ORDINATION PROCESS CHECKLIST 07/01/20

Notes: (1) Ultimate responsibility for assuring all forms and documents are completed and submitted in a timely manner rests with the person in the process.

NOMINATION

___N 1  Application for Nomination
___N 3  Report Regarding Nomination from the LDC
___N 4  Congregational Endorsement of Nomination for Holy Orders

POSTULANCY

___P 1  Application for Postulancy
___P 3  Personal Financial Statement
___P 4  Transcripts from pre-seminary schools
___P 5  Recommendations (1 Clerical, 3 Laity)
___P 6  LDC Evaluation
___P 7  Clergy Recommendation for Postulancy
___P 8  Congregational Endorsement
___P 9  Interview with a member of COM
___P 10  Interview with the Bishop
___P 12  Vocations Conference Recommendation
___P 13  Bishop’s Decision Regarding Postulancy
CANDIDACY

___C 1  Letter of Application for Candidacy
___C 2  Middler Seminary Evaluation and Transcript
___C 3  Final Report of the CPE Supervisor
___C 4  Field Education Year Final Report – 1st Site
___C 5  Intern Year Interim Report if applicable
___C 6  Congregational Endorsement and Attestation
___C 7  COM Recommendation
___C 8  Standing Committee Testimonial
___C 9  Bishop’s Decision Regarding Candidacy

ORDINATION TO THE DIACONATE

___D 1  Letter of Application for Ordination to the Diaconate
___D 4  Congregational Endorsement
___D 5  Field Education Year Final Report – 2nd
___D 6  Intern Year Final Report if applicable
___D 7  Certificate or Degree and Final Transcript
___D 8  Supervised Ministry Final Report (if applicable)
___D 9  COM recommendation
___D10  SC Testimonial
___D11  Bishop’s Decision regarding Ordination to Diaconate
ORDINATION TO THE PRIESTHOOD

___Pr1 Letter of Application for Priesthood Congregational Endorsement
___Pr2 Congregational Endorsement
___Pr3 Diaconal Supervisor evaluation
___Pr4 COM recommendation- Ordination to Priesthood
___Pr5 SC Testimonial – Ordination to Priesthood
___Pr6 Bishop’s Decision regarding Ordination to Priesthood
___Pr7 Letter Requesting Approval of Placement
___Pr8 Bishop’s Approval of Placement

GENERAL FORMS

___F1 Behavioral Screening Questionnaire
___F3 Financial Aid Form
___F13 File Confidentiality and Management
___F17 Application for Non-standard Financial Aid
___F18 Formation Expense Reimbursement
___F19 Clergy Debt Relief Form