

The Episcopal Diocese of Eastern Michigan



Manual
for the
Ordination Process

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Part One: Discernment and Forming a Discernment Team

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Commission on Ministry

1. *Listening Hearts: Discerning Call in Community*
2. *Callings: Twenty Centuries of Christian Wisdom on Vocation*
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Appendix C: Forms (separate document, not included here)

Personal Information Sheet

Nomination for Ordination

Application for Restricted Funds

Application for Candidacy

Certification for Candidacy

Application for Ordination to the Diaconate

Certificate for Ordination to the Diaconate

Testimonial for Ordination to the Diaconate

Application for Ordination to the Priesthood

Certificate for Ordination to the Priesthood

Testimonial for Ordination to the Priesthood

Introduction

Welcome to the process of discernment and preparation for ordained ministry in the Episcopal Church in the Diocese of Eastern Michigan. It will be an exciting, long, and sometimes arduous journey, but you will have many people encouraging, supporting, and helping you along the way.

This information is intended to help you visualize the overall process and to answer your questions as you continue through this process.

In the Diocese of Eastern Michigan, anyone entering the ordination process after age 65 will be required to receive affirmation from the Bishop. Contact a member of the Commission on Ministry (COM) or the Bishop if you have any questions or concerns about this requirement.

As you go through the process, please keep the following things in mind:

- YOU are responsible for YOUR PROCESS; others will be helping, but **you** must see that the various steps of **your process** are completed.
- There are several documents required to complete the process. The completed documents are filed at the Diocesan Center. It is **strongly** recommended that **you also retain a copy of all materials** that you send to the Diocese.
 - Copies of most of the materials generated by others (the Commission on Ministry, the Standing Committee, your Supervising Cleric, the Bishop, etc.) will be sent to you to maintain in your personal file
 - The file maintained in the Diocesan Center is your file which you may review at any time; contact the Bishop's Administrative Assistant for access (877-752-6020).
- Discernment of your call will be ongoing throughout the process; be aware that you may be asked to do something not listed in this rather general discussion of the process, or you may be asked to step out of the process at any time if your call is not validated by others.

There are four parts to the information in this manual:

- The body of the manual that gives detailed information regarding the process to ordination.

- *Appendix A* - A Checklist that outlines the major steps in the process and an accompanying “action chart” that clarifies responsibilities.
- *Appendix B* - Information about Discernment including steps to forming a congregational discernment team and study guides to be used by the discernment team.
- *Appendix C* - Forms necessary to complete the process.

Acronyms and Definitions

Applicant	The initial step in the process beginning with your decision to seek holy orders. This step ends when you either stop the process or become a Nominee.
Candidate/Candidacy	Candidacy is the time of education and formation in preparation for ordination. You become a Candidate when you complete the requirements of Postulancy and the Bishop confers Candidacy.
Checklist	A summary in list form of the steps toward ordination.
COM	Acronym for Commission on Ministry. The COM oversees the ordination process and advises the Bishop throughout the process.
COM Contact	A COM Contact will be assigned to you when the Diocese/COM is officially notified of your interest in ordination.
Discernment	Process of reflection that leads a person to understand God’s call at a given time or in particular circumstances. Involves listening to God through prayer and meditation, scripture, personal experiences, and other people.
Ember Day Letters	Ember Day Letters are written to the Bishop by Postulants and Candidates four times a year reflecting academic, personal, and spiritual development. Ember Day dates can be found in the Book of Common Prayer, page 18.
Faith Journey	A description of how and where you have experienced God in and throughout your life.
Nominee	You become a Nominee when you are nominated for ordination by a congregation or faith community AND admitted to the ordination process by the Bishop.

Postulant/Postulancy	Postulancy is the time between Nomination and Candidacy in the ordination process. Postulancy involves your continued exploration of and decision about your call to the diaconate or priesthood.
SC	Acronym for Standing Committee. The SC certifies to the Bishop that all canonical requirements have been met for admission to the diaconate/priesthood. Additionally, after an interview with you, the SC makes a recommendation to the Bishop concerning your Candidacy.
Supervising Cleric	Supervises a person in the process towards ordination. The Supervising Cleric may be the Rector, the Priest-in-Charge of the sponsoring congregation, a member of the Ministry of the Baptized Support Team (MBST), or the Dean of the Convocation, etc., as determined by the Bishop.

Informal Discernment

In the Beginning....

It is strongly recommended that you begin working with a Spiritual Director (who is not your rector, priest-in-charge, MBST member, etc.) to discern your sense of call.

Resources for your personal discernment include but are not limited to the following:

- 1) *The Book of Common Prayer*, 1979, particularly the ordination service for deacon and/or priest.
- 2) The current *Constitution and Canons of the Episcopal Church*.
- 3) *The Ordination Manual for the Diocese of Eastern Michigan*.
- 4) *Discerning Your Spiritual Gifts*, Lloyd Edwards.
- 5) *Listening Hearts: Discerning Call in Community*, Suzanne G. Farnham, et al, 1991, Morehouse Publishing.
- 6) *Callings: Twenty Centuries of Christian Wisdom on Vocation* by William C. Placer.
- 7) *Spiritual Wholeness for Clergy: A New Psychology of Intimacy with God, Self and Others*, Donald R. Hands & Wayne L. Fehr, 1993, Alban Institute.
- 8) *Let Your Life Speak: Listening for the Voice of Vocation*, Parker J. Palmer, 2000, Jossey-Bass.
- 9) *Do I Belong in Seminary?*, Ronald E. Parker, 1998, Alban Institute.
- 10) *Unexpected Consequences: The Diaconate Renewed*, Susanne Watson Epting, 2015, Church Publishing.
- 11) *On Being a Priest Today*, Rosalind Brown and Christopher Cocksworth, 2002, Cowley Publications.

- 12) *Many Servants: An Introduction to Deacons*, Ormonde Plater, 1991, revised 2004, Cowley.
- 13) *Servanthood: Leadership for the Third Millennium*, Bennett J. Sims, 1997, Cowley.
- 14) *The Biblical Journey of Faith: The Road of the Sojourner*, Frank R. Vandevelder, 1988, Fortress Press.
- 15) *Calling: A Song for the Baptized*, Caroline A. Westerhoff, 1994, Cowley.

If you continue to believe you are being called to an ordained ministry, begin the process by meeting with your rector, priest-in-charge, or MBST member, to discuss your sense of call. Contact the Bishop/Bishop's Office if you are unsure of who to contact for this meeting.

Topics to be discussed include, but are not limited to:

- How and why you believe you are called to ordained ministry (perhaps the person who identified you, if it was someone other than yourself, could be included in this conversation to explain why s/he thinks you are called to ordination).
- The ministries you have been involved in, both within the Church (congregation, Convocation and/or Diocese) and external activities.
- Your understanding of the role to which you have been called.
- A brief discussion of the process leading to ordination, including the financial aspects.

As an APPLICANT....

Once you have decided to pursue ordination, notify your rector, priest-in-charge, or MBST member who will become your Supervising Cleric. Where there is no Rector or Priest-in-Charge, the congregation is in transition, etc., the Dean of the Convocation in which your congregation is located may supervise your process, or in consultation with you and with the approval of the Bishop may appoint a priest to be your Supervising Cleric.

You and Your Supervising Cleric

Normally the Supervising Cleric will remain the same during your process and will provide a pastoral presence to you throughout.

The Supervising Cleric will:

- Discuss your initial sense of call to ordained ministry with you.
- Notify the Diocese and the vestry of your desire to pursue ordination.
- Consult with you on your *Faith Journey* and review it before sending it to the vestry.

- Meet with you, the vestry, and COM Contact to review the overall ordination process and the role of the vestry.
- Help you identify members for a congregational discernment team, may invite them to participate in the discernment team, and may help set up the initial meeting of the discernment team. The Supervising Cleric will also attend the first meeting only of the discernment team.
- Submit reports and letters of support (or non-support) to you, the vestry, and the Bishop as required throughout the process.
- Receive notification from the Bishop of your change in status (Nominee, Postulant, Candidate, etc.), and informs the vestry. Meet with you as needed to discuss the process, questions, or concerns that arise during your journey to ordination.
- Keep the vestry and congregation informed on your progress in the process, and encourage involvement of both congregation and vestry members in supporting you throughout the process. For example, he/she may suggest you be in contact with your sponsoring congregation by providing newsletter articles, letters to vestry, etc.
- Receive the quarterly Ember Day letters.
- May be consulted by the Bishop regarding your assignment as Deacon.

The Supervising Cleric will NOT:

- Be responsible for your process or prompt you to submit the various requests/letters/forms etc. that are a part of the process.
- Be your Spiritual Director.

Appointment of a COM Contact

Once the Diocese and COM are notified that you are pursuing ordination, a COM Contact will be appointed for you.

The COM Contact will:

- Be available to you and your Supervising Cleric throughout the process to answer questions clarifying the process for ordination.
- Meet with you, the Supervising Cleric and the Vestry to discuss the overall ordination process and the role the Vestry.
- Attend the first discernment team meeting and review the roles/purpose of the discernment team.
- Stay in contact with you and report to the COM on your progress, including scheduling times for you to meet with the COM.

The COM Contact will NOT:

- Be responsible for your process or prompt you to submit the various requests/letters/forms etc. that are a part of the process.
- Be a mentor or Spiritual Director.

Personal Information Sheet

Fully complete the *Personal Information Sheet* (Appendix C) and submit all requested documents. Your SSN and a copy of your Driver's License should be submitted on a separate document which will be stored in a locked safe separate from your personal file. You will also need to submit educational transcripts and records. If you do not have a Bachelor's degree, you will be contacted by the COM for some form of an educational equivalency assessment.

The Personal Information Sheet and all related documentation must be completed in full for COM or the Bishop's office to take any further action on your progression through the ordination process.

After submitting your *Personal Information Sheet*, work with your Supervising Cleric and COM Contact to schedule a group meeting with the vestry. During this meeting, your COM Contact will present the ordination process and vestry responsibilities. This meeting may take 1- 1 ½ hours.

Writing Your Faith Journey

A Faith Journey is told with the purpose of discerning and proclaiming how your life experiences have shaped your relationship with God. Your call, Discernment, vocation, and ministry are embedded in your Faith Journey.

As you begin work on your Faith Journey, be assured that there are no right or wrong answers. Your Faith Journey provides your Supervising Cleric and vestry, (and later, your discernment team and the COM) a tool to help them work with you on your discernment. The more honest you are about your feelings and perceptions, the more likely your discernment is going to help you find where God is calling you.

A Faith Journey is not a biography, rather it is ***where and how you have experienced God in and throughout your life.***

Below are some questions to consider as you write. Choose any or all that you feel apply to your faith story. Answer them as a part of your greater narrative, however, not one at a time.

- As you consider the most significant events of your life, where were you most aware of God's presence?
- Is there a "spiritual thread" or image that runs through your life?
- What Biblical story or character do you most closely identify with?
- When has your relationship with God most changed and what have you learned about God and about yourself in these times?

- When have you felt God has been absent in your life? How have you experienced that absence and what did you do?
- What do you mean when you say “God”?
- How has your devotional/prayer life changed and developed over time?
- How do you talk to God and how does God talk to you?
- How do you know it is God talking to you and not something or someone else?
- How have you revealed your relationship with God or shared it with others?

Your Faith Journey should be approximately 3-5 pages, using 12-14-point type and appropriate margins. Your Supervising Cleric and your Discernment Team are available to help you with your Faith Journey. It is not uncommon to be asked to revise your Faith Journey several times as you move through the Discernment and other phases of the ordination process.

Formal Discernment

Discernment is a process of reflection that leads a person to understand God’s call at a given time or in particular circumstances. Discernment involves listening to God through prayer and meditation, scripture, personal experiences, and other people. Appendix B provides detailed information regarding the formal discernment process.

1) Formation of a Discernment Team

Your Supervising Cleric will help you form a discernment team made up of people from your congregation and others as seems appropriate.

The purpose of the discernment team is to help you hear more clearly God’s call to you and how this call has been and is currently played out in your life. You will meet with this team three to six months or possibly longer if needed. This time of Discernment must not be hurried! A recommended size for a Discernment team is three to six persons. You will want to select people who are open to God’s movement in their lives, people who know you, people who will challenge you. Most of the people on your discernment team will be from your own congregation but you may also want to consider people from another Episcopal Church and possibly from another denomination!

Your COM Contact and Supervising Cleric should attend the initial meeting of the discernment team to discuss the roles/responsibilities of the team.

2) Discernment Team Report

When your discernment team has completed its work and you have reached clarity regarding your calling – the discernment team reports its findings to the Supervising Cleric, the vestry, and you.

This “report” is a letter stating a description of the process used during the Discernment, who was on the team and their relationship to you, and the outcome of your time together. The discernment team will (1) determine that you are called to ordination and recommend that you formally enter the process, or (2) determine that more time or a different process is needed, or (3) determine that you are not called to ordained ministry.

If the discernment team determines that you are not called to ordination, your Supervising Cleric will discuss this with you and notify your COM Contact.

The Nomination

If your Supervising Cleric and your sponsoring vestry agree to nominate you for holy orders, they will complete the *Nomination for Ordination* form (Appendix C) and send it and the discernment team report to the Bishop and to you.

You must reply to the vestry with a letter accepting the nomination and send a copy of that acceptance to the Bishop.

You will become a Nominee when the Bishop receives a copy of your acceptance letter. You will then receive a letter from the Bishop attesting to your status as a Nominee for Holy Orders.

As a NOMINEE ...

Update your Faith Journey based on your Discernment process and send it to the Bishop’s office. The Bishop’s office will forward your Faith Journey to the COM. Your COM Contact will arrange for you to meet with the COM for an introductory meeting.

If, following the COM meeting, it is determined that additional Discernment is needed, you will be notified and asked to meet with your COM Contact, other COM representatives, and your Supervising Cleric to design a supplemental Discernment plan. Upon completing the supplemental plan, you will be asked to write a 2-3-page review/reflection of this additional work.

Background Check

Immediately after becoming a Nominee, contact the Bishop’s Administrative Assistant to obtain the release-of-information form to sign and return to the

Diocese. This should be done promptly because the check takes some time and the ordination process will be held up if the background check is not complete. The Diocese will then arrange to have the background check conducted and will bear the expense. You will be informed when the background check has been completed and the results have been placed in your file.

Medical Check-up

A full medical check-up of all Nominees is required by national canon. The form to be completed for this medical exam is available from the Diocesan Office (it does not transfer well electronically); please contact the Bishop's Administrative Assistant (877-752-6020) to obtain this form. The completed form will be kept in your file at the Diocesan Center. At a reasonable time after the medical check-up contact the Bishop's Administrative Assistant to be sure the form has been sent to the Diocese; if it has not arrived, **you** are responsible for following up with the doctor who performed the exam.

Postulancy Interview with COM

The COM Contact will arrange for a Postulancy interview with the COM.

Members of the COM will ask questions primarily formulated from your Faith Journey, the Discernment report, and educational progress reports that may be available. The COM will send a report from the interview to the Bishop.

Meeting with the Bishop

Following the Postulancy interview, contact the Bishop's Administrative Assistant to schedule a meeting with the Bishop.

Psychological Evaluation

At the Bishop's request, contact the Bishop's Administrative Assistant for information about how to initiate the psychological evaluation. The Diocese will pay for this evaluation.

The Bishop may request another meeting with you after receiving the report from the psychologist.

Postulancy Conferred

When all these evaluations have been completed the Bishop will determine if Postulancy will be awarded. You will receive a letter notifying you of the Bishop's decision.

As a POSTULANT ...

Theological Formation

If you are called to the diaconate, the Diocese of Eastern Michigan's recommended formation is through the Academy for Vocational Leadership.

If you are called to the priesthood, you may, with the Bishop's input/recommendation, attend any of the Episcopal seminaries or the Academy for Vocational Leadership.

You must be awarded Postulancy status to be accepted into the Academy for Vocational Leadership. Any exceptions will be at the discretion of the Bishop.

Funding for Theological Education

The Diocese of Eastern Michigan has a limited number of funds that generate income available for various purposes including the education of prospective and ordained clergy. These funds are administered by the Bishop; any clergy or lay person may make application for available funds. Application may be made at any time during the year. If requests outnumber the available funds, partial, no, or delayed funding may be offered. Additional information, including documentation of personal income, may be requested for certain funds with income restrictions.

When requesting funds please be conscious of the following guidelines for specific funds:

<u>Expense type</u>	<u>Guideline for financial assistance</u>
Background checks for Nominee	Covered 100% by McElroy
Psychological exam for Nominee	Covered 100% by McElroy
Seminary Expenses	\$5,000 scholarship per person/semester by McElroy pending fund availability.
Coppage-Gordon Grant	One-third of annual tuition by McElroy

Seminarians must apply for the scholarship by completing the Application for Restricted Funds (Appendix C), to be received no later than August 1st and December 1st each year.

Canonically resident clergy pursuing graduate studies in theology also may apply for the above level of funding under the restricted Kleinpell Fund. Approval for graduate study funding will be on an individual case basis. To determine eligibility for funding, the Bishop will consider past and future service of the cleric to the Diocese of Eastern Michigan.

If you have any questions about these funds or the application procedure, please call the Diocesan Administrator, at 1-877-752-6020.

Engagement of a Spiritual Director

If you do not already have a spiritual director, once you are accepted as a Postulant you will need to engage one. A spiritual director is a person who has a gift for, and training in helping others grow spiritually and in their relationship with God. You may acquire a list of local and recommended spiritual directors from the Academy for Vocational Leadership.

A spiritual director will meet with you regularly to listen to and share your spiritual journey. The spiritual director helps you discern how God is working in your life and where God may be calling you. The relationship between you and your spiritual director is respected as a privileged one.

Your spiritual director should not be your rector/priest-in-charge, your Supervising Cleric or a close friend. Spiritual direction should be an ongoing gift you give yourself...throughout the ordination process and continuing through your ordained life.

Writing Ember Day Letters

Once you have been accepted as a Postulant, you must send – until final ordination – an Ember Day letter to the Bishop stating your academic, personal, and spiritual status and outlining any important changes in these areas since the preceding letter. Ember Days occur four times a year: the Wednesdays, Fridays, and Sundays after

- The First Sunday in Lent,
- The Day of Pentecost,
- Holy Cross Day (September 14), and
- December 13.

The Bishop prefers that these letters be sent by e-mail, and, if possible without leaving out anything critical, be kept to one page.

Ember Day Letters are also to be sent to the Supervising Cleric; these letters may be the same as those sent to the Bishop or may include different or additional information as directed by your Supervising Cleric and your own preferences.

Steps towards Candidacy

When you are half way through your formal formation/education, including field work and CPE, you may apply for Candidacy.

Complete an *Application for Candidacy* form (Appendix C). Also request that your vestry and Supervising Cleric complete the *Certification for Candidacy* form (Appendix C). Both forms should be sent to the Bishop's office who will forward a copy to the COM.

A report from your theological school is also required at this point. This report should be sent to the Bishop's office who will forward it to COM. After receiving the completed forms and the report from your theological school the COM will send a letter to the SC attesting to the progress you are making or have made in your formal education.

If you are recommended for Candidacy, the COM no longer has a role in your ordination process.

Interview with SC

The SC will review the letter from the COM and will check that the documentation in your file is up-to-date. The SC will then contact you for your Candidacy interview. After your interview, the SC will send a communication to the Bishop regarding your request for Candidacy.

Candidacy Conferred

If appropriate, the Bishop will confer Candidacy and record it in the register. You will receive a letter from the Bishop attesting to your status as a Candidate for Holy Orders.

As a CANDIDATE...

Readiness for Ordination

Once you have completed your formal education, request that a report from your theological institution be sent to the Bishop's office. This evaluation will show your scholarship record in the subjects required by the Canons and your overall readiness for ordination.

You also need to provide evidence of having completed diversity training and the Safe-Guarding God's Children and Safe Church modules. Contact the Diocesan Administrator for information about this training.

You will then complete the *Application for Ordination to the Diaconate* form (Appendix C) and request that your Vestry and Supervising Cleric complete the *Certificate for Ordination to the Diaconate* form (Appendix C). Both forms should be sent to the Bishop who will forward them to the SC.

According to the canons, at the time of Ordination to the Diaconate (excluding transitional deacons) ...

- you must be at least 24 years of age,
- at least 18 months must have transpired from the time of written acceptance of nomination by the Nominee, and
- medical, psychological and background checks have been performed within the last 36 months.

At the time of Ordination to the Priesthood...

- you must be at least 24 years of age,
- you must have been a transitional deacon for at least 6 months,
- at least 18 months must have transpired from the time of written acceptance of nomination by the Nominee, and
- medical, psychological and background checks have been performed within the last 36 months.

When the SC receives these forms from the Bishop, they shall complete the *Testimonial for Ordination to the Diaconate* (Appendix C) certifying that the canonical requirements for ordination to the Diaconate have been met; that there are no objections on medical, psychological, moral, or spiritual grounds; and they recommend ordination. Members of the SC may have access to your file as needed for this certification. A majority of all members of the SC must sign the form indicating consent to ordination.

Ordination to the Diaconate

The Bishop, you, and your Supervising Cleric will consult to schedule a date for ordination.

The Bishop will consult with you regarding your diaconal assignment. On occasion, there are “Diocesan” ordinations of more than one person held at a specifically chosen location.

As a TRANSITIONAL DEACON...

Readiness for Ordination to the Priesthood

To be ordained to the Priesthood, you must have been a transitional deacon for at least six months (see above for additional criteria).

Complete the *Application for Ordination to the Priesthood* (Appendix C) and have the vestry at the church where you’ve been serving as a deacon complete the

Certification for Ordination to the Priesthood (Appendix C). Send both forms to the Bishop who will forward them to the SC.

NOTE: If you are ordained transitional deacon after seminary, oversight for this last phase of formation will be provided by the priest or other cleric in charge of the congregation or organization into which you have been called to serve.

If you are ordained a transitional deacon while still in seminary, the existing relationships with your sponsoring parish and Supervising Cleric still apply; in addition, the Bishop and the seminary will create a plan for your supervision as a transitional deacon at the seminary.

When the SC receives the Application for Ordination to the Priesthood and the Certificate for Ordination to the Priesthood, they shall complete the Testimonial for Ordination to Priesthood form (Appendix C) certifying that the canonical requirements for ordination to the priesthood have been met, that there are no objections on medical, psychological, moral, or spiritual grounds, and that they recommend ordination. Members of the SC may have access to your file as needed for this certification. A majority of all members of the SC must sign the form indicating consent to ordination.

Call to Serve in a Congregation

You may not be ordained to the priesthood until you have received a call to serve in a parish, a missionary society, the armed services, an educational facility, or some other opportunity judged appropriate by the Bishop.

Once you have a call to serve as priest, you and the Bishop will consult to schedule a date for ordination.

Ordination to the Priesthood

You and the Bishop will choose a date and place for your ordination. If you have been serving in a congregation as deacon your priesthood ordination may occur there. On occasion, there are diocesan ordinations of more than one person held at a specifically chosen location.

Appendix A:

- Checklist for Those Seeking Ordination
- Action Chart

APPENDIX A

CHECKLIST FOR THOSE SEEKING HOLY ORDERS

This checklist outlines the major steps in the ordination process. Refer to the “Manual for the Ordination Process” for additional details. The accompanying “action chart” outlines the role responsible for initiating each step and the roles responsible for taking action to complete the step.

Date
Completed

Name: _____

STATUS: INFORMAL DISCERNMENT

_____ 1. Meet with your rector, priest-in-charge, ministry of the baptized support team members to discuss your sense of call.

STATUS: APPLICANT

_____ 2. Once you decide to seek holy orders, notify your rector, priest-in-charge, or ministry of the baptized support team, who will become your Supervising Cleric.

_____ 3. The Supervising Cleric will notify the Diocese and the vestry of your decision. The Diocese will then notify the Commission on Ministry (COM). You will be assigned a Commission on Ministry (COM) contact.

_____ 4. Complete the Personal Information Sheet (see Appendix C, Forms), assemble educational transcripts and send them to the Diocesan Center. **The Personal Information Sheet must be fully completed for the ordination process to proceed beyond this step.**

_____ 5. Schedule and meet with the vestry, the Supervising Cleric, and the COM contact to review the overall process and the responsibilities of the vestry.

_____ 6. Write your Faith Journey and submit it to your Supervising Cleric for distribution to the vestry.

_____ 7. Form a discernment team with the help of the Supervising Cleric, utilizing Appendix B. **Your COM contact should be present for the first discernment team meeting.** You will meet with the discernment team for 3-6 months.

_____ 8. Discernment team completes their report and submits it to the Supervising Cleric and the vestry.

- _____ 9. If the vestry and Supervising Cleric agree to nominate you for holy orders, they complete the Nomination for Ordination form and mail it and the discernment reports to the Bishop and to you. If they do not agree to nominate you for holy orders, the Supervising Cleric will discuss this with you.
- _____ 10. Reply to the vestry with a letter accepting the nomination and send a copy of the acceptance letter to the Bishop.
- _____ 11. You will become a Nominee when the Bishop receives your acceptance letter. You will receive a letter from the Bishop attesting to your status as a Nominee for Holy Orders.

STATUS: NOMINEE

- _____ 12. Update your Faith Journey based on your discernment process and email it to the Bishop's office who will forward it to the COM.
- _____ 13. After reading your Faith Journey, the COM will request an introductory meeting with you.
- _____ 14. Contact the Diocesan Office to begin the medical and background check process.
- _____ 15. The COM will request another meeting with you for a Postulancy interview. COM sends report to the Bishop.
- _____ 16. When all previous steps are completed, meet with the Bishop.
- _____ 17. Have a psychological evaluation. The Bishop may ask to meet with you again after this evaluation.
- _____ 18. The Bishop awards postulancy and records event in register. You will receive a letter from the Bishop attesting to your status as a Postulant for Holy Orders.

STATUS: POSTULANT

- _____ 19. Begin your theological education.
- _____ 20. Begin Spiritual Direction (if you haven't already done so) and begin writing/sending Ember Day letters to the Bishop and your Supervising Cleric.
- _____ 21. No earlier than half-way through your formal education including field work, complete the Application for Candidacy and request the completed Certification for Candidacy from the vestry and Supervising Cleric. A report from your theological school is also required. Send all documents to the Bishop who will forward it to the COM.

- _____ 22. COM writes a letter to Standing Committee confirming that your ongoing education and all documentation has been completed.
- _____ 23. Standing Committee reviews your documentation, interviews you. and writes a letter to the Bishop regarding your Candidacy.
- _____ 24. 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.

STATUS: CANDIDATE

- _____ 25. Complete your formal education and request that the theological institution send a report of your readiness to the Diocese.
- _____ 26. Provide evidence of completion of anti-racism/diversity training and sexual abuse prevention training to the Diocese.
- _____ 27. Complete the Application for Ordination to the Diaconate. Request the vestry and Supervising Cleric complete the Certificate for Ordination to the Diaconate. Send both documents to the Bishop.
- _____ 28. The Standing Committee certifies that the canonical requirements have been met and completes the Testimonial for Ordination to the Diaconate.
- _____ 29. The Bishop schedules ordination to diaconate not sooner than 18 months after receiving nominee's written acceptance of nomination.

STATUS: TRANSITIONAL DIACONATE

- _____ 30. Complete the Application for Ordination to the Priesthood and send to the Bishop.
- _____ 31. Request the Certificate for Ordination to the Priesthood from the vestry and "Priest in Charge" of congregation to which you have been called or in which you are serving or from your sponsoring congregation (consult with Bishop). Send document to the Bishop's office.
- _____ 32. Standing Committee certifies to the Bishop that all canonical requirements have been met and completes the Testimonial for Ordination to the Priesthood.
- _____ 33. The Bishop will schedule ordination to priesthood not sooner than 6 months after ordination to the Transitional Diaconate.

CHECKLIST FOR THOSE SEEKING HOLY ORDERS							
Responsible for Initiating and Performing Actions							
Steps	Person in Process	Priest / Supervising Cleric	Diocese / Bishop	COM	Vestry	Discernment Team	Standing Committee
1	Initiates	X					
2	Initiates	X					
3		Initiates	X	X	X		
4	Initiates		X				
5	Initiates	X		X	X		
6	Initiates	X			X		
7	Initiates	X		X		X	
8		X			X	Initiates	
9		Initiates			X		
10	Initiates		X		X		
11			Initiates				
12	Initiates		X	X			
13	X			Initiates			
14	Initiates		X				
15	X			Initiates			
16	Initiates		X				
17	Initiates		X				
18			Initiates				
19	Initiates						
20	Initiates	X	X				
21	Initiates	X	X		X		
22				Initiates			
23	X						Initiates
24			Initiates				
25	Initiates						
26	Initiates						
27	Initiates	X			X		
28							Initiates
29			Initiates				
30	Initiates						
31	Initiates		X		X		
32							Initiates
33			Initiates				

Initiates = Is responsible for initiating this step

X= Responsible for performing some action in this step