

# Appendix C: Forms Used in the Process to Ordination

# Diocese of Eastern Michigan

## PERSONAL INFORMATION SHEET

Present Goal:  Diaconate  Priesthood  Sacramentalist  Undecided

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

Name \_\_\_\_\_ Birthdate: \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Present Occupation \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Supervising Cleric: \_\_\_\_\_

Family Information: Marital Status  Single,  Married, Spouse name \_\_\_\_\_  
 Divorced/Separated-# of marriages \_\_\_\_\_,  Widow(er)  
 Children: Ages and genders \_\_\_\_\_

Religious history: Length of time in diocese? \_\_\_\_\_, Length of time in congregation? \_\_\_\_\_  
Ministries in current congregation with dates (use additional space if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Baptism: Date \_\_\_\_\_ Denomination \_\_\_\_\_  
By Whom? \_\_\_\_\_

Confirmed/received into the Episcopal Church: Date \_\_\_\_\_  
By Whom? \_\_\_\_\_ Where \_\_\_\_\_

Previous application for admission as Postulant for Holy Orders \_\_\_\_ Yes, \_\_\_\_ No  
If yes, explain \_\_\_\_\_

Education:  
High School \_\_\_\_\_ Graduation date \_\_\_\_\_  
College \_\_\_\_\_ Graduation date \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_  
Graduate Work \_\_\_\_\_  
Other Training or Education \_\_\_\_\_

**NOTE:** Please mail official transcript(s) from your college or university as appropriate to the Diocesan Center:

Episcopal Diocese of Eastern Michigan, 924 N Niagara St, Saginaw MI 48602

# Diocese of Eastern Michigan

## Nomination for Ordination

Date:

To: The Bishop and Commission on Ministry of the Diocese of Eastern Michigan.

We, whose names appear below, certify that \_\_\_\_\_ (name) is an adult communicant in good standing of \_\_\_\_\_ (congregation).

We declare that, in our opinion, this person is qualified to seek Ordination in the Diocese of Eastern Michigan because: (herein the reasons are stated)

We pledge to support this person financially and by being involved in her/his formation both individually and as a congregation.

\_\_\_\_\_  
Signed, Supervising Cleric

### **Signatures of Vestry Members (at least two-thirds required)**

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
I hereby certify that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of the Vestry

# Diocese of Eastern Michigan

## Application for Restricted Funds

Today's Date: \_\_\_\_\_

Information about the person completing this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Information about the recipient of funds (if different from above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please describe the nature of your request on a separate sheet of paper. Please attach any documentation that would be helpful in explaining your request. Additional information, including documentation of personal income, may be requested for certain funds with income restrictions. If you have any questions about the funds, their availability, or the application procedure, please call the Diocesan Administrator (877-752-6020).

Please mail completed form and attachments to:

The Bishop  
Episcopal Diocese of Eastern Michigan  
924 N. Niagara Street  
Saginaw, MI 48602

# Diocese of Eastern Michigan

## APPLICATION FOR CANDIDACY

To: The Bishop of the Diocese of Eastern Michigan

I, \_\_\_\_\_, a Postulant for Holy Orders in the Diocese of Eastern Michigan, respectfully apply for admission as a Candidate for Holy Orders.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Congregation \_\_\_\_\_

Rector \_\_\_\_\_ Date accepted as Postulant \_\_\_\_\_

# Diocese of Eastern Michigan

## CERTIFICATION FOR CANDIDACY

To: The Bishop and Commission on Ministry of the Diocese of Eastern Michigan.

We, whose names appear below, certify that \_\_\_\_\_ (name) is a confirmed adult communicant in good standing of \_\_\_\_\_ (congregation). We declare that, in our opinion, this person is qualified for admission to Candidacy in the Diocese because: (herein the reasons are stated)

\_\_\_\_\_  
Signed, Priest of Congregation

### Signatures of Vestry Members (at least two-thirds required)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of the Vestry

# Diocese of Eastern Michigan

## APPLICATION FOR ORDINATION TO THE DIACONATE

To: The Standing Committee of the Diocese of Eastern Michigan

I, \_\_\_\_\_, a Candidate in Good Standing of the Diocese of Eastern Michigan respectfully apply for ordination to the Diaconate.

Date of Birth \_\_\_\_\_

Date accepted as Postulant \_\_\_\_\_

Date accepted as Candidate \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[If you are applying as a Vocational Deacon, please include a statement stating how you intend to exercise the ministry of Deacon both in the Church and in the world and that there is no intent to apply for ordination to the Priesthood.]

# Diocese of Eastern Michigan

## CERTIFICATE FOR ORDINATION TO THE DIACONATE

To: The Standing Committee of the Diocese of Eastern Michigan

We do certify that, after due inquiry, we are well assured and believe that (candidate) \_\_\_\_\_ for the last three years has lived a sober, honest, and godly life, and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary thereto. And, moreover, we think \_\_\_\_\_ a person worthy to be admitted to the Sacred Order of Deacons.

\_\_\_\_\_  
Signed, Priest of Congregation

### Signatures of Vestry Members (at least two-thirds required)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of Vestry



# Diocese of Eastern Michigan

## TESTIMONIAL FOR ORDINATION TO THE DIACONATE

To the Right Reverend \_\_\_\_\_ Bishop of the Diocese of Eastern Michigan

The Standing Committee, having been duly convened at \_\_\_\_\_, do testify that \_\_\_\_\_ (candidate) has lived a sober, honest, and godly life, and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary thereto.

Accordingly, we hereby recommend \_\_\_\_\_ for ordination to the Diaconate.

In witness whereof, we have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_

### Signatures of Standing Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Diocese of Eastern Michigan

## APPLICATION FOR ORDINATION TO THE PRIESTHOOD

I, \_\_\_\_\_, a Deacon in the Episcopal Church, do hereby apply for ordination to the Sacred Order of Priests in the Episcopal Church.

Date of Birth \_\_\_\_\_

Date of Ordination to the Diaconate \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Diocese of Eastern Michigan

## **CERTIFICATE FOR ORDINATION TO PRIESTHOOD**

[From the Parish to which the Deacon is assigned]

To: Standing Committee of the Diocese of Eastern Michigan

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

We do certify that, after due inquiry, we are well assured and believe that the Reverend \_\_\_\_\_, Deacon since the \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_, being the date of ordination to the Diaconate, has lived a sober, honest and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or Worship of this Church. And, moreover, we think the Reverend \_\_\_\_\_ a person worthy to be admitted to the Sacred Order of Priests.

\_\_\_\_\_  
Signed, Priest of Congregation

### **Signatures of Vestry Members (at least two-thirds required)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the Reverend \_\_\_\_\_ is a resident of \_\_\_\_\_ Parish in \_\_\_\_\_; that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of the Vestry

# Diocese of Eastern Michigan

## TESTIMONIAL FOR ORDINATION TO THE PRIESTHOOD

(From the Standing Committee to the Bishop)

To: the Right Reverend \_\_\_\_\_, Bishop of the Diocese of Eastern Michigan:

We, being a majority of all the members of the Standing Committee of the Diocese of Eastern Michigan, and having been duly convened at \_\_\_\_\_, do testify that the Reverend \_\_\_\_\_, Deacon, desiring to be ordained Priest, has presented to us satisfactory certificates that since the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, being the date of ordination to the Diaconate, has lived a sober, honest and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or Worship of this Church. And we hereby recommend the Reverend \_\_\_\_\_ for ordination to the Priesthood.

In witness whereof, we hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_

### Signatures of Standing Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____