

Steps Toward Ordination

To the Diaconate and to the Priesthood



THE EPISCOPAL DIOCESE OF
El Camino Real
WALKING THE WAY

Prepared by the Commission on Ministry
of the Diocese of El Camino Real

January 1, 2007

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September 2012, March 2013, December 2013, **October 2014***



From the Desk of Bishop Mary Gray-Reeves

July 24, 2012

Dear Friends,

Welcome to the process leading to postulancy in the Diocese of El Camino Real. You have accomplished much up to this point; discerning and articulating a call to ordained ministry in the church. Just as you have accomplished the process of discernment within community, should it be discerned that postulancy is the next step, your process of formation will continue to be done with others; this time it will include the COM, me, seminary, various field settings, the Standing Committee, and the congregations you will serve. Together with the Holy Spirit, we bring one's sense of vocation into full sight and commend it to the glory of God.

During this time of continued discernment and formation, and God-willing postulancy, please stay in touch with your COM liaison; keep an eye on this *Steps Toward Ordination* booklet outlining all the steps to be taken during this season of preparation for ordination. Take note of the canons of the church, which, if ordination is the result of this process, you will be ordained by and live with as a deacon or priest of the church. Make copies of everything and check in to be sure the tasks and paperwork required of you has been properly recorded. This is a divinely inspired *and* thoroughly human process; mistakes are possible. It is not the intention of our process in this diocese to keep people out, or produce hoops through which one must jump, but rather to discern, prepare and assess for ministry. This may feel at times antagonistic, but this is never the intention. If it feels that way, please check in with your liaison or with me.

If you have a problem during this time of formation, whether training at a residential seminary or via some more local model, call me. In addition to your parish clergy, I am your pastor, I care about you and want to be present to you, especially during times when you find life challenging. Please remember that at least a couple of faith crises are quite normal during formation. You do not need to hide them; in fact, it is better to receive them as a gift of spiritual growth that will serve to God's glory in your ministry. Process them with your spiritual director, faculty and with me, if appropriate.

Finally, we welcome you into this sacred time. We are blessed by your presence and your offering to the diocese and the wider church. Together, may God bless us with a fruitful season of discernment and formation!

The Right Rev. Mary Gray-Reeves
Bishop, El Camino Real

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Introduction

The ministers of the Church are the laity, bishops, priests, and deacons. The Canons of The Protestant Episcopal Church in the United States of America (otherwise known as The Episcopal Church) describe in Title III the requirements for ordination and are available on the Internet: http://www.episcopalarchives.org/CnC_ToC_2009.html

This document describes the procedures under the Canons for those persons considering or seeking Holy Orders in the Diocese of El Camino Real. A chart, outlining the steps in the process, can be found later in this document entitled “An Overview of Canon 6 and Canon 8 Ordination Process in the Diocese of El Camino Real.” Persons in the ordination process are advised to become familiar with both the ordination Canons and the procedures described in this document.

Definitions

For purposes of clarity, we use these definitions and terms:

- The Bishop refers to the Bishop of El Camino Real.
- A candidate is a person in the final step before ordination.
- A checklist is a list of requirements. See the Table of Contents for page numbers.
- The COM refers to the Commission on Ministry of the Diocese of El Camino Real.
- The Diocese refers to the Diocese of El Camino Real.
- A form is a required document for the ordination process in the Diocese of El Camino Real. See Table of Contents for page numbers.
- A guideline is advice from the Commission on Ministry. See table of Contents for page numbers.
- An inquirer identifies a person beginning the process of seeking ordination or a different lay ministry.
- A liaison is a member of the Commission on Ministry who provides a person in process with a consistent link to the Commission on Ministry.
- A nominee is a person at the beginning of the canonical ordination process who has been nominated for Holy Orders by his or her sponsoring parish and who has accepted the nomination. The COM uses the date that the Nomination Packet is received by the vocations secretary as the official date of nomination and therefore, as the date which begins the canonical ordination process.¹
- A parish includes a mission church or a recognized community of faith.
- A postulant is a person who has attended the Ministry Discernment Conference and has been approved by the Bishop to enter the ordination process.
- A rector includes vicar and other members of the clergy in charge of a community of faith.

¹ The Nomination Packet is described in the COM’s document *Discerning Paths of Ministry*.

- A vestry includes a bishop’s committee and a council of the laity of a community of faith.
- A vocational deacon is a member of the clergy whose vocation is the diaconate.
- A transitional deacon is a member of the clergy seeking ordination to the priesthood.

Mission of the Commission on Ministry

The Commission on Ministry of the Diocese of El Camino Real² (COM) advises and assists the Bishop in:

- The implementation of Title III of the Canons of the Episcopal Church.
- The determination of present and future opportunities and needs for ministry of all baptized persons.
- The design and oversight of the ongoing process for recruitment, discernment, formation, and assessment of readiness for ministry.

Tasks of the Commission on Ministry and the Standing Committee

The COM assists persons in their discernment of ministry and works with them as they follow their path toward lay or ordained ministry. The COM guides the formation and training of those studying for the vocational diaconate and the priesthood and recommends to the Bishop and to the Standing Committee³ the readiness of postulants, candidates, and transitional deacons for advancement in the ordination process. The COM serves as a resource to the Diocese on the ordination process.

The COM collaborates closely with the Standing Committee of the Diocese throughout the ordination process. Members of the Standing Committee serve as liaison to the COM and regularly attend meetings. Members of the Standing Committee participate in the Ministry Discernment Conference conducted by the COM.

The Standing Committee approves candidacy, and prior to ordination, certifies in writing that all canonical requirements have been met and that “there is no sufficient objection on medical, psychological, moral, doctrinal, or spiritual grounds and recommends to the Bishop that a candidate be ordained deacon or priest.”⁴

In summary, the COM discerns and helps prepare persons for lay ministry or for the ordination process. The Standing Committee recommends persons in the ordination process to the Bishop for Holy Orders.

² Reference: Canon 5 of Canons of the Diocese of the Diocese of El Camino Real.

³ Reference: Article 5 of Constitution of the Diocese of El Camino Real.

⁴ Reference: Canon III.6.6 (c), Canon III.8.6 (d), and Canon III.8.7(c) of Constitution and Canons of the Episcopal Church.

Contacts in the Diocese

Contact information for members of the Commission on Ministry can be found on the web site of the Diocese of El Camino Real at: <http://www.edecr.org>. **All documents related to the ordination process are to be sent directly to the vocations secretary with the exceptions of (1) documents related to portfolio review which are sent to the Administrative and Communications Assistant of the diocese and (2) the full report of the psychological evaluation which is sent directly to the Bishop and to the Chair of the COM.**

Process Effective Date

The process outlined in this document was originally effective on January 1, 2007. Minor revisions were completed November 2008, March 2010, January 2011, September 2012, March 2013, December 2013 and again in October 2014.

Everyone becoming a postulant on or after the last date above shall follow the procedures in the latest version of the document. Postulants are advised to retain a printed copy of the applicable version of the document until after ordination. Toward the end of the process, the COM may ask participants for a detailed evaluation of the process. Participants are asked to keep notes to facilitate a thorough evaluation.

A postulant or candidate may apply for a leave of absence at any time during the ordination process. This application must be in writing and addressed to the Bishop and the COM's chairperson. If the leave of absence exceeds two years, the postulant or candidate shall re-enter the process under the guidelines current at the time of re-entry.

Overview of Canon 6 and Canon 8 Ordination Processes in the Diocese of El Camino Real

The minimum time from acceptance of Nomination to Ordination as a deacon or priest is 18 months.

| | Canon 6, Vocational Diaconate ⁵ | Canon 8, Priesthood |
|-------------|---|--|
| First Steps | <p><i>Confirmed Communicant in good standing. Member of ECR parish for 1 year.</i> <i>Discus call in detail with rector.</i> <i>Participate in the Discovery Day: My Call—Lay, Priest, or Deacon?</i> <i>Complete Inquirers Group including ministry project</i> <i>Begin work with spiritual director.</i> <i>Rector sends letter of introduction to Bishop supporting continued discernment.</i> <i>Meet with the Bishop.</i> <i>COM appoints liaison.</i> <i>Begin working with Deanery Discernment Committee.</i> <i>Deanery Discernment Committee recommends Holy Orders.</i> <i>Home parish nominates for Holy Orders.</i> <i>Submit completed Nomination Packet to the vocations secretary.</i></p> | |
| Nominee | <p><i>There is no minimum time to be a nominee.</i> <i>Continue work with spiritual director.</i> <i>Receive a psychological examination.</i> <i>Receive a medical examination.</i> <i>Submit completed Application Packet to the vocations secretary.</i> <i>Attend the Ministry Discernment Conference (by invitation only).</i> <i>The Bishop admits nominee to postulancy.</i></p> | |
| Postulant | <p><i>There is no minimum time for postulancy.</i> <i>Pursue an approved program of preparation.</i> <i>Participate in a spiritual formation group.</i> <i>Continue to work with spiritual director.</i> <i>Begin Field Education; Complete Clinical Pastoral Education</i> <i>Home and field parish endorses candidacy.</i> <i>Commission on Ministry and Standing Committee recommend candidacy.</i> <i>The Bishop admits postulant to candidacy.</i></p> | |
| Candidate | <p><i>There is no minimum time for candidacy.</i> <i>Continue to pursue an approved program of preparation.</i> <i>Continue participation in spiritual formation group.</i> <i>Continue work with spiritual director.</i> <i>Complete Field Education.</i> <i>Participate in anti-racism training.</i> <i>Participate in sexual misconduct prevention training.</i></p> | |
| | Portfolio Review | Portfolio Review |
| | <p><i>Home and field parish endorses ordination to the diaconate.</i> <i>Commission On Ministry and Standing Committee recommends ordination to diaconate.</i></p> | |
| Diaconate | <p><i>Ordination to the diaconate.</i></p> | |
| | | Six or more months serving as a curate. |
| | | Home and diaconal parish endorses ordination to the priesthood. |
| | | Commission On Ministry and Standing Committee recommends ordination to the priesthood. |
| Priesthood | | Ordination to the priesthood by Bishop. |

⁵ *Italics* indicate identical requirements for Canon 6 and Canon 8.

Steps toward Ministry Discernment Conference & Postulancy

- A. The first steps toward ordained ministry are described in *Discerning Paths of Ministry*, a document prepared by the Commission on Ministry of the Diocese of El Camino Real. Those first steps include: attending the Discovery Day: My Call-- Lay, Priest, or Deacon?; participating in Inquirers Group; completing a ministry project; being recommended for Holy Orders by a Deanery Discernment Committee; accepting the nomination for Holy Orders made by the sponsoring parish; and submitting the Nomination Packet. The next step toward ordained ministry is attending the Ministry Discernment Conference during which the nominee will meet with members of the COM and the Standing Committee for further discernment. While waiting to be invited to the Ministry Discernment Conference, the nominee should continue working with a spiritual director.
- B. The liaison from the COM will be available to answer the nominee's questions about the process. For a description of the role of the liaison, see Guideline 1.
- C. Every nominee shall obtain a physical examination. The report of the physical examination shall be on Form 11 provided by the Diocese.
- D. The nominee shall seek a psychological evaluation from an approved provider. Names of approved providers may be obtained from the vocations secretary. The evaluation benefits the person in process and the Diocese. An evaluation increases the self-awareness and clarity of each person's strengths, weaknesses, and suitability for ordained ministry. The person in process will sign a release form provided by the Church Pension Fund. The Bishop, the chair of the COM, and a psychologist or psychiatrist designated by the COM will receive the full report. The psychological professional will be asked to read and to discuss the full report with the COM. The COM receives a summary of the evaluation using Form 13.

Time Sensitive Requirement: It may take three or more months from the time the appointment with the approved provider is requested until the full report of the psychological evaluation is available.

Financial Obligation Alert: The often significant cost of the psychological evaluation is borne by the person in process.

- E. The vocations secretary will start a file in the nominee's name. The file should contain the following:
 - Letter of recommendation from the rector of the sponsoring parish.
 - Recent photograph.
 - Application for Holy Orders, (Form 1).
 - List of the nominee's education beyond high school and copies of official transcripts.

- Description of the outcome of the ordination process if the nominee had previously applied for Holy Orders.
- Endorsement of Nomination for Holy Orders, (Form 6).
- Report from the Deanery Discernment Committee.⁶

F. **Time Sensitive Requirement. The nominee shall make certain that the vocations secretary receives the Application Packet at least 30 days prior to the announced dates of the Ministry Discernment Conference.** The Application Packet contains the following:

- Application for Discernment Conference, (Form 2).
- Authorization for background investigation, (Form 10).
- Medical examination report, (Form 11).
- Psychological evaluation summary from an approved provider, (Form 13).
- Evaluations from all theological schools and seminaries, if applicable.
- Names and addresses of three persons who agree to serve as references, (Form 12).
- Letter of support from spouse or partner, as applicable.

The Bishop or COM may contact the references indicated on Form 12 at any time during the ordination process. The COM considers it inappropriate for references to participate elsewhere in this process. The COM considers it inappropriate for the rector of the parish to be a personal reference.

Note: All nominees should retain copies of the preceding documents.

- G. The Diocese will investigate the background of all persons considering ordination. If the applicant is a candidate, has been refused admission to candidacy, or has withdrawn from the ordination process in another diocese; the Bishop of El Camino Real will request a letter of explanation from that diocese's bishop.
- H. The COM usually holds two Ministry Discernment Conferences annually. The Chair of the COM will set the dates in consultation with the Bishop. When the nominee completes items 1 through 13 of Check List 1, the COM considers extending an invitation to the Ministry Discernment Conference. Routinely no more than two nominees will be invited to a conference. The COM will normally use the earliest date of satisfactory submission of the required documents and the Bishop's recommendation as the basis for the selection of the attendees.
- I. The process in the absence of a rector:
- Should there be no rector or priest in charge of the nominee's parish, a priest of the Diocese acquainted with the person in process and with the nominee's parish may sign a letter of support. The letter should also explain the reason

⁶ See Discerning Paths of Ministry, Chapter 5 for a description of the role of the Deanery Discernment Committee.

for the substitution. With the vestry of the sponsoring parish, this priest may sign the Certificates of Endorsement required during the ordination process, (Forms 6, 7, 8, and 9).

- It is particularly imperative during the absence of a rector for the person in process and members of the vestry to know each other well.

J. After the Discernment Conference, the COM will make its recommendation to the Bishop. The recommendation will be one of the following:

- Postulancy in a specified order leading to the diaconate or priesthood.
- Continuation in the Lay Order of Ministry with reconsideration at a specified date.
- Continuation in the Lay Order of Ministry.
- No recommendation at this time.

The Bishop may accept or modify the COM's recommendation and will promptly notify each person of the decision concerning their process. In addition, the Bishop will send a follow-up letter to the person in process, with copies to the person's rector and to the COM.

Although the primary responsibility for guiding lay ministry lies with the rector, the COM will continue to support those recommended for continued ministry in the lay order. Liaisons will be available to those persons for a mutually agreed term.

***Check List 1: Steps toward Ministry
Discernment Conference & Postulancy
Diocese of El Camino Real***

Name _____

Parish _____

| | Date Recorded ⁷ |
|--|----------------------------|
| 1. Inquirer meeting with Bishop | |
| 2. Deanery Committee Discernment Report | |
| 3. Vestry Endorsement of Nomination (Form 6) | |
| 4. Nomination Packet: Nomination for Holy Orders (Form 1), Recent photograph, and Rector's letter of recommendation. | |
| 5. Completed Scripture Knowledge Assessment test | |
| 6. Application for Ministry Discernment Conference (Form 2) | |
| 7. Authorization for Background Investigation (Form 10) | |
| 8. Medical Examination (Form 11) | |
| 9. Three Personal References (Form 12) | |
| 10. Psychological Evaluation (Form 13) | |
| 11. Transcripts, College and University | |
| 12. Transcripts and Evaluations, Theological Education | |
| 13. Letter of Support, from spouse or partner as applicable | |
| 14. Attended Ministry Discernment Conference | |
| 15. Advanced by Bishop to Postulancy | |
| | |
| | |

⁷ All dates are recorded by the Vocations Secretary

Steps toward Ordination to the Vocational Diaconate

I. Introduction

The Bishop and the COM seek regular and supportive contact for the person discerning for Holy Orders by the following:

- A letter shall be written to the Bishop four times each year during Ember Weeks reflecting upon one's experiences in personal and spiritual development; these are private letters that do not go into the official file.⁸
- The liaison from the COM is to be regularly available. Postulants and candidates shall contact the liaison at least quarterly; see Guideline 1.
- A spiritual director shall be met, preferably in person, at least monthly by postulants and candidates. If meeting in person is not always possible, meeting face to face using Skype or a similar video conference program, while not ideal, is acceptable.
- Participation shall continue in a Spiritual Formation Group by postulants and candidates; see Guideline 2 and Form 14.

The COM considers it inappropriate for any postulant or candidate to pursue ordained ministry while concurrently a member of either the Standing Committee or the COM; however, they may serve as delegates or alternates to the Diocesan Convention.

The COM considers spouses or partners individually, if both are seeking ordination.

Approval at any stage of the process does not assure any person of ordination.

Time Sensitive Requirement: The minimal time for ordination to the vocational diaconate is eighteen months from the receipt of the Nomination Packet by the vocations secretary.

II. Postulancy

Postulancy is the time between nomination and candidacy. At the Bishop's discretion, nominees will be admitted to postulancy after the Ministry Discernment Conference. There is no minimal time for postulancy.

A. Training and Education

The postulant shall prepare a proposed program of preparation leading to the vocational diaconate. See Guideline 4 for a sample plan.

⁸ See *Discerning Paths of Ministry*, Appendix 3 for a definition of Ember Day Letters.

B. Meeting with the Bishop

The postulant shall meet with the Bishop to discuss education, finances, the writing of Ember Day Letters, and other issues. The Bishop receives the proposed program of preparation and, with the assistance of the COM, specifies the educational course, Canon III.6.5 (a). The approved course depends upon the previous training and educational history of the postulant and the ministry needs of the Diocese.

C. Development of a Portfolio

Throughout the program of preparation, the postulant shall gather and retain documentation from course and field work that demonstrates increasing proficiency in the five required canonical areas of study: (1) Academic studies, including Holy Scripture, theology, and the tradition of the Church, (2) Diakonia and the diaconate, (3) Human awareness and understanding, (4) Spiritual development and discipline, and (5) Practical training and experience plus the additional areas of Homiletics. At the end of each term the postulant will submit documentation of work to Mary Beth Powell, Administrative and Communications Assistant: marybeth@edecr.org. For a detailed description of the types of materials to be submitted, see Guideline 5: *Portfolio for Diaconal Candidates Demonstrating Proficiency in the Canonical Areas*. The review of the submitted materials will be done by the Board of Examining Chaplains of the diocese throughout postulancy and will be completed during candidacy. The Chaplains will report to the COM on the status of the postulant's portfolio at least twice a year.

D. Field Education in a local parish

As a practicum in congregational ministry, field education is designed to provide a rich supplement and a variant to the postulant's current parish experience:

- Placement shall be arranged by the postulant in consultation with and approval by the Bishop.
- Location can be in any parish except the sponsoring parish.
- The COM recommends collaboration with a lay committee appointed by the rector of the field education parish. The lay committee will act as an advisor to the postulant.
- Communication shall be established by the postulant between (1) the liaison, (2) the rector or other parish clergy appointed by the rector to be the field education supervisor, and (3) the chair of the lay committee, if there is one.

Part of the postulant's experience at the field education parish will involve working with one of the local broad based community organizing groups: COPA (831-728-3210), which serves the Monterey Deanery or PACT (510-655-2801), which serves the Santa Clara Deanery. The purpose of this work is to help the postulant gain experience in broad-based organizing methodology as a model for ministry in the parish and wider community. Mastery of concepts such as relational power and of tools such as one-on-one meetings will serve the postulant in future ministry and will help the field education parish to develop leadership skills in their members. The postulant will need to attend a

training sponsored by the Industrial Areas Foundation (IAF) either prior to or early in the community organizing experience.

After the initial contact with COPA or PACT, the postulant will have the opportunity to observe the professional organizer at work and gradually under supervision begin to utilize the newly learned skills in the field education parish and in the community. The goal for the postulant will be to learn the skills and tools of organizing, especially the art of the relational meeting and the art of the house meeting. The organizer, the priest of the field work parish and the postulant will develop a project for the postulant that meets the needs of the congregation and utilizes these organizing skills. They will then implement the project, and when they have a sense of completion and the postulant and the supervising organizer have a sense of sufficient skill-development, the organizer shall send a written description and evaluation to the vocations secretary.

Financial Obligation Alert: The cost of the Industrial Areas Foundation training is borne by the person in process. The diocese may have funds available to assist with this expense.

Time Sensitive Requirements: a minimum of one year of field education is required. If the field work parish is utilized to meet the Local Chaplaincy Program requirement, up to an additional year will be spent in the field education parish during postulancy. . (See below) Written description and evaluation of the experience shall be sent by the rector or field education supervisor to the vocations secretary at the end of each academic year. Postulants should ensure that this document is received by the vocations secretary.

E. Clinical Pastoral Education/ Local Chaplaincy Program

The postulant shall satisfactorily complete a basic unit of an accredited Clinical Pastoral Education program (CPE) or a Local Chaplaincy Program (LCP) approved by the COM See Guideline 3 for additional information. The postulant shall insure that the CPE or LCP supervisor sends a letter of evaluation to the vocations secretary upon completion of the work. This letter must be available to the Bishop and to the COM from the postulant's file.

Financial Obligation Alert: The often significant cost of CPE or a LCP is borne by the person in process. The diocese may have funds available to assist with this cost.

F. Preparation for Candidacy

Time Sensitive Requirement: Two months prior to sending a letter to the Bishop requesting candidacy, the postulant shall notify the Chair of the COM and the liaison of the need for a background check. Background checks must be completed before the COM considers the recommendation of candidacy. The Chair of the COM will notify the Standing Committee that the postulant is preparing for candidacy.

Request Letter The postulant shall write a letter to the Bishop which requests candidacy and includes the date of admission to postulancy. Enclosed shall be the following:

- Form 7, endorsement of Application for Candidacy from the field education parish, signed by the rector and two thirds of the vestry.
- Form 7, endorsement of Application for Candidacy from the sponsoring parish, signed by the rector and two thirds of the vestry.

Submission to the vocations secretary The postulant is responsible for submission, as well as keeping personal copies, of the following:

- The letter to the Bishop requesting candidacy and two Form 7 Endorsements referred to in the section above.
- CPE evaluation.
- Field Education evaluation.
- Broad based organizing training evaluation

Actions of the COM Upon notification by the Bishop that the postulant has requested candidacy and notification from the vocations secretary that all required items have been submitted and are in the postulant's file, the COM shall:

- Review the file.
- Confirm that the background check has been completed.
- Meet with the postulant.
- Make a written recommendation to the Standing Committee, including attesting to the continuing formation of the postulant.
- Inform the postulant of its decision.

Actions of the Standing Committee Upon receiving a recommendation from the COM, the Standing Committee shall:

- Review all documentation relating to the application for candidacy.
- Interview the postulant.
- Submit a written recommendation to the Bishop.

Action of the Bishop The Bishop may admit the postulant to candidacy and notify the postulant.

III. Candidacy

Candidacy is the time between postulancy and ordination. There is no minimal time for candidacy.

A. The Portfolio Review⁹

- The Bishop will certify candidates for ordination to the Board of Examining Chaplains.
- The Chaplains will review the current documents in the portfolio and request any needed documentation. The Chaplains may interview the candidate.
- The Chaplains will notify the Bishop and the COM when the portfolio review is satisfactorily completed.
- The COM and the Standing Committee consider the Examining Chaplains' notification as valid in determining "proficiency" under Canon III.6.5(f).

If the Portfolio Review is found to be deficient in any area, the Board of Examining Chaplains will:

- Arrange for a collaborative meeting with the candidate, the candidate's liaison and representative Chaplains to establish a plan for remedial work.
- Make a recommendation to the Bishop and to the COM.
- Receive the report of the completed remedial work from the supervisor.
- Notify the Bishop and the COM when the additions to the portfolio have been successfully completed.

The COM will receive the report from the Board of Examining Chaplains and will determine if the intent of Canon III. 6.5(f) has been met.

Time Sensitive Requirement: The candidate shall successfully complete all work related to Canon III.6.5(f) thirty days prior to Standing Committee's consideration of ordination. **Failure to do so may result in a delay of ordination.**

B. Required Workshops

The candidate shall attend and obtain certificates of completion from:

- Anti-racism Training, which includes the Church's teaching on racism.
- Sexual misconduct prevention complying with Titles III & IV of the Constitution and Canon of the Episcopal Church, civil requirements for reporting, and opportunities for responding to evidence of abuse. Programs such as *Safeguarding God's People* or *Safeguarding God's Children* meet this requirement.

⁹ Beginning in late 2014, the Bishop and the COM used the satisfactory completion of the candidate's Portfolio Review by the Board of Examining Chaplains to satisfy Canon III.6.5(f) in lieu of the Diaconal Ordination Exam.

C. Preparation for Ordination

No ordination plans shall be made until after the candidate receives the notification from the Bishop.

Submission to the vocations secretary¹⁰ The following shall be submitted:

- Application for Ordination to the Vocational Diaconate, (Form 3).
- Endorsement for Ordination to the Diaconate, (Form 8), from rector and vestry of sponsoring parish.
- Endorsement for Ordination to the Diaconate, (Form 8), from rector and vestry of field education parish.
- Seminary transcripts and faculty evaluation: A certificate from the seminary or other program of preparation showing the candidate's scholastic record in the subjects required by canons, and giving an evaluation with recommendation as to the candidate's other personal qualifications for ordination together with a recommendation regarding ordination to the diaconate, Canon III.6.6(b)4. **Note for School for Deacons students:** Immediately after the final semester is completed, candidates should send a signed written request to the school asking that a copy of their official transcript, third year class evaluations, and their narrative evaluation be sent to the vocations secretary.
- Updated medical (Form 11) and psychological reports (Form 13), if needed.
- Documentation of fulfillment of anti-racism training.
- Documentation of fulfillment of sexual misconduct prevention training and reporting requirements, to comply with Title III and IV of the Canons for sexual misconduct prevention.
- Certification of Participation in a Spiritual Formation group, (Form 14).

Time Sensitive Requirement: All the above must be submitted at least thirty days prior to consideration by the Standing Committee; **medical examination and psychological examination must be done within 36 months of the expected date of ordination.**

Actions of the COM - Upon notification from the vocations secretary that all of the required items have been submitted and are in the candidate's file (Check List 2), the COM shall:

- Review the file.
- Confirm that the background check has occurred within 36 months of the anticipated date of ordination.

¹⁰ Candidates who are graduates from seminary or other program of formation may have previously submitted some of the listed documents and need to work closely with the vocations secretary and their liaison to determine what documentation is needed at this step in the process.

- Confirm that the educational course specified during postulancy has been completed.
- Confirm that the expected date of ordination is at least 18 months from the official date of nomination.
- Interview the candidate, if desired.
- Notify the candidate and the Standing Committee of the decision.
- Make a written recommendation to the Bishop for ordination.

Actions of the Standing Committee - When notified that the COM has recommended ordination, the Standing Committee shall:

- Review the file.
- Certify to the Bishop that the candidate meets the canonical requirements for ordination to the diaconate, and that there is no sufficient objection on medical, psychological, moral, doctrinal, or spiritual grounds.
- Send its recommendation to the Bishop in writing.

Action of the Bishop - When the recommendation of the Standing Committee is received, the Bishop shall take action and notify the candidate.

Time Sensitive Requirement: The minimal time from admission into the ordination process as a nominee until ordination to the diaconate is eighteen months, Canon III.6(a). A candidate must be at least 24 years of age when ordained.

IV. Ordination to the Diaconate

The candidate shall sign the Oath of Conformity to the Doctrine, Discipline, and Worship of the Episcopal Church in the United States of America in the presence of the Bishop.

Following ordination, the Bishop will assign the deacon to a ministry within the Diocese. The initial assignment will usually not be the deacon's sponsoring parish.

**Check List 2: Steps toward the Vocational Diaconate
Diocese of El Camino Real**

Name: _____

Parish: _____

| | Date Recorded: ¹¹ |
|----------------------------------|------------------------------|
| Date Nomination Packet received: | |
| Date approved for Postulancy: | |
| Date approved for Candidacy: | |
| Date eligible for Ordination: | |

| | Date Received |
|---|---------------|
| 1. Meet with Bishop to discuss process. | |
| 2. Bishop approves course of study, (Guideline 4). | |
| 3. Date of background check: | |
| 4. Field education evaluation. | |
| 5. Rector and vestry endorse candidacy, home parish, (Form 7). | |
| 6. Rector and vestry endorse candidacy, field work parish, (Form 7). | |
| 7. Broad based community organizing evaluation. | |
| 8. CPE/Local Chaplaincy Program evaluation. | |
| 9. Letter to Bishop requesting candidacy. | |
| 10. Commission On Ministry recommends candidacy. | |
| 11. Standing Committee recommends candidacy. | |
| 12. Sexual misconduct prevention training documentation. | |
| 13. Anti-racism training documentation. | |
| 14. Transcripts to date and second year evaluation from program of preparation. | |
| 15. Portfolio Review successfully completed. | |
| 16. Spiritual Formation Program, (Form 14). | |
| 17. Certificate of completion from program of preparation. | |
| 18. Third year and narrative evaluation from program of preparation. | |
| 19. Transcript from program of preparation. | |
| 20. Medical evaluation within 36 months of ordination. (Form 11) | |
| 21. Psychological evaluation within 36 months of ordination. (Form 13) | |
| 22. Application for Ordination, (Form 3). | |
| 23. Rector & Vestry Endorsement for Ordination, <u>home parish</u> , (Form 8). | |
| 24. Rector & Vestry Endorsement for Ordination, <u>field education parish</u> , (Form 8). | |
| 25. Commission on Ministry recommends ordination. | |
| 26. Standing Committee recommends ordination. | |
| 27. Over age twenty four at scheduled date of ordination: | |
| 28. Approved by Bishop for Ordination. | |

Ordination Arrangements:

Date: _____ Time: _____ Place: _____

¹¹ All dates are recorded by the Vocations Secretary

Steps toward the Priesthood

I. Introduction

The Bishop and the COM seek regular and supportive contact for persons preparing for Holy Orders by the following:

- A letter shall be written to the Bishop four times each year, during Ember Weeks,¹² reflecting upon one's experiences in personal and spiritual development; these are private letters that do not go into the official file.
- The liaison from the COM is to be regularly available. Postulants, candidates and vocational deacons shall contact the liaison at least quarterly; see Guideline 1.
- Spiritual directors shall be met with, preferably in person, at least monthly by postulants, candidates and vocational deacons. If meeting in person is not always possible, meeting face to face using Skype or a similar video conference program, while not ideal, is acceptable.
- Participation shall be continued in a Spiritual Formation Group by postulants and candidates; see Guideline 2 and Form 14.

The COM considers it inappropriate for any postulant, candidate, or transitional deacon to pursue ordained ministry while concurrently a member of either the Standing Committee or the COM; however, they may serve as delegates or alternates to the Diocesan Convention.

The COM considers spouses or partners individually if both are seeking ordination.

Approval at any stage of the process does not assure any person of ordination.

Time Sensitive Requirement: The minimal time for ordination to the priesthood is eighteen months from the receipt of the Nomination Packet by the vocations secretary.

II. Postulancy

Postulancy is the time between nomination and candidacy. At the Bishop's discretion, nominees will be admitted to postulancy after the Ministry Discernment Conference. There is no minimal time for postulancy.

Training and Education

The postulant shall prepare a proposed program of preparation for ordination to the priesthood. See Guideline 4 for a sample plan.

¹² See *Discerning Paths of Ministry*, Appendix 3 for a definition of Ember Day Letters.

Meeting with the Bishop

The postulant shall meet with the Bishop to discuss education, finances, the writing of Ember Day Letters, and other issues. The Bishop receives the proposed program of preparation and, with the assistance of the COM, specifies the educational course, Canon III.8.5 (a). The approved course depends upon the previous training and educational history of the postulant and the ministry needs of the Diocese.

Development of a Portfolio

Throughout the program of preparation, the postulant shall gather and retain documentation from course and field work that demonstrates increasing proficiency in the seven required canonical areas of study: (1) Holy Scriptures, (2) Church History, (3) Christian Theology, (4) Christian Ethics and Moral Theology, (5) Contemporary Society, (6) Liturgics and Church Music, and (7) Theory and Practice of Ministry plus the additional areas of Homiletics and Christian Education. At the end of each term the postulant will submit documentation of work to Mary Beth Powell, Administrative and Communications Assistant: marybeth@edecr.org. For a detailed description of the types of materials to be submitted, see Guideline 6: *Portfolio for Priesthood Candidates Demonstrating Proficiency in the Canonical Areas*. The review of the submitted materials will be done by the Board of Examining Chaplains of the diocese throughout postulancy and will be completed during candidacy. The Chaplains will report to the COM on the status of the postulant's portfolio at least twice a year.

Field Education in a Parish

As a practicum in congregational ministry, field education is designed to provide a rich supplement and a variant to the postulant's current parish experience:

- Placement shall be arranged by the postulant in consultation with and approval by the Bishop.
- Location can be in any parish except the sponsoring parish.
- The COM recommends collaboration with a lay committee appointed by the rector of the field education parish. The lay committee will act as advisor to the postulant.
- Communication shall be established by the postulant between (1) the liaison, (2) the rector or other parish clergy appointed by the rector to be the field education supervisor, and (3) the chair of the lay committee, if there is one.
- Time duration shall be a minimum of two academic years. The second year of field education may be completed in either the same parish or in a different parish. The postulant may request candidacy after the first year of field education if all other requirements have been completed.
- Seminarians are strongly encouraged to select a parish for the second year of field work that is currently involved in broad based community organizing or is ready to do so. This option is designed to help the postulant or candidate

focus on organizing methodology as a model for ministry in the parish and the wider community. (See description below)

Time Sensitivity Requirements: Description and evaluation is to be sent to the vocations secretary by the rector or field education supervisor at the end of each academic year. Postulants/candidates should ensure that these documents are received by the vocations secretary.

Broad Based Community Organizing During a Focused Second Year of Field Education

Community organizing is a method of developing skills for the church during these changing times. It teaches a process of finding and growing leaders within the congregation that helps the church to be responsive to the needs of its own households and to the people in the community in which it is located. General information about community organizing agencies can be found on the web sites of the Industrial Areas Foundation (IAF) www.industrialareasfoundation.org and People Improving Communities through Organizing (PICO) www.piconetwork.org/. The seminarian will need to attend a training sponsored by the IAF or PICO either prior to or early in the community organizing year.

If the field education parish for this focused second year is not currently connected with a local broad based community organizing agency, the first step for the parish leadership and the seminarian will be to locate and begin working with a local agency. If the field education parish is currently working with a community organizing agency, the rector will introduce the seminarian to the local organizer.

After the initial contact with the community organizing group, the seminarian should arrange to have opportunities to observe the professional organizer at work and gradually under supervision begin to utilize the newly learned skills in the parish and in the community. The goal for the seminarian will be to learn the skills and tools of organizing, especially the art of the relational meeting and the art of the house meeting. The organizer, the parish leadership and the seminarian will develop a project that meets the needs of the congregation and utilizes these organizing skills. The seminarian will then implement the project. When there is a sense of completion and the seminarian and the supervising organizer have a sense of sufficient skill development, the organizer shall send a written description and evaluation to the vocations secretary.

Financial Obligation Alert: The cost of the IAF or PICO training is borne by the person in process. The diocese may have funds available to assist with this expense.

Clinical Pastoral Education

The postulant must satisfactorily complete the basic unit of Clinical Pastoral Education (CPE) through an accredited CPE program and supervisor or a program approved by the Bishop and the COM. A list of approved programs and supervisors is available on the web site for The Association for Clinical Pastoral Education, Inc., <http://www.acpe.edu>.

The postulant shall insure that the CPE supervisor sends a letter of evaluation to the vocations secretary. This letter must be available to the Bishop and to the COM from the postulant's file.

Preparation for Candidacy

Time Sensitive Requirements: Two months prior to sending a letter to the Bishop requesting candidacy, the postulant shall notify the Chair of the COM and the liaison of the need for a background check. Background checks must be completed before the COM considers the recommendation of candidacy. The Chair of the COM will notify the Standing Committee that the postulant is preparing for candidacy.

Request Letter The postulant shall write a letter to the Bishop which requests candidacy and includes the date of admission to postulancy. Enclosed shall be the following:

- Form 7, Endorsement of Application for Candidacy from the field education parish, signed by the rector and two thirds of the vestry.
- Form 7, Endorsement of Application for Candidacy from the sponsoring parish, signed by the rector and two thirds of the vestry.

Submission to the vocations secretary The postulant is responsible for submission to the vocations secretary and for keeping personal copies of all of the following:¹³

- Letter to the Bishop requesting candidacy.
- Vestry and Rector's Endorsement of Candidacy, (Form 7). Endorsements are required from both the home and the field education parishes of the postulant.
- Evaluation from the seminary or other program of preparation.
- Field Education, First Year Evaluation.
- CPE Evaluation.
- Field Education, Second Year Evaluation, if completed.
- Certification of Participation in a Spiritual Formation Program, (Form 14).

Actions of the COM Upon notification by the bishop that the postulant has requested candidacy and notification from the vocations secretary that all required items have been submitted and are in the postulant's file, the COM shall:

- Review the file.
- Confirm that the background check has been completed and has been reviewed by the Bishop.
- Meet with the postulant.

¹³ Postulants who are graduates from seminary or other program of formation may have previously submitted some of the listed documents and need to work closely with the vocations secretary and their liaison to determine what documentation is needed at this step in the process.

- Make a written recommendation to the Standing Committee, including attesting to the continuing formation of the postulant.
- Inform the postulant of its decision.

Actions of the Standing Committee Upon receiving a recommendation from the COM, the Standing Committee shall:

- Review all documentation relating to the application for candidacy.
- Interview the postulant.
- Submit a written recommendation to the Bishop.

Action of the Bishop The Bishop may admit the postulant to candidacy for ordination to the transitional diaconate.

***Check List 3: Steps toward Candidacy For Transitional Diaconate
Diocese of El Camino Real***

Name _____

Parish _____

Date Background check received _____

| Item: | Date Recorded ¹⁴ |
|---|-----------------------------|
| 1. Meet with Bishop to discuss process. | |
| 2. Program of Preparation developed, (Guideline 4). | |
| 3. Evaluation from program of preparation. | |
| 4. Field Education, First Year Evaluation. | |
| 5. CPE Evaluation. | |
| 6. Spiritual Formation Program, (Form 14). | |
| 7. Letter to the Bishop requesting Candidacy. | |
| 8. Endorsement for Candidacy from <u>home parish</u> , (Form 7). | |
| 9. Endorsement for Candidacy from <u>field education parish</u> , (Form 7). | |
| 10. Commission on Ministry recommendation for candidacy. | |
| 11. Approved by Standing Committee for candidacy. | |
| 12. Approved by Bishop for candidacy. | |
| | |

¹⁴ The Vocations Secretary records all dates.

III. Candidacy

Candidacy is the time between postulancy and ordination to the transitional diaconate. There is no minimal time for candidacy.

A. The Portfolio Review ¹⁵

- The Bishop will certify candidates for ordination to the Board of Examining Chaplains.
- The Chaplains will review the current documents in the portfolio and request any needed documentation. The Chaplains may interview the candidate.
- The Chaplains will notify the Bishop and the COM when the portfolio review is satisfactorily completed.
- The COM and the Standing Committee consider the Examining Chaplains' notification as valid in determining "proficiency" under Canon III.8.7.(b5).

If the Portfolio Review is found to be deficient in any area, the Board of Examining Chaplains will:

- Arrange for a collaborative meeting with the candidate, the candidate's liaison and representative Chaplains to establish a plan for remedial work.
- Make a recommendation to the Bishop and to the COM.
- Receive the report of the completed remedial work from the supervisor.
- Notify the Bishop and the COM when the additions to the portfolio have been successfully completed.

The COM will receive the report from the Board of Examining Chaplains and will determine if the intent of Canon III.8.7.(b5) has been met.

Time Sensitive Requirement: The candidate shall successfully complete all work related to Canon III.8.7.(b5) thirty days prior to Standing Committee's consideration of ordination. **Failure to do so may result in a delay of ordination.**

B. Required Workshops

The candidate shall attend and obtain certificates of completion from:

- Anti-racism Training which includes the Church's teaching on racism.
- Sexual misconduct prevention complying with Titles III & IV of the Constitution and Canon of the Episcopal Church, civil requirements for reporting, and opportunities for responding to evidence of abuse. Programs

¹⁵ Beginning in late 2014, the Bishop and the COM used the satisfactory completion of the candidate's Portfolio Review by the Board of Examining Chaplains to satisfy Canon III.8.7.(b5) in lieu of General Ordination Exams.

such as *Safeguarding God's People* and *Safeguarding God's Children* meet this requirement.

C. Preparation for Ordination to the Transitional Diaconate

No ordination plans shall be made until after the candidate receives the notification from the Bishop.

Submission to the vocations secretary - The candidate is responsible for submission, as well as keeping personal copies, the following: ¹⁶

- Application for Ordination to the Transitional Diaconate, (Form 4).
- Rector and vestry Endorsement for Ordination to the Diaconate from both the sponsoring parish and from the field education parish, (Form 8).
- Seminary transcripts and faculty evaluation: A certificate from the seminary or other program of preparation showing the candidate's scholastic record in the subjects required by the Canons, and giving an evaluation with recommendation as to the candidate's other personal qualifications for ordination together with a recommendation regarding ordination to the diaconate. Canon III.8.6(c) (4).
- Updated psychological evaluation, if needed, (Form 13).
- Updated medical evaluation, if needed, (Form 11).
- Documentation of fulfillment of anti-racism training.
- Documentation of participation in sexual misconduct prevention training.
- Certificate of participation in a Spiritual Formation group, (Form 14).
- Evidence of sufficient proficiency in a second language to read the service of Holy Eucharist well enough to be understood by speakers of that language, (Form 15). The form may be signed by a language instructor or a member of the clergy fluent in the second language.
- Education, Second Year Evaluation, if not previously submitted.
- Broad Based Community Organizing Evaluation, if option was completed.

Time Sensitive Requirement: All the above must be submitted at least one month prior to consideration by the Standing Committee; **medical examination and psychological examination must be done within 36 months of the expected date of ordination.**

Actions of the COM Upon notification from the vocations secretary that all of the required items have been submitted and are in the candidate's file (Check List 4), the COM shall:

¹⁶ Candidates who are graduates from seminary or other program of formation may have previously submitted some of the listed documents and need to work closely with the vocations secretary and their liaison to determine what documentation is needed at this step in the process.

- Review the file.
- Confirm that the background check has occurred 36 months or less prior to the expected date of ordination.
- Meet with the candidate, if desired.
- Notify the candidate and the Standing Committee of the decision.
- Make a written recommendation to the Bishop for ordination.

Actions of the Standing Committee When notified that the COM has recommended ordination, the Standing Committee shall:

- Review the file.
- Certify to the Bishop that the candidate meets the canonical requirements for ordination to the diaconate, and that there is no sufficient objection on medical, psychological, moral, doctrinal, or spiritual grounds.
- Send its recommendation to the Bishop in writing.

Action of the Bishop When the recommendation of the Standing Committee is received, the Bishop shall take action and notify the candidate.

IV. Ordination to the Transitional Diaconate

Time Sensitive Requirement: At the time of ordination to the transitional diaconate, the candidate must be at least 24 years of age.

The candidate shall sign, in the presence of the Bishop, the Oath of Conformity to the Doctrine, Discipline, and Worship of the Episcopal Church in the United States of America.

**Check List 4: Toward Ordination to the Transitional Diaconate
Diocese of El Camino Real**

Name: _____

Parish: _____

| Item: | Date Recorded: ¹⁷ |
|--------------------------|------------------------------|
| Approved for Postulancy: | |
| Approved for Candidacy: | |
| Eligible for Ordination: | |

| Item: | Date Recorded: ¹⁵ |
|--|------------------------------|
| 1. Application for Ordination, (Form 4). | |
| 2. Endorsement for Ordination by Sponsoring Parish, (Form 8). | |
| 3. Endorsement for Ordination by Field Education Parish, (Form 8). | |
| 4. Program of preparation transcripts and Faculty Evaluation. | |
| 5. Psychological evaluation within 36 months of ordination, (Form 13). | |
| 6. Medical Evaluation with 36 months, (Form 11). | |
| 7. Background check: received _____. | |
| 8. Spiritual Formation Program, (Form 14). | |
| 9. Anti-racism training documentation. | |
| 10. Sexual misconduct prevention training documentation. ¹⁸ | |
| 11. Second Language Proficiency, (Form 15). | |
| 12. Successful Completion of Portfolio Review. | |
| 13. Field Education, Second Year Evaluation. | |
| 14. Broad based community organizing evaluation, if option completed. | |
| 15. COM Recommendation to Bishop and Standing Committee. | |
| 16. Standing Committee recommendation. | |
| 17. Approved by the Bishop for ordination. | |

Diaconal Ordination Arrangements:

Over age 24 at scheduled ordination to the Diaconate: Yes No

Date: _____ Time: _____ Place: _____

¹⁷ The Vocations Secretary records all dates.

¹⁸ See Title IV.

V. Transitional Diaconate

A. Placement and Supervision

Service during the transitional diaconate shall normally take place in a parish setting. The deacon shall not serve in the sponsoring parish. A priest shall provide guidance. A vocational deacon may serve as a mentor.

Time Sensitive Requirement: The diaconate shall be a minimum of six months.

B. Preparation for Ordination to the Priesthood

No ordination plans shall be made until after the candidate receives the notification from the Bishop.

Submission to the vocations secretary - The deacon is responsible for submission, as well as keeping personal copies, of the following:

- Application for Ordination to the Priesthood, (Form 5).
- Endorsement for Ordination to the Priesthood, (Form 9), from both the sponsoring parish and the parish where the transitional deacon is serving.
- Seminary transcripts and faculty evaluation: A certificate from the seminary or other program of preparation, written at the completion of the program of preparation, showing the deacon's scholastic record in the subjects required by the canons, and giving an evaluation with recommendations as to the deacon's other personal qualifications for ordination together with a recommendation regarding ordination to the priesthood. Canon III.8.7 (b)(4). Some of these materials may have been submitted prior to ordination to the diaconate. **Note:** If the seminary's policy is to provide letters of recommendation only prior to graduation, the deacon should discuss this requirement with the vocations secretary.
- Updated medical and psychological reports if needed. Evaluations must have been done within 36 months prior to the date of ordination.

Time Sensitive Requirement: All the above must be submitted at least 30 days prior to consideration by the Standing Committee; **medical examination and psychological examination must be done within 36 months of the expected date of ordination.**

Actions of the COM - Upon notification from the vocations secretary that all of the required items have been submitted and are in the candidate's file (Check List 5), the COM shall:

- Review the file.
- Attest to the successful completion of the program of formation designed during postulancy.

- Confirm that the background check has occurred 36 months or less prior to the date of ordination.
- Confirm that the expected date of ordination is at least 18 months from the official date of nomination.
- Confirm that the expected date of ordination is at least six months from the date of ordination to the diaconate.
- Interview the deacon, if desired.
- Notify the candidate and the Standing Committee of the decision regarding ordination.
- Make a written recommendation to the Bishop for ordination.

Actions of the Standing Committee - When notified that the COM has recommended ordination, the Standing Committee shall:

- Review the file.
- Certify to the Bishop that the deacon meets the canonical requirements for ordination to the priesthood, and that there is no sufficient objection on medical, psychological, moral, doctrinal, or spiritual grounds.
- Send its recommendation to the Bishop in writing.

Action of the Bishop - When the recommendation of the Standing Committee is received, the Bishop shall take action and notify the candidate.

VI. Ordination to the Priesthood

Time Sensitive Requirement: The combined period of nomination, postulancy, candidacy, and the diaconate shall be no less than 18 months, Canon III.8.7(a).

The deacon shall sign the Oath of Conformity to the Doctrine, Discipline, and Worship of the Episcopal Church in the United States of America in the presence of the Bishop.

A deacon may be ordained priest only after an appointment to serve in a valid ministry within the jurisdiction of this Church, Canon III.8.7(e).

**Check List 5: Toward Ordination to the Priesthood
Diocese of El Camino Real**

Name: _____

Parish: _____

| Item: | Date Recorded: ¹⁹ |
|---|------------------------------|
| Date Nomination Packet received: | |
| Approved for Postulancy: | |
| Approved for Candidacy: | |
| Date Ordained to the Diaconate : | |
| Date eligible for Ordination to the Priesthood: | |

| Item: | Date Recorded: ¹⁷ |
|--|------------------------------|
| 1. Psychological Exam within 36 months, (Form 13). | |
| 2. Medical Exam within 36 months, (Form 11). | |
| 3. Background check within 36 months | |
| 4. Program of Preparation transcripts and recommendation for ordination to the priesthood. | |
| 5. Broad based community organizing evaluation if option not previously completed. | |
| 6. Application for Ordination to the Priesthood, (Form 5). | |
| 7. Endorsement for Ordination, Sponsoring Parish, (Form 9). | |
| 8. Endorsement for Ordination, Assigned Parish, (Form 9). | |
| 9. COM recommendation sent to Bishop and Standing Committee. | |
| 10. Standing Committee recommendation. | |

Priesthood Ordination Arrangements:

Date: _____ Time: _____ Place: _____

¹⁹ The Vocations Secretary records all dates.

Guidelines

Guideline 1: The Role of the Commission on Ministry Liaison

Introduction

The COM assigns one of its members to serve as liaison for a person in the process of seeking Holy Orders (person-in-process) when the Bishop approves the appointment of a Deanery Discernment Committee. Liaisons are assigned after receiving training and are appointed by the Chair of the COM. Liaisons will not be assigned to someone from their own parish but when possible, they will be assigned to someone in their own deanery.

The liaison is to provide the person-in-process a consistent link with the COM and to facilitate the COM's acquaintance with the experience and growth in effective preparation for ordained ministry of the person-in-process. The liaison is not a substitute for the Bishop's pastoral oversight of persons-in-process or for their pastoral relationships with their sponsoring rector. The liaison is not an advocate for the person-in-process at stages where the COM as a whole is preparing recommendations to the Bishop and Standing Committee but may offer relevant information and insights. The liaison will be in communication with the sponsoring rector throughout the process.

Procedures and Expectations

The liaison initiates communication with the person-in-process as soon as possible within two weeks after the chair of the COM makes the liaison assignment and makes arrangements for a face to face meeting. The liaison will inform the person-in-process that s/he is required to communicate with the liaison at least once in every calendar quarter, to which the liaison should respond. Personal meetings, letters, telephone calls, and email between the person-in-process and the liaison are all appropriate.

The liaison is to be proactive in reminding the person-in-process of the need for timely submission of documentation for candidacy and ordination since the Standing Committee must act upon these applications. The liaison is not responsible for assisting any person-in-process with the application process by, for example, furnishing prescribed forms, monitoring documentation, or scheduling interviews.

The liaison will maintain a file of correspondence including copies of letters sent to the person-in-process as well as notes and summary of other communications. If a change in assignment occurs, the retiring liaison will transfer the file to the new liaison, who should promptly contact the person-in-process. The purpose of this correspondence file is to avoid inconsistencies or contradictions in information given to the person.

The liaison will report on the progress of the person-in-process to the COM at its regularly scheduled meetings. Whenever a liaison becomes aware that an inquirer, postulant, or candidate faces issues that might affect the path to ordination, the liaison will urge the individual to seek the counsel of the Bishop and the sponsoring rector.

Should the liaison have more pressing concerns, these should be discussed with the Bishop directly.

Role of the COM and the Liaison at the Ministry Discernment Conference

All members of the COM participate in the Ministry Discernment Conference. The prayerful discernment of each COM member is vital and valued. If the liaison or any other member of the COM believes that there is a question concerning the ability of the person seeking Holy Orders to achieve ordination (such as financial, educational, or employment impediments), this question should be brought to the COM and to the Bishop before the person is invited to attend the conference.

In preparation for the Ministry Discernment Conference, the COM reviews files for each person seeking Holy Orders. The liaison will contact the rector before the conference to discuss the strengths and areas for growth of the nominee. The liaison will share the rector's input prior to the recommendation to the Bishop at the end of the conference.

After the Ministry Discernment Conference, the liaison will monitor any conditions and stipulations that become part of the COM's recommendations for the person seeking Holy Orders. Liaisons will continue to be available to all persons whom the COM has recommended for continued ministry in the lay order for a mutually agreed term.

Role of the Liaison at advancement to candidacy and ordination

Before a postulant or candidate meets with the COM for advancement to the next canonical step in the ordination process, the liaison should interview the sponsoring rector, the field site rector or supervisor, and the chair of the field site lay committee and raise any pressing concerns at the COM meeting. The liaison must be familiar with pertinent information from the file of the person in process. The liaison will prepare a brief written summary of the file as a profile for use by the COM. The COM will make this summary available to the Standing Committee liaison to assist in its subsequent deliberations. The liaison will welcome and introduce the postulant or candidate at the time of the COM meeting.

Guideline 2: Spiritual Formation Program

Introduction

The ordination process requires spiritual formation. The Primates of the Anglican Communion have stated that the formation in holiness, truth, wisdom, spirituality, as well as acquiring knowledge is paramount in Christian formation. We devote considerable time and effort on both academic preparation and on the ordination process because of group behavior and other dynamics. The spiritual formation of all persons pursuing Holy Orders should be comparable with other components of preparation for ordination.

The COM is aware that the spiritual direction, daily prayer, eucharistic participation, spiritual retreats, academic preparation, regular physical exercise, study of the scriptures, and communal life all contribute to the formation of those in process. Spiritual formation is equally as essential.

Program

The spiritual formation program is required for everyone seeking ordination in the Diocese of El Camino Real. The objectives of this program are to

- Inspire theological reflection.
- Build up covenant relationships.
- Deepen personal growth.

All persons in process for ordination are to create their own spiritual formation groups of at least three persons, choose their own leadership, and schedule their own meetings. Meetings should be in person and held as often as possible but at least once a month. Whenever there is effective committed leadership and participation within a spiritual formation group, it is likely to be more effective. The small group leader may be in the ordination process of the Diocese of El Camino Real, or from another diocese, or not in the ordination process.

Program Models

The COM suggests postulants, candidates, and transitional deacons use one of the following models. The COM may approve individual alternative models proposed by persons in process.

The Spiritual Journey Group

Each member of the group promises to:

- Pray each day for each member of the group.
- Be present for every meeting.
- Inform your group if you know you will miss a meeting.

Keep confidential everything you hear and say.
Let others join your group.
Remember that the members of the group are companions on The Way.

In preparation for the meeting, consider the following: In the preceding and the past few weeks, how has my life been going? When and where have I become aware of God's presence? What have I learned about God? How have I tried to serve God and God's people?

Each meeting may begin with the lighting of a candle and a prayer such as:

Jesus said, 'I am the light of the world. Whoever follows me will have the light of life, and will never walk in darkness.' Lord Jesus, you also said that where two or three come together in your name, you will be in their midst. Let the light of this candle remind us of your presence among us. We pray this in your name, Amen.

The leader may use other appropriate prayers.

After the opening prayer, each member of the group shares their own responses to the preparatory questions, above. Following the time of sharing by all persons, members of the group speak about their personal journeys. The group should briefly discuss one of the tasks that have emerged for the spiritual journey.

Each meeting ends with prayer. If a candle was lit, members may pray, "Jesus says, 'You are the light of the world. A city built on a hill cannot be hid. No one lights a lamp and puts it under a bowl; instead he puts it on the lamp stand, where it gives light for everyone in the house'. In the same way, we pray our light may shine brightly before others, so that others will see your glory in all we do and praise you in heaven. In Christ's name we pray, Amen" If a candle has been used, it is extinguished. The leader continues saying, "The light of this candle is now extinguished, but the light of Christ in each of us must continue to shine in our lives." A member offers a concluding prayer.

The Basic Christian Community

Each group member should relate their previous week's spiritual experiences in applying the Christian way of life.

Pray the Daily Offices with two appointed and appropriate readings. Silence should follow each reading. Reflect on the readings as appropriate in the service of worship.

Lectio Divina

The leader begins with prayer. Share meaningful moments since the last meeting.

Select a reading from Holy Scripture, from the Daily Office, or a Holy Day within the week, or the Lectionary for the following Sunday.

Someone reads the scriptural passage, followed by silence.

People may name a word or phrase that struck them.

Someone else reads the passage a second time, followed by silence.

People may reflect on what the passage is saying to them, using “I” language.

Another person reads the passage a third time, followed by silence.

People may reflect on how God is calling them to change.

Give each member the opportunity to make a prayer requests.

Conclusion: The Lord’s Prayer shall follow. Members of the group are encouraged to use any liturgical language in use within the Church. A dismissal may be offered.

Monitoring Spiritual Formation Groups

Commission on Ministry members, Standing Committee members, faculty members of the seminary, and others who have direct authority in the ordination process, should not directly participate in the spiritual formation program. Postulants and candidates will communicate with their liaison to evaluate the method and process of small groups and report on whether small groups have contributed to preparation for ordained ministry. Liaisons will respect confidentiality and not ask participants about specific conversations of the small group.

Guideline 3
Clinical Pastoral Education/Local Chaplaincy Program
Requirements for Vocational Deacons

Purpose:

The Clinical Pastoral Education (CPE) or Local Chaplaincy program is:

- To provide a program that offers supervised chaplaincy with hands-on training and experience for those entering diaconal ministries.
- To provide an appropriate setting for confronting and addressing personal areas that can hinder healthy diaconal ministry.
- To provide exposure to the seemingly hidden world of suffering, poverty, injustice, addiction, and abuse that is a major part of diaconal ministry.

Training Options

- Postulants seeking hospital or other institutional employment must satisfactorily complete a unit of Clinical Pastoral Education (CPE) through an accredited CPE program with an accredited CPE supervisor. A list of approved programs and supervisors is available on the web site for The Association for Clinical Pastoral Education, Inc., <http://www.acpe.edu>.
- Other postulants are strongly encouraged to complete a unit or a half unit through an accredited CPE program. When this is not possible due to time constraints, a postulant may participate in a local chaplaincy program (LCP) described below:
 - ❖ Complete the Sojourn Chaplaincy Ministry Intensive Training at San Francisco General Hospital. Information at: <http://www.sojournchaplaincy.org/ednext.html>.
 - ❖ Explore opportunities for local chaplaincies in agencies such as hospital, jails/prisons, and homeless shelters or in the postulant's field work parish with the rector's consent. Work with your liaison and prepare a written proposal for the COM that meets the stated purpose of CPE/LCP. The proposal must include supervised hours in the clinical setting and in reflection. It is preferable that the reflection process occurs in a group of at least 3 participants with a CPE accredited supervisor. Your liaison will assist with information on the number of required hours and offer ideas for forming a group and finding a supervisor.

Guideline 4: A Sample Plan for Ordination Training

1. Name:
2. Parish:
3. Plan Identification: *(Initial or Revised and its Date. Identify any changes throughout this Plan.)*
4. Career Goal:
5. Relevant Experience and Education:
6. Preparation Needed: *(Identify Education and Internships.)*
7. Time Required:
8. Funding Required: *(Tuition; Relevant Travel; Educational Expenses; Family Expenses; Other.)*
9. Funding Sources: *(If necessary, indicate designated funds.)*
10. Planned Review Schedule:

Guideline 5: Portfolio for Diaconal Candidates Demonstrating Proficiency in the Canonical Areas

(Canon III.6.5(f)²⁰)

This is intended for students in or graduates of seminary degree programs. Candidates may add artifacts or documents in addition to those required. (E.g. a student may have created an adult forum series on images of the historical Jesus, which might help demonstrate proficiency in Bible and skill in Christian Education.) In cases where a candidate does not possess the required documentation, she or he may propose other documents or artifacts that would demonstrate proficiency in an area, subject to the discretion of the Bishop and the Board of Examining Chaplains. If the proposal is unsatisfactory, the Bishop and Board of Examining Chaplains may create an alternative means of demonstrating proficiency. *Note: this flexibility is intended solely to deal with the wide variations in seminary curricula and the fact that students who graduated long ago may not have preserved their seminary exams and papers.*

In the end: Complete official transcript(s) showing all relevant course work.

As the courses occur, term by term:

Holy Scriptures:

All examinations (midterm and final) in OT and NT, including instructors' evaluations and grades, and at least one significant paper in OT and one in NT including instructors' comments, evaluations, and grades.

One sermon engaging biblical text(s), provided in text and on tape

The following directions apply to the remaining areas: The student indicates the area(s) in which the course may help them qualify. Final exam and a significant paper from the course are expected. If no exams were administered, a second paper is substituted, and the flexibility mentioned above is exercised by Bishop and Examining Chaplains. All papers are to be submitted with the instructor's comments. If a student wishes to "polish" a paper after the fact, that is acceptable so long as the original is submitted as well. When the paper was required to be rigorously academic, the student should add a *one page* indication of its import for mission, ministry or pastoral care.

The Tradition of the Church:

Final exam in Church history, including instructors' evaluations and grades and significant paper in Church history or historical theology, including instructors' comments, evaluations, and grades

Christian Theology (including missiology)

Final exam in theology, including instructors' evaluations, grades and at least one significant paper in theology, especially any including missiology, including instructors' evaluations and grades.

²⁰ Adopted by the COM September 23, 2014 in lieu of the Diaconal Ordination Exam for those preparing to be deacons.

Human Awareness and Understanding

Significant paper, exam, and perhaps other artifacts engaging human awareness and understanding ethics, diversity, contemporary society and pastoral care. In addition, materials from any course may be earmarked as relevant, and/or the student may propose other evidences. It is also acceptable to add (occasionally) a one-page reflection on an experience to fill out this part of the portfolio. If the candidate is proficient in a second language, evidence of that should be included.

Diaconia and the diaconate

Final examination, including instructors' evaluations and grades. At least one significant paper, project, or presentation showing proficiency in the theory of diaconal ministry including supervisors' and instructors' comments and evaluations

All reports from field education, including supervisors' and instructors' comments and evaluations

Additional relevant areas requiring knowledge and skill:

Homiletics

Any paper produced in a homiletics class (e.g. historical, theoretical, exegetical), including instructor's comments, evaluation, and grade.
One sermon (video strongly preferred in addition to text) in addition to the sermon submitted for the Holy Scriptures area.

Guideline 6: Portfolio for Priesthood Candidates Demonstrating Proficiency in the Canonical Areas

(Canon III.8.5) ²¹

This is intended for students in or graduates of seminary degree programs. Candidates may add artifacts or documents in addition to those required. (E.g. a student may have created an adult forum series on images of the historical Jesus, which might help demonstrate proficiency in Holy Scriptures and skill in Christian Education.) In cases where a candidate does not possess the required documentation, she or he may propose other documents or artifacts that would demonstrate proficiency in an area, subject to the discretion of the Bishop and the Board of Examining Chaplains. If the proposal is unsatisfactory, the Bishop and Board of Examining Chaplains may create an alternative means of demonstrating proficiency. *Note: this flexibility is intended to deal with the wide variations in seminary curricula and the fact that students may not have preserved their seminary work.*

In the end: Complete official transcript(s) showing all relevant course work.

As the courses occur, term by term:

Holy Scriptures:

All examinations (midterm and final) in OT and NT, including instructors' evaluations and grades, and at least one significant paper in OT and one in NT including instructors' comments, evaluations, and grades.

One sermon engaging biblical text(s), provided in text and on tape

The following directions apply to the remaining 8 areas. In the balance of the areas, the student indicates the area(s) in which the course may help them qualify. Final exam and a significant paper from the course are expected. If no exams were administered, a second paper is substituted, and the flexibility mentioned above is exercised by Bishop and Examining Chaplains. All papers are to be submitted with the instructor's comments. If a student wishes to "polish" a paper after the fact, that is acceptable so long as the original is submitted as well. When the paper was required to be rigorously academic, the student should add a one page indication of its import for mission, ministry or pastoral care.

Church History:

Final exam in CH, including instructors' evaluations and grades and significant paper in Church history or historical theology, including instructors' comments, evaluations, and grades

Christian Theology (including missiology):

²¹ Adopted by the COM June 24, 2014, in lieu of GOEs, for those preparing to be priests

Final exam in theology, including instructors' evaluations, grades and at least one significant paper in theology, especially any including missiology, including instructors' evaluations and grades.

Christian Ethics and Moral Theology:

Final exam in moral theology and/or Christian ethics, including instructors' evaluations grades, and at least one significant paper in moral theology and/or Christian ethics, especially any including engagement with contemporary society, including instructors' evaluations and grades.

Contemporary Society:

Significant paper and perhaps other artifacts engaging contemporary society. If the seminary curriculum does not contain a course exclusively engaging contemporary society, the candidate should specify which other courses did, and include papers or artifacts from those courses. If the candidate is proficient in a second language, evidence of that should be included.

Liturgics and Church Music:

Final exam in liturgics, including instructors' evaluations and grades and any significant paper, liturgical project, or service design (annotated), including instructors' comments, evaluations, and grades. Candidates should not submit videos of complete services.

Theory and Practice of Ministry:

Final examination, including instructors' evaluations and grades. At least one significant paper, project, or presentation showing proficiency in the theory of ministry (e.g. a congregational analysis or genome) including supervisors' and instructors' comments and evaluations

All reports from field education, including supervisors' and instructors' comments and evaluations

Additional relevant areas requiring knowledge and skill:

Homiletics:

Any paper produced in a homiletics class (e.g. historical, theoretical, exegetical), including instructor's comments, evaluation, and grade.

One sermon (video strongly preferred in addition to text) in addition to the sermon submitted for the Bible area

Christian Education:

A major paper, project, presentation, etc. relevant to the theory and practice of Christian Education

Forms

Form 1: Application for Nomination for Holy Orders Diocese of El Camino Real

Name: _____
Parish: _____
Home Address _____

Daytime Telephone: _____ Evening Telephone: _____
Email Address _____

Date of Birth: _____ Place of Birth: _____
Citizenship²²: _____
Date of Baptism, with a copy of proof: _____
Date of Confirmation/reception into the
Episcopal Church, with a copy of proof. _____

What is your highest level of education? _____

What is your goal in seeking Holy Orders? Vocational Diaconate Priesthood

- Enclose your autobiographical statement with emphasis on your spiritual journey and discernment process.
- Enclose Form 6, from *Steps Toward Ordination* supporting your application signed by your rector and at least two-thirds of the vestry.
- If you have previously applied for Holy Orders describe the outcome in an enclosure.
- List on an enclosure your education beyond high school, including degrees earned and areas of specialization. Attach copies of official transcripts.

I, _____, agree to accept nomination for Holy Orders.

Signature Date

²² If you are not US citizen, enclose a copy of proof of your immigration status.

***Form 2: Application for Ministry Discernment Conference
Diocese of El Camino Real***

_____ Name _____ Application Date _____

Social Security Number: _____

Telephone Number, Daytime: _____

Evening: _____

Mobile: _____

Email Address: _____

Current Address _____

City, State ZIP Code _____

Permanent Address ²³ _____

City, State ZIP Code _____

_____ Date of Birth _____ Place of Birth _____ Gender _____

How many years have you resided in the Diocese of El Camino Real? _____
If fewer than two years, use a separate page as Attachment A to describe
why you relocated.

What is your Parish Church? _____

When did you become a Communicant in your Parish? _____

²³ Enter this information only if it is different from your Current Address.

What is the name of the high school you attended? _____

Where is it located? _____

Are you currently matriculating in an educational institution? Yes No

What is its name? _____

Where is it located? _____

Are you matriculating full time part-time on a leave of absence?

On a separate page as Attachment B, please provide the following information on each college or university you have attended, in reverse chronological order:

- Name and Location
- Degree obtained. Please indicate any honors.
- Dates attended.
- Grade Point Average or Letter Grade followed by its scale²⁴.

List your extra-curricular activities on a separate page as Attachment C and indicate whether you participated in high school, college or university, or both. Indicate any leadership position you held.

What is your total number of years of education beyond high school?

| |
|--|
| |
|--|

College or University:

| |
|--|
| |
|--|

Graduate School:

| |
|--|
| |
|--|

Professional or Technical

| |
|--|
| |
|--|

What is your work history?

| | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Never gainfully employed. |
| <input type="checkbox"/> | Currently employed part-time. |
| <input type="checkbox"/> | Currently employed full time. |
| <input type="checkbox"/> | Volunteer. |
| <input type="checkbox"/> | Not presently employed. |

Using a separate page as Attachment D, write a brief chronological account of your work history in reverse chronological order. Please describe any gaps in your work activity. Please include:

- the name of your employer,
- a brief description of your activity, including any leadership position you held
- when you began, ended, and the time on each job,
- the reason for the job change

²⁴ For example, use: 3.9/4.0; or B+ / A, B, C, D, F.

- what you liked best about this job
- what you liked least about this job

Using a separate page as Attachment E, please describe your free-time activities. How often and how long did you engage in each one?

Using a separate page as Attachment F, please identify and describe the civic or social clubs of which you are or have been a member:

- Name
- Activity
- When did you participate, and how frequently?
- Did you hold any leadership positions?

Using a separate page as Attachment G, please describe the volunteer community service activities, including military reserve or public service reserve, in which you participate:

- Name
- Activity
- When did you participate, and how frequently?
- Did you hold any leadership positions?

What is your present marital status?

Single Married Widowed Divorced Separated Partnered

How many marriages or partners have you had?

Never married or partnered Once Twice Three or more times.

What is the name of your current spouse or partner?

_____ Began: _____

List your children:

| Name: | Date of Birth: | Gender: | Living? |
|-------|----------------|---------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

Financial: How do you intend to support yourself and your dependents during your education and training for ordination? Please indicate all those that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Full time employment | <input type="checkbox"/> Part-time employment | <input type="checkbox"/> Spouse to work |
| <input type="checkbox"/> Personal Savings | <input type="checkbox"/> Scholarship | <input type="checkbox"/> Student loan |
| <input type="checkbox"/> Support from Parish | <input type="checkbox"/> Support from Diocese | <input type="checkbox"/> Gifts |
| <input type="checkbox"/> Help from Family | <input type="checkbox"/> Other. Please indicate on a separate page as Attachment H. | |

Do you have any large debts? _____. If needed use a separate page also as Attachment H.

Your parents: Please give their address if different from yours, and if not deceased.

Father's Name _____
Address _____

City, State, ZIP Code _____
Mother's Name: _____
Address _____

City, State, ZIP Code _____

What is the marital status of your parents?

- | | | |
|--|--|--|
| <input type="checkbox"/> Marriage intact | <input type="checkbox"/> Father deceased | <input type="checkbox"/> Mother deceased |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Separated | <input type="checkbox"/> Both deceased |

If your parents' marriage ended by separation, divorce, or death, how old were you when this occurred: _____

If either of your parents married again, how old were you when this occurred:

Mother: _____ Father: _____

What is the religious preference of your mother _____, and your father _____?

Siblings: Include and identify yourself and give, in order from oldest to youngest, this information for all of your brothers and sisters:

| Name | Date of Birth | Gender | Living? |
|------|---------------|--------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

On a separate page as Attachment I, list the books you have read in the last six months.

On a separate page as Attachment J, list the web sites, entertainment and movies, newspapers, magazines and other periodicals you have read, attended, or used regularly in the past six months.

Include a letter from your spouse or partner regarding your interest in the ordained ministry and their expectations as Attachment K.

Who are three persons with whom you have worked in the Church?

| Name ²⁵ | Shared Ministry | Telephone | Email |
|--------------------|-----------------|-----------|-------|
| | | | |
| | | | |
| | | | |

On a separate page as attachment L, briefly (not more than two pages for each question) answer the following questions: a. Describe the vocation(s) in which you are now actively involved. b. Discuss how the ordained ministry is similar to and distinct from the ministry of all God’s people. c. Please make a list of statements that complete the sentence: “I feel called to be ordained as a _____ (deacon or priest) so that...

Signature Date

Applicant’s Attachment Check List:

- | | | |
|----------|----------|----------|
| A | E | I |
| B | F | J |
| C | G | K |
| D | H | L |

²⁵ These persons should **not** be those you have listed as references on Form 12.

Form 3: Application for Ordination to the Vocational Diaconate

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

I, _____,
hereby make application for recommendation to the Bishop for ordination to the
Sacred Order of Deacons.

My current age is _____

I intend to exercise my ministry as a deacon both in and beyond the Church by:

I do not now intend to seek ordination to the priesthood.

Signature _____ Date _____

Form 4: Application for Ordination to the Transitional Diaconate ²⁶

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

I, _____,
hereby make application for recommendation to the Bishop for ordination to the
Transitional Diaconate.

My current age is _____

Date admitted to postulancy _____

Date admitted to candidacy _____

Signature Date

²⁶ Reference: Canon III.8.6

Form 5: Application for Ordination to the Priesthood²⁷

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

I, _____,
hereby make application for recommendation to the Bishop for ordination to the Sacred
Order of Priests.

Date ordained to the diaconate: _____

My current age is _____

Signature Date

²⁷ Reference: Canon III.8.7 (b) (1)

Form 6: Endorsement of Nomination for Holy Orders

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

We, whose names are hereunder written, testify to our belief based on:

- Report of the Deanery Discernment Committee
- Personal knowledge
- Evidence satisfactory to us

that _____ is qualified to enter the nomination process for Holy Orders, and we offer the following reason(s) for this belief:

Please use a separate page as an attachment if necessary.

We do furthermore declare that this person is a confirmed adult communicant of this Parish Church in good standing. We are prepared to support this person during the time of preparation prior to ordination. [Canon III.6.2(a) Canon III.8.2(a)]

Rector's Signature Date

Vestry Signatures

Attestation of the Foregoing Certificate

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry of _____ Parish, duly convened at _____ on the _____ day of _____ and the names attached are those of all (or a two-thirds majority of all) the members of the Vestry.

Clerk or Secretary of the Vestry's Signature

Form 7: Endorsement of Application for Candidacy

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

We, whose names are hereunder written, testify to our belief based on:

personal knowledge evidence satisfactory to us

that _____ is qualified to be a
Candidate for Holy Orders, and we offer these reasons for this belief:

Please use a separate page as an attachment if necessary.

We do furthermore declare that this person is a confirmed adult communicant of this
Parish Church of _____ in good standing.

Rector's Signature Date

Vestry Signatures

Attestation of the Foregoing Certificate

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry of
_____ Parish, duly convened at _____
_____ on the _____ day of _____ and the
names attached are those of all (or a two-thirds majority of all) the members of the
Vestry.

Clerk or Secretary of the Vestry's Signature

Form 8: Endorsement for Ordination to the Diaconate

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

We the Vestry of _____
Parish do certify that, after due inquiry, we are well assured and believe that,

_____ is loyal to the Doctrine, Discipline, and worship of this Church, and does not hold anything contrary thereto. And moreover, we think this a person worthy to be admitted to the sacred Order of Deacons.

Rector's Signature

Date

Vestry Signatures

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Attestation of the Foregoing Certificate

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry of _____ Parish, duly convened at _____ on the _____ day of _____ and the names attached are those of all (or a two-thirds majority of all) the members of the Vestry.

Clerk or Secretary of the Vestry's Signature

Form 9: Endorsement for Ordination to the Priesthood²⁸

To The Commission on Ministry and
The Standing Committee of the Diocese of El Camino Real

We the Vestry of _____
Parish do certify that, after due inquiry, we are well assured and believe that

_____ is loyal to the Doctrine, Discipline, and worship of this Church, and does not hold anything contrary thereto. And moreover, we think this person worthy to be admitted to the Sacred Order of Priests.

Rector's Signature

Date

Vestry Signatures

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Attestation of the Foregoing Certificate

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry of _____ Parish, duly convened at _____ on the _____ day of _____ and the names attached are those of all (or a two-thirds majority of all) the members of the Vestry.

Clerk or Secretary of the Vestry's Signature

²⁸ Reference Canon III.8.7(b)(2)

Form 10: Authorization for Background Investigation

To The Commission on Ministry and
The Bishop of El Camino Real

I, _____,
hereby authorize the Bishop of El Camino Real to conduct a background investigation,
including a credit report, from state and federal authorities as well as from private
individuals, companies, or agencies. I agree to supply all pertinent information, as
necessary, to facilitate completion of this background investigation.

Signature

Date

If you request, the Diocese will provide you a copy of your background investigation.
Please indicate your choice below:

I wish to be provided a copy of any written background Investigation.

I do not wish to be provided with a copy of my background Investigation.

Signature

Date

Form 11: Medical Examination

This form, published by the Church Pension Fund can be found in the Commission On Ministry section of the website of the Diocese of El Camino Real. Use this link:
<http://www.edecr.org/sitefiles/file/comdocs/COM%20Medical%20Evaluation%20Form.pdf>

Form 12: Three Personal References

The COM considers it inappropriate for these personal references to participate elsewhere in this process. Furthermore, the COM considers it inappropriate for the rector of the sponsoring parish to be a personal reference. (Please print)

Reference Name _____

Address _____

City, State ZIP Code _____

Telephone, Daytime: _____

Evening: _____

Mobile: _____

Email: _____

Reference Name _____

Address _____

City, State ZIP Code _____

Telephone, Daytime: _____

Evening: _____

Mobile: _____

Email: _____

Reference Name _____

Address _____

City, State ZIP Code _____

Telephone, Daytime: _____

Evening: _____

Mobile: _____

Email: _____

Form 13: Report of Evaluation of Psychological Condition

To The Bishop of El Camino Real
Post Office Box 1903
Monterey, CA 93942

An evaluation of _____

When did the examination occur and how much time was involved:

1. Is there any serious maladjustment or limitation of the personality that, in your opinion, would disqualify this person for the ministry of the church?
 Yes No

2. Are there any signs in the present behavior of this person that suggest that, in your opinion, this person may become ill under the usual pressures of clerical life?
 Yes No

3. What is your impression of the ability of this person to respond adequately and appropriately to the emotional demands placed upon this person by the work of the ordained ministry?
 Good Fair Doubtful Poor No comment

4. What is your impression of the likelihood of this person becoming unstable or dysfunctional because of nervous strain engendered by the role of the ordained minister?
 Unlikely Likely Probably No comment

Signature of Examiner License State Date

Examiner Name (Print): _____

Address: _____

City, State ZIP Code: _____

Office Telephone: _____

Form 14: Certification of Spiritual Formation Program

This certificate is required both for Candidacy and for Ordination.

To The Commission on Ministry and
The Bishop of El Camino Real

As Commission Liaison for _____,
I am assured of the participation this person in the diocesan spiritual formation program
as set forth by the Commission on Ministry of the Diocese of El Camino Real.

Signature

Date

Form 15: Certification of Second Language Proficiency

To The Commission on Ministry and
The Bishop of El Camino Real

This certifies that _____
has attained liturgical proficiency in two languages, one of which is English, which are
appropriate to the various cultures of the Church, in the _____
language through

A demonstration at _____ on _____

Or, indicated in a transcript from _____

Signature Date