

## Manual for the Ordination Process

### Introduction

Welcome to the process of discernment and preparation for your ordained ministry in the Episcopal Church. It will be an exciting, long, and sometimes arduous journey, but you will have many people encouraging, supporting, and helping you along the way.

This information is intended to help you visualize the overall process and to answer your questions as you continue through this process.

**PLEASE NOTE:** The norm in the Diocese of Eastern Michigan for those who enter the ordination process after Jan 1, 2010 is that they will be ordained by the age of 65 or younger. If you have questions or concerns about this, please contact a member of the COM or the Bishop.

As you go through the process, please keep the following things in mind:

- ❖ YOU are responsible for YOUR PROCESS; others will be helping, but **you** must see that the various steps of **your process** are completed.
- ❖ There is a large “paper trail” to complete the process, kept in a file for you at the Diocesan Center; we **strongly** recommend that you **keep copies of all materials** that you send to the Diocese in case anything gets lost.
  - Copies of most of the materials generated by others (COM, SC, Bishop, etc) will be sent to you to maintain in your personal file
  - Be aware that the file in the Diocesan Center is your file and you may look at it at any time; contact the Bishop’s Assistant for access, 877-752-6020
- ❖ Discernment of your call will be ongoing throughout the process; be aware that you may be asked to do something not listed in this rather general discussion of the process, or that you may be asked to step out of the process at any time if your call is not validated by others.

There are three main parts of this information to help you with your journey towards ordination:

- ❖ The checklist which outlines the process and what you need to do
- ❖ The manual which gives additional information regarding the checklist steps  
Note: numbers in the body of the manual reflect the number of the item on the checklist
- ❖ Forms necessary to complete the process

There are also a number of links to additional material which may be used as desired. A term that is underlined is a link to more information or the required forms.

Please read this entire manual, and **when you have questions** about the process **check the manual** before going to others with your questions!!!

There are two people who will be important to you very early in your process;

### Supervising Cleric

The Supervising Cleric for a person in the process towards ordination will likely be the Rector or Priest-in-Charge of the Applicant’s congregation.

Where there is no Rector or Priest-in-charge, the congregation is in transition, etc., the Dean of the Convocation in which the Applicant’s congregation is located will supervise the Applicant or (in consultation with the Applicant and with the approval of the Bishop) will appoint a priest to be the Supervising Cleric for the Applicant’s process.

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Normally the Supervising Cleric will remain the same throughout the Applicant's process and will provide a pastoral presence to them throughout this process. (The Supervising Cleric will NOT be the Applicant's Spiritual Director.)

The Supervising Cleric will:

- ❖ Do the initial discussion and discernment with a person sensing a call to ordained ministry, [1]\* (see Item 1 –*Meeting with Supervising Cleric* – for suggested topics and resources)
  - help the Applicant develop their *Faith Journey*, and review it with them before it is sent to the COM [2]
- ❖ Meet with the applicant & representatives of the COM to develop the Parish Discernment plan [3]
  - Help the applicant identify possible members for a discernment team if needed, may invite them to participate in the discernment team, and may help set up and attend the first meeting only of said discernment team.
  - Inform the Applicant's vestry immediately when the discernment plan is complete [4]
- ❖ Inform and advise the vestry of the person in process on the progress of the person throughout the journey towards ordination
  - Request [and sign] a prompt letter of support (or non-support) to be sent to the Applicant and Bishop by the sponsoring vestry for the Nomination, and advancement to Candidacy [15], the Diaconate [20], and Priesthood if indicated [23] as directed by the canons
  - Receive notification from the Bishop of person's change in status, and inform the vestry of same [11, 18, 22]
- ❖ Meet with the person in process as desired by either the SC or the person to discuss the process, questions, or concerns of either.
- ❖ Keep the congregation informed on the progress of the person in process, and encourage involvement of both congregation and vestry members in supporting him or her throughout the process
  - Suggest she or he be in contact with sponsoring congregation by providing newsletter articles, letters to vestry, etc.
- ❖ Receive the quarterly Ember Day letters [12]
- ❖ May be consulted by the Bishop regarding the assignment of the Deacon [23]
  - Work with the Bishop to plan for ordination to the Diaconate [22]

The Supervising Cleric will NOT:

- ❖ Be in any way responsible for the Applicant's process or keep after the Applicant to submit the various requests/letters/forms etc that are a part of the process
- ❖ Be the Applicant's Spiritual Director.

\*Numbers in brackets [1] are related to the numbers on the check-list and in the manual

### COM Contact

When the Applicant sends his/her *Faith Journey* to the Commission on Ministry (COM) a COM Contact will be appointed for the Applicant.

The COM Contact will:

- ❖ Be available to the Applicant and Supervising Cleric throughout the process to answer questions clarifying the process for ordination
- ❖ Stay in contact with the person and report to the COM on person's progress
- ❖ Take a lead in helping set up a Discernment Process for the Applicant

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- ❖ Be part of the COM interview for Postulancy at the COM Ministry Conference
- ❖ May organize and be a part of a meeting with the COM for evaluation and certification of readiness for ordination.

The COM Contact will NOT:

- ❖ Be in any way responsible for the Applicant's process or keep after the Applicant to submit the various requests/letters/forms etc that are a part of the process
- ❖ Be a mentor or Spiritual Director

## CHECKLIST FOR ONE SEEKING HOLY ORDERS

The Supervising Cleric is generally a person's rector or priest in charge. In some cases the dean or appointee of the dean or bishop will fulfill this role.

- APPLICANT
- \_\_\_\_\_ 1. Applicant identified (by self or others) and meets with Supervising Cleric [SC]
  - \_\_\_\_\_ 2. Applicant writes a *Faith Journey*, distributes it to SC, to the Vestry and e-mails it to the Commission on Ministry [COM] with the *Personal Information Sheet* (mailing college transcripts or other proof of education to the Diocesan Center, or if your *Personal Information Sheet* indicates that you do not have a Bachelor's degree you will be asked to take an Educational Equivalency Assessment.)
  - \_\_\_\_\_ 3. A COM Contact is identified to aid applicant with procedures. COM representatives meet with Applicant and SC to design a parish discernment plan.
  - \_\_\_\_\_ 4. Applicant implements parish discernment plan. (At end of process, SC sends letter of completion to vestry, including financial information.)
  - \_\_\_\_\_ 5. Vestry sends written nomination to Applicant and Bishop. Applicant replies in writing to Vestry and sends a copy of the acceptance letter to the Bishop.
- NOMINEE
- \_\_\_\_\_ 6. Applicant becomes a nominee when the Bishop receives a copy of the letter of acceptance sent to the Vestry.
  - \_\_\_\_\_ 7. Nominee has a medical check-up and background check.
  - \_\_\_\_\_ 8. Nominee meets with COM representatives at the annual COM Ministry Conference to have a Postulancy interview.
  - \_\_\_\_\_ 9. Nominee meets with Bishop after being notified that the items above have been completed.
  - \_\_\_\_\_ 10. There will be a psychological evaluation. The Bishop may ask to meet with the Nominee again after this evaluation.
- POSTULANT
- \_\_\_\_\_ 11. Bishop awards postulancy and records event in register.
  - \_\_\_\_\_ 12. Postulant engages in Spiritual Direction, begins writing Ember Day letters to Bishop and SC, and attends the annual COM Ministry Conference. This will continue until final ordination.
  - \_\_\_\_\_ 13. Postulant engages in formal formation including field work. (May submit request for funding support from Diocese.)
  - \_\_\_\_\_ 14. Towards the middle to end of the 2<sup>nd</sup> year of education, the Postulant submits [\*Application for Candidacy\*](#) and requests a letter of support from vestry and SC to be sent to the Bishop and the COM contact.
  - \_\_\_\_\_ 15. COM writes letter to Standing Committee attesting to the postulant's continuing education.
  - \_\_\_\_\_ 16. Standing Committee reviews the documentation, interviews the postulant (generally during the COM Ministry Conference), and writes a letter to the Bishop supporting Candidacy.

- CANDIDATE \_\_\_\_\_ 17. Bishop confers Candidacy and records event in register.  
\_\_\_\_\_ 18. Candidate completes formal formation and a report of readiness is received by the COM from the theological institution.  
\_\_\_\_\_ 19. Candidate provides evidence of completion of anti-racism and sexual abuse prevention training to the Diocese.  
\_\_\_\_\_ 20. Candidate submits [Application for Ordination](#) and requests letter of support from Vestry and SC to be sent to Bishop and COM contact.  
\_\_\_\_\_ 21. Candidate may meet with COM for evaluation. COM certifies that Candidate is ready for ordination. Standing Committee certifies that the canonical requirements have been met.  
\_\_\_\_\_ 22. Bishop schedules ordination to diaconate.

In the case of one who will be a Deacon, 22 is the final step.

The following is for those who are transitional deacons.

#### TRANSITIONAL DIACONATE

- \_\_\_\_\_ 23. Transitional Deacon completes an application requesting ordination to the priesthood and requests a letter of support from vestry and "Priest in Charge" of congregation to which the Deacon has been called; these are to be sent to the Bishop's Office.  
\_\_\_\_\_ 24. The Bishop's Office acquires a certificate from the seminary or other training source.  
\_\_\_\_\_ 25. COM provides letter attesting to successful completion of formation and proficiency in required areas of study and recommending ordination to the priesthood.  
\_\_\_\_\_ 26. Standing Committee certifies to the Bishop that all canonical requirements have been met.  
\_\_\_\_\_ 27. Deacon will have a call from a congregation or other organization acceptable to the Bishop.  
\_\_\_\_\_ 28. Bishop will schedule ordination to priesthood not sooner than 6 months after ordination to Transitional Diaconate.

# Diocese of Eastern Michigan

## PERSONAL INFORMATION SHEET

Present Goal:  Diaconate  Priesthood  Sacramentalist  Undecided

Date: \_\_\_\_\_

Name \_\_\_\_\_ Birthdate: \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Present Occupation \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Supervising Cleric: \_\_\_\_\_

Family Information: Marital Status  Single,  Married, Spouse name \_\_\_\_\_  
 Divorced/Separated-# of marriages \_\_\_\_\_,  Widow(er)  
 Children: Ages and genders \_\_\_\_\_

Religious history: Length of time in diocese? \_\_\_\_\_, Length of time in congregation? \_\_\_\_\_  
Ministries in current congregation with dates (use additional space if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Baptism: Date \_\_\_\_\_ Denomination \_\_\_\_\_  
By Whom? \_\_\_\_\_

Confirmed/received into the Episcopal Church: Date \_\_\_\_\_  
By Whom? \_\_\_\_\_ Where \_\_\_\_\_

Previous application for admission as Postulant for Holy Orders \_\_\_\_ Yes, \_\_\_\_ No  
If yes, explain \_\_\_\_\_

Education:  
High School \_\_\_\_\_ Graduation date \_\_\_\_\_  
College \_\_\_\_\_ Graduation date \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_  
Graduate Work \_\_\_\_\_  
Other Training or Education \_\_\_\_\_

**NOTE:** Please mail official transcript(s) from your college or university as appropriate to the Diocesan Center:

Episcopal Diocese of Eastern Michigan, 924 N Niagara St, Saginaw MI 48602

## APPLICANT

Beginning steps in process

### 1. Meeting with Supervising Cleric

You will begin by meeting with your [Supervising Cleric](#)

Items that you and your Supervising Cleric may discuss include - but are not limited to -

- ❖ how and why you were identified (perhaps the person who identified you, if it was someone other than yourself, could be included in this conversation to explain why s/he thinks you are called to ordination).
- ❖ what ministries, both within the congregation and outside it, you have been involved with as well as your activities in the Convocation and/or Diocese.
- ❖ your understanding of the role to which you have been called
- ❖ a brief discussion of the process leading to ordination, including the financial aspects.
- ❖ your Faith Journey (see item 2 below).

Possible resources for your Supervising Cleric and you to consider in your discussions:

*(Materials listed below are available from the Ministries Resource Center at the Diocesan Office)*

- 1) *The Book of Common Prayer*, 1979
- 2) *Listening S/thearts: Discerning Call in Community*, Farnham, Suzanne G. et al, 1991, Morehouse
- 3) *Spiritual Wholeness for Clergy*, Hands, Donald R. & Fehr, Wayne L., 1993, Alban Institute
- 4) *Let Your Life Speak*, Palmer, Parker J, 2000, Jossey-Bass
- 5) *Do I Belong in Seminary?* Parker, Ronald E, 1998, Alban Institute
- 6) *Many Servants: An Introduction to Deacons*, Plater, Ormonde, 1991, revised 2004, Cowley
- 7) *Servanthood*, Sims, Bennett J, 1997, Cowley
- 8) *The Biblical Journey of Faith*, Van Devellder, Frank R, 1988, Fortress Press
- 9) *Calling: A Song for the Baptized*, Westerhoff, Caroline A, 1994, Cowley

### 2. Writing a Faith Journey

A Faith Journey is told with the purpose of discerning and proclaiming how your experience has shaped your relationship with God. Your call, discernment, vocation, and ministry are embedded in your spiritual journey.

As you begin work on your Faith Journey for the Commission on Ministry we want to assure you that there are no right or wrong answers. You are giving us a tool to help us work with you on a discernment plan. The more honest you are about your feelings and perceptions the more likely your discernment plan is going to help you find where God is calling you.

A Faith Journey is not a biography. ***What we really want to hear is where and how you have experienced God in and throughout your life.***

Below are some questions to consider as you write:

- choose any or all that you feel apply to your faith story.
- answer them as a part of your greater narrative, not one at a time.

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- ❖ As you consider the most significant events of your life, in which ones were you most aware of God's presence
  - Is there a "spiritual thread" or image that runs through your life?
  - What Biblical story or character do you most closely identify with?
- ❖ When has your relationship with God most changed and what have you learned about God and about yourself in these times?
- ❖ When have you felt God has been absent in your life?
  - How have you experienced that absence and what did you do?
- ❖ What do you mean when you say God?
- ❖ How has your devotional/prayer life changed and developed over time?
  - How do you talk to God and how does God talk to you?
  - How do you know it is God talking to you and not something or someone else?
- ❖ How have you revealed your relationship with God or shared it with others?

(Please keep your Faith Journey to approximately 3-5 pages, using 10-14 point type and appropriate margins. Thank you.)

Submit this Faith Journey to your Supervising Cleric, your Vestry, and e-mail it to the Diocesan Commission on Ministry (COM) with your completed *Personal Information Sheet*.

**NOTE:** If your Personal Information Sheet indicates that you do not have a Bachelor's degree, you will be contacted by the COM to take an Educational Equivalency Assessment.

### 3, 4. Commission on Ministry Designs Parish Discernment

- a) The COM identifies a [COM Contact](#) to aid the applicant with the procedures.
  - ❖ The COM contact is not a mentor or Spiritual Director.
  - ❖ The contact will be available to answer questions about the process and arrange interviews with the COM as appointed
- b) You and the Supervising Cleric will meet with representatives from the COM to plan your individual discernment process.

The Discernment Process **might** include;

- ❖ meeting with a team of ~8 people to discuss how God is calling you
  - ❖ ministry project(s) to assist with understanding the role you are seeking and to help analyze your gifts in relation to that role.
  - ❖ work with the Convocation and/or Diocese to broaden your experience.
  - ❖ Anything else that might help you determine your call
- c) Your Supervising Cleric and you review and implement the Discernment Plan. (An appeal for changes or additions to the Discernment Plan may be addressed to the COM through the COM Contact at any point during parish discernment.)
  - d) When the Supervising Cleric is satisfied that you have completed all the parts of the Discernment Plan, s/he writes a letter of completion to the Vestry briefly describing the plan and the results and discussing the financial implications for the congregation and for you.

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### 5, 6. The Nomination

- a) If the vestry chooses to support you in the call, the vestry sends you a written nomination, ([Nomination Form](#)) signed by at least 2/3 of the Vestry and your Supervising Cleric, with a copy of this form sent to the Bishop. This form includes a pledge of financial and personal support which the congregation will provide you during your formation. [Canon 6.2(a) or Canon 8.2(a)]
- b) You send a **written** acceptance to the Vestry.
- c) Send a copy of your acceptance to the Bishop, along with a description of the discernment process. You become a Nominee when the Bishop receives this information

## NOMINEE

### 7. Medical and Background Checks

- a) Medical Check-up
  - ❖ A full medical check-up of all Nominees is required by national canon [Canon 6:5j(2)].
  - ❖ The form to be completed for this medical exam is available from the Diocesan Office (it does not transfer well electronically); please call the Bishop's Assistant (877-752-6020) to acquire this form.
  - ❖ The completed form will be kept in your file at the Diocesan Center
  - ❖ At a reasonable time after the check-up contact the Bishop's Assistant to be sure the form has been sent to the Diocese; if it has not arrived, **you** are responsible for following up with the doctor who performed the exam.
- b) Background Check
  - ❖ A background check will be instituted once you are accepted as a Nominee; the Diocesan Administrator will send you a release-of-information form to sign and return to the Diocese. This should be done promptly as the check takes some time and the ordination process will be held up if the background check is not complete.
  - ❖ The Diocese will have the background check conducted and will pay for same.
  - ❖ You will be informed when the background check has been completed and the results have been placed in your file.

### 8. Postulancy Interview

- ❖ This interview will take place at the annual Friday/Saturday COM Ministry Conference for those in process (the Friday and Saturday immediately following Memorial Day)
- ❖ The COM will confirm that the necessary materials have been received and placed in your file.
- ❖ During the interview 3-4 members of the COM will review with you your discernment process, and your readiness to pursue a program of preparation for ordination.
- ❖ This meeting may also include a discussion of your future educational program.
- ❖ The COM will make a recommendation to the Bishop.

### 9. Meet with the Bishop

Following the Postulancy Interview you and the Diocesan Office should be in contact to set up a meeting with the Bishop.

## **10. Psychological Evaluation**

- ❖ If the COM has recommended Postulancy and the bishop concurs, you will be asked to have a psychological evaluation.
- ❖ Contact the Diocesan Center for information about how and where this evaluation is to be done.
- ❖ The Diocese will pay for the psychological evaluation.
- ❖ The Bishop may request another meeting with you once s/he receives the report of the psychologist.

## **11. Postulancy**

When all these evaluations have been completed the Bishop may award postulancy and record it in the Diocesan Register.

### **POSTULANT**

## **12. Spiritual Director, Ember Day Letters and COM Ministry Conference**

### **a) Spiritual Director**

Once you are accepted as a Postulant you will need to engage a Spiritual Director. A spiritual director is a person who has a gift for, and training in, helping others grow spiritually. You may acquire a list of local and recommended Spiritual Directors from the Coppage-Gordon School for Ministry.

Your spiritual director meets regularly with you to listen to and share your spiritual journey. S/he helps you discern how God is working in your life and where God may be calling you. The relationship between you and your director is respected as a privileged one.

NOTE 1: The Spiritual Director should not be the Supervising Cleric of the Postulant.

NOTE 2: Spiritual Direction should continue during formation.

### **b) Ember Day Letters**

Once you have been accepted as a Postulant, you must send - until final ordination - a quarterly report to the Bishop stating your academic, personal, and spiritual status and outlining any important changes in these areas since the preceding letter.

The Bishop prefers that these letters be sent by [E-mail](#), and, if possible without leaving out anything critical, be kept to one page. "Ember Days" have been chosen as the dates to send these letters.

Ember Day Letters are also to be sent to the Supervising Cleric; these letters may be the same as the ones sent to the Bishop or may include different or additional information as directed by your Supervising Cleric and your own preferences.

Ember Days are traditionally the Wednesday, Friday, and Saturday following:

The First Sunday in Lent; Pentecost; Holy Cross Day (Sept. 17); December 13

### **c) COM Ministry Conference**

Once a year, on the Friday and Saturday following Memorial Day, all Postulants, Candidates, Transitional Deacons, and MMSTs will gather with the Bishop, members of the COM, and members of the Standing Committee for a "workday". The purposes of this time will be spiritual and social engagement, necessary interviews for Postulancy and Candidacy, evaluation of each individual's process, and evaluation of the overall process for ordination. This weekend may also include some continuing education.

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NOTE: To be ready for your Candidacy Interview by the Standing Committee at the COM Ministry Conference be sure all the **appropriate forms are to the Diocesan Center at least one month before the retreat!!!** See items **15.16.17.** for the forms needed.

Invitations will be sent from the Diocesan Center at an appropriate time with details of the retreat, the dates, time, and location. The cost of this retreat will be covered by the Diocese.

### 13, 14. Education/Field Work/Funding

While the formal education/formation process can begin earlier, at Postulancy all are expected to have begun their education.

#### a) Education

Deacons and Sacramentalists: Coppage-Gordon School for Ministry

Priests: Seminaries [http://www.episcopalchurch.org/8020\\_58606\\_ENG\\_HTM.htm](http://www.episcopalchurch.org/8020_58606_ENG_HTM.htm) or <http://www.teforall.com/seminaries.html>

Ordinarily a 3 year program of graduate level study.

#### b) Funding Information

The Diocese of Eastern Michigan has a limited number of funds which generate income available for distribution. These funds-administered by the bishop-are to be used for specific purposes including the education of prospective and ordained clergy.

Any clergy or lay person may make application for available funds by completing the [Application for Restricted Funds](#). Application may be made at any time during the year. If requests outnumber the available funds, partial, no, or delayed funding may be offered. Additional information, including documentation of personal income, may be requested for certain funds with income restrictions.

When requesting funds please be conscious of the following guidelines for specific funds listed below:

| <u>Expense type</u>            | <u>Guideline for financial assistance</u>                        |
|--------------------------------|--|
| Background checks for Nominee  | Covered 100% by McElroy  |
| Psychological exam for Nominee | Covered 100% by McElroy  |
| Seminary Expenses              | <b><u>\$5,000 scholarship</u></b> per person/semester by McElroy |

Seminarians must apply for the scholarship by completing the "Diocese of Eastern Michigan Application for Restricted Funds", to be received no later than August 1<sup>st</sup> and December 1<sup>st</sup> each year.

Canonically resident clergy pursuing graduate studies in theology also may apply for the above level of funding under the restricted Kleinpell Fund. Approval for graduate study funding will be on an individual case basis. To determine eligibility for funding, the Bishop will consider past and future service of the cleric to the Diocese of Eastern Michigan.

If you have any questions about these funds or the application procedure, please call the Diocesan Administrator, at 1-877-752-6020.

#### c) Required Training:

Anti-Racism

Safeguarding God's Children; Safe Church

Contact the Diocese for information about this training. Prior to ordination you must provide proof of completion for your file.

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### 15, 16, 17. Steps towards Candidacy

Complete an [Application for Candidacy](#)

This is not done until shortly after the middle of your second year of formal education as a report from your theological school, which comes towards the end of that year, is required.

Request support of Vestry and Supervising Cleric: [Certification for Candidacy](#)

Copies of both these forms should be sent to the Bishop and to the COM Contact **at least 1 month prior to the COM Ministry Conference** on the Friday/Saturday following Memorial Day.

The COM Contact, when s/he receives your forms, will see that a letter is sent from the COM to the Standing Committee indicating your progress in your educational program, how that is continuing, and the need for an interview. You will be sent a copy of that communication by your Contact.

The Standing Committee will review the letter from the COM and will check that the documentation in your file is up to date. Normally the Standing Committee members will conduct your Candidacy interview during the COM Ministry Conference. When they find everything in order they will send a communication to the Bishop supporting your request for Candidacy.

The Bishop's office will inform you when they have received the Standing Committee support for your Candidacy.

**NOTE:** It is expected that the Standing Committee interview for Candidacy will take place at the COM Ministry Conference but under certain exceptional circumstances the Bishop's office, in consultation with the COM and Standing Committee, may schedule an interview date and time other than the Retreat.

### 18. Candidacy

When all these evaluations have been completed the Bishop may award Candidacy and record it in the Diocesan Register.

## CANDIDATE

### 19. Educational Evaluation

Candidacy is the normal time to complete formal education. Your theological school will send to the COM a detailed evaluation of your educational progress. This will show your scholastic record in the subjects required by the Canons and include a recommendation as to your readiness for ordination [Canon III.6.b(4)].

You will be informed by the COM Contact when this evaluation is received.

### 20. Forms Required for Ordination

[Application for Ordination](#)

[Vestry Certification for Ordination](#)

You must send copies of these forms to the Bishop and to the COM Contact

### 21. Meeting with COM and Preparation for Ordination

After the Diocese receives the educational evaluation and the forms requesting ordination, the COM Contact may organize a meeting with the COM or a sub-group of the COM for an evaluation of your

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readiness for ordination. A certification of readiness for ordination will be sent to the Bishop from this meeting and also to the Standing Committee. (A copy of this letter will also be sent to you.)

At the time of ordination you must be at least 24 years of age and, if you expect to be a Deacon, at least 18 months from the written acceptance of Nomination.

If the medical, psychological, or background checks were performed more than 36 months prior to ordination they will need to be updated.

When the Standing Committee receives the certification(s) of readiness for ordination, they shall certify that the Canonical requirements for ordination to the Diaconate have been met; that there are no objections on medical, psychological, moral, or spiritual grounds; and they recommend ordination. (Members of the Standing Committee may have access to your file as needed for this certification.)

A majority of all members of the Standing Committee must sign the form indicating consent to ordination. ([Testimonial for Ordination to Diaconate](#))

### 22. Ordination to the Diaconate

The Bishop, you, and your Supervising Cleric will consult to schedule a date for ordination.

## TRANSITIONAL DEACON

### 23. Request for Ordination as Priest

[Application for Ordination](#)

[Vestry Certification for Ordination](#)

Send the *Application* and *Vestry Certification* to the Bishop

You must have spent at least 6 months as a Transitional Deacon and be at least 18 months from acceptance of your nomination to the priesthood.

If your medical, psychological, and/or background checks were performed more than 36 months prior to ordination you will need to update them.

**NOTE:** If you are ordained Transitional Deacon after seminary, oversight for this last phase of formation will be done by the priest or other cleric in charge of the congregation or organization into which you have been called to serve.

If you are ordained a Transitional Deacon while still in seminary, the existing relationships with your sponsoring parish and supervising cleric still apply; in addition the Bishop and the seminary will create a plan for your supervision as a Transitional Deacon at the seminary.

### 24. 25. Educational Certificate

The Bishop's office will acquire from your theological school a certificate verifying that the educational program has been completed and competency is demonstrated in the subjects required by Canon. This will also include a recommendation for your ordination to the priesthood.

Copies of this certificate will go to the Bishop and the COM.

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The COM will send to the Bishop and Standing Committee a letter attesting to your successful completion of the program of formation, your proficiency in the required areas of study, and a recommendation for ordination.

### **26. The Standing Committee**

When the Standing Committee receives the certificates of readiness for ordination, they shall certify that the Canonical requirements for ordination to the Diaconate have been met, that there are no objections on medical, psychological, moral, or spiritual grounds, and that they recommend ordination. [Canon III.8.7(c)] (Members of the Standing Committee may have access to the Candidate's file as needed for this certification.)

A majority of all members of the Standing Committee must sign the form indicating consent to ordination. ([Testimonial for Ordination to Priesthood](#))

### **27. Your Call**

You may not be ordained to the Priesthood until you have received a call to serve in a parish, a missionary society, the armed services, an educational facility, or some other opportunity judged appropriate by the Bishop. [Canon III.8.7(e)]

### **28. Ordination**

You and the Bishop will consult to schedule a date for ordination.

# Diocese of Eastern Michigan

## Nomination for Ordination

Date:

To: The Bishop and Commission on Ministry of the Diocese of Eastern Michigan.

We, whose names appear below, certify that \_\_\_\_\_ (name) is an adult communicant in good standing of \_\_\_\_\_ (congregation).

We declare that, in our opinion, this person is qualified to seek Ordination in the Diocese of Eastern Michigan because: (herein the reasons are stated)

We pledge to support this person financially and by being involved in her/his formation both individually and as a congregation.

\_\_\_\_\_  
Signed, Supervising Cleric

**Signatures of Vestry Members (at least two-thirds required)**

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I hereby certify that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of the Vestry

**Diocese of Eastern Michigan**  
**Application for Restricted Funds**

Today's Date: \_\_\_\_\_

Information about the person completing this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Information about the recipient of funds (if different from above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please describe the nature of your request on a separate sheet of paper. Please attach any documentation that would be helpful in explaining your request. Additional information, including documentation of personal income, may be requested for certain funds with income restrictions. If you have any questions about the funds, their availability, or the application procedure, please call the Diocesan Administrator (877-752-6020).

Please mail completed form and attachments to:

The Bishop  
Episcopal Diocese of Eastern Michigan  
924 N. Niagara Street  
Saginaw, MI 48602

# DIOCESE OF EASTERN MICHIGAN

## APPLICATION FOR CANDIDACY

To: The Bishop of the Diocese of Eastern Michigan

I, \_\_\_\_\_, a Postulant for Holy Orders in the Diocese of Eastern Michigan, respectfully apply for admission as a Candidate for Holy Orders.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Congregation \_\_\_\_\_

Rector \_\_\_\_\_ Date accepted as Postulant \_\_\_\_\_

# DIOCESE OF EASTERN MICHIGAN

## CERTIFICATION FOR CANDIDACY

To: The Bishop and Commission on Ministry of the Diocese of Eastern Michigan.

We, whose names appear below, certify that \_\_\_\_\_ (name) is a confirmed adult communicant in good standing of \_\_\_\_\_ (congregation).

We declare that, in our opinion, this person is qualified for admission to Candidacy in the Diocese because: (herein the reasons are stated)

\_\_\_\_\_  
Signed, Priest of Congregation

### Signatures of Vestry Members (at least two-thirds required)

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I hereby certify that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of the Vestry

# DIOCESE OF EASTERN MICHIGAN

## APPLICATION FOR ORDINATION TO THE DIACONATE

To: The Standing Committee of the Diocese of Eastern Michigan

I, \_\_\_\_\_, a Candidate in Good Standing of the Diocese of Eastern Michigan respectfully apply for ordination to the Diaconate.

Date of Birth \_\_\_\_\_

Date accepted as Postulant \_\_\_\_\_

Date accepted as Candidate \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[If you are applying as a Vocational Deacon, please include a statement stating how you intend to exercise the ministry of Deacon both in the Church and in the world and that there is no intent to apply for ordination to the Priesthood.]

# DIOCESE OF EASTERN MICHIGAN

## CERTIFICATE FOR ORDINATION TO THE DIACONATE

To: The Standing Committee of the Diocese of Eastern Michigan

We do certify that, after due inquiry, we are well assured and believe that (candidate) \_\_\_\_\_ for the last three years has lived a sober, honest, and godly life, and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary thereto. And, moreover, we think \_\_\_\_\_ a person worthy to be admitted to the Sacred Order of Deacons.

\_\_\_\_\_  
Signed, Priest of Congregation

### Signatures of Vestry Members (at least two-thirds required)

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I hereby certify that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of Vestry

# DIOCESE OF EASTERN MICHIGAN

## TESTIMONIAL FOR ORDINATION TO THE DIACONATE

To the Right Reverend \_\_\_\_\_ Bishop of the Diocese of Eastern Michigan

The Standing Committee, having been duly convened at \_\_\_\_\_, do testify that \_\_\_\_\_ (candidate) has lived a sober, honest, and godly life, and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary thereto.

Accordingly, we hereby recommend \_\_\_\_\_ for ordination to the Diaconate.

In witness whereof, we have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_

### Signatures of Standing Committee Members:

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# DIOCESE OF EASTERN MICHIGAN

## APPLICATION FOR ORDINATION TO THE PRIESTHOOD

I, \_\_\_\_\_, a Deacon in the Episcopal Church, do hereby apply for ordination to the Sacred Order of Priests in the Episcopal Church.

Date of Birth \_\_\_\_\_

Date of Ordination to the Diaconate \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DIocese of Eastern Michigan

## CERTIFICATE FOR ORDINATION TO PRIESTHOOD

[From the Parish to which the Deacon is assigned]

To: Standing Committee of the Diocese of Eastern Michigan

Date: \_\_\_\_\_

We do certify that, after due inquiry, we are well assured and believe that the Reverend \_\_\_\_\_, Deacon since the \_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_, being the date of ordination to the Diaconate, has lived a sober, honest and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or Worship of this Church. And, moreover, we think the Reverend \_\_\_\_\_ a person worthy to be admitted to the Sacred Order of Priests.

\_\_\_\_\_  
Signed, Priest of Congregation

### Signatures of Vestry Members (at least two-thirds required)

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I hereby certify that the Reverend \_\_\_\_\_ is a resident of \_\_\_\_\_ Parish in \_\_\_\_\_; that the forgoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Congregation, \_\_\_\_\_, duly convened on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the names attached are those of all or 2/3rds members of the Vestry.

\_\_\_\_\_  
Signed, Clerk of the Vestry

# DIOCESE OF EASTERN MICHIGAN

## TESTIMONIAL FOR ORDINATION TO THE PRIESTHOOD

(From the Standing Committee to the Bishop)

To: the Right Reverend \_\_\_\_\_, Bishop of the Diocese of Eastern Michigan:

We, being a majority of all the members of the Standing Committee of the Diocese of Eastern Michigan, and having been duly convened at \_\_\_\_\_, do testify that the Reverend \_\_\_\_\_, Deacon, desiring to be ordained Priest, has presented to us satisfactory certificates that since the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, being the date of ordination to the Diaconate, has lived a sober, honest and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or Worship of this Church. And we hereby recommend the Reverend \_\_\_\_\_ for ordination to the Priesthood.

In witness whereof, we hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_

### Signatures of Standing Committee Members:

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