Priest Ordination Process Diocese of Wyoming

For (name)____________________________________

The journey from nomination to ordination is not necessarily straight-forward and is never taken alone. It is a road which unfolds as we seek to discern God's will on several levels, involving both individuals and communities. Four basic entities are involved in this process of discernment: The Individual (I)--The person nominated; the Congregation (C) represented by the rector and/or vestry; the Diocese (D) represented by the Bishop, Commission on Ministry, and the Standing Committee; and a Mentor (M)—chosen by nominee in conjunction with COM will be assigned to assist the person on the journey. In the list below, the initials for these four participants will be used to indicate who is to take primary responsibility for initiating or fulfilling particular steps.

Before Nomination:
I/C An initial discernment process, including congregational formation and a consideration of ministry roles in all aspects of congregational life, is necessary even for self-identified seekers for ordination. In congregations that engage in discernment for ordained roles, as people are identified for ordained ministry individuals will be asked to consider whether they feel called to deeper discernment for ordination. Those individuals will then enter into a personal discernment with a team of members from the congregation.

__________Initial congregational discernment process completed

AS PER THE CANONS OF THE EPISCOPAL CHURCH, ACCEPTED AT GENERAL CONVENTION IN 2006—
Title III Sec. 7. Ordination to the Priesthood
(a) A person may be ordained Priest:
   (1) after at least six months since ordination as a Deacon under this Canon and eighteen months from the time of acceptance of nomination by the Nominee as provided in III.8.2(b), and
   (2) upon attainment of at least twenty-four years of age, and
   (3) if the medical evaluation, psychological evaluation, and background check have taken place or been updated within thirty-six months prior to ordination as a Priest.

Note: There is a required minimum time for the process of 18 months, from nomination to ordination to the transitional diaconate. Also, there is a minimum time period of 6 months from ordination to the transitional diaconate to ordination to the priesthood.

There are no specific time frames for Postulantcy and Candidacy. However, all requirements must be met satisfactorily prior to moving on to the next stage.

THE PERSON ENGAGED IN THE PROCESS SHOULD KEEP A NOTEBOOK/ PORTFOLIO OF ALL PAPERWORK SUBMITTED TO DIOCESE/COM, CLASSES THEY TAKE, SERMONS PREACHED, LITURGIES PLANNED AND PARTICIPATED IN, TESTS TAKEN, BOOKS READ, PROJECTS WORK ON, ETC.

All forms and examples of letters will be supplied by the COM at the various intervals they need to be turned in and will be available from the Diocesan website under Resources-Commission on Ministry
Nomination toward Postulancy:

Goal—to ascertain whether an individual meets diocesan and national canonical requirements, and has the support of the congregation before entering deeper discernment.

C Letter from vestry/congregation recommending the nominee, and pledging to contribute financially to the Nominee’s preparation, and involve itself in the Nominee’s preparation for ordination to the Priesthood. sent to COM and Bishop. This letter and all vestry letters of support during this process are to be signed by 2/3 of the vestry and by the Rector, Priest-in-Charge, or a Priest of the Diocese acquainted with the nominee and the Parish, and attested to by the clerk of the vestry. (Title III, Canon 8, Sec. 2a) and Title III, Canon 5, Sec. 2c)

___________ Letter submitted

I Individual must accept his/her nomination in writing and request to be considered for postulancy—send to COM and Bishop. Letter to include the following information

1) Full name and date of birth.
2) The length of time resident in the Diocese
3) Evidence of Baptism and Confirmation
4) Whether an application has been made previously for Postulancy or the person has been nominated in any Diocese

__________ Nomination accepted

I A written description of the process of discernment that brought you to nomination and a report from the Discernment Team sent to the COM and Bishop's office.

___________ Written description and report submitted

I Official transcripts of your high school or college work sent to COM and Bishop's office.

___________ Transcripts submitted

I & M Social History Form (Parts 1 and 2), Statement of Consent for Release of Information, and Form #4 the Church Worker Questionnaire to be filled out and sent in to the COM and Bishop's office.

___________ Forms completed and submitted

I Medical Examination to be completed, using the approved form, and submitted to the bishop.

___________ Medical Examination received.

I Psychological Exam and Behavioral Screening Questionnaire to be completed. Bishop’s office will make arrangements for Psychological Exam. Fees for exam to be split –Diocese, Congregation, and Nominee each paying 1/3.

___________ Psychological Exam received.

Revised January 2017
D A background check on the individual will be made from the Bishop's office.

____________ Background check completed.

D Upon direction from the Bishop the COM will conduct a community interview with the individual and her/his congregation to determine that qualifications to go forward are met. They will inform the Bishop of their recommendation.

____________ Community interview completed

____________ Bishop received recommendations of interview

I Personal interview with the Bishop.

__________ Interview with Bishop completed

D The Bishop will decide whether or not to accept the nominee as a postulant and inform the individual, COM and SC of the decision.

____________ Bishop's decision communicated to individual

**Postulancy toward Candidacy:**

Goal—continued exploration of and decision about the Postulant's call to the priesthood, and initiation/continuation of education for that role.

Postulant shall choose with the help of COM either a Spiritual Director. The Bishop and COM will be informed of who this person is. This person may be asked to report/evaluate the nominee’s call to the priesthood by reporting to the Bishop/COM, without revealing confidential information from private discussions between the two.

Postulant shall choose with the guidance of the COM an ordained person to Mentor them during their time of formation and field work. Mentors are not responsible for training and education but for support and feedback in working within congregation(s).

A Postulant who is a Wyoming Iona School student will meet on a regular basis with the Dean of the Wyoming Iona School as to their progress and requirements to move forward in the process.

I Regular meetings with Spiritual Director/Companion to evaluate the process of discernment

I If the Education/Formation plan involves attending seminary and work towards an M.Div. degree, a consultation with the bishop regarding the financial resources to support seminary attendance is required.

__________ Meeting with bishop regarding financial resources completed

I/ D Education/Formation plan fully developed. If applicable, seminary chosen and application made.

__________ Initial education/formation plan developed

Revised January 2017
I _______ Begin educational process -- either traditional seminary education or Wyoming Iona School
    _____ WIS  _____ Seminary  Seminary name: _________________________

I                  Regular meetings with a Spiritual director,
I                  Ember Day letters to the Bishop.
I                  In consultation with Spiritual Director, Mentor, COM (through reports) and
                  Congregation, determine if the call to priesthood is clear.

Letters from Mentors, Spiritual Director/Companion, formation program to COM discussing
postulant's progress regarding the three items immediately above.

_________ Letters received

I                  Apply for Candidacy—letter which includes date of admission to postulancy sent to
                  COM and Bishop.

_________ Application for Candidacy submitted

I                  Send 1 page summary of education to date to COM and SC, as well as plan for continuing education in
                  seven canonically required areas.

_________ Education summary and educational plan submitted

_________ Letter from Wyoming IONA School or seminary on postulant’s progress and
                  formation

_________ Congregational letter of support submitted

D                  COM considers request, attests to continuing formation of postulant.

_________ COM attestation of continuing formation submitted to Standing
                  Committee

D                  Standing Committee invites individual to meeting for interview. Recommends action to Bishop.

_________ Meeting with Standing Committee

_________ Standing Committee recommendation received by Bishop

D                  Bishop admits individual to candidacy and informs the postulant as well as COM, the SC, and any
                  other interested parties.

_________ Admission to Candidacy
Candidacy toward Ordination to the Transitional Diaconate

Students may be ordained to the Transitional Diaconate prior to their final year in whatever formation program they are enrolled in, but may not be ordained to the Priesthood prior to completion of the formation program.

Goal—this is a time for education and formation, in preparation for ordination to the priesthood.

I Begin expanding activities within congregation(s) with supervision of Mentor—planning and leading worship, preaching, other duties that may be applicable to aid in formation

I Continue regular meetings with Mentor, Spiritual Director/Companion, as well as pursuing educational plan.

I Attend and receive certification in:

________ Date certified - Safe Church Training.

________ Date certified - Anti-racism training.

________ Date certified - Civil requirements about reporting abuse.

________ Date certified - Title IV training.

________ Date certified- ASIST Suicide Prevention Training

I Continue Ember Day letters to the Bishop)

M _______ Letters from Mentors to COM discussing candidate’s progress

_________ Letters received

_________ Letter from Wyoming IONA School or seminary on candidate’s progress and formation

D Evaluation of Education in canonical areas done by COM (Note: Background Check, Medical and Psychiatric exams must all be no older than 36 months at the time of ordination).

_________ Evaluation done by COM

D COM sends statement attesting to sufficient education and proficiency in the required areas of study for ordination to Bishop and Standing Committee

_________ Attestation of COM received by Bishop and Standing Committee

I Candidate applies to Bishop for ordination.

_____ Application for ordination submitted

C Letter of support is sent by congregation.

_____ Letter of support submitted

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I/D Certificate of qualification for ordination (seminary grades, GOE results, competencies in canonical subject areas) from program of preparation, with evaluation and recommendation for ordination submitted for review by the SC.

_________ Certificate, etc., submitted

D Certificate from the COM to the SC recommending ordination.

_________ Certificate submitted.

D Standing Committee reviews Application for Ordination, Letter of Support, and COM attestation.

D Testimonial from the Standing Committee giving consent to ordination. (Title III, Canon 8, Sec. 6d)

_________ Testimonial issued

I/D Candidate and Bishop set date for ordination

________ Date of ordination

As part of the formation process for ordination each person shall be required to complete a Bishop-led Pilgrimage (partially funded by the Diocese). If unable to go on the Bishop-led Pilgrimage, Bishop will assign a project to be completed in lieu of Pilgrimage

Pilgrimage to __________________________completed

Transitional Diaconate toward Ordination to the Priesthood: (minimum 6 months)

Note: At least six months must have elapsed from the date of ordination to the Transitional Diaconate and 18 months must have elapsed from the acceptance of nomination before ordination to the Priesthood.

I/M/D Education further evaluated by COM (or Seminary grades and GOE report) and certificates to COM/Bishop, if not already done so. (Note: Background Check, Medical and Psychiatric exams must all be no older than 36 month at the time of ordination).

Evaluation (or alternative) received by COM (if required)

_________ Letter from Wyoming IONA School or seminary on Transitional Deacon’s progress and formation

I Continue Ember Day letters to the Bishop (discuss possible ordination dates).

M Letters from mentors to COM discussing Transitional Deacon’s progress

_________ Letters received

I Candidate applies to Bishop for ordination to the priesthood.

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Application for ordination submitted

C    Letter of support is sent by congregation.
    Letter of support submitted

I/D  Certificate of qualification for ordination (seminary grades, GOE results, competencies in canonical subject areas) from program of preparation, with evaluation and recommendation for ordination submitted for review by the SC, if not already submitted.

Certificate, etc., submitted

D    COM reviews progress of Transitional Deacon, and makes recommendation for ordination to Bishop.

Recommendation of COM received by Bishop

D    Certificate from the COM to the SC recommending ordination.

Certificate submitted.

D    Testimonial from the Standing Committee giving consent to ordination. (Title III, Canon 8, Sec. 7c)

Testimonial issued

I/D  Candidate and Bishop set date for ordination

Date of ordination