

NAME _____ DOB _____ EMAIL _____
ADDRESS _____
PHONE _____ SPONSORING CONGREGATION _____
NOMINATION DATE _____ ORDER SOUGHT _____
LIAISON _____

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

- ___ N1 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
- ___ P10 Interview with the Bishop
- ___ P12 Vocations Conference Recommendation
- ___ P13 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

- ___D12 Request for Diaconal Placement
- ___D13 Bishop's Approval of Diaconal Placement

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