

**CHECKLIST FOR THE ORDINATION OF A PRIEST
(WITH TRANSITIONAL DIACONATE)**

DISCERNMENT & NOMINATION BY THE LOCAL COMMUNITY OF FAITH

- Initial interview with Rector (or equivalent)
- Rector notifies Bishop, in writing (*not an email*)
- Bishop notifies Commission on Ministry
- COM representative meets with parish discernment group to review expectations and provide resources and guidance
- Local community of faith engages in discernment process
- Prior to any recommendation concerning Postulancy, parish discernment group meets with COM representative a second time to confirm that all expectations have been met
- If appropriate, local community of faith nominates for Postulancy
- Rector/Parish (or equivalent) provide:
 - Report of the parish discernment group, including a description of the process of discernment (Form A)
 - Letter of support from Rector/Vestry (or equivalent), including a statement committing the congregation to involve itself in Nominee's preparation for ordination and pledging to contribute financially to that preparation (Form B)

NOMINATION

- Nominee submits to Bishop:
 - Acceptance, in writing (*not an email*), of the nomination for Postulancy of the parish or community of faith
 - Written request for admission to Postulancy—may be included with the above
 - Biographical Sheet (Form C)
 - Evidence of baptism and confirmation
 - Psychological evaluation (request form from Evans House)
 - Medical evaluation (request form from Evans House)
 - Background checks
 - Financial statement (Form D)
 - Release of information (Form E)
 - Spiritual autobiography
 - Official transcripts from colleges/universities

REVIEW BY THE BISHOP

- Bishop establishes that Nominee is a confirmed adult communicant in good standing of congregation (or equivalent)
- Bishop meets with Nominee; a discussion of finances takes place at this meeting or at another scheduled appointment.
- Bishop reviews Nominee's file and, if appropriate, invites Nominee to next Conference on Ordination Evaluation (COE)
- Bishop sends notification of determination to:
 - Rector/Vestry (or equivalent)
 - Commission on Ministry

COMMISSION ON MINISTRY REVIEW

- Nominee attends COE
- COM meets with Bishop for evaluation and recommendation concerning Postulancy:
 - Recommended favorably for Postulancy at this time
 - Recommended for Postulancy at this time with the following reservations/provisions:

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- Encouraged to continue in the process with suggestions for further preparation, but not recommended for Postulancy at this time
 - Not recommended for Postulancy
 - At Bishop's discretion, Nominee is admitted to Postulancy
 - Bishop records name of Postulant and date of admission in register
 - Bishop sends notification of Postulancy to:
 - Postulant
 - Rector/Vestry (or equivalent)
 - Commission on Ministry
 - Standing Committee
 - Dean of seminary (if known) or director of preparation program

POSTULANCY

- If enrolling in seminary, Postulant prepares a first-year budget and submits it to the Bishop for review
- Formation plan is developed by the Postulant and Formation Committee representative addressing these areas:
 - theological training
 - practical experience
 - emotional development
 - spiritual formation
- COM reviews formation plan and approves or adjusts it
- Postulant sends Embertide letters to Bishop four (4) times a year, addressing the four areas covered in the formation plan, the Postulant's financial situation, and any general matters having to do with the Postulant's formation

Year: _____

Year: _____

- Postulant's seminary (or diocesan Formation Committee) submits annual report to the Bishop outlining progress made

CANDIDACY

NOTE: The expectation of the Diocese of Southwestern Virginia is that the period of Postulancy will be a minimum of one (1) year. In no case may application for Candidacy be considered until 6 months of Postulancy have been completed.

- Postulant makes formal application in writing (*not an email*) for Candidacy, giving date of admission to Postulancy
- Rector/Vestry of Postulant's parish (or equivalent) provide statement of support (Form F)
- Commission on Ministry reviews Postulant's application for Candidacy and makes recommendation. An interview may be required.
- Standing Committee interviews Postulant and makes recommendation to the Bishop concerning Candidacy.
- At Bishop's discretion, Postulant is admitted to Candidacy
- Bishop records name of Candidate and date of admission to Candidacy in register
- Bishop sends notification of Candidacy to:
 - Candidate
 - Rector/Vestry (or equivalent)
 - Commission on Ministry
 - Standing Committee
 - Dean of seminary or director of preparation program
- Candidate sends Embertide letters to Bishop four (4) times a year, addressing the four areas covered in the formation plan, the Candidate's financial situation, and any general matters having to do with the Candidate's formation

Year: _____

Year: _____

- Candidate's seminary (or diocesan Formation Committee) submits annual report to the Bishop outlining progress made

SPECIFIC REQUIREMENTS

(may be met during either Postulancy or Candidacy)

Sexual misconduct prevention training completed: _____
(date)

Anti-racism training completed: _____
(date)

Training on Constitution of The Episcopal Church and the Canons of General Convention, particularly Title IV, completed: _____
(date)

CPE completed: _____
(date final evaluation received by Bishop)

Location of CPE center: _____

Field education completed: _____
(date final evaluation received by Bishop)

Location of field education placement: _____

GENERAL ORDINATION EXAM

Candidate sits for GOE

If Candidate's GOE results are not acceptable to COM and Bishop, Bishop initiates a review of the exam by the Diocesan Board of Examining Chaplains, which makes recommendation to the Bishop and C.O.M. concerning re-examination and/or remediation.

ORDINATION TO THE DIACONATE

NOTE: The expectation of the Diocese of Southwestern Virginia is that the period of Candidacy will be a minimum of one (1) year. In no case may application for ordination to the Diaconate be considered until 6 months of Candidacy have been completed.

Candidate makes formal application in writing (*not an email*) for ordination to the Diaconate, giving dates of admission to Postulancy and Candidacy

Rector/Vestry of parish (or equivalent) submit certificate supporting ordination (Form G)

Seminary (or other formation program) submits evaluation and recommendation

If 36 months have passed since initial psychological evaluation, medical evaluation, or background checks, that item is repeated.

Bishop provides certificate confirming dates of admission to Postulancy and Candidacy

Commission on Ministry reviews Candidate's application for ordination and makes report to Standing Committee certifying that program of study has been successfully completed and recommending ordination to the Diaconate. An interview may be required.

Standing Committee reviews application and supporting documents and, if appropriate, approves Candidate for ordination to the Diaconate (Form I). An interview may be required.

At Bishop's discretion, Candidate is approved for ordination to the Diaconate.

ORDINATION TO THE PRIESTHOOD

NOTE: Application for ordination to the Priesthood cannot be considered until 6 months of service in the Diaconate have been completed and 18 months have passed from the time of acceptance of nomination by the Nominee.

- Deacon makes formal application in writing (*not an email*) for ordination to the Priesthood, giving dates of admission to Postulancy and Candidacy and date of ordination to the Diaconate
- Rector/Vestry (or equivalent) submit certificate of support for ordination (Form J)
- Seminary (or other formation program) submits evaluation and recommendation
- Appointment to a cure where priestly ministry can be exercised is confirmed
- Bishop provides certificate confirming dates of admission to Postulancy, Candidacy, and ordination to the Diaconate
- Commission on Ministry reviews Candidate's application for ordination and makes report to Standing Committee certifying that program of study and formation has been successfully completed and recommending ordination to the Priesthood. An interview may be required.
- Standing Committee reviews application and supporting documents and, if appropriate, approves for ordination to the Priesthood (Form K). An interview may be required.
- At Bishop's discretion, Candidate is approved for ordination to the Priesthood
- Newly ordained Priest is assigned a Mentor Priest by Bishop in consultation with Commission on Ministry