



How to Complete Licensed Ministry Application Forms for the Diocese of Central Pennsylvania

Once you and your Rector [or Bishop's Designee] have agreed that you should seek licensing, you have reviewed the *Licensed Ministries in the Diocese of Central PA* booklet, and you have completed your formation and/or training, it is time to complete the application form.

Steps:

1. **Collect** the information needed (see list below).

Tip for online applications: If you put your information into a Word or similar file beforehand, you can quickly cut and paste it directly into the form. Make sure that you can access the file if you plan to use a different computer to apply.

2. **Open** the application form that applies to your ministry. Online forms can be found on the Commission on Ministry's webpage at <https://diocesecpa.org/commission-on-ministry-com/>.

Paper forms are available by calling the Diocesan Registrar, Debbie Robelen, at (717) 236-5959.

3. **Complete** the form. The form requires information from both you *and* your Rector [or Bishop's Designee]. You complete **Part One**, and your Rector [or Bishop's Designee] completes **Part Two**.
4. **Submit** the form. Your Rector [or Bishop's Designee] is responsible for submitting the form.

Three ways to apply:

1. **Same Computer, Same Time:** The Applicant and Rector [or Bishop's Designee] complete the form together. Estimated time to complete form: less than 10 minutes.

1. The Applicant opens the form and completes **Part One**.

2. At the section labeled **STOP**, follow the directions for **Same Computer, Same Time**, which will instruct you to click the **Next** button. **Part Two** will appear.
3. The Rector [or Bishop's Designee] completes **Part Two** and clicks the **Submit** button. Once it has been submitted, the Rector will receive a confirmation email from com@diocesecpa.org.

Note: While you will not be required to save your form, you may do so at any time by clicking the **Save and Resume** button and following those instructions. Use the email address for wherever you want the resume link to be sent. That address will receive an email from the **Commission on Ministry via Formstack** which will contain a link to reopen your application.

2. **Different Computers, Different Times:** The Applicant and Rector [or Bishop's Designee] complete the form separately. Estimated time to complete form: less than 10 minutes when added together.

1. The Applicant opens the form and completes **Part One**.
2. At the section labeled **STOP**, follow the directions for **Different Computers, Different Times**. Click **Save and Resume**. Add your Rector's email address to the box in the popup window. A link will be sent to them from the **Commission on Ministry via Formstack**.
3. The Rector [or Bishop's Designee] opens the email, opens the link, completes **Part Two** and clicks the **Submit** button. Once it has been submitted, the Rector will receive a confirmation email from com@diocesecpa.org.

3. **On paper:** If you and your rector do not have access to a computer and the internet, your Rector [or Bishop's Designee] may call the Diocesan Registrar, Debbie Robelen, at (717) 236-5959 to request a paper application.

What you will need to complete the application: The application will ask for the following information. If you type this into a Word or similar file ahead of time, you can cut and paste your information directly into the application.

General Information

- Applicant's name

- The full name as it should appear on your license (titles, prefixes, suffixes, etc.)
- Applicant's mailing address
- Applicant's email address
- Applicant's birthdate
- Applicant's date of Baptism and Confirmation or Reception (if you do not know the month and day, use Jan 01 and the year.)
- The Church, City, and State of Baptism and Confirmation or Reception
- The Congregation where the Applicant is currently a confirmed adult in good standing
- Individual Formation Plan: a list of the formation opportunities that you have undertaken to prepare for this ministry, especially those that address the formation and core competency requirements for your specific ministry. They can be found in the *Licensed Ministries in the Diocese of Central PA* booklet. Be specific. Include courses, books, workshops, trainings, tutorials, mentorships, etc.
- The name and email address of your Rector [or Bishop's Designee].

Ministry-Specific Information

Evangelist

- A short (500 words or less) spiritual autobiography. What would you like to share with Bishop Scanlan and members of the Commission on Ministry about your spiritual journey? If you haven't done this before, your Rector [or Bishop's Designee] can help you capture your reflections.
- How do you plan to use your ministry?

Preacher

- A short (500 words or less) spiritual autobiography. What would you like to share with Bishop Scanlan and members of the Commission on Ministry about your spiritual journey? If you haven't done this before, your Rector [or Bishop's Designee] can help you capture your reflections.
- How you plan to use your ministry? For example, how often do you plan to preach? Will it be at Sunday Service? Will you have other opportunities to preach under the direction of your Rector [or Bishop's Designee]?
- A link to a video of a recent sermon to upload into the form.

Worship Leader

- Please include a short (500 words or less) spiritual autobiography. What would you like to share with Bishop Scanlan and members of the Commission

on Ministry about your spiritual journey? If you haven't done this before, your rector can help you capture your reflections.

- How you plan to use your ministry? For example, will you be leading the main Sunday service? Daily Prayer? Online? On-site? How often?
- A link to a video of you leading a Daily Office (Morning Prayer, Evening Prayer, or Compline) recorded within the last 12 months.