

*Episcopal Diocese of Central Pennsylvania
Checklist of Documents to Be Submitted
During the Ordination Process*

This is a list of the documents that you, as the Person in Discernment, or others on your behalf, are to submit to the Bishop as you move through the ordination process. It is your responsibility to make sure that they are received by the Diocese in a timely manner. We strongly recommend that you keep copies of everything you send.

Please use this form to track when items have been sent and received. Contact Ms. Nichol Free, the Bishop's Assistant, at nfree@diocesecpa.org, if you need assistance, for example, to confirm receipt. Each person's journey is individual, and the Bishop may request additional documents at any time. Except for the medical and psychological examination reports, which are seen only by the Bishop, the submitted items may be shared with the Commission on Ministry.

The Ordination Process follows the Constitution and Canons of The Episcopal Church and includes other material designed by the Bishop and Commission to augment the process. While the various steps of the process are outlined, each person's movement through the process is unique. The Bishop is the person who indicates many points in the process where the person is to proceed to the next step. These points are marked in red. For a more complete description of the requirements for ordination, including interviews by the Commission on Ministry and the Standing Committee, please refer to the Diocese's *Ordination Outline*.

Item	Date Sent to EDCPA/ Date Rec'd by EDCPA
<i>The Exploration Period: A person exploring a call, having obtained agreement from their Rector [or Bishop's Designee], decides to enter the discernment process, and the following are submitted:</i>	
<input type="checkbox"/> Letter of Introduction [Sent by the Rector to the Bishop]	____ / ____
<i>The Bishop may then invite you to a Commission on Ministry (COM) interview.</i>	
<input type="checkbox"/> Essay covering your personal history, your walk with God, and why you feel called to ordained ministry. [Sent by you to the Bishop]	____ / ____
<i>The Bishop may then invite you and your Rector to form a Parish Discernment Committee.</i>	
<input type="checkbox"/> Parish Discernment Committee Report [At your request, sent by the PDC to Vestry, then by Vestry to the Bishop]	____ / ____
<input type="checkbox"/> Application for Nomination [Sent by you to Vestry, then by the Vestry to the Bishop]	____ / ____
<input type="checkbox"/> Parish Letter of Support Form [Sent by Vestry & Rector to the Bishop] <i>Note: At this time, you become a Nominee.</i>	____ / ____
<input type="checkbox"/> Secondary School Transcripts [Requested by you, sent by the institution(s) to the Bishop]	____ / ____

The Nomination Period: After due consideration, the Bishop may invite you to apply for Postulancy.

<input type="checkbox"/> Application for Postulancy [Sent by you to the Bishop]	____ / ____
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- Update of Essay _____ / _____
[Sent by you to the Bishop]
- Letter of Reference from Seminary or SSFM Dean _____ / _____
[Requested you, sent from Dean to the Bishop]
- Medical Exam. To be updated every 36 months until Diaconal Ordination. _____ / _____
[Requested by you, sent from Doctor to the Bishop]
- Psychological Exam. To be updated every 36 months until Diaconal Ordination. _____ / _____
[Requested by you, sent from Psychiatrist to the Bishop]
- Background Checks. To be updated every 36 months through final Ordination. _____ / _____
[Authorized by you, processed by the Bishop's Assistant]

Postulancy: The Bishop may make you a Postulant.

- Individual Formation Plan – You and the Bishop or the Bishop's Designee design it. _____ / _____
Updates are due by Pentecost and St. Lucy's Day (December 13) through final ordination.
[Sent by you to the Bishop. Add more lines if needed.]

Updates: _____ _____
 _____ _____
 _____ _____
 _____ _____

- Ember Day Letters – Due by Ash Wednesday, Pentecost, Holy Cross Day (September 16), and St. Lucy's Day (December 13), until Diaconal Ordination. _____ / _____
[Sent by you to the Bishop on. Add more lines if needed.]
- _____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____

After a period of time, the Bishop may invite you to apply for Candidacy.

- Application for Candidacy _____ / _____
[Sent by you to the Bishop]
- Rector and Vestry Endorsement for Candidacy Form _____ / _____
[Sent by Rector and Vestry to the Bishop]
- Transcripts from education/formation program _____ / _____
[Requested by you, sent by the institution to the Bishop]
- Clinical Pastoral Experience Evaluation and Credentials _____ / _____
[Requested by you, sent by CPE Supervisor and Placement Institution to the Bishop]
- Internship Evaluation _____ / _____
[Requested by you, sent by Internship Mentor to the Bishop]

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Candidacy: After due consideration, the Bishop may make you a Candidate for Holy Orders.

- Results of GOEs or Canonicals and any remediation if required _____ / _____
[Examining Chaplains send results to the Bishop]

- Proof of successful completion of:
 - Prevention of Sexual Misconduct, _____ / _____
 - Civil Requirements for Reporting and Pastoral Opportunities for
Responding to Evidence of Abuse, _____ / _____
 - Constitution and Canons of TEC, _____ / _____
 - Church's Teaching on Racism training _____ / _____
 - Church's Teaching on the Doctrine of Discovery _____ / _____[Requested by you, sent by the institution to the Bishop]

*Ordination to the Diaconate: After due consideration, the Bishop may invite you to apply for Ordination.
(Another name for a Candidate who has been invited to apply for Ordination is Ordinand.)*

- Application to the Diaconate or Application to the Transitional Diaconate _____ / _____
[Sent by you to the Bishop]
- Certificate of Completion of Studies from Seminary or comparable, approved program _____ / _____
[Requested by you from Seminary, etc., the institution sends to the Bishop]
- Rector and Vestry Endorsement for the Diaconate Form or Rector and Vestry Endorsement _____ / _____
For the Transitional Diaconate Form
[Sent by the Rector and Vestry to the Bishop]

*Ordination to the Priesthood: The Bishop may ordain you to the Diaconate. If you are a Transitional
Deacon, after due consideration, the Bishop may invite you to apply for Ordination to the Priesthood.*

- Application for Ordination to the Priesthood _____ / _____
[From Deacon to Bishop]
- Rector and Vestry Endorsement for the Priesthood Form _____ / _____
[From original sponsoring Rector and Vestry to Bishop]
- Academic fulfillment of coursework, evaluation, and recommendation for
ordination, from Seminary. _____ / _____
[Requested by Deacon from Seminary, or approved institution]
- Individual Formation Plan Report Update _____ / _____
[Sent by you to Bishop on St Lucy's Day and Pentecost]