

For SC review	DATE	Complete Ordination Process for the Priesthood Checklist
		Seeker (+-1 year)
		Seeker meets with Rector/Vicar
		Seeker commits to Spiritual Direction with someone other than Rector/Vicar
		Seeker, Clergy Sponsor, and Canon Tina meet to discuss discernment process
		Seeker enters Clearness Committee (Canon contacts CC Clerks)
		At CC completion, seeker contacts Canon Tina to discuss sense of vocation
		- If lay vocation, continue to work with Canon Tina (and COM?)
		- If ordained vocation, set up meeting with Bishop Rob
		In preparation for meeting with Bishop Rob, Seeker submits Spiritual Autobiography and CV/Resume to Canon Tina
		With Bishop's permission, Canon Tina activates a Regional Discernment process (RDC)
		Canon Tina sends Spiritual Autobiography/CV to RDC
		Seeker meets with RDC several times
		After RDC process, RDC sends report to Bishop
		Letter from Bishop to sponsoring priest and vestry, with copy to seeker, with summary of discernment process and recommending nomination or not.
		Nomination Process – <i>[There is at least 18 months between <u>acceptance of nomination</u> and ordination as a Transitional Deacon [Canon III.8.7 (a) (1)]</i>
		Nominee provides Sponsoring Vestry and Clergy with: <ul style="list-style-type: none"> <input type="checkbox"/> Nomination of Vestry & Clergy Form (<i>is signed by Vestry and returned to Diocese</i>) [Canon 111.8.2(a)] <input type="checkbox"/> Important Information for Vestry & Clergy <input type="checkbox"/> Expectations of Congregations Sponsoring Postulants for Ordained Ministry
		Application Packet completed by Nominee for postulancy interview [Canon III.8.2(b)] <i>Canons require application to include: Full name and Date of Birth, Length of time resident in the Diocese, Evidence of Baptism and Confirmation, Whether prior application for postulancy or nominated in any Diocese, Description of discernment process by which identified for Ordination to Priesthood (discernment narrative), Education credentials including degree, area of specialization and official transcript.</i> <ul style="list-style-type: none"> <input type="checkbox"/> Acceptance of Nomination (page 1) <input type="checkbox"/> Information Sheet (pages 2-3) <input type="checkbox"/> Educational History (page 4) <input type="checkbox"/> Three References/Letters of Recommendation (page 5) <input type="checkbox"/> Church and Community Involvement (page 5) <input type="checkbox"/> Ministry Vision Essay (page 6) <input type="checkbox"/> Spiritual Autobiographical essay <input type="checkbox"/> Resume/CV <input type="checkbox"/> Evidence of baptism <input type="checkbox"/> Evidence of confirmation <input type="checkbox"/> Undergraduate or postgraduate transcripts <input type="checkbox"/> Photograph <input type="checkbox"/> Other:
		Nominee submits Fee of \$500 (or asks for waiver)
		Parish Submits Fee of \$500 (or asks for waiver)

	Canon Tina orders Oxford Document Background Check. Nominee receives Oxford Background Check in mail, completes, and returns via mail to Oxford Document Management <i>[Canon III.8.5. (k) (1-2)]</i>
	Canon Tina provides Nominee with: <ol style="list-style-type: none"> 1. Medical Exam Form 2. Mental Exam Form 3. Behavior Screening Questionnaire (BSQ) Canon Tina makes referral to Pastoral Counseling Services (PCS)
	Nominee has physician complete Medical Exam Form and returns to Canon Tina. <i>[Canon III.8.5. (k) (1-2)]</i>
	Nominee completes BSQ and goes to PCS for psychological and vocational evaluation – BSQ and report from PCS sent to Bishop <i>[Canon III.8.5. (k) (1-2)]</i>
	Once Bishop has reviewed medical and psychological evaluations, Nominee's application is shared with the Commission on Ministry (COM) and COM conducts interview with Nominee , makes recommendation to Bishop for Postulancy <i>[Canon III.8.3 (b)]</i>
	Letter from Bishop to Nominee admitting as Postulant <i>[Canon III.8.3 (d)]</i>
	Postulant
	Bishop, Postulant and COM will develop plan for formation <i>[Canon III.8.5 (a)]</i>
	Postulant submits required Ember Day Letters throughout all of Postulancy <i>[Canon III.8.3.e]</i>
	COM assigns COM Liason
	Postulant submits Annual Transcripts and Evaluations from Seminary or Formation program <i>[Canon III.8.5 (j)]</i>
	Postulant will begin CPE
	CPE: Supervisor will submit evaluation to Bishop
	Bishop will make field education assignment
	Postulant submits application for Candidacy including: <ol style="list-style-type: none"> 1. Certificate of Support for Postulant from sponsoring Vestry and Clergy <i>[Canon III.8.4.(a)(2)]</i> 2. Request for Candidacy, with date of postulancy <i>[Canon III.8.4.(a) (1)]</i> 3. CPE evaluation from postulant 4. Essay on oath of conformity
	COM Interview of postulant, at discretion of COM
	Statement from COM to Bishop attesting to continuing formation <i>[Canon III.8.4.(b)]</i>
	Letter from Bishop to Standing Committee (SC) recommending Candidacy <i>[Canon III.8.4 (b)]</i>
	SC interview of postulant and review of application <i>[Canon III.8.4.(b)]</i>
	Standing Committee approval in writing to Bishop <i>[Canon III.8.4.(b)]</i>
	Letter from Bishop to Postulant admitting as Candidate <i>[Canon III.8.4.(b)]</i>
	Candidate
	Ember Day letters required throughout Candidacy <i>Canon [III.8.5(i)]</i>
	Safe Church Training and Certification <i>Canon [III.8.5 (h) (1-2)]</i>
	Anti-Racism Workshop and Certification <i>[Canon III.8.5 (h) (4)]</i>
	Title IV Training Documentation <i>[Canon III.8.5 (h) (3)]</i>
	Field Education Reports submitted to Bishop
	Check for 36+ Months: Background Check, Medical, Psych <i>[Canon III.8.5 (k) (1-2)]</i>
	GOE or equivalency results <i>[Canon III.8.6 (c) (4)]</i>

	Candidate writes to Bishop requesting Ordination to Transitional Diaconate (with dates of Postulancy, Candidacy) [<i>Canon III.8.6 (c) (1)</i>]
	Candidate obtains Certificate of Support for Candidate from sponsoring Vestry and Clergy [<i>Canon III.8.6.c (2)</i>]
	COM interviews Candidate for Ordination, at the discretion of COM
	Candidate submits seminary transcript and certificate to Bishop [<i>Canon III.8.6 (c) (4)</i>]
	COM certificate with recommendation regarding ordination to the Diaconate to Bishop [<i>Canon III.8.6(c)(5)</i>]
	Letter from Bishop to SC certifying completion of all terms of Postulancy and Candidacy with intent to ordain to the diaconate [<i>Canon III.8.6.c</i>]
	Standing Committee file review and certification to Bishop [<i>Canon III.8.6 (d)</i>]
	Letter from Bishop to Candidate with intent to ordain to diaconate [<i>Canon III 8.6</i>]
	Deacon (min. 6 mos. before ordination to priesthood):
	Deacon complete 6 months of diaconal work [<i>Canon III.8.7 (a) (1)</i>]
	Check for updates (36+ Months): B Check, Phys, Psych [<i>Canon III.8.7 (a) (3)</i>]
	Deacon writes to the Bishop requesting Ordination to Priesthood (with dates of Postulancy, Candidacy, Ord as Deacon) [<i>Canon III.8.7(b)(1)</i>]
	Deacon obtains letter of support from clergy/congregation (signed by clergy and 2/3rds vestry) [<i>Canon III.8.7 (b) (2)</i>]
	Seminary certificate for ordination as Priest [<i>Canon III.8.7 (b) (4)</i>]
	COM statement to the Bishop of completion of formation, proficiency, and recommendation for ordination as Priest [<i>Canon III.8.7 (b) (5)</i>]
	Letter from Bishop to Standing Committee with intent to ordain to Priesthood [<i>Canon III.8.7(b)</i>]
	Standing Committee Certification Letter to Bishop [<i>Canon III.8.7.c</i>]
	Deacon appointed to a Parochial Cure or Equivalent [<i>Canon III.8.7(e)</i>]
	Letter from Bishop to Deacon with intent to ordain to Priesthood [<i>Canon III.8.7(d)</i>]
	ORDINATION AS A PRIEST