our faith.

We are sent forth each week from the Eucharistic feast to go into the world spreading the gospel, offering a message of God's abundant love through our words and our actions. While we have ministry inside the walls of the church building, what is also important is that we live a life ordered by the vows we make in our Baptismal Covenant. Baptismal Ministry starts and ends with these vows so we must continue to challenge ourselves to live more deeply into them as the Body of Christ.

- Will you continue in the apostles' teaching and fellowship, in the breaking of bread, and in the prayers?
- Will you persevere in resisting evil, and, whenever you fall into sin, repent and return to the Lord?
- Will you proclaim by word and example the Good News of God in Christ?
- Will you seek and serve Christ in all persons, loving your neighbor as yourself?
- Will you strive for justice and peace among all people, and respect the dignity of every human being?

List of Appendices

Appendix A: Glossary

Appendix B: Covenant and Application Templates

1. Covenant of Formation for Total Ministry (to be signed upon formation of Covenant Team)
2. Total Ministry Covenant (to be signed upon initial ordination/commissioning)
3. Application for Renewal of Licensure (to be signed yearly)
4. Application for Formation of New Leadership
 - Version 1: Integrating Intern MST Member
 - Version 2: Re-commissioning MST w New Member
 - Version 3: Upon Leave-taking of MST Member

Appendix C: Coursework Listing

Appendix A: Glossary

This glossary reflects the terminology and abbreviations used and understood in the Episcopal Diocese of Michigan and its expression of Total Ministry.

Academy for Vocational Leadership – A joint venture of the Episcopal Diocese of Michigan and the Episcopal Diocese of Eastern Michigan used by each diocese for local formation. The Diocese of Michigan utilizes this program for the formation of deacons and Total Ministry Support Team members. The 3-year curriculum (listed in Appendix D) is developed by the Seminary of the Southwest and administered by local mentors. Contact Whitaker Institute for more information about dates and location.

Aspirant – A person who has been discerning with his/her congregation about the possibility of entering the ordination process, before meeting with the Commission on Ministry.

BACTM - Bishop's Advisory Committee on Total Ministry. This body meets regularly to review the Covenant Handbook, advise the Bishop on matters pertaining to Total Ministry, and support the work of the Ministry Developer. It is composed of members of every Total Ministry congregation and all orders of ministry except the episcopate.

BCP - Book of Common Prayer.

COM - Commission on Ministry. This body of people meets monthly and advises the Bishop on formation for and support of all orders of ministry except the episcopate.

COM Advisor - someone on the COM assigned to an individual or to a team to guide them through ordination/commissioning process.

Constitution and Canons - the governing documents of the Episcopal Church.

Covenant Team – a team of ministers from a congregation who has just discerned Total Ministry. This team will go through formation together, discerning further who have a calling for spiritual leadership and will serve as MST members.

CPE - Clinical Pastoral Education.

EDOMI – Episcopal Diocese of Michigan.

EfM - Education for Ministry.

EOW -Enriching Our Worship, alternative liturgical material to the BCP.

Intern Member – A minister who has been discerned through the Discernment Cycle to become a new member of a current MST but has not yet completed the necessary formation to be either commissioned or ordained.

Mentor – a knowledgeable and experienced person assigned to advise and guide an individual team member on the practical skills involved in their particular ministry.

Mentors are selected in consultation with the Ministry Developer.

Minister - a person who has been baptized into the Body of Christ. While this applies to all Christians, in TM congregations the term minister is intentionally used to refer to any member of the congregation.

Ministry Developer – the person(s) designated as primary support for TM congregations and represents the Office of the Bishop.

MMR – Mutual Ministry Review. A tool utilized by all EDOMI congregations for yearly reflection on their ministry.

MST – Ministry Support Team. Those ministers in a TM congregation who have been discerned to have gifts of spiritual leadership that can support the ministry of all the baptized and have been ordained/commissioned as such.

Ordinand – Somebody who has received candidacy to be ordained. This term is typically used in the final days of candidacy as the ordination approaches.

Re-Covenanting – the process by which a current MST is re-formed either by a minister joining or leaving the MST. All ministerial entities are involved in this process: the MST, the Vestry or Bishop's Committee, the Ministry Developer, and the Bishop. A service of re-covenanting must be held during a regular Sunday Eucharist. In the case of a minister leaving the MST, a Service for the Ending of a Pastoral Relationship must be held prior to the Re-Covenanting.

Standing Committee – This body of people, elected by Diocesan Convention, advises the Bishop on admission to candidacy for ordination and must approve persons for ordination.

TEC - The Episcopal Church.

TM - Total Ministry.

WI - Whitaker Institute, the educational arm of EDOMI.

Appendix B: Covenants and Applications

Covenant of Formation for Total Ministry

between
The Episcopal Diocese of Michigan
and
(name of congregation)

We, the leadership of (name of congregation), having gone through a period of discernment, do hereby declare our intention to become a Total Ministry congregation in the Episcopal Diocese of Michigan. Pursuant to that intention, we agree to the following:

- I. To enter into a time of formation and continued discernment during which, we agree to participate in appropriate formation as determined by the Ministry Developer and outlined in the Covenant Handbook for Total Ministry.
- II. To support the following individuals as members of a Covenant Team who are called to deeper formation as they develop their gifts for spiritual leadership:

(full name)	(full name)

- III. To uphold our financial responsibilities by providing payment to the Episcopal Diocese of Michigan in fulfillment of 1) our apportionment and 2) the Total Ministry assessment fee as defined in the Covenant Handbook for Total Ministry. We will contact the Accounting Office of the Diocese of Michigan to arrange a payment schedule.
- IV. To live more deeply into our call to baptismal ministry and support the ministry of all the baptized.
- V. To inform the Ministry Developer of any and all concerns as they arise acknowledging the importance of careful and intentional discernment.

Signed:
Officers of the congregation

We, the members of the above listed Covenant Team, are committed to the formation outlined in the Covenant Handbook on Total Ministry and submit ourselves to the Office of the Bishop for guidance and direction. We pledge to participate in this formation to the best of our abilities and agree to inform the Ministry Developer of any and all concerns as they arise.

Signed:

Covenant Team Members

_____	_____
_____	_____
_____	_____
_____	_____

The Episcopal Diocese of Michigan acknowledges and affirms the intention of (name of congregation) to become a Total Ministry congregation. We agree to provide the following as outlined in the Covenant Handbook on Total Ministry during this time of formation and continued discernment:

- I. Support and guidance for the Covenant Team and the congregation through the Ministry Developer;
- II. Needed formation in timely manner through Whitaker Institute;
- III. Advisement for ordination/commissioning through the Commission on Ministry.

Upon continued review of the formation and discernment of (name of congregation's) Covenant Team and ministers of the congregation, the Bishop will, in conference with the Commission on Ministry and the Ministry Developer, determine the capability of the congregation to embody Total Ministry and inform the congregational leadership of intent to ordain/commission a Ministry Support Team as it becomes appropriate to do so. The Office of the Bishop will maintain communication through the Ministry Developer.

Signed: _____

The Rt. Rev. Wendell N. Gibbs, Jr.
Bishop, Diocese of Michigan

_____ Date

Total Ministry Covenant

between
The Episcopal Diocese of Michigan
and
(name of congregation)

Each congregation has unique God-given gifts for mission and ministry that we offer together as the Body of Christ. Carrying out God's mission through the church's ministries is the responsibility of all ministers – lay and ordained.

This congregation of the Episcopal Diocese of Michigan choosing to exercise its corporate ministry as a Total Ministry congregation intends to honor the ministry of all the baptized and to strive in all its decisions and activities to be both a viable and vital congregation.

In order to support such viability and vitality, the Bishop will assign a Ministry Developer to the congregation to act as teacher, encourager, consultant, mentor, and liaison to the Office of the Bishop and those individuals, teams, and/or groups which may from time to time be invited to share in the ministry of oversight exercised by the Bishop.

Specific components of the Covenant are as follows:

1. The Office of the Bishop, primarily through the Ministry Developer, will:
 - a) Oversee the formation for all ministers including the provision of assistance in locating appropriate continuing education opportunities;
 - b) Provide encouragement, counsel, and accountability for the appropriate exercise of ministry by both individual team members and the team as a whole;
 - c) Facilitate ongoing individual and congregational discernment for future team members and role additions to the team;
 - d) Act as a point person with the Bishop and those individuals, teams, and/or groups that may be invited to share in the ministry of oversight exercised by the Bishop;
 - e) Offer mentoring and pastoral support to the members of the MST;
 - f) Maintain open and healthy relationships with the members of the Ministry Support Team and the ministers of the congregation;
 - g) Review the ministries of the congregation and the Ministry Support Team, offer appropriate feedback, and make recommendations for action.

2. The Congregation will:

- a) Discern the mission of the Body of Christ for their particular context and develop ministry goals in support of that mission;
- b) Honor and encourage the ministry of all the baptized;
- c) Participate in regular opportunities for continuing Christian formation for all the baptized;
- d) Deepen its responsibility for congregational life with the support and encouragement of the Ministry Support Team;
- e) Nurture its interdependence with the other congregations of the diocese by accepting its full annual tithe commitment without variance;
- f) Provide for payment of the annual assessment of \$9,780.00 to cover all costs of diocesan required formation, education, and process associated with Total Ministry;
- g) Complete a Mutual Ministry Review that honestly and faithfully assesses the fulfillment of ministry goals and outlines new ministry goals for the coming year.

3. The Ministry Support Team will:

- a) Engage in continuing formation that is both role specific and team specific;
- b) Maintain an open and healthy relationship with team members, congregants, the assigned Ministry Developer, and the Bishop;
- c) Support ministry in the congregation rather than perform ministry on behalf of the congregation;
- d) Help the congregation live more deeply into the discerned mission;
- e) Engage in and support formation for the congregation;
- f) Oversee the completion of the yearly Mutual Ministry Review and provide a written report to the Ministry Developer;
- g) Adhere to the policies, procedures, and process approved by the Bishop and the Commission on Ministry as set forth in the Covenant Handbook on Total Ministry.

Upon execution of this Covenant and the Commissioning of the Team, an annual license, to act in accord with the responsibilities of each role, will be issued by the Bishop and will remain in effect through December 31 of that year. The Application for Renewal of License for Total Ministry must be received in the Office of the Bishop no later than November 1 of the year preceding. Renewal is subject to review by the Bishop and the Commission on Ministry in conference with the assigned Ministry Developer. Renewal decisions will be

based upon assessment of faithful adherence to terms of this Covenant, including any addenda to this Covenant.

This Covenant between The Episcopal Diocese of Michigan and (congregation) was executed on the (XX) day of (month) in the year (XXXX) at (town/city), Michigan.

Signed:

Senior Warden

Clerk

Treasurer

Signed:
Ministry Support Team

Signed: _____
The Rt. Rev. Wendell N. Gibbs, Jr.
Bishop, Diocese of Michigan

Date

Application for Renewal of License for Total Ministry Episcopal Diocese of Michigan

PLEASE NOTE: An overview of the Mutual Ministry Review must accompany this form

PART I

We, the Ministry Support Team and Officers of *(name of congregation)* do hereby wish to renew our license to carry out the Total Ministry model for the coming year of 2013. In accordance with the Total Ministry Covenant and its Handbook, we certify that the congregation remains committed to the model of Total Ministry as one that enables this Body of Christ to carry out Christ's mission in this place so that we may hear the Holy Spirit's call to fully participate in God's Reign. We have evidenced this commitment by our fulfillment of the Covenant's mandates and further attest that the following Ministry Support Team members are embodying the roles and satisfying the responsibilities as defined by the Total Ministry Covenant and its Handbook.

The Ministry Support Team of (Name of Congregation)

(full name)	(role)

Signed:

Officers of the congregation

Ministry Support Team members

(date)

PART II

As the Ministry Developer of the Diocese of Michigan, I declare that I have reviewed the Mutual Ministry Review Report and through my interactions with the ministers of *(name of congregation)* can attest to their faithful embodiment of the model of Total Ministry as defined by the Covenant Handbook for Total Ministry in the Diocese of Michigan. I commit to continue to assist, counsel, and encourage all the ministers of *(name of congregation)* as they seek to serve Christ in the world around them in the coming year seeking counsel from the Bishop when necessary.

(signature of Ministry Developer)

(date)

PART III

We, being a majority of the members of the Commission on Ministry of the Diocese of Michigan, do hereby recommend the Ministry Support Team of *(name of congregation)* for renewal of their Commissioning License to perform their duties as a Ministry Support Team.

Signed:
Commission on Ministry members

(date)

PART IV

I, Wendell N. Gibbs, Xth Bishop of the Diocese of Michigan, based on the declarations made above, do hereby renew the Total Ministry License for *(name of congregation)* and affirm their practice of corporate ministry as a Total Ministry congregation for the year XXXX.

The Right Reverend Wendell N. Gibbs Jr. *(date)*

Application for Formation of New Leadership

Version 1: Integrating Intern Member Episcopal Diocese of Michigan

(name of congregation)

PART I

We, the Ministry Support Team and Officers of *(name of congregation)* recognize the ministerial gift of spiritual leadership in the below named individuals and wish to name them as Aspirants for Spiritual Leadership in the roles designated. In accordance with the Total Ministry Covenant and its Handbook, we formally request that these individuals begin formation with the expectation that they will become members of the Ministry Support Team upon completion of that formation. Further, we pledge to support their endeavors by:

- a) including them as intern members of the Ministry Support Team during their formation;
- b) integrating them into the worship leadership schedule and including them in worship planning;
- c) working with the Ministry Developer to build a formation plan that will replicate, as much as possible, the plan outlined in the Covenant Handbook for Total Ministry.
- d) inviting them to share with us in anticipation that we will learn from them;
- e) walking with them on their journey by maintaining open and healthy relationships with them and with one another.

Aspirants for Spiritual Leadership (Name of Congregation)

(full name)

(role)

(full name)

(role)

Signed:

Officers of the congregation

Ministry Support Team members

(date)

PART II

We, the above listed Aspirants for Spiritual Leadership, are committed to the formation outlined in the Covenant Handbook on Total Ministry and submit ourselves to the Office of the Bishop for guidance and direction. We pledge to participate in this formation to the best of our abilities and agree to inform the Ministry Developer of any and all concerns as they arise.

Signed:

Aspirants for Spiritual Leadership

(date)

PART III

As the Ministry Developer of the Diocese of Michigan, I declare that the ministers of *(name of congregation)* have discerned faithfully in calling the above named Aspirants for Spiritual Leadership. Further, I commit to assist, counsel, and encourage these individuals in their formation and will work with the Ministry Support Team of *(name of congregation)* to develop an appropriate formation plan that replicates, as much as possible, the formation outlined in the Covenant Handbook for Total Ministry.

(signature of Ministry Developer)

(date)

PART IV

I, Wendell N. Gibbs, Xth Bishop of the Diocese of Michigan, based on the declarations and promises made above, do hereby grant the above named Aspirants for Spiritual Leadership for permission to begin formation towards inclusion on the Ministry Support Team of *(name of congregation)*.

Application for Formation of New Leadership

Version 2: Commissioning of a MST w a New Member

Episcopal Diocese of Michigan

(name of congregation)

PART I

We, the Officers of *(name of congregation)*, on behalf of the entire congregation, recognize the ministerial gift of spiritual leadership in the below named individuals and desire that they be commissioned as the Ministry Support Team for the congregation, the ecclesiastical authority of *(name of congregation)*.

Ministry Support Team Members of (Name of Congregation)

(full name)	(role)

Signed:

Officers of the congregation

(date)

PART II

We, the Ministry Support Team of *(name of congregation)*, have formed a covenant with one another to support and encourage each other as we support and encourage the ministry of all the baptized of *(name of congregation)*, calling on our Ministry Developer for support and direction when necessary.

Signed:

Ministry Support Team Members

(date)

PART III

As the Ministry Developer of the Diocese of Michigan, I declare that the ministers of *(name of congregation)* have discerned faithfully in re-convenanting with one another as the Ministry Support Team of *(name of congregation)*. I pledge to continue my support of their ministry of spiritual leadership.

(signature of Ministry Developer)

(date)

PART IV

I, Wendell N. Gibbs, Xth Bishop of the Diocese of Michigan, based on the declarations and promises made above, do hereby declare the above named individuals to be the Ministry Support Team of *(name of congregation)*.

The Rt. Rev. Wendell N. Gibbs, Jr.
Bishop, Diocese of Michigan

(date)

Application for Formation of New Leadership

Version 2: Leave-taking of Current Member

Episcopal Diocese of Michigan

(name of congregation)

PART I

We, the Officers of *(name of congregation)*, on behalf of the entire congregation, recognize the ministerial gift of spiritual leadership in the below named individuals and desire that they continue as the Ministry Support Team for the congregation, the ecclesiastical authority of *(name of congregation)*.

Ministry Support Team Members of (Name of Congregation)

(full name)	(role)
(full name)	(role)
(full name)	(role)

Signed:

Officers of the congregation

(date)

PART II

We, the Ministry Support Team of *(name of congregation)*, have formed a covenant with one another to support and encourage each other as we support and encourage the ministry of all the baptized of *(name of congregation)*, calling on our Ministry Developer for support and direction when necessary.

Signed:

Ministry Support Team Members

(date)

PART III

As the Ministry Developer of the Diocese of Michigan, I declare that the ministers of *(name of congregation)* have discerned faithfully in re-convenanting with one another as the Ministry Support Team of *(name of congregation)*. I pledge to continue my support of their ministry of spiritual leadership.

(signature of Ministry Developer)

(date)

PART IV

I, Wendell N. Gibbs, Xth Bishop of the Diocese of Michigan, based on the declarations and promises made above, do hereby declare the above named individuals to be the Ministry Support Team of *(name of congregation)*.

The Rt. Rev. Wendell N. Gibbs, Jr.
Bishop, Diocese of Michigan

(date)

Appendix C: Process and Formation Outline

The following curriculum is constructed by the Iona Initiative.

<http://www.ionainitiative.org/>

Year One	Year Two	Year Three
<p>Academic - Bible Unit 1: Introduction to the Year Unit 2: The Persian Period Unit 3: Deuteronomistic History Unit 4: Prophetic Literature Unit 5: Responses to Hellenism Unit 6: Pentateuch Unit 7: The Roman Period Unit 8: Matthew and Luke/Acts Unit 9: John and Paul Unit 10: Paul, Canon, Scripture as a Resource for Christians</p> <p>Spirituality Spiritual Autobiographies Stages of Faith; Journaling Lectio Divina Rule of Life Prayer of the Senses Contemplative Prayer Celtic Spirituality Reading Icons Spirituality of the Senses Labyrinth</p> <p>Liturgy and Music Daily Office Homiletics Introduction to Holy Eucharist History and Theology of the Book of Common Prayer Familiarity with the Book of Common Prayer Liturgical Renewal Movement Holy Eucharist and Prayers of the People Conversations with the Bishop Field Work Review</p> <p>Theory & Practice of Ministry Introduction to the Priesthood and Diaconate Clergy Vesture Cultural Competency Hospital Visits Preparing for End of Life Small Vital Congregations Title IV Disciplinary Canons Empowering the Laity Parish Polity</p>	<p>Academic - History Unit 1: The Early Church Unit 2: The Imperial Church Unit 3: The Medieval Church Unit 4: Pre-Reformation Christianity in England Unit 5: Continental Reformation Unit 6: English Reformation Unit 7: English Church Development: 17th – 19th Centuries Unit 8: Christianity in the Modern World Unit 9: The American Episcopal Church Unit 10: Contemporary Society</p> <p>Spirituality Desert Spirituality Julian of Norwich Spanish Mystics: Ignatius and Teresa Hymns of Thomas Ken; Caroline Divines Hymns and Poems: Lutheran and Wesleyan Spirituality in the Modern World: Underhill and Lewis Contemporary Anglican Spirituality Emergent and Virtual Spirituality</p> <p>Liturgy and Music Liturgical Planning Burials Music for Small Vital Congregations Introduction to Servant in the Liturgy The Church Year Christian Initiation Weddings Worship Practicum Sacrament of Reconciliation Healing Liturgies Liturgical Theology</p> <p>Theory & Practice of Ministry Addiction and Prayer Parish Administration Christian Formation Ministry to the Homeless Disaster Relief Ministry to Older Adults Deacon Synthesis Paper Assignment Conversation with the Bishop</p>	<p>Academic – Theology and Ethics Unit 1: Christology and the Ethics of Jesus Unit 2: Theology: Systematic and Moral Unit 3: Creation, Anthropology and Election Unit 4: Sin and Liberation Unit 5: Holy Spirit, Salvation and Virtue Unit 6: Ecclesiology and Politics Unit 7: Sacraments, Sex and Medicine Unit 8: Eschatology and Violence Unit 9: Trinity, Economy and Ecology Unit 10: Sainly Lives: Augustine, Dorothy Day, Oscar Romero</p> <p>Spirituality Spirituality of Ordained Ministry Awareness and Discernment Experiential Christian Formation</p> <p>Liturgy and Music Deacon Practicum Priest Practicum</p> <p>Theory & Practice of Ministry Theological Reflection The Pastoral Relationship in the Congregation Congregational Seasons and Cycles Conflict Resolution and Reconciliation Pastoral Leadership: A Trinitarian Approach Church: Established or Intentional? Servant Leadership Healthy and Unhealthy Conflict Responding to Unhealthy Conflict Prophetic Voice Deacon Synthesis Paper Returned Leading Change Leading as a Steward Foundations for Healthy Small Congregations Deacon Field Work Review Priest Field Work Review</p>