



Checklist of Steps for Discernment of Call for Ordination to the Priesthood

I. Local Discernment

- (a) Aspirant meets with Rector/Priest-in-Charge/Vicar to explore call
- (b) Rector contacts Chair of COM and creates Local Discernment Committee (LDC)
- (c) Aspirant meets with the LDC
- (d) LDC creates Discernment Narrative (Form 1 as cover), sends to Bishop's office.
- (e) If Aspirant discerns call, requests:
 - Certificate of Vestry/Bishop's Committee Support (Form 2)
 - A letter from the Rector/Priest-in-Charge/Vicar recommending for process
- (f) Once both are received, individual is considered nominated for ordination

II. Nomination

- (a) Nominee contacts the Bishop's office to schedule Nominee Meeting
- (b) At least four weeks prior that meeting, the Nominee submits to Bishop's office:
 - Ordination Process Information Form (Form 3), proof of Baptism & Confirmation
 - Certificate of Vestry/Bishop's Committee's Support (Form 2)
 - A letter from the Rector/Priest-in-Charge/Vicar recommending for process
 - Discernment Narrative (Form 1 as cover)
 - A one-page, single spaced autobiographical statement
 - Transcripts of all academic work
 - A one-page, single spaced statement of Nominee's sense of Call
 - If married or partnered, a one-page letter from Spouse/Partner
 - Financial Inquiry Form (Form 4)
- (c) Nominee meets with the Bishop
- (d) If Bishop approves Nomination to proceed, Nominee submits to Bishop's office:
 - A letter to the Bishop formally applying for Postulancy
 - Psychological Evaluation Form completed by designee of the Bishop
 - Medical Examination Form (Form 5)
 - Background Checks, initiated by the Diocese at your request
 - Passport-sized photo, not older than six months
- (e) COM & Standing Committee review application, Nominee meets with the COM
- (f) Chair of COM gives bishop COM recommendation. Bishop contacts Nominee.
- (g) In consultation with the Bishop, COM Chair appoints COM Liason

III. Postulancy

- (a) Four times a year (during Ember Weeks) the Postulant writes Ember Letter to Bishop
- (b) Postulant undergoes program of formation.
- (c) Postulant completes additional trainings, submitting proof to Bishop's office.
 - Two years of regular meetings with Spiritual Director
 - Full unit Clinical Pastoral Education (Director's evaluation sent to Bishop's office)
 - Full year of field placement in an Episcopal parish or mission
 - Regular attendance at seminary chapel or congregation
 - A practiced rule of life
 - Adult Sexual Misconduct Prevention training & Child Abuse Awareness training
 - Anti-Racism training
 - Sensitivity training with regard to LGBT persons
 - Title IV Canon Training



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- (d) Postulant applies for Candidacy, submitting to Bishop's office:
 - Updated Ordination Process Information Form (Form 3)
 - A letter to the Bishop formally applying for Candidacy
 - Reaffirmation of Rector/Priest in Charge/Vicar for Candidacy Status
 - Certification of Vestry/Bishop's Committee for Candidacy Status (Form 6)
 - Seminary/Program transcript to date
 - Seminary/Program Leaders' evaluations of the postulant's fitness for ministry
 - Clinical Pastoral Education evaluation
 - Field placement supervisor's evaluation
 - Anti-Racism training (proof of completion)
 - Adult Sexual Misconduct Prevention training (proof of completion)
 - Child Abuse Awareness training (proof of completion)
 - Sensitivity training with regard to LGBT persons (proof of completion)
 - Title IV Canon Training (proof of completion)
- (e) COM reviews documents and meets with Postulant, "attesting to continued formation"
- (f) Standing Committee meets Postulant and decides whether to approve for Candidacy
- (g) Bishop admits the Postulant as a Candidate for Ordination

IV. Candidacy

- (a) Candidate takes the General Ordination Exams (GOEs)
- (b) If any GOE responses are inadequate, the COM assigns additional formation
- (c) Candidate applies for ordination to the Diaconate, submitting to Bishop's office:
 - A letter to the Bishop formally applying for Ordination to the Diaconate
 - Endorsement for Ordination to Diaconate from Rector/Vicar/Priest-in-Charge
 - Certificate of Endorsement for Ordination to Diaconate from Vestry/Bishop's Committee (Form 7)
 - Completed seminary transcript
 - Recommendation of seminary or other director of program of studies
 - Psychological Evaluation Form completed by designee of the Bishop, if required
 - Medical Examination Form (Form 5), if required
 - Background Checks, initiated by the Diocese at your request, if required
- (d) COM meets with Candidate and submits recommendation re: ordination
- (e) Standing Committee meets with Candidate, certifies and recommends
- (f) Bishop ordains Candidate to transitional Diaconate

V. Transitional Diaconate

- (a) Transitional Deacon serves at least six months
- (b) Transitional Deacon applies to Bishop requesting ordination to the Priesthood, submitting
 - A letter to the Bishop formally applying for Ordination to the Priesthood
 - Endorsement for Ordination to Priesthood from Rector/Vicar/Priest-in-Charge where the Deacon is serving
 - Certificate of Endorsement for Ordination to Priesthood from Vestry/Bishop's Committee where the Deacon is serving (Form 8)
- (c) COM meets with transitional Deacon and submits recommendation re: ordination
- (d) Standing Committee meets with transitional Deacon, certifies and recommends
- (e) Bishop ordains transitional Deacon to the Priesthood