

Section 5

The Ministry of Priests

Q. What is the ministry of a priest or presbyter?

A. The ministry of a priest is to represent Christ and his Church, particularly as pastor to the people; to share with the bishop in the overseeing of the Church; to proclaim the Gospel; to administer the sacraments; and to bless and declare pardon in the name of God. (BCP p. 856)

WHAT IS THE CALLING OF A PRIEST?

All priestly ministry takes its root in the fundamental priestly ministry of Jesus Christ through whom “God was reconciling the world to himself” (2 Cor. 5:19) and from the fundamental priestly role of the church whose role in God’s mission is to “restore all people to unity with God and each other in Christ.” (Catechism, BCP p. 855) Any call to the ordained ministry of priest must be grounded in these foundational realities: ordained priesthood is both Christocentric and Ecclesial in its shape. A priest is one who both embodies and enables the priestly work of the church as the Body of Christ.

The idea of a separate and ordained sacramental leadership did not emerge fully until the third century and then only in the face of the need for order in the face of state driven persecution. The priestly office emerged as a vehicle for maintaining the community’s witness to the Gospel. At the Reformation, the teaching role of this office took on a central role. The priest became the person most responsible for the formation of their congregations in the life of discipleship. In this era “word and sacrament” became the twin foci of priestly ministry.

Also, at the Reformation, as a way of restoring something of the ecclesial context of ordained ministry, the ordinal made it clear that the recognition of a call to priestly ministry within the congregation is by the consent of the people. This consent process begins with a time of discernment in the local congregation who will explore with aspirants the basis of God’s call to priestly ministry.

Following the consent of the people, the Bishop then makes clear just what this vocation involves. It is to work as “pastor, priest, and teacher” in communities where priests are called:

... to proclaim by word and deed the Gospel of Jesus Christ, and to fashion your life in accordance with its precepts. You are to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor. You are to preach, to declare God’s forgiveness to penitent sinners, to pronounce God’s blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ’s Body and Blood, and to perform the other ministrations entrusted to you.

In all that you do, you are to nourish Christ’s people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come. (BCP p.531)

What these paragraphs make clear is that the sacramental function of priesthood is secondary to

the challenge of caring for and nurturing their people in their relationship to Jesus Christ as God's witness to the grace that is inviting them into a wholeness of life.

Books that members of the Priestly Committee have found useful:

Countryman, L. William, *Living on the Border of the Holy: Renewing the Priesthood of All*, Harrisburg, Morehouse, 1999

Daniel, Lillian, and Copenhaver, Martin B., *This Odd and Wondrous Calling: The Public and Private Lives of Two Ministers*, Grand Rapids, Eerdmans, 2009

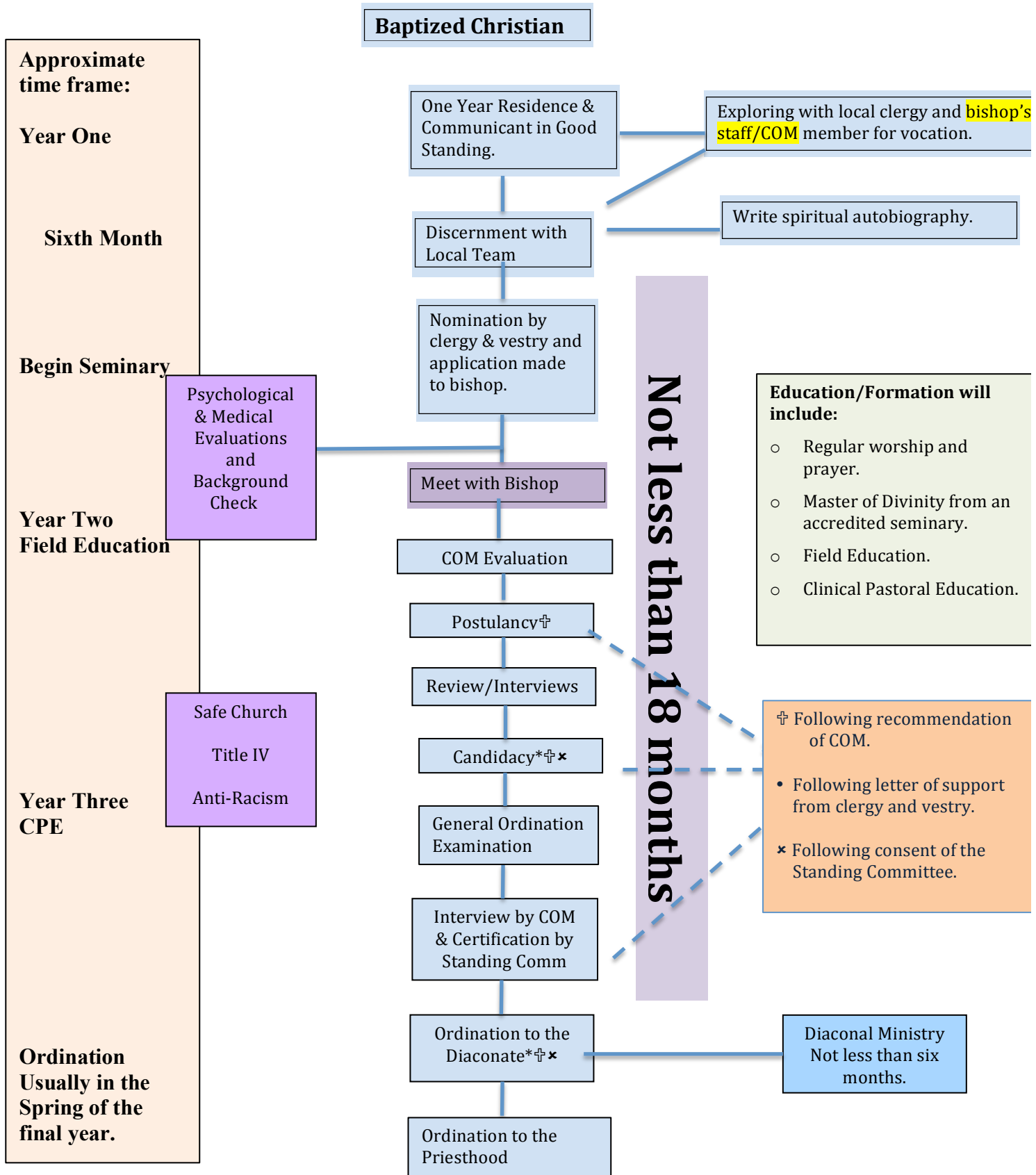
Holmes, Urban, T. III, *The Future Shape of Ministry*, New York, Seabury, 1971

Lathrop, Gordon W., *The Pastor: A Spirituality*, Minneapolis, Fortress, 2011.

Palmer, Parker J., *Let Your Life Speak: Listening for the Voice of Vocation*, San Francisco, Jossey-Bass, 2000

Sedgwick, Timothy E., *The Making of Ministry*, Cambridge, Cowley, 1993

Flow Chart for Ordination to the Priesthood



DISCERNING A CALL

Aspirants to priestly ministry will first meet with their rector to explore their call to this ministry. The primary responsibility for recognizing and developing a vocation to ordained ministry lies with the parish. It may seem presumptuous to observe, question, and judge another's call to ordained ministry. However, for someone aspiring to Holy Orders in the Church, this is not a private matter, but the proper concern of the entire Body of the Church.

The next step is to have the Aspirant along with the Rector, Vicar, or Priest-in-Charge arrange for the Aspirant to meet with the Missioner for Vocational Development who will outline the process of local discernment as set forth in the Vocational Discernment Handbook and the requirements for application to postulancy. *See Appendix C*

If it seems appropriate the Missioner will then arrange for the Aspirant to meet with the Bishop who will use this opportunity to forge a pastoral relationship with the Aspirant and convey their vision of priestly ministry. In preparation for meeting with the Bishop the Aspirant will write a **Spiritual Autobiography** of at least 10 pages in length. (*See Appendix D for suggested approach to this exercise.*) In addition to the outline found in this appendix, those aspiring to priestly ministry should reflect on:

- a) The Aspirant's sense of vocation to the priesthood, giving specific examples of what gifts the Aspirant brings to this ministry.
- b) Events and experiences which have contributed to the Aspirant's spiritual growth and the development of her/his sense of vocation;
- c) Work experiences, including settings, times, responsibilities, nature of the work done, and the perceived impacts upon his/her vocation to the priesthood;
- d) Other experiences which demonstrate the skills and interests of the Aspirant;
- e) The ways in which the Aspirant envisions her/his vocation will meet the needs of the church and the world.

If the Bishop feels that it is appropriate for discernment to continue, then, along with the local clergy person, the Missioner will help to create a local discernment team who will spend several months discerning with the Aspirant.

At the close of the local team's work, they will prepare reflections on the Aspirant's character, sense of call, gifts, growing edges and appropriateness of the application for priesthood at this time. These reflections should be submitted to the parish clergy and vestry. Should the community agree to nominate the Aspirant these documents will become part of their application file.

ROLE OF LOCAL CLERGY AND VESTRY

As the local clergy and vestry move to nominate an aspirant, it is expected that they will

support their Nominee through the entire ordination process. It is important, therefore, that the resident clergy person and the vestry members of the Aspirant's congregation affirm the Aspirant if nominated. Their nomination for postulancy should be based on genuine knowledge of the Aspirant, as well as the discernment group's experience. The vestry should make provisions for getting to know the Aspirant and should read the spiritual autobiography as part of their decision making-process.

Following the Local Team's discernment the vestry will interview the Aspirant to learn of her/his:

- a. **Christian Commitment** – background and evidence of personal faith, past and on-going lay ministry involvement, prayer life, the capacity to care for and respect others, regardless of gender, race, age, sexual orientation, intellectual ability or social status, etc. The question to be answered is, "How is Christ present in the life of the Aspirant?"
- b. **Personal Stability** – emotional and psychological stability and balance, sense of proportion, ability to cope with stress. The question to be answered is, "Will the Aspirant, personally and professionally, be able to deal with the typical experiences of priestly ministry?"
- c. **Intellectual Curiosity** – desire and ability to learn; openness to new information, facts and experiences; willingness to explore life and faith. The question to be answered is, "Is the Aspirant eager to grow and willing to change perspective?"
- d. **Leadership Style** – being part of a community; openness to and supportiveness of the ministry of others; willingness to share leadership. The question to be answered is, "How does the Aspirant view and use authority in ministry and what leadership styles are comfortable for this person?"
- e. **Ability to Communicate** – being able to express himself/herself in speech and written word; to listen; to retain information; to be at ease in speaking to groups or individuals. The question to be answered is, "Can the Aspirant communicate effectively in a wide variety of situations and by using a variety of skills?"
- f. **Personal Characteristics** – showing openness, flexibility, enjoyment of life, including a sense of humor, and demonstrating the ability to empathize with others and to connect with his or her own feelings and the feelings of others. The question to be answered is, "Does the Aspirant relate to us openly and genuinely and seem to be comfortable with him or herself?"

If, after careful evaluation, the resident clergy person and vestry of the congregation decide to nominate the Aspirant for postulancy, they must submit the following to the bishop:

- a) A **Letter of Nomination** including a statement committing the congregation or community of faith to involve itself in the Nominee's preparation for ordination to the priesthood and to contribute financially to that preparation. This letter shall be

signed and dated by a two-thirds majority of the vestry, and the member of the clergy exercising oversight;

- b) The reflections of the discernment group;
- c) A summary of the vestry interview.

LETTER OF APPLICATION

Once the Letter of Nomination has been sent the Nominee will submit a Letter of Application for Postulancy to the Bishop stating that he/she is in agreement with the nomination and requesting that the Bishop accepts her/him as a Postulant. Included in this letter to the Bishop will be reflections on the insights gained in the process on the insights they gained from the discernment committee. Along with this letter, the Nominee will send in their Spiritual Autobiography.

At this time Nominees will also submit a Postulancy Information Form (*Appendix E*), Financial Information Form (*Appendix F*), Educational Transcripts, and arrange for Medical and Psychological Evaluations and request a Background check.

Medical Evaluation – see Appendix G This must be completed and signed by the Aspirant's regular physician and sent to the bishop's Executive Assistant to be placed in a confidential file.

Psychological Evaluation - Aspirants should contact the Missioner for Vocational Discernment or the Bishop's Executive Assistant to get the list of psychologists being used by the diocese and then make an appointment with the psychologist. In preparation for this evaluation please complete:

- Life History Questionnaire – Appendix H
- Behavior Screening Questionnaire – Appendix I

And mail the completed forms **directly** to the psychologist.

The results of the psychological evaluation is first shared with the Aspirant and then, after authorization, forwarded to the bishop. *If these evaluations are not shared with the bishop, the process will stop.* Once the evaluations are received, the bishop may discuss them with the Aspirant. These reports will remain in a confidential file in the bishop's office, and the contents may be shared with the Commission on Ministry, Standing Committee, or any other persons only with the written permission of the Aspirant.

It is expected that the Postulant, the Aspirant's congregation, and the diocese will each pay one third of the expense of these examinations.

Background Check – Nominee is expected to request that the Canon for Deployment initiate a Background Check as described on page 28.

Note: The results of all evaluations are kept in a separate confidential file in the Bishop's office and will not be part of the file read by the Commission on Ministry or anyone else on the diocesan staff. The contents will be shared with the Commission on Ministry, Standing Committee, or any other persons only with the written permission of the Nominee.

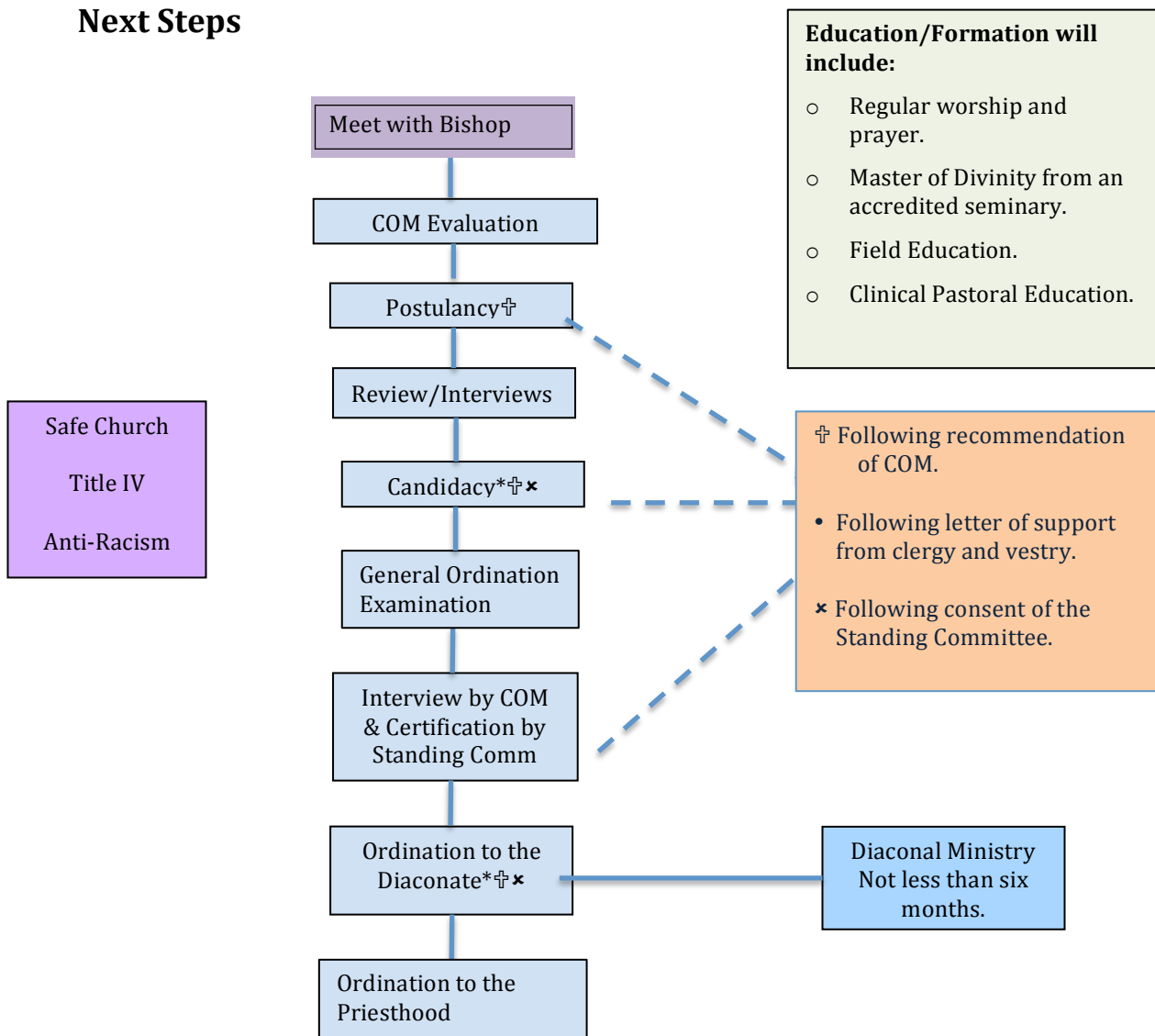
If more than three years pass from the time of these evaluations and a date set for ordination candidates may be asked to take these evaluations a second time.

The time from nomination to ordination must be at least eighteen months.

Summary of Preliminary requirements – check off as you proceed:

Write down date of completion as appropriate:	
_____	Regular participation in the life and worship of your community.
_____	Meet with Rector/Priest-in-charge.
_____	Meet with Missioner for Vocational Discernment.
_____	Meet with Bishop.
_____	Engage in Local Discernment Process and write a Spiritual Autobiography
_____	Interview with the Vestry.
_____	Letter of Nomination from Clergy and Vestry along with:
	• Aspirant's Spiritual Autobiography
	• Reflections from the local discernment team
	• A summary of the Vestry's interview.
_____	Letter of Application from the Nominee to the Bishop along with:
	• Postulancy Information Form – Appendix E
	• Financial Information Form - Appendix F
	• Educational Records and Transcripts.
_____	Medical and Psychological Evaluations – Appendices G - J
_____	Background check requested.

Next Steps



BECOMING A POSTULANT

Once the bishop has been able to review all of the written material and has received the medical and psychological evaluations, the bishop's Executive Assistant will make an appointment for the Nominee to meet with the bishop who will then indicate if she/he should proceed to the next step. With the bishop's approval the Nominee will meet with the whole COM and be interviewed at a semi-annual interview day for the whole COM (normally held in November and April) for postulancy and then, with the recommendation of the COM, the bishop will admit the Nominee as a Postulant for holy orders.

Participation in the COM Interview:

When the bishop has approved a Nominee, he/she will request the Chair of the Commission on Ministry for an interview by the Commission. This interview gives the Commission on Ministry the opportunity to meet the Nominee in person. In preparation for a formal interview, COM members will review the materials from the Nominee's congregation and do its own discernment of the Nominee's suitability for Holy Orders.

- During the interview, the Aspirant may be asked to prepare some materials for presentation and should be ready to communicate their sense of call to ordained ministry as well as reflections on the discernment process and way forward.

Following the COM Interview:

- The COM then discusses the interview, discerns together a person's call and suitability for Holy Orders seeking consensus among all the members. The COM will then vote on and sign the formal letter of recommendation to be forwarded to the Bishop.
- The Chair of the COM will then inform the Bishop, with a copy to his/her Executive Assistant, of the COM's recommendation
- The bishop will meet with/share the recommendations of the Commission on Ministry and may admit the Aspirant as Postulant recording this action in the Register and informing the Rector of the Nominee's congregation, the COM, and the Standing Committee.
- The COM chair then informs the Postulant of their assigned **mentor** from the COM and outlines the relationship. The mentor provides a means of communication between the Postulant and the Commission. It is the Postulant's responsibility to keep the mentor informed of progress, problems, issues and any changes that may be occurring in the preparation process. This may be done through letters, telephone conversations or through personal meetings. The mentor's primary responsibility is to receive information from the Postulant and be a resource for information about the process toward ordination. Being a mentor does not commit a Commission member's vote in any decision affecting the Postulant. Since COM members' terms are limited, a Postulant may be assigned a different mentor from time to time.
- *In cases where the Commission declines to recommend a nominee or a postulant, the Commission will appoint one of its members to help create, with the nominee's or postulant's priest, a local discernment team who will help the person to discern just what God's "yes" is for their sense of calling.*

DURING POSTULANCY

Theological Education Preparation for the priesthood requires a baccalaureate degree or its equivalent as a prerequisite.

The normal route for preparation for ordination is enrollment in a Master of Divinity (M.Div.) program at a theological school or seminary accredited by the American Association of Theological Schools. The decision about which seminary to attend is a decision that must be made in consultation with the bishop. In the normal course of events, a M.Div. program takes three academic years.

Toward the end of their theological education, postulants will be expected to take the General Ordination Examination and show proficiency in the following areas:

- (1) The Holy Scriptures.
- (2) Church History, including the Ecumenical Movement.
- (3) Christian Theology, including Missionary Theology and Missiology.
- (4) Christian Ethics and Moral Theology.
- (5) Studies in contemporary society, including the historical and contemporary experience of racial and minority groups, and cross-cultural ministry skills. Cross-cultural ministry skills may include the ability to communicate in a contemporary language other than one's first language.
- (6) Liturgics and Church Music; Christian Worship and Music according to the contents and use of the Book of Common Prayer and the Hymnal, and authorized supplemental texts.
- (7) Theory and practice of ministry, including leadership, and the ministries of evangelism and stewardship.

Field Education: A minimum of two academic years of supervised field education chosen in consultation with the bishop and Commission on Ministry and, if appropriate, in two different settings. These settings should be different from the experience offered by the Postulant's sponsoring congregation. (One year of field education will be completed before application for candidacy. The second year will be completed prior to application for ordination to the diaconate.)

Clinical Pastoral Education: A minimum of one quarter of Clinical Pastoral Education in an accredited program is normally completed during seminary prior to application for Candidacy. The completed CPE evaluation should be sent to the Bishop.

Spiritual Formation: All persons in the process toward ordination are expected to be regular participants in the worship of an Episcopal Church and encouraged to engage with a Spiritual Director. Resources for Spiritual Direction may be obtained through the Bishop's office.

Safe Church, Title IV (Episcopal Church Canons) and Anti-Racism Training: As required by diocesan policy, all persons seeking ordination must be trained in Sexual Misconduct Prevention. Postulants should take the mandated training in both Child Sexual Abuse Prevention and Adult Sexual Harassment Prevention at the earliest opportunity. Title III (Canon on Ministry) requires training in Title IV (Canon on Discipline) and Anti-Racism. These also should be undertaken at the earliest opportunity prior to Candidacy. The

Candidate shall send copies of certificates of completion to the Bishop to be added to their diocesan file.

Ember Day Letters: As required by canon, postulants and candidates are expected to correspond with the bishop four times a year near the time of quarterly Ember Days. These letters are opportunities to share with the bishop the joys and sorrows, the growth, the concerns of the process toward ordination.

Summary – check off as you proceed:

_____	Regular in worship and formation in local community.
_____	Regular meeting with local clergy.
_____	Meeting with the Bishop.
_____	COM Priesthood Committee.
_____	COM Mentor appointed _____
_____	Theological Education at _____
_____	Field Education at _____.
_____	Clinical Pastoral Education at _____.
_____	Safe Church Training
_____	Title IV Training
_____	Anti-Racism Training
_____	Ember Day Letters to Bishop.

POSTULANCY TO CANDIDACY

During postulancy the Postulant will remain a faithful member of his/her community, write regular Ember Day Letters to the Bishop, (there are four Ember Days on the Liturgical Calendar, and these letters are intended to convey to the bishop the Postulant’s joys and sorrows and their growth in their ongoing discernment of their call.) and make regular contact with their COM mentor.

Generally during the **middler year of Seminary**, postulants may apply to the Bishop to become a Candidate for ordination. This step will involve:

- A formal letter of request to the bishop that the Postulant become a Candidate for ordination. This letter should include the date that they were admitted to postulancy.
- A letter of support from their clergy and vestry, signed by at least two-thirds of the vestry.
- Evaluation and recommendation from their theological school.

At this time, postulants will consult with their COM mentor to see that all the necessary documents have been filed. Their mentor will arrange with the Chair of the COM a time for

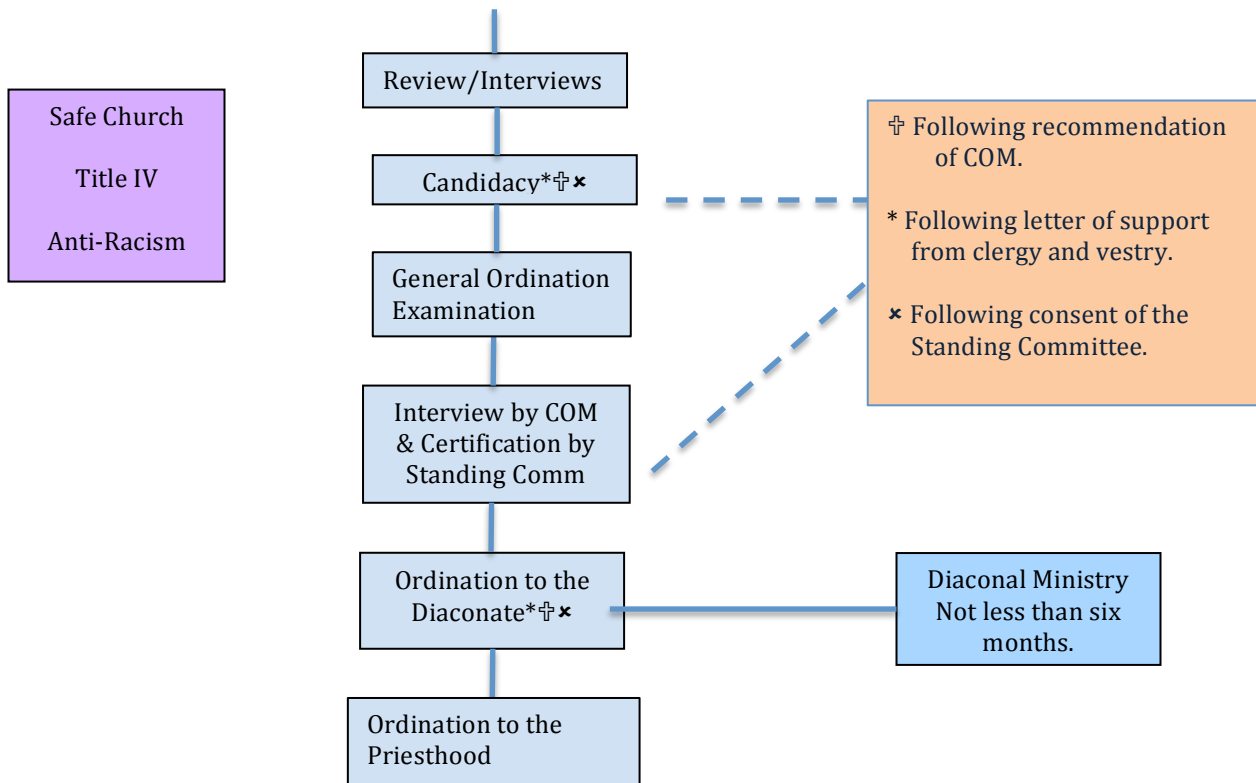
the Postulant to interview with the Priesthood Committee of the COM.

- Following their interview, the committee will bring reflections and a recommendation to the whole COM for a vote.
- The chair, or a member of the COM, will prepare a report using the form found in Appendix L giving reflections and results of the COM vote for submission to the Bishop with a copy to the Executive Assistant.
- The Standing Committee is required to interview and to certify that the Postulant's application for candidacy meets all of the canonical requirements for ordination. Where possible, this will occur at the same time of the COM interview. The Standing Committee will then submit a written recommendation to the Bishop.
- With recommendation of the COM and the approval of the Standing Committee, the bishop may then admit the Postulant as a Candidate and inform them and their clergy by formal letter with a copy to the chair of the COM. The Bishop will then record the Candidate's name and date of admission in a Register kept for that purpose and inform the Standing Committee, and the Dean of the seminary the Candidate may be attending or proposes to attend, or the director of the Candidate's program of preparation, of the fact and date of such admission.

Summary of process

_____	Faithful at worship and participation in their community.
_____	Field Education at _____.
_____	Regular Ember Letters.
_____	Contact with COM mentor.
_____	Evaluation and recommendation from theological school.
_____	Application for Candidacy.
_____	Supporting letter from clergy and vestry.
_____	Interview with COM
_____	Interview with Standing Committee
_____	Admitted as Candidate

CANDIDACY TO ORDINATION AS TRANSITIONAL DEACON



Length of Candidacy - There is no maximum or minimum length for candidacy: however there must be at least eighteen months from the date of nomination to the date of ordination.

Ember Day letters are expected during candidacy.

General Ordination Examination:

The Bishop’s Executive Assistant registers all Candidates for the GOEs even if they will be taking them at their seminary. *Please notify the Bishop’s Assistant by October 1 of your desire to take the exam the following January.*

A note on timing: If the Candidate is able to be ordained to the Transitional Diaconate before the completion of their senior year, results of the GOEs will not be required until consideration for the Priesthood ordination.

Letter of Application to the Bishop: A Candidate may make application for ordination, including the date of admission to candidacy and a letter of support from his or her congregation or community of faith.

Letter of Support from Clergy and Vestry: The congregation or community of faith of the Postulant must submit a letter of support signed by two-thirds of the vestry and the member of the clergy providing oversight.

Recommendation from Theological School: As required by canon, the theological school will prepare a certificate showing the Candidate's scholastic record in the subjects required by canon together with an evaluation of the Candidate's other personal qualifications for ordination and a recommendation regarding ordination to the Transitional Diaconate. This is sometimes called a Middler Report.

Medical and Psychological Evaluations: If more than three years has passed since the earlier evaluations, new evaluations may be required. Such a determination will be made by the bishop in consultation with the Candidate.

Background Checks: Since standard background checks are valid for only six months and since the Candidate has been away at seminary, a second background check may be required before the Candidate may work as a Deacon. This background check will be accomplished in the same manner as the first. (see p. 28)

Commission on Ministry: When the requirements of Canon III.8.5 and of this Handbook have been met:

- The Postulant will contact their mentor who has been monitoring their file and the status of all requirements to be met.
- When all forms and requirements have been submitted, the mentor arranges with the Chair of the COM and Postulant for the interview with the Priesthood committee of the COM.
- The committee will bring reflections and a recommendation to the whole COM for a vote.
- The chair or a member of the COM will prepare a report using the form found in Appendix J giving reflections and results of the COM vote for submission to the Bishop with a copy to the Executive Assistant and the President of the Standing Committee.

Testimonial by the Standing Committee: The Standing Committee shall certify in writing that all the canonical requirements have been met and that there is no sufficient objection on medical, psychological, moral, doctrinal or spiritual grounds and that they recommend the Candidate for ordination. The Standing Committee may interview the Candidate at this time during its regular monthly meeting. (Canon III.8.6(d)) Upon receipt of such testimonial, the bishop may ordain the Candidate a Deacon and shall inform them of this decision by written letter with a copy to the COM.

Placement as a Transitional Deacon: During candidacy, the Candidate for Holy Orders must be in regular contact with the Canon for Deployment of the diocese. In consultation with the bishop, the Candidate should ascertain whether or not placement within the Diocese of Rochester is possible.

If the Deacon will serve their transitional diaconate while in seminary, they shall be in a supervised field education placement with a mentoring deacon as well as priest. Their duties should reflect the traditional roles of a deacon in the Christian community. This placement will be made in consultation with the Canon for Vocation, liaison and the Bishop.

If the transitional Deacon is not currently in seminary, they shall look for employment in consultation with the Canon for Mission and Ministry. Only if the bishop releases the Candidate to seek employment outside of this diocese may the Candidate begin the search process. Whether or not placement is available to the Candidate in the Diocese of Rochester, he/she should prepare a résumé and complete the Church Deployment Office computer form in consultation with the Canon for Deployment, and send it to the Church Deployment Office. An early meeting with the Canon for Deployment assures the Candidate of an early start in the search process. Placement in the Deacon's sponsoring parish is not normally permitted.

Summary of process

_____	Faithful at worship and participation in their community.
_____	Active in some form of field education.
_____	Regular Ember Letters.
_____	Contact with COM mentor.
_____	General Ordination Examinations
_____	Evaluation and recommendation from theological school.
_____	Evaluation from CPE Supervisor.
_____	Application for Ordination.
_____	Check re time lapse since medical, psychological, and background.
_____	Supporting letter from clergy and vestry.
_____	Interview with COM.
_____	Certification by Standing Committee

Once all of the requirements for candidacy have been completed and the bishop has admitted the Postulant to candidacy, the Candidate may apply to the bishop to be ordained so long as:

- It will have been at least eighteen months from the date of nomination to the date of ordination.
- If more than thirty-six months have passed since their background check and their psychological and medical evaluation the bishop may require these items to be taken again.
- General Ordination Examinations are completed satisfactorily or, if not, COM and Candidate have agreed to an educational design.

Interview with Canon for Deployment _____

Diaconal placement _____

Date for Ordination to Transitional Diaconate _____

TRANSITIONAL DEACON TO ORDINATION AS A PRIEST

Length of Transitional Diaconate: The length of the transitional diaconate shall be no less than six months. In no case, shall the period from nomination to ordination to the priesthood be less than eighteen months.

New Clergy Orientation: As required by Canon III.9.2, transitional deacons are expected to participate in a new clergy orientation and support program administered by the diocese (New Connections) if they are serving their transitional diaconate within the diocese. If they are away at seminary, this participation will be deferred until such time as they are employed and/or resident in the diocese.

Letter of Application to the Bishop: A transitional Deacon may make application for ordination to the priesthood, including the date of admission to candidacy, date of ordination to the transitional diaconate and a letter of support from his or her congregation or community of faith. The Deacon shall also include reflections on their diaconal formation in this letter.

Letter of Support from Clergy and Vestry: The congregation or community of faith of the Postulant must submit a letter of support signed by two-thirds of the vestry and the rector or the member of the clergy providing oversight.

Letter of Supervising Clergy & Final Seminary Reports: The supervising priest and vocational deacon under whom the transitional Deacon has been serving should submit a letter of reflection and recommendation to the Bishop to include observations of the Deacon's ministry and formation. This will be placed in their file and shared with the COM and Standing Committee.

Final transcripts from the seminary as well as results of GOEs should be on file. If remedial work needs to be done in any canonical area, the Education Designs Committee of the COM shall be in contact with the transitional Deacon and the Canon for Vocational Discernment to create a supplemental education plan.

Appointment to a Cure: No transitional Deacon may be ordained to the priesthood without first being appointed to a parochial cure in the Episcopal Church (Canon III.8.7(e)).

Life and Work of a Priest: The life and work of a priest is described in Canon III.9. The bishop and the Canon for Mission and Ministry will work with the priest in finding an

appropriate setting for ministry. It is expected that newly ordained priests will participate in a supervised mentoring program, like *New Connections*, and have regular contact with a senior diocesan priest assigned to them as their mentor. It is further expected that the priest will participate in appropriate continuing education.

Holy Orders to the Priesthood -- Checklist

Name: _____





Nomination and Application for Postulancy: Journey of an Aspirant

Before Application:

To be completed:

- A confirmed communicant in good standing
- Resident in faith community for one year
- Consultation with resident clergy person
- Exploratory meeting with the Missioner for Vocational Discernment ___/___/___
- Spiritual autobiography
- Introductory meeting with Bishop ___/___/___
- Group discernment process
- Interview with Vestry

Color Chart of person tracking process or tagged:

-  Missioner for Vocational Discernment
-  Executive Assistant to Bishop (EAB)
-  Canon for Mission & Ministry (CMM)
-  COM Chair (COM)

To Apply:

Date received or completed:

- ___/___/___ Letter of nomination from priest and vestry
- ___/___/___ Letter of application to Bishop (packet) (tag CMM)
 - a. Postulancy Information Form
 - b. Financial Information Form
 - c. Level of education including official transcripts
 - d. Seminary Transcript & Evaluation, if available
 - e. Date of Previous Application or Nomination if any
 - f. Medical Exam
- ___/___/___ Initiate Background Check
- ___/___/___ Background Check completed
- ___/___/___ Aspirant to contact Psychologist
- ___/___/___ Psychological Exam
- ___/___/___ Meeting between Psychologist and Aspirant
- ___/___/___ Meeting between Psychologist and Bishop (tag MVD/EAB)
- ___/___/___ Formal nomination meeting with Bishop (tag EAB)
 - a. Discuss theological education with Bishop
- ___/___/___ Letter from Bishop to Aspirant to proceed (tag COM)
- ___/___/___ COM Discernment Conference.
- ___/___/___ COM Chair notifies Bishop by phone or email (tag EAB)
- ___/___/___ Bp contacts aspirant/priest if process has been stopped
- ___/___/___ Enroll as postulant by letter from Bishop (tag COM/MVD)
- ___/___/___ COM Mentor: _____
(Mentor is identified by COM Chair [tag EAB])
- ___/___/___ Copy of checklist is sent to Mentor (tag EAB)






Application for Candidacy: Journey of a Postulant

Before Application:

To be completed:

- Faithful at worship and in prayer
- Regular contact with COM Mentor
- Function in assigned community as appropriate
- Request theological education support from the Bishop's office (tag EAB)
- Communication with Bishop during Ember Weeks (tag EAB)

Color Chart of person tracking process or tagged:

-  COM Mentor
-  Executive Assistant to Bishop (EAB)
-  Canon for Mission & Ministry (CMM)
-  COM Chair (COM)
-  Standing Committee Chair (SC)

To Apply:

Date received or completed:

- ___/___/___ Letter of support from priest and vestry
- ___/___/___ Letter of application to Bishop (tag EAB/COM/SC)
- ___/___/___ Seminary transcript & Middler report, if available (fluid)
- ___/___/___ Interview with COM (tag EAB)
- ___/___/___ Certificate of Recommendation from COM
- ___/___/___ COM Chair phone Standing Committee Chair
- ___/___/___ Interview with Standing Committee (tag EAB)
- ___/___/___ Certificate of Recommendation from Standing Committee
- ___/___/___ Standing Committee Chair phone Bishop (tag EAB)
- ___/___/___ Enroll as Candidate by letter from Bishop (tag CMM*)
- ___/___/___ COM Mentor: _____
(*Tag CMM for OTM Profile and Transitions)
- ___/___/___ Copy of checklist is sent to Mentor (tag COM)

Vocational Handbook 2013 – Section 5: The Ministry of Priests

APPLICATION FOR TRANSITIONAL DIACONATE: Journey of a Candidate

Before Application:

To be completed:

- Faithful at worship and in prayer
- Regular contact with COM Mentor
- Communication with Bishop during Ember Weeks (tag EAB)
- Supervised Field Education (two years)
- Meeting with Canon for Mission & Ministry re: placement as Deacon and OTM Profile
- General Ordination Examination (tag EAB)
- Safe Church Training
- Title IV Training (The Very Rev. Jim Adams)
- Anti-Racism Training

Color Chart of person tracking process or tagged:

	COM Mentor
	Executive Assistant to Bishop (EAB)
	Canon for Mission & Ministry (CMM)
	COM Chair (COM)
	Standing Committee Chair (SC)
	Chief Financial Missioner (CFM)

To Apply:

Date received or completed:

//_	Letter of support from priest and vestry
//_	Letter of application to Bishop (tag EAB/CMM/COM/SC)
//_	Seminary transcript & Faculty recommendations
//_	Clinical Pastoral Education ("CPE") report
//_	Background Check update if over three years
//_	Medical/Psychological updates if over three years
//_	Interview with COM (tag EAB)
//_	Certificate of Recommendation from COM
//_	COM Chair phone Standing Committee Chair
//_	Interview with Standing Committee (tag EAB)
//_	Certificate of Consent from Standing Committee
//_	Standing Committee Chair phone Bishop (tag EAB)
//_	Phone call from Bishop to candidate
//_	Letter from Bishop to candidate (tag EAB/CFM/CMM)
//_	Ordination Date (decided by Bishop and the Candidate)
//_	COM Mentor: _____
//_	Copy of checklist is sent to Mentor (tag COM)

APPLICATION FOR PRIESTHOOD: Journey of a Transitional Deacon

Before Application:

To be completed:

- 18 Months since date of letter from Bishop to proceed as an aspirant in the process
- Transitional Deacon for 6 months (tag CMM)
- Faithful at worship and in prayer
- Regular contact with COM Mentor
- Meeting with Canon for Mission & Ministry re: available positions
- Participation in New Clergy Peer Support Group _/_/_
- Letter from Clergy Facilitator of Peer Support Group to the Bishop validating participation for at least 6 months _/_/_

Color Chart of person tracking process or tagged:

	COM Mentor (CM)
	Executive Assistant to Bishop (EAB)
	Canon for Mission & Ministry (CMM)
	COM Chair (COM)
	Standing Committee Chair (SC)
	Chief Financial Missioner (CFM)

To Apply:

Date received or completed:

//_	Letter of support from priest and vestry
//_	Letter of application to Bishop (tag EAB/CMM/COM/SC)
//_	Interview with COM (tag EAB)
//_	Certificate of Recommendation from COM
//_	COM Chair phone Standing Committee Chair
//_	Interview with Standing Committee (tag EAB)
//_	Certificate of Consent from Standing Committee
//_	Standing Committee Chair phone Bishop (tag EAB)
//_	Phone call from Bishop to Transitional Deacon
//_	Letter from Bishop to Trans. Deacon (tag EAB/CMM/CFM)
//_	Ordination Date (decided by Bishop and Transitional Deacon)

Journey in the process is complete