



Commission on Ministry of the Episcopal Diocese of Western Mich.

535 South Burdick St., Ste 1, Kalamazoo, MI, 49007 • www.edwm.org

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

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 the Nominee for process.
 - The report of the Parish Discernment Committee (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 year of field placement in an Episcopal parish or mission



Commission on Ministry of the Episcopal Diocese of Western Mich.

535 South Burdick St., Ste 1, Kalamazoo, MI, 49007 • www.edwm.org

- 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
- (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)
 - Report from the Director of formation program
 - 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 and meets with Postulant, "attesting to continued formation"
 - (f) Standing Committee meets Postulant and decides whether to approve
 - (g) Bishop admits the Postulant as a Candidate for Ordination

IV. Candidacy

- (a) Written Report from Director of Formation program
- (b) 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)
 - Certificate from program of preparation showing the candidate's record in the subjects required by canon and a recommendation for Ordination.
 - 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 the Diaconate