

## CHECKLIST FOR CLERGY SEEKING RECEPTION FROM OTHER CHURCHES/DENOMINATIONS

This is only a checklist of the minimum requirements for reception and ordination of clergy from other Christian denominations. Other requirements may need to be met as each individual proceeds through the process.

- \_\_\_\_\_ 1. Bishop is to submit your name as well as the name of your mentoring priest to the Commission on Ministry. Once the Commission on Ministry has received your name, it is anticipated that the process will take a minimum of twelve months to complete.
- \_\_\_\_\_ 2. Applicant is to complete the following forms:
  - i. Personal Information Sheet
  - ii. Personal Background Check form
  - iii. Candidacy Request Form
- \_\_\_\_\_ 3. Applicant is to submit to the Diocesan office a statement of Reasons for seeking Holy Orders in the Episcopal Church.
- \_\_\_\_\_ 4. Assemble educational transcripts and provide a copy to the Diocesan office.
- \_\_\_\_\_ 5. Meet with the Commission on Ministry during a regularly scheduled COM meeting for a candidacy interview.
- \_\_\_\_\_ 6. Begin Spiritual Direction if not already doing so.
- \_\_\_\_\_ 7. Begin Ember Day letters at the discretion of the Bishop.
- \_\_\_\_\_ 8. Provide evidence of confirmation. If not previously confirmed, arrangements for confirmation must be initiated.
- \_\_\_\_\_ 9. Provide evidence of Safeguarding God's Church and Safeguarding God's Children. If not completed in the last 36 months. Arrangements for taking these classes either online or in the classroom must be completed.
- \_\_\_\_\_ 10. Complete a Medical Physical Examination if not done in the last 12 months.
- \_\_\_\_\_ 11. Complete a Psychological Examination if not done in the last 36 months. If this has been completed within this timeframe, please provide the results of this examination to the Diocesan Office.

- \_\_\_\_\_ 12. Complete Examination provided by the Commission on Ministry to show proficiency in:
- a. Church History: The history of the Anglican Communion and the Episcopal Church
  - b. Doctrine: The Church's teachings as set forth in the creeds and in an outline of Faith, commonly called the Catechism.
  - c. Liturgics: The principles and history of Anglican worship; the content of the Book of Common Prayer. This may include a demonstration liturgy to be performed at a nearby church.
  - d. Practical Theology: The office and work of a Deacon and Priest in this Church, the conduct of public worship, and the Constitution and Canons of the Episcopal Church and of the Diocese in which the applicant is a resident.
  - e. The points of Doctrine, Discipline, Polity and Worship in which the Church from which you have come differs from the Episcopal Church.
- \_\_\_\_\_ 13. Meet back with the COM after completing the above examinations regarding recommendation for Candidacy.
- \_\_\_\_\_ 14. Standing Committee reviews your documentation and writes a letter to the Bishop supporting your candidacy.
- \_\_\_\_\_ 15. Bishop confers candidacy and records event in register. You will receive a letter from the Bishop attesting to your status as a Candidate for Holy Orders in the Episcopal Church.