

# **COMMISSION ON MINISTRY**

## **A Guide to the Diaconal Ordination Process and its Requirements in the Diocese of Western Michigan**

*Updated November 11, 2014*



# Vision for the Diaconate

“My *brother/sister*, every Christian is called to follow Jesus Christ, serving God the Father, through the power of the Holy Spirit. God now calls you to a special ministry of servanthood directly under your bishop. In the name of Jesus Christ, you are to serve all people, particularly the poor, the weak, the sick, and the lonely.

“As a deacon in the Church, you are to study the Holy Scriptures, to seek nourishment from them, and to model your life upon them. You are to make Christ and his redemptive love known, by your word and example, to those among whom you live, and work, and worship. You are to interpret to the Church the needs, concerns, and hopes of the world. You are to assist the bishop and priests in public worship and in the ministration of God’s Word and Sacraments, and you are to carry out other duties assigned to you from time to time. At all times, your life and teaching are to show Christ’s people that in serving the helpless they are serving Christ himself.

“My *brother/sister*, do you believe that you are truly called by God and his Church to the life and work of a deacon?”

– “Examination at the Ordination of a Deacon”  
*1979 Book of Common Prayer*, page 543

“A deacon is a baptized person called and empowered by God and the Church to be a model of Christ’s servant ministry for all people. As agents of God’s compassion and reconciling grace, deacons are missionaries to the world and messengers to the Church of the world’s needs, hopes and concerns. In the Church, deacons call forth, empower, and inspire the baptized to respond to these needs. The role of the deacon in liturgy mirrors this role of the deacon in Church and world. Deacons are living symbols of Christ’s presence as they embody Christ’s servant ministry and point to the presence of Christ in those they serve.”

– The North American Association for the Diaconate

# Baptismal Covenant as Christian Life.

## Introduction

Welcome to the diaconal ordination process in the Diocese of Western Michigan!

Discerning a call to ordination is a process involving both the individual's sense of vocation and the church's affirmation of that call. The Bishop, Commission on Ministry (COM), and Standing Committee honor and appreciate your willingness to share your sense of vocation with us. We are committed to making the ordination process one of depth, dialogue, and faithful discernment.

God's call to ordained ministry sounds from the depths of our baptismal life and ministry. As such, being Christian is vastly more than giving our passive assent to a set of statements about the identity and character of God in Jesus. Rather, Christianity describes that ancient pattern of life of being human and living peaceably in a community that proclaims the sovereignty of a loving, trustworthy and living God in three persons: Father, Son and Holy Spirit.

Being Christian means saying "yes" to God's invitation to be the creatures God created us to be. Our "yes" is a life of imperfect allegiance-of promises made and broken-in response to God's longing to be our friend. Our pledge of allegiance to God is made visible in the sacrament of Baptism when we promise to be and do as God would have us. Taken together these promises are called our Baptismal Covenant. Our common life is oriented around the Baptismal Covenant so that we stay in God's way. And when we inevitably lose our place or forget who we are, we have our baptism and our common life with friends help us get right with God and each other.

Our Baptismal Covenant involves these promises to:

1. Continue in the apostles' teaching and fellowship, in the breaking of bread, and in the prayers.
2. Persevere in resisting evil and, whenever we fall into sin, to repent and return to the Lord.
3. Proclaim by word and example the good news of God in Christ.
4. Seek and serve Christ in all persons and loving your neighbor as yourself.
5. Strive for justice and peace among all people, and respect the dignity of every human being.

These promises align our lives to the truth we say we believe; namely that God's love and action have finally conquered evil and overthrown the powers of death.

And that the self-emptying essence of the God of creation as made known to us as the person Jesus, who is the Christ; the one whose death, resurrection and awaited return have saved us from ourselves. And that as we wait, we trust that the Holy Spirit is breathing life into the Church in ways that unaccountably, incarnate Jesus's presence and love for the sake of a suffering world.

We believe, and we stake our life on it.

In his keynote address to the Episcopal Diocese of Western Michigan's 140th Convention, the Rev. Martin Smith challenged us to re-appropriate the more generous and generative notion of Baptism as God's immersing us in the shared life and love among God the Father, God the Son, and God the Holy Spirit.

Smith asserts that, "Baptism instead of being confined to some kind of liturgical realm is in fact at the very heart of the mission of the Church." He continues, paraphrasing Matthew's Gospel account of Jesus last instructions to the disciples:

*"Go into all of the Pagan Nations. Arouse them that God is radically new, newer than they ever imagined and that we have a newness amongst us that is having its way with us - and draw them into immersion in Father Son and Holy Spirit. Draw them into taking the plunge with us into the mystery of Father, Son and Holy Spirit."*

All of this is to say that Christianity and the Christian life is the flourishing of community and people through an ever-deepening involvement with the Father, the Son and Holy Spirit. It is an embodied life where God resides in the very sinews of creation - blood and bone, water and fire, bread and wine made holy.

And it is from this Christian life that all ministry flows, and from which the call to ordained ministry originates.

# The Life and Ministry of a Deacon

We have designed the process to create an environment for this discernment, and for the ongoing stages of formation. The process—however well designed—still relies on you to take responsibility for completing each step on time, and for the actions of each person you will need to rely on to complete the respective work on time.

These guidelines describe the required paperwork and the sequence of meetings and steps in the ordination process. Throughout the process you should contact your assigned Commission on Ministry liaison with any questions.

Through their ordination vows, deacons place themselves under orders to follow Jesus and to be obedient to the bishop, who gives them the mandate to encourage, support, and develop servant ministry in this diocese.

## Three Aspects of Call

A deacon has the ability to articulate the proclamation of servant in the Gospel and has leadership skills and the willingness to lead others into servant ministry. Deacons are not simply those who exercise servant ministry as baptized Christians. Rather, deacons are those who call and empower the laity to exercise servant ministry. A deacon has the courage to be a prophetic voice to the Church concerning the needs of the powerless and voiceless in the community. She or he has the mental ability and competence for ordained ministry, and understands that the diaconate is a life-long discernment of ministry. This process involves continuous prayer, openness to change, willingness to study, and the active quest for personal growth.

The diaconate is a distinct order and is not a stepping-stone to the priesthood. Likewise, the diaconate is not to be seen as a reward for faithful service as a Reader, Eucharistic Minister, Warden or member of the Vestry. Nor is it to be seen as a reward for a pre-existing servant ministry. The individual aspiring to the Sacred Order of Deacons must clearly articulate and demonstrate that he or she is called to the order of ministry which is integral to the church leading the laity into lives of servant ministry, *diakonia*.

## Signs of Call

FIRST, a person identified with having a vocation to the diaconate would be recognized by him/herself and by the Church as meeting three fundamental requirements:

- 1) The exercise of a servant ministry in the world.
- 2) The desire and capacity to call, equip, empower, and enable the baptized to the practice of servant ministry as required of each person through baptism.
- 3) The desire and capacity to interpret to the Church the needs, concerns and hopes of the world.

SECOND, a person with a discernible vocation evidences many, if not all, of the following qualities:

- 1) a strong commitment to and deep love for Jesus Christ and the Church;
- 2) an ability to articulate his or her faith;
- 3) a confirmed adult communicant in good standing with the understanding of his or her ministry as a baptized person;
- 4) a spiritual life marked by the holy habits of worship, prayer, the study of scripture, and proportional giving;
- 5) an inclination toward personal growth and an increasing knowledge of self;
- 6) a vocation to serve and enable others to serve;
- 7) an empathy for the powerless and a commitment to social justice;
- 8) a history of satisfactory employment (if applicable) and interpersonal relationships;
- 9) a history of financial responsibility and integrity and does not carry unmanageable personal debt;
- 10) a care of physical and emotional health and passes the medical requirements of the canons
- 11) a willingness to undertake extensive preparation, including theological education, spiritual formation and practice of ministry;
- 12) a clear understanding of the ministry of a deacon;
- 13) a willingness to serve God through the leadership of the diocesan bishop;
- 14) a desire to assist the bishop and priests in the ministry of the sacraments.

THIRD, a person with a discernible vocation to the diaconate would be recognized both by her/himself and by the Church as being called to live the diaconal ministry. Deacons are often at work in risky places and at the margins, responding to the needs of the poor, the weak, the addicted, the sick, and the lonely, thus enabling them to discover the presence of God in their world. Deacons are called to engage the issues of justice, mercy, poverty, family and the environment. Increasingly, the role is one of opening doors of opportunity, encouraging others to take risks, and serving as agents of change.

NOTE: The ministry of a deacon is a ministry served under the Bishop on behalf of the Church in Western Michigan. Though a local context can provide fertile ground for a sense of call to ministry, ordination is rarely, if ever, to a specific location. One is ordained for the whole church. Thus, though the Customary does allow for the possibility of a Deacon continuing to serve in the parish where the Deacon was raised up for ordination, a true sense of call to the Sacred Order of Deacons must also involve a willingness to serve elsewhere in the Diocese, with the strengthening of the total ministry of the church being the focus and goal.

## The Roles of Those Involved in the Ordination Process

**The Individual (who throughout the process is Nominee, Postulant, Candidate, Deacon)** either initiates or agrees to the initial discernment process and ***is responsible for providing the required paperwork to the appropriate persons and meeting all the deadlines throughout the ordination process.***

**The Rector, Priest-in-Charge or Vicar** provides support in the initial phase of discernment, names a Parish Discernment Committee and then at every phase in the ordination process, is asked to officially nominate, support and/or recommend the individual.

**The Parish Discernment Committee** spends several months prior to nomination helping the individual discern whether or not he or she feels a call to ordination. They will also communicate their impressions of the individual and his or her calling to the Rector, Bishop and Commission on Ministry.

**The Congregation or other community of faith** nurtures the individual in faith, offers ongoing support, and (through their **Vestry or Bishop's Committee**) are asked for official recommendations at every stage of the ordination process.

**The Bishop** meets with the individual early in the process and has authority to grant Postulancy and approve a process of formation. With the support of the Standing Committee the Bishop may approve Candidacy and ordain to the Diaconate. (The Bishop, at his or her sole discretion, also has the authority to remove a Postulant or Candidate from the ordination process).

**The Commission on Ministry (COM)** works to “advise and assist” the Bishop in the implementation of the Title III Canons, providing discernment, establishing programs of formation and maintaining oversight of the ordination process. The COM also provides a primary diocesan contact and support for persons in the ordination process.

**The Standing Committee** meets with the individual prior to Candidacy and ordination, and has a representative present prior to Postulancy. They ultimately certify that all canonical requirements for ordination have been met and that seeing “no sufficient objection on medical, psychological, moral, or spiritual grounds,” submit their recommendation regarding ordination. The Standing Committee's consent is a requirement for ordination.

**The Seminary or other Formation Program** provides for, monitors and reports on the individual's academic performance and on the Postulant's, Candidate's or Deacon's personal qualifications for ordination.

## The Phases of the Ordination Process

### General Guidelines for Submission of Documents

Unless noted otherwise:

- o Forms that are provided on the diocesan website are to be used.
- o Documents that are typed are to include the individual's name and date.
- o Originals are to be sent to the Bishop's office.

Also note that the documents and other requirements for each stage are listed on "Diaconal Ordination Process Checklist." ***You should refer to that list to ensure that all documents are submitted as required.*** At any time, should you have any questions, you should contact your assigned COM contact or the COM Chair.

#### 1. Local Discernment: (III.1, III.3, III.6.2a)

- (a) During this initial phase of discernment (usually about one year in length), the individual looks closely at their life calling, reflecting thoughtfully and prayerfully while experiencing the input and support of one's Congregation or community of faith. This phase of discernment is an intentional process beginning with the Rector/Priest-in-Charge/Vicar and continuing with a Parish Discernment Committee as appointed by the Rector.
- (b) At the point at which the Rector believes it is time for a Discernment Committee, he or she should contact the Chair of the COM for support and guidance. *Finding Your Gifts*, (the guide to this process) can be found on the Diocesan website.
- (c) The Discernment Committee plays several roles. First, at this early stage of the process this committee serves as a sounding board for the individual discerning a call. Second, this committee offers to the Vestry, Bishop, COM and Standing Committee their observations regarding the strengths the individual would offer the church as a Deacon, the areas in which the individual would need to grow to become a well rounded Deacon, and the way the committee experienced the individual in the course of their meetings.
- (d) The primary role of the Discernment Committee is not to recommend for or against ordination for the individual, but rather to provide a descriptive written report, which should be 2-3 pages in length. This report then becomes one of several sources of information which the Bishop, COM and Standing Committee use at the different stages of the ordination process. The cover of that report should be Form 1.
- (e) Following this experience with the Discernment Committee, if the individual discerns a call to ordination, he or she requests the support of the Vestry/Bishop's Committee (Form 2) along with formal recommendation from the Rector/Priest-in-Charge/Vicar.
- (f) The Congregation may nominate the individual for ordination.



## **2. Nomination: (III.6.2b- 3d)**

Nomination is a period in which discernment is expanded beyond the local congregation or community of faith into the larger body of the Diocese. Officially nominated by the Rector/Priest-in-Charge/Vicar and the Vestry/Bishop's Committee, the individual is a "Nominee."

- (a) The Nominee contacts the Bishop's office and schedules a meeting.
- (b) At least four weeks prior to that meeting, the Nominee submits required documents and information including:
  - Ordination Process Information (Form 3), proof of Baptism and Confirmation
  - Certificate signed by the Rector/Priest in Charge/Vicar and Vestry/Bishop's Committee, which indicates the Vestry's/Bishop Committee's support of the Nominee (Form 2)
  - A letter from the Rector, Priest-in-Charge, or Vicar recommending the Nominee to the Bishop for the ordination process
  - The report of the Parish Discernment Committee (Form 1 as cover)
  - A one-page, single-spaced autobiographical statement
  - Transcripts of all academic work (undergraduate and graduate)
  - A one-page, single space statement of the Nominee's sense of call
  - If married or partnered, a one-page letter from the Nominee's spouse/partner expressing his/her thoughts on the Nominee's seeking ordination
  - Financial Inquiry Form (Form 4)
- (c) The Nominee meets with the Bishop.
- (d) If the Bishop approves the Nominee to proceed, the Nominee gathers and submits the following information:
  - A letter to the Bishop formally applying for Postulancy
  - A psychological evaluation form (completed by a designee of the Bishop) as required by the Church Pension Fund
  - A completed Medical Examination form
  - Background checks
  - Passport-sized photo, not older than six months.
- (e) The COM and representative(s) from the Standing Committee will review the application and meet with the Nominee.
- (f) Within one week following the meeting/conference with the COM, the Chair will contact the Bishop to respond to the Nominee's presentation of his or her sense of calling, advising him or her about the strengths and areas of concern that the COM members discerned, and to share the COM's recommendation regarding Postulancy. The Chair will provide the Bishop with one of three recommendations from the COM:
  - i. That the nominee be made a Postulant for Holy Orders.
  - ii. That the Nominee take time to address concerns raised by the COM and meet with them again at a later date.

- iii. That the Nominee not be made a Postulant for Holy Orders.

The Bishop will contact each Nominee/Postulant, usually within one week of receiving the COM's report.

- (g) In consultation with the Bishop, the COM Chair will arrange for a member of the COM to meet with the Nominee/Postulant in person, to go over the COM's feedback in depth and to invite the Nominee's/Postulant's response to the feedback. If the individual is made a Postulant, this COM member will generally then continue to serve as the individual's COM liaison.

### **3. Postulancy: (III.6.2.e- 6.4.b)**

The period of postulancy includes official approval of and initiation of a Program of Formation. This is expected to be a time of significant spiritual growth for the individual and it normally encompasses the first one to two years in the ordination process. During this phase, individuals continue to explore their call and formulate (or "postulate") working models or images of what diaconal ordination means to them.

- (a) Postulants and Candidates must write the bishop four times a year in Ember Weeks, reflecting upon his or her formation experience and personal and spiritual development.

#### **(b) Requirements for Study and Spiritual Development**

To ensure training in the Anglican tradition and diaconal formation and ministry, the Canons name the following five focus areas and require "basic competence" in these areas prior to ordination:

- Academic studies including, The Holy Scriptures, theology, and the tradition of the Church.
- Diakonia and the diaconate;
- Human awareness and understanding;
- Spiritual development and discipline;;
- Practical training and experience;

- (c) The Diocese considers the emotional and spiritual development of persons in the process to be as important as their intellectual development. To this end, the Bishop may assign the Postulant to any congregation of the Diocese or other community of faith and individuals are required to have completed the following or their equivalents:

- Two years of regular meetings with a spiritual director
- A full year's field placement in a supervised ministry at an Episcopal parish or mission (not their home or sponsoring parish)
- 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

It is highly recommended that all trainings listed above be completed as early in the process as possible and it is required they be completed before Candidacy. It is the responsibility of the individual to complete such training and submit proof of completion to the Bishop's office.

- (d) At the appropriate time, the Postulant applies to the Bishop for admission to Candidacy and submits the following information:
  - Ordination Process Information (Form 3) – updated
  - A letter to the Bishop formally applying for Candidacy
  - Reaffirmation of Rector/Priest in Charge/Vicar for Candidacy Status
  - Reaffirmation of Vestry/Bishop's Committee for Candidacy Status
  - Report from the Director of the individual's Formation Program attesting to the individual's progress and remaining formational needs
  - 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) The COM reviews the documents, meets with the Postulant and “attests to the Postulant's continuing formation.”
- (f) The Standing Committee having reviewed the documentation relating to the application, “interviews the Postulant” and gives (or does not give) their approval for Candidacy.
- (g) The Bishop may admit the Postulant as a Candidate for ordination to the Diaconate.

4. **Candidacy:** (III.6.4.c-6.6.d)

The term “Candidate” reflects the church's expectation that by this stage of the process, persons are able to integrate their academic studies, spiritual development, and field experience so that they are prepared to offer themselves for ordination. Candidacy is a time of education and continued formation which generally lasts a year or more, and (without guarantee of ordination) is established by formal commitment by the Candidate, the Bishop, the COM, the Standing Committee and the Congregation or other community of faith.

- (a) During Candidacy each Candidate's progress shall be evaluated and there shall be a written report of the evaluation by those authorized by the Commission to be in charge of the evaluation program.
- (b) At the appropriate time, the Candidate applies to the Bishop requesting ordination to the Diaconate. The Candidate assures that required documents are submitted and all other requirements met, including:
  - The Candidate is at least twenty-four years old.
  - A letter to the Bishop formally applying for Ordination to the Diaconate including dates of admission to Postulancy and Candidacy

- Endorsement for Ordination to the Diaconate by the Candidate's Rector/Priest-in-Charge/Vicar
- Endorsement for Ordination to the Diaconate by the Candidate's Vestry/Bishop's Committee
- A certificate from the seminary or other program of preparation showing the Candidate's record in the subjects required by Canon (listed above) and including a recommendation for ordination
- Medical Examination Form update, if required
- Psychological Examination update, if required
- Background Check update, if required

*Note: Medical, Psychological Examination, and Background check reports submitted for postulancy must be updated before ordination if more than three years have elapsed since the original exams, or at the request of the Bishop or COM.*

- (c) The COM normally meets with the Candidate. The COM submits a final written assessment of the Candidate's readiness for ordination and their recommendation regarding ordination to the Diaconate.
- (d) The Standing Committee normally meets with the Candidate. They certify that "the canonical requirements for ordination have been met," and that they see "no sufficient objection on medical, psychological, moral, or spiritual grounds and that they recommend ordination." The Standing Committee offers their recommendation for ordination by way of testimonial addressed to the Bishop using the form as specified in Canon III.6.6.c.
- (e) The Bishop, having received the Standing Committee's testimonial and seeing "no sufficient objection on medical, psychological, moral or spiritual grounds," may ordain the Candidate to the Diaconate.



## **Commission on Ministry of the Episcopal Diocese of Western Mich.**

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### **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



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- 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



## Statement of Recommendation

Form 1  
Last updated 7/2013

The Parish Discernment Committee makes the following recommendation concerning applicant:

Applicant's name \_\_\_\_\_

We recommend for Christian ministry in the following order (choose one)

- ☐ Priesthood
- ☐ Diaconate
- ☐ Laity (specify particular callings) \_\_\_\_\_

We make this recommendation

- ☐ With no reservations
- ☐ With reservations

Signed (All members of the COMMITTEE)

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

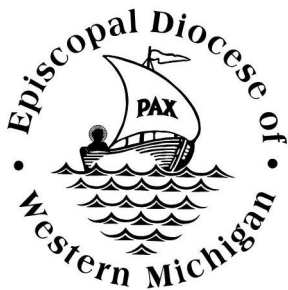
Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

*Please attach the signed discernment narrative to this form.*

\_\_\_\_\_  
Date



# Certificate of Vestry Support

*for nomination to Holy Orders in the Diocese of Western Michigan*

Form 2  
Last updated 7/2013

To: The Bishop, Commission on Ministry of The Diocese of Western Michigan

From (Name of Parish):

Date: \_\_\_\_\_, 20\_\_\_\_\_.

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing of this Parish. We declare that, in our opinion, this person possesses such qualifications as would be fitting for admission as a Nominee for Holy Orders. This judgment is based on our personal knowledge.

(To be signed by Rector or person canonically in charge, and at least two-thirds majority of the Vestry.)

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

## Attestation of Clerk or Recording Secretary:

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry

Of (Name of Parish) \_\_\_\_\_, (City) \_\_\_\_\_, Diocese of Western Michigan,

duly convened at on the day of (Time) \_\_\_\_\_ (Day) \_\_\_\_\_

(Month) \_\_\_\_\_, (Year) \_\_\_\_\_, and that the names attached are those of all (or a two-thirds majority of all) the members of the Vestry.

\_\_\_\_\_  
Clerk/Secretary of Vestry





# Ordination Process Information Form

Form 3  
Last updated 7/2013

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

Spouse/Partner's Name (if applicable): \_\_\_\_\_

Sponsoring Parish: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (      ) \_\_\_\_\_ Work Phone: (      ) \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_ • \_\_\_\_\_

Discerning a Call to Holy Orders in (check one): ☐ Diaconate

☐ Priesthood

*For office use*

## DIOCESAN RECORDS UPDATE

Date Postulancy Granted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### **Formation**

1) Seminary \_\_\_\_\_

Seminary Address \_\_\_\_\_ City \_\_\_\_\_ ST: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

2) Alternative Formation Approved by the Bishop

3) Oakerhater School ☐ Yes ☐ No

Date Candidacy to Ordination Granted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# Financial Inquiry Form

Form 4  
Last updated 7/2013

## For Those Discerning a Call to Holy Orders in the Diocese

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

Spouse/Partner's Name (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_ . \_\_\_\_\_

### Assets

Cash \_\_\_\_\_  
CD's \_\_\_\_\_  
IRAs \_\_\_\_\_  
Pension Plan (401k, etc.) \_\_\_\_\_  
Real Estate – House \_\_\_\_\_  
Real Estate – Rental Property \_\_\_\_\_  
Real Estate – Other \_\_\_\_\_  
Automobile(s) \_\_\_\_\_  
Other (please describe) \_\_\_\_\_

Total Assets \_\_\_\_\_

### Liabilities

Credit Cards \_\_\_\_\_  
Car Loans \_\_\_\_\_  
Home Mortgage \_\_\_\_\_  
Rental Property Debt \_\_\_\_\_  
Other Debts \_\_\_\_\_  
Student Loans \_\_\_\_\_

*You may indicate later changes, as of anticipated seminary date, to figures in either column.*

Total Liabilities \_\_\_\_\_

### Budget (12 months, beginning September 1st)

#### *Estimated Resources*

Your Earnings \_\_\_\_\_  
Field Work/Other \_\_\_\_\_  
Summer \_\_\_\_\_  
Spouse's Earnings \_\_\_\_\_  
Loan \_\_\_\_\_  
GI Bill/Veteran Aid \_\_\_\_\_  
Amount from Capital \_\_\_\_\_  
Available Savings \_\_\_\_\_  
Expected help – Parents \_\_\_\_\_  
Expected help – Diocese \_\_\_\_\_  
Expected help – Parish \_\_\_\_\_  
Other (please describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Total \_\_\_\_\_  
Additional Needed \_\_\_\_\_

#### *Estimated Expenses*

Tuition \_\_\_\_\_  
Books/Supplies \_\_\_\_\_  
Seminary Board \_\_\_\_\_  
Other Food Expenses \_\_\_\_\_  
Room / Rent \_\_\_\_\_  
Utilities / Phone \_\_\_\_\_  
Clothing / Laundry \_\_\_\_\_  
Recreation \_\_\_\_\_  
Pledge Contributions \_\_\_\_\_  
Health Insurance \_\_\_\_\_  
Other Medical / Dental \_\_\_\_\_  
Life Insurance \_\_\_\_\_  
Travel Expenses \_\_\_\_\_  
Car Payment \_\_\_\_\_  
License / Insurance \_\_\_\_\_  
Other Debts \_\_\_\_\_  
Childcare \_\_\_\_\_  
Other Expenses \_\_\_\_\_  
Total \_\_\_\_\_



**CHURCH PENSION FUND**  
*Serving the Episcopal Church and Its People*

## **REQUIRED MEDICAL EXAMINATION**

This report should be mailed by the examiner directly to the Bishop, and the information should be treated as strictly confidential. By submitting to this examination, the candidate consents to the use of the information herein in connection with his/her candidacy.

### MEDICAL EXAMINATION

Name		Date of Birth	
Your Home Address		Phone Number/Fax Number	
Marital Status		Children and Ages	
Notify in Case of Illness		Phone Number/Fax Number	
Personal Physician	Physician's Address	Phone Number/Fax Number	

Please answer all questions below "Yes" or "No;" provide full details in space at bottom for any questions answered "Yes."

Have You	Yes	No
1. Ever been rejected or paid extra money for insurance?	<input type="checkbox"/>	<input type="checkbox"/>
2. Ever received Workmen's Compensation or other disability benefits?	<input type="checkbox"/>	<input type="checkbox"/>
3. Been rejected for employment on account of any physical or mental condition?	<input type="checkbox"/>	<input type="checkbox"/>
4. Ever received prescription drugs for mental illness or substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
5. Ever been a patient in a hospital?	<input type="checkbox"/>	<input type="checkbox"/>
6. Had any accidents, injuries or operations or contemplate any operation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Received disability benefits or medical leave for any medical/psychiatric condition?	<input type="checkbox"/>	<input type="checkbox"/>
8. Had your medical or psychiatric fitness for a job or educational studies questioned by a supervisor or a supervising institution?	<input type="checkbox"/>	<input type="checkbox"/>
9. Ever left school or any position because of ill health?	<input type="checkbox"/>	<input type="checkbox"/>
10. Lost time from work or school in the past three years for medical reasons?	<input type="checkbox"/>	<input type="checkbox"/>

Provide *full details* here for all questions answered "Yes." *Full details* include the condition, dates and durations. List the question number when answering. Use additional sheets if necessary.

### Outline for Physical Examination

1. (a) How long have you known applicant (b) In what relationship?

2. (a) height without shoes: Ft Ins (b) weight: lbs

### Vital Signs

Temperature Pulse Respiration Blood Pressure  
(arm, R ☐ or L ☐ position)

**Physical Examination: Check for within normal limits. Note positive findings in the space below.**

Head			Lymph Nodes		
Eyes	Vision	<input type="checkbox"/>		Enlargement, consistency and/or tenderness of cervical, axillary, epitrochlear, popliteal, and inguinal glands	<input type="checkbox"/>
	Conjunctivae and sclerae	<input type="checkbox"/>			
	Pupils size	<input type="checkbox"/>			
	Reaction	<input type="checkbox"/>			
	Equality	<input type="checkbox"/>			
	Appearance	<input type="checkbox"/>			
Ears	Hearing	<input type="checkbox"/>			
	Air and bone conduction	<input type="checkbox"/>	<b>Chest</b>		
	Appearance of tympanic membranes	<input type="checkbox"/>		Appearance and function of chest wall	<input type="checkbox"/>
Nose	Obstruction to breathing	<input type="checkbox"/>	Breasts	Appearance, asymmetry, tenderness, masses, nipple discharge	<input type="checkbox"/>
	Septal deviation and/or perforation	<input type="checkbox"/>	Lungs	Type of respiration, character of breath sounds; presence of rales, rhonchi, wheezes or rubs	
	Discharge	<input type="checkbox"/>	Heart		
Mouth	Sores	<input type="checkbox"/>		Apex location, precordial movements or thrills	<input type="checkbox"/>
	Dental status	<input type="checkbox"/>	Auscultation		
	Appearance and palpation of mucosa tongue, gums floor of mouth	<input type="checkbox"/>		Heart sounds: S1, S2, S3, S4	<input type="checkbox"/>
	Appearance of tonsils, pharynx	<input type="checkbox"/>		Presence of murmurs, clicks, rub, split sounds	<input type="checkbox"/>
	Appearance & movement of uvula, palate gag reflex	<input type="checkbox"/>		Radiation of murmurs	<input type="checkbox"/>
Neck			<b>Pulses</b>		
	Palpable masses	<input type="checkbox"/>		Carotids	<input type="checkbox"/>
	Thyroid	<input type="checkbox"/>		Brachials	<input type="checkbox"/>
	Location of trachea	<input type="checkbox"/>		Radials	<input type="checkbox"/>
	Venous engorgement	<input type="checkbox"/>		Femorals	<input type="checkbox"/>
	Bruits	<input type="checkbox"/>		Dorsalis pedis	<input type="checkbox"/>
	Flexibility	<input type="checkbox"/>		Posterior Tibials	<input type="checkbox"/>

**Summary of positive findings:**

**Outline for Physical Examination**  
(continued from previous page)

<b>Spine</b>		<b>Neurological</b>	
	Mobility <input type="checkbox"/>		Mental status <input type="checkbox"/>
	Tenderness <input type="checkbox"/>		Cranial nerves <input type="checkbox"/>
	Curvature <input type="checkbox"/>		Cerebellar function <input type="checkbox"/>
<b>Abdomen</b>			Muscle strength <input type="checkbox"/>
	Appearance (distended, flat, scaphoid) <input type="checkbox"/>		Reflexes <input type="checkbox"/>
	Abnormal movements <input type="checkbox"/>		Gait and station <input type="checkbox"/>
	Dilated veins <input type="checkbox"/>		Rapid sensory exam including vibratory <input type="checkbox"/>
	Striae <input type="checkbox"/>		
<b>Auscultation</b>	Bowel sounds <input type="checkbox"/>	<b>Extremities</b>	
	Bruits <input type="checkbox"/>		Skin color <input type="checkbox"/>
	Rubs <input type="checkbox"/>		Temperature <input type="checkbox"/>
<b>Percussion</b>	Distention <input type="checkbox"/>		Texture <input type="checkbox"/>
	Organ size <input type="checkbox"/>		Varicosities <input type="checkbox"/>
<b>Palpation</b>	Resistance <input type="checkbox"/>		Clubbing <input type="checkbox"/>
	Tenderness <input type="checkbox"/>		Edema <input type="checkbox"/>
	Rebound <input type="checkbox"/>		Joint motions <input type="checkbox"/>
	Organs (liver, spleen, bladder) <input type="checkbox"/>		Muscular abnormalities <input type="checkbox"/>
	Masses <input type="checkbox"/>		Circumference <input type="checkbox"/>
	Epigastric or incisional hernia <input type="checkbox"/>		

<b>Genital, Prostate or Pelvic Examination</b>	<b>Rectal Exam and Stool Sample</b>
List any abnormal findings:	List positive findings:

<b>LABORATORY</b>	
CBC	
Fast Chem profile	
U/A	
EKG (if indicated)	
PPD	

On the basis of your examination, is the candidate free from any medical condition or other impediment that would render him/her unsuitable for the tasks of ordained ministry? (If you have any confidential information that would render the candidate unacceptable, please so indicate here and forward details to the Bishop by confidential communication.)

---

\_\_\_\_\_  
Examiner's Signature M.D.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number/Fax Number

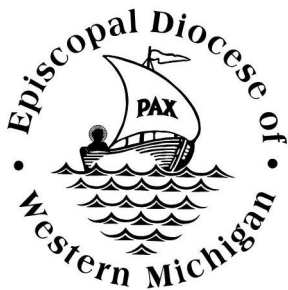
Check the appropriate box for the disorders you have or have had in the past.

Infectious Diseases	Yes	No	Respiratory System	Yes	No
Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	Sinus Infection	<input type="checkbox"/>	<input type="checkbox"/>
Frequent sore throats	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Dysentery (Chronic)	<input type="checkbox"/>	<input type="checkbox"/>	Hay fever	<input type="checkbox"/>	<input type="checkbox"/>
Infantile Paralysis (Polio)	<input type="checkbox"/>	<input type="checkbox"/>	Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>
Syphilis	<input type="checkbox"/>	<input type="checkbox"/>	Pleurisy	<input type="checkbox"/>	<input type="checkbox"/>
Gonorrhea	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
Skin diseases or eczema	<input type="checkbox"/>	<input type="checkbox"/>	Chronic cough	<input type="checkbox"/>	<input type="checkbox"/>
Fevers	<input type="checkbox"/>	<input type="checkbox"/>	Chronic hoarseness	<input type="checkbox"/>	<input type="checkbox"/>
Recurrent Chills	<input type="checkbox"/>	<input type="checkbox"/>	Coughing up blood	<input type="checkbox"/>	<input type="checkbox"/>
Lymph node enlargement	<input type="checkbox"/>	<input type="checkbox"/>	Tobacco use	<input type="checkbox"/>	<input type="checkbox"/>
Heart and Blood Vessels	Yes	No	Nervous System	Yes	No
High or low blood pressure	<input type="checkbox"/>	<input type="checkbox"/>	Epileptic or other fits	<input type="checkbox"/>	<input type="checkbox"/>
Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	<input type="checkbox"/>	<input type="checkbox"/>
Pain in chest	<input type="checkbox"/>	<input type="checkbox"/>	Mental or nervous diseases (family)	<input type="checkbox"/>	<input type="checkbox"/>
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	Mental or nervous diseases (self)	<input type="checkbox"/>	<input type="checkbox"/>
Heart murmur	<input type="checkbox"/>	<input type="checkbox"/>	Dizzy spells	<input type="checkbox"/>	<input type="checkbox"/>
Palpitations	<input type="checkbox"/>	<input type="checkbox"/>	Fainting spells	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Visual problems	<input type="checkbox"/>	<input type="checkbox"/>
Swollen ankles	<input type="checkbox"/>	<input type="checkbox"/>	Deafness	<input type="checkbox"/>	<input type="checkbox"/>
Anemia or blood disease	<input type="checkbox"/>	<input type="checkbox"/>	Ringing ears, hearing difficulty	<input type="checkbox"/>	<input type="checkbox"/>
Coagulation disorder	<input type="checkbox"/>	<input type="checkbox"/>	Paralysis	<input type="checkbox"/>	<input type="checkbox"/>
Elevated cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	Weakness of limbs	<input type="checkbox"/>	<input type="checkbox"/>
			Numbness	<input type="checkbox"/>	<input type="checkbox"/>
Digestive System	Yes	No	Miscellaneous	Yes	No
Ulcers	<input type="checkbox"/>	<input type="checkbox"/>	Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Jaundice	<input type="checkbox"/>	<input type="checkbox"/>	Lymphoma or Other Blood Disease	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or sugar disease (family)	<input type="checkbox"/>	<input type="checkbox"/>
Recurrent diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or sugar disease (self)	<input type="checkbox"/>	<input type="checkbox"/>
Bloody stools	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>
Marked over or underweight	<input type="checkbox"/>	<input type="checkbox"/>	Foot problems	<input type="checkbox"/>	<input type="checkbox"/>
Recent weight loss	<input type="checkbox"/>	<input type="checkbox"/>	Back pain	<input type="checkbox"/>	<input type="checkbox"/>
Gall bladder disease	<input type="checkbox"/>	<input type="checkbox"/>	Joint pain	<input type="checkbox"/>	<input type="checkbox"/>
Hernia (rupture)	<input type="checkbox"/>	<input type="checkbox"/>	Allergy to any food, medicine or injection	<input type="checkbox"/>	<input type="checkbox"/>
			Blood transfusions	<input type="checkbox"/>	<input type="checkbox"/>
Genitourinary System	Yes	No	Arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	Daily use of nicotine (past 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Kidney stones	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been a habitual user of any habit forming drugs or received treatment for alcoholism or drug abuse?	<input type="checkbox"/>	<input type="checkbox"/>
Prostate disease	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had any illnesses (mental or physical) or accidents other than those mentioned?	<input type="checkbox"/>	<input type="checkbox"/>
Bladder disease	<input type="checkbox"/>	<input type="checkbox"/>			
Blood in urine	<input type="checkbox"/>	<input type="checkbox"/>			
Pain in passing urine	<input type="checkbox"/>	<input type="checkbox"/>			
Urinary tract infection	<input type="checkbox"/>	<input type="checkbox"/>			

I hereby declare that my answers to the above questions are full and true.

Signed at \_\_\_\_\_  
(Full signature of applicant)  
in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Physician)



# Certificate of Vestry Support

*for candidacy to Holy Orders in the Diocese of Western Michigan*

Form 6  
Last updated 10/2014

To: The Bishop, Commission on Ministry of The Diocese of Western Michigan

From (Name of Parish):

Date: \_\_\_\_\_, 20\_\_\_\_\_.

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing of this Parish. We declare that, in our opinion, this person possesses such qualifications as would be fitting for admission as a Candidate for Holy Orders. This judgment is based on our personal knowledge.

(To be signed by Rector or person canonically in charge, and at least two-thirds majority of the Vestry.)

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

## Attestation of Clerk or Recording Secretary:

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry

Of (Name of Parish) \_\_\_\_\_, (City) \_\_\_\_\_, Diocese of Western Michigan,

duly convened at on the day of (Time) \_\_\_\_\_ (Day) \_\_\_\_\_

(Month) \_\_\_\_\_, (Year) \_\_\_\_\_, and that the names attached are those of all (or a two-thirds majority of all) the members of the Vestry.

\_\_\_\_\_  
Clerk/Secretary of Vestry





# Certificate of Endorsement

*for Ordination to the Diaconate  
in the Diocese of Western Michigan*

To: The Bishop, Commission on Ministry of The Diocese of Western Michigan

From (Name of Parish):

Date: \_\_\_\_\_, 20\_\_\_\_.

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing of this Parish. We declare that, in our opinion, this person possesses such qualifications as would be fitting for admission as a Nominee for Holy Orders. This judgment is based on our personal knowledge.

(To be signed by Rector or person canonically in charge, and at least two-thirds majority of the Vestry.)

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

**Attestation of Clerk or Recording Secretary:**

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry  
Of (Name of Parish) \_\_\_\_\_, (City) \_\_\_\_\_, Diocese of Western Michigan,  
duly convened at on the day of (Time) \_\_\_\_\_ (Day) \_\_\_\_\_  
(Month) \_\_\_\_\_, (Year) \_\_\_\_\_, and that the names attached are those of all (or a two-thirds majority  
of all) the members of the Vestry.

\_\_\_\_\_  
Clerk/Secretary of Vestry