# **Checklist for Phases of Ordination Process**

[Aspirant Initiates]

**EXPLORATION PHASE:**

* Rector’s Careful Inquiry
* Spiritual Autobiography
* Theological Reflection Essay
* Self-Reflection Questions
* Application for Holy Orders
* Conversation with Bishop (Bishop submits his report to PDC and/or rector)

**ASPIRANCY: CONGREGATIONAL DISCERNMENT PHASE**

* Bishop gives permission to the rector to continue discernment
* Rector forms Parish Discernment Committee (PDC)
* PDC meets with Aspirant and submits its Assessment to the Vestry
* Vestry reviews work of PDC, and, if it concurs, recommends Aspirant to the bishop

**ASPIRANCY: DIOCESAN DISCERNMENT PHASE**

* Call the Bishop’s Office
* Bishop Receives:
* Parish Discernment Committee Evaluation
* Vestry Recommendation for Postulancy
* Official College and/or other School Transcripts
* Mental Health Evaluation: *Contact Bishop’s Office to initiate*
* Church Planter Assessment: *Contact Bishop’s Office to initiate*
* Confirmation of Spiritual Direction
* Oxford Background Final Report: *Contact Bishop’s Office to initiate*
* Ministry Safe Certification: *Contact Bishop’s Office to initiate*
* Acknowledgment of Receipt of Policies
* Mental Health Evaluation Authorization to Release Information
	+ Waiver of Rights, Release of Claims and Indemnity Agreement
* Second Conversation with Bishop
	+ Medical Evaluation Form
* COM Receives
* Bishop’s Report
* Aspirant’s File
* Postulancy Interview

**POSTULANCY PHASE: PREPARING FOR CANDIDACY**

* Ordination Preparation Plan for academic and practical training outlined by COM and Postulant
* Ember Day Letters
* Application for Candidacy
* Updated Spiritual Autobiography: Focusing on personal growth and the Lord’s work in your life during Postulancy
* Updated Rector Recommendation Letter
* Updated Confirmation of Spiritual Direction Form
* CPE/Internship Report
* Seminary transcripts; Middler [or otherwise] Evaluation
* Recommendation from Director of Deacon Formation Program *(if applicable)*
* Readiness Assessment for Ordination

**CANDIDACY PHASE: PREPARING FOR ORDINATION TO DIACONATE**

* Ember Day Letters
* Vestry Recommendation for the Diaconate
* Successful Completion of Core Courses (Vocational Diaconate)
* Fulfilment of requirements by Bishop or COM
* Application for Ordination to the Diaconate
* Attend Pre-Ordination Retreat

After the submission of the above documents or the documents stated by the COM as necessary, the Candidate will be ready for Ordination.

Ordinations to the diaconate are normally held the second Saturday of June and December. The pre-ordination retreat is normally held Tuesday through Thursday the week of the service.

**DIACONAL TIME: PREPARING FOR ORDINATION TO THE PRIESTHOOD**

**Individual:**

* Application to the Sacred Order of Priests
* Fulfillment of requirements by bishop or COM *(if applicable)*