

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 schedule
 - Church Planter Assessment: Contact Bishop's Office to schedule
 - Confirmation of Spiritual Direction
 - Oxford Background Final Report: Contact Bishop's Office to initiate the background check
 - *Acknowledgment of Receipt of Policies* (Appendix B) from *Policies Regarding the Prevention of Sexual Misconduct and Child Abuse by Clergy, Employees and Volunteers in the Anglican Diocese of Pittsburgh and the Investigation and Prosecution of Allegations and Incidents*
- Second Conversation with Bishop
- COM Receives
 - Bishop's Report
 - Aspirant's File
 - Medical Evaluation Form
 - Ministry Safe Certification: Contact Bishop's Office to schedule the online training

- Appendix B from *Policies Regarding the Prevention of Sexual Misconduct and Child Abuse by Clergy, Employees and Volunteers in the Anglican Diocese of Pittsburgh and the Investigation and Prosecution of Allegations and Incidents*

Postulancy Interview

POSTULANCY PHASE: PREPARING FOR CANDIDACY

Ordination Preparation Plan for academic and practical training outlined by COM and Postulant

Individual:

Ember Day Letters

Application for Candidacy

Updated Spiritual Autobiography: Focusing on personal growth and the Lord's work in your life during Postulancy

Parish / Others:

Updated Rector Recommendation Letter

Updated Confirmation of Spiritual Direction Form

CPE/Internship Report

Seminary transcripts

Recommendation from Director of Deacon Formation Program (Vocational Diaconate)

Candidacy Interview

CANDIDACY PHASE: PREPARING FOR ORDINATION TO DIACONATE

Individual:

Ember Day Letters

Successful Completion of Canonical Examination or Core Courses (Vocational Diaconate)

Fulfilment of requirements by Bishop or COM, if any

Application for Ordination to the Diaconate

Attend Pre-Ordination Retreat

Parish:

Vestry Recommendation Form

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*)