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:
   o Certificate of Vestry/Bishop’s Committee Support (Form 2)
   o 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:
   o Ordination Process Information Form (Form 3), proof of Baptism & Confirmation
   o Certificate of Vestry/Bishop’s Committee’s Support (Form 2)
   o A letter from the Rector/Priest-in-Charge/Vicar recommending for process
   o Discernment Narrative (Form 1 as cover)
   o A one-page, single spaced autobiographical statement
   o Transcripts of all academic work
   o A one-page, single spaced statement of Nominee’s sense of Call
   o If married or partnered, a one-page letter from Spouse/Partner
   o Financial Inquiry Form (Form 4)
☐ (c) Nominee meets with the Bishop
☐ (d) If Bishop approves Nomination to proceed, Nominee submits to Bishop’s office:
   o A letter to the Bishop formally applying for Postulancy
   o Psychological Evaluation Form completed by designee of the Bishop
   o Medical Examination Form (Form 5)
   o Background Checks, initiated by the Diocese at your request
   o 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 Liaison

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.
   o Two years of regular meetings with Spiritual Director
   o Full unit Clinical Pastoral Education (Director’s evaluation sent to Bishop’s office)
   o Full year of field placement in an Episcopal parish or mission
   o Regular attendance at seminary chapel or congregation
   o A practiced rule of life
   o Adult Sexual Misconduct Prevention training & Child Abuse Awareness training
   o Anti-Racism training
   o Sensitivity training with regard to LGBT persons
   o Title IV Canon Training
☐ (d) Postulant applies for Candidacy, submitting to Bishop’s office:
  o Updated Ordination Process Information Form (Form 3)
  o A letter to the Bishop formally applying for Candidacy
  o Reaffirmation of Rector/Priest in Charge/Vicar for Candidacy Status
  o Certification of Vestry/Bishop's Committee for Candidacy Status (Form 6)
  o Seminary/Program transcript to date
  o Seminary/Program Leaders’ evaluations of the postulant's fitness for ministry
  o Clinical Pastoral Education evaluation
  o Field placement supervisor's evaluation
  o Anti-Racism training (proof of completion)
  o Adult Sexual Misconduct Prevention training (proof of completion)
  o Child Abuse Awareness training (proof of completion)
  o Sensitivity training with regard to LGBT persons (proof of completion)
  o 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:
  o A letter to the Bishop formally applying for Ordination to the Diaconate
  o Endorsement for Ordination to Diaconate from Rector/Vicar/Priest-in-Charge
  o Certificate of Endorsement for Ordination to Diaconate from Vestry/Bishop’s Committee (Form 7)
  o Completed seminary transcript
  o Recommendation of seminary or other director of program of studies
  o Psychological Evaluation Form completed by designee of the Bishop, if required
  o Medical Examination Form (Form 5), if required
  o 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
  o A letter to the Bishop formally applying for Ordination to the Priesthood
  o Endorsement for Ordination to Priesthood from Rector/Vicar/Priest-in-Charge
  o Certificate of Endorsement for Ordination to Priesthood from Vestry/Bishop’s Committee where the Deacon is serving

☐ (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