



Checklist for Ordination Process Episcopal Diocese of Eastern Oregon

Canonical requirements will be found in Canon III.6 for the Diaconate or Canon III.8 for Priesthood. This checklist and your COM liaison will assist you in understanding diocesan requirements and expectations.

Completion
Date

A. Preparation for Postulancy

- _____ 1.) Congregation or Community of Faith discerns with person regarding the call to ordained ministry until consensus is reached.
- _____ 2.) Vestry interview and recommendation (Form A.2) to the Bishop.
- _____ 3.) Nomination form (Form A.3)/ materials sent to Bishop's Office (*Canon III.6.2 or Canon III.8.2*)
- _____ 4.) Confirmation by Bishop that the person is a confirmed adult communicant in good standing of a congregation or other community of faith
- _____ 5.) Initial formal meeting with the Bishop
- _____ 6.) Bishop notifies nominee and COM of approval to proceed with application
- _____ 7.) Initial meeting with the COM
- _____ 8.) Recommendation for Postulancy received by Bishop from COM (Form A.8)
- _____ 9.) Admission by Bishop to Postulancy
- _____ 10.) Preparation of necessary formation, education and training program
- _____ 11.) Letter of admission to Postulancy sent to congregation, COM and Standing Committee and director of formation/education program. (A.11)

B. (During Postulancy)Preparation for Candidacy

- _____ 1.) Ember Day letters received (4 times a year) and quarterly conversation with COM liaison
- _____ 2.) Background check by Bishop's Office completed (paid for by sponsoring congregation and/or postulant)
- _____ 3.) Physical exam completed and sent to Bishop's Office (paid for by sponsoring congregation and/or postulant)
- _____ 4.) Psychological exam completed and sent to Bishop's Office (paid for by sponsoring congregation and/or postulant)
- _____ 5.) Signed Diocesan Sexual Conduct Policy Acknowledgement Form (Form B.5) sent to Bishop's Office
- _____ 6.) Continued academic study
- _____ 7.) Anti-racism/multi-cultural training completed
- _____ 8.) Title IV/Child abuse prevention and sexual harassment prevention training completed
- _____ 9.) Commitment by congregation/community of formal preparation (Form B.9)

- _____ 10.) Letter of application for Candidacy (Form B.10) and supporting letter (Form B.9) from Congregation and Vestry sent to Bishop's Office
- _____ 11.) Meeting with the Commission on Ministry
- _____ 12.) Meeting with the Standing Committee
- _____ 13.) Recommendation for Candidacy received by Bishop from COM (Form B.13.a) & SC (Form B.13.b)
- _____ 14.) Admission by Bishop to Candidacy (B.14)

C. (During Candidacy) Preparation for Ordination to the Diaconate

- _____ 1.) Candidate for ordination is at least 24 years of age
- _____ 2.) (*For vocational diaconate*) Minimum of 18 months from acceptance of nomination.
- _____ 3.) Demonstrated competency in five general areas for vocational diaconate, seven general areas for transitional deacons
- _____ 4.) Ember Day letters received (4 times a year) and quarterly conversation with COM liaison
- _____ 5.) Letter of application for ordination by Candidate received in Bishop's Office (Form C.5)
- _____ 6.) Letter from Community/ vestry affirming readiness for Ordination (Form C.6)
- _____ 7.) Written evidence of admission to postulancy and candidacy with dates of admission (Form C.5)
- _____ 8.) Documentation of preparation showing Candidate's scholastic record and giving evaluation with recommendation for ordination
- _____ 9.) Final interview and written assessment for ordination prepared with recommendation from COM (Form C.9)
- _____ 10.) Certification by Standing Committee that all canonical requirements have been met (Form C.10)
- _____ 11.) Approval by Bishop for Ordination to the Diaconate

D. (During Diaconate) Preparation for Ordination to the Priesthood

- _____ 1.) Minimum of six months since ordination as a Deacon and eighteen months from acceptance from Nomination
- _____ 2.) Written application from Deacon requesting ordination as a Priest (Form D.2)
- _____ 3.) Letter of support from the Deacon's congregation or other community of faith (Form D.3)
- _____ 4.) Written evaluations from academic instructors of Deacon's coursework
- _____ 5.) Written statement from COM attesting to successful completion of the program of formation designed during Postulancy and recommending the Deacon for ordination to the Priesthood to the Standing Committee and Bishop (Form D.5)
- _____ 6.) Certification by Standing Committee that canonical requirements for ordination to the Priesthood have been met (Form D.6)
- _____ 7.) Appointment to Parochial Cure
- _____ 8.) Appointment of mentor priest
- _____ 9.) Approval by Bishop for Ordination to the Priesthood