



The EPISCOPAL DIOCESE *of* **WESTERN MICHIGAN**

Checklist of Steps in the Diaconal Ordination Process

I. Local Discernment

- 1. Aspirant meets with Rector/Priest-in-Charge/Vicar to explore call
- 2. Rector contacts the Chair of COM, who appoints a liaison.
- 3. Rector and Aspirant, with the assistance of liaison, [creates a Local Discernment Committee \(LDC\)](#)
- 4. Aspirant completes and send [Form 3](#) to Bishop's office
- 5. Aspirant meets with LDC using the "[Finding Your Gifts](#)"
- 6. If Aspirant discerns call, submits:
 - a) Certificate of Vestry/Bishop's Committee Support ([Form 2](#))
 - b) A letter from the Rector/Priest-in-Charge/Vicar recommending for process
- 7. Once both are received, individual is considered a Nominee for ordination

II. Nomination

- 1. Nominee contacts the Bishop's office to schedule a Nominee Meeting. Please allow enough time to submit the following prior to meeting.

- 2. At least 4 weeks prior to that meeting, Nominee submits to the Bishop's office:
 - a) Proof of Baptism & Confirmation
 - b) A one-page, single-spaced statement of Nominee's Sense of Call
 - c) Certificate of Vestry/Bishop/s Committee's Support ([Form 2](#))
 - d) LDC report ([Form 1 as cover](#))
 - e) If married or partnered, a one-page letter from Spouse/Partner
 - f) Financial Inquiry Form ([Form 4](#))
 - g) One-page, single spaced, autobiographical statement
- 3. Nominee meets with the Bishop
- 4. If Bishop approves Nomination to proceed, Nominee submits to Bishop's office:
 - a) A letter to the Bishop formally applying for Postulancy
 - b) Psychological Evaluation Form completed by designee of the Bishop (**initiated by the Bishop's office at your request and at your expense**)
 - c) Medical Examination ([Form 5](#))
 - d) Background Check (initiated by the Bishop's office at your request and at your expense)
 - e) Photograph, not older than six months
- 5. COM reviews application, and meets with the Nominee
- 6. Chair of COM gives the Bishop COM recommendation. Bishop contacts the Nominee.
- 7. Once the Bishop approves, the Nominee becomes a Postulant.

III. Postulancy

- 1. Four times/year (during Ember Weeks) the Postulant writes Ember Day Letters to the Bishop (send to Bishop's office)
- 2. Postulant undergoes program of formation
- 3. Postulant completes additional trainings, submitting proof of completion to Bishop's office
 - a) Letter from Spiritual Director confirming two years of regular meetings

- b) Letter from field placement supervisor, confirming full year in an Episcopal parish/mission,
- c) Adult Sexual Misconduct Prevention training
- d) Child Abuse Awareness training
- e) Anti-Racism training
- f) Sensitivity training with regard to LGBT persons
- g) Title IV Canon training
- 4. Postulant applies for Candidacy, submitting to Bishop's office:
 - a) Updated Ordination Process Information Form ([Form 3](#))
 - b) A letter to the Bishop formally applying for Candidacy
 - c) Reaffirmation of Rector/Priest-in-Charge/Vicar for Candidacy status
 - d) Certification of Vestry/Bishop's Committee for Candidacy Status ([Form 6](#))
- 5. COM reviews and meets with Postulant "attesting to continued formation"
- 6. Standing Committee meets Postulant and decides whether to approve
- 7. Bishop admits the Postulant as a Candidate for Ordination

IV. Candidacy

- 1. Written Report from Director of Formation program
- 2. Candidate applies for ordination to the Diaconate, submitting to the Bishop's office:
 - a) A letter to the Bishop formally applying for Ordination to the Diaconate
 - b) Endorsement for Ordination to the Diaconate from Rector/Vicar/Priest-in-Charge
 - c) Certificate of Endorsement for Ordination to Diaconate from Vestry/Bishop's Committee ([Form 7](#))
 - d) Certificate from the program of preparation showing the candidate's record in the subjects required by canon and a recommendation for Ordination from the directors of the program
 - e) Psychological Evaluation Form completed by designee of the Bishop, if required
 - f) Medical Examination Form ([Form 5](#)), if required

- g) Background checks, initiated by the Diocese at your request, if required
- 3. COM meets with candidate and submits recommendation re: ordination
- 4. Standing Committee meets with candidate, certifies and recommends
- 5. Bishop ordains candidate to the Diaconate

Form updated 12.2023