



## CHECKLIST FOR ORDINATION PROCESS IN THE EPISCOPAL DIOCESE OF ALASKA

*In the Episcopal Church the canons provide two distinct but parallel ordination ‘tracks.’ It is common to understand the first track (Title III Canon 6) to be for individuals who will **not** be considered for ordination to the Priesthood. This is often called the track for the “Vocational Diaconate.” The other track (Title III Canon 8) is for individuals who, after serving as a Deacon in this Church, **may** be considered for ordination to the Priesthood. This is often called the track for the “Transitional Diaconate/Priesthood.” Regardless of an individual’s sense of a “personal call” to a specific order, the community of the faithful, the Church, ultimately must test and affirm an individual’s vocation. The process of vocational discernment is fluid and may develop or change as an individual engages the steps and requirements of ordination, and as the Church experiences the exercise of an individual’s ministry. Therefore, there are no guarantees of ordination to any office regardless of which ‘track’ an individual follows.*

*In the Diocese of Alaska, Nomination should be to Holy Orders. All nominees will begin the process identified in Title III Canon 6. Once ordained a Deacon, Canon 8 allows for Priestly ordination after further academic preparation.*

# CHECKLIST FOR ORDINATION PROCESS

*Use this checklist to track progress in the Ordination Process.*

*Any relevant forms that are available to use are noted. Forms are available on the Diocesan website, by contacting the Diocesan Office, and from the Commission on Ministry.*

*The titles of each stage in the process are printed in **Bold**. The required steps are numbered. Enter the Date completed in each numbered step.*

## DISCERNMENT

- \_\_\_\_\_ 1. Completion of an intentional process of discernment for ordained ministry with a Discernment Committee. The COM can offer a process for this work.
- \_\_\_\_\_ 2. Written report from the Discernment Committee submitted to Rector, Priest-in-Charge, or Bishop.

## NOMINATION

- \_\_\_\_\_ 1. Nomination letter and pledge of support by community of faith/congregation.
- Must be signed by two-thirds of the Vestry/Church Committee.
  - Must be signed by Rector or Priest-in-charge.
- \_\_\_\_\_ 2. Acceptance letter by Nominee using *Application for Postulancy*, and including elements required by Title III. Canon 6. 2(b) *for Deacons* and Title III Canon 8.2 (b) *for Deacons remaining in Discernment*.
- Full name and date of birth
  - Contact information including: address, phone number, email address, etc.
  - Length of time resident in the Diocese
  - Evidence of Baptism and Confirmation/Reception
  - Whether an application has been made previously for Postulancy or the person has been nominated in any Diocese
  - A description of the process of discernment by which the Nominee was identified for ordination
  - Description of the level of education obtained, degrees earned, areas of specialization, copies of transcripts (if applicable)
- \_\_\_\_\_ 3. Initial review by Commission on Ministry and report on Nominee's qualifications to pursue program of preparation for ordination.
- \_\_\_\_\_ 4. Evidence that Postulant is a Confirmed Communicant in Good Standing.
- \_\_\_\_\_ 5. Personal Consultation with the Bishop.

## POSTULANT

\_\_\_\_\_ 6. Official Admission to Postulancy by the Bishop. *Completed when you have received a formal letter of Admission to Postulancy from the Bishop.*

Begin/continue working on Formation Plan and exercising ministry.

Each Postulant for ordination shall communicate with the Bishop in person or by letter (email), four times a year, in the Ember Weeks, reflecting on the postulant's work on Formation Plan, personal and spiritual development, and ministry development.

There is no set length of time one must serve as a Postulant.

## CANDIDATE

\_\_\_\_\_ 7. A Postulant desiring to be considered as a Candidate for ordination shall apply to the Bishop in writing.

- Application must include date of admission to Postulancy
- *Nomination for Candidacy* signed and dated by a least two-thirds of the Vestry/Church Committee and by the member of the clergy or other leader exercising oversight

\_\_\_\_\_ 8. Recommendation of the COM in writing that sufficient progress is being made on Formation Plan.

\_\_\_\_\_ 9. Interview with the Standing Committee and receipt of approval in writing.

\_\_\_\_\_ 10. Official Letter of Admission to Candidacy from the Bishop.

Each Candidate for ordination shall continue to communicate with the Bishop in person or by letter (email), four times a year, in the Ember Weeks, reflecting on the candidate's postulant's work on Formation Plan, personal and spiritual development, and ministry development.

\_\_\_\_\_ 11. Within thirty-six months prior to Ordination the Candidate will complete a background check.

\_\_\_\_\_ 12. Within thirty-six months prior to Ordination the Candidate will provide a medical and psychological evaluation by a professional approved by the bishop.

\_\_\_\_\_ 13. Safe Church training. [Consult Commission on Ministry for more details.]

\_\_\_\_\_ 14. Review of Title IV [Consult with COM for more details.]

## ORDINATION AS A DEACON

- \_\_\_\_\_ 15. Application, in writing, after at least 18 months from the time of written acceptance as Postulant [see #6, above], requesting ordination to specific order.
- \_\_\_\_\_ 16. Letter of support from Candidate's congregation or community of faith signed and dated by two-thirds vestry/council and member of clergy or other leader exercising oversight.
- \_\_\_\_\_ 17. Written evidence of admission of Postulancy and Candidacy giving dates.
- \_\_\_\_\_ 18. Report from COM attesting to progress and competence in the required areas of study.
- \_\_\_\_\_ 19. Recommendation from the Commission on Ministry.
- \_\_\_\_\_ 20. Consent of the Standing Committee.

**Set a Date for Ordination Service in consultation with the Bishop**

## FOR ORDINATION TO THE PRIESTHOOD

*Steps 1-20 must be accomplished. The Formation requirements are different for individuals preparing for the Priesthood. The COM must approve and monitor a Formation Plan (see Title III Canon 8.5(g)).*

*All Candidates MUST read carefully the current edition of the "The Constitution and Canons of the Episcopal Church" (available online). Candidates for the Priesthood shall be knowledgeable of the provisions, requirements, and regulations of Title III Canons 8 through 10.*

- \_\_\_\_\_ 21. Served faithfully as a Deacon for at least six months.

Title III Canon 8.7 (e): *"No Deacon shall be ordained to the Priesthood until having been appointed to serve in a Parochial Cure within the jurisdiction of the this Church, or as a Missionary under the Ecclesial Authority of a Diocese, or as an officer of a Missionary Society recognized by General Convention, or as a Chaplain of the Armed Services of the United States, or as a Chaplain in a recognized hospital or other welfare institution, or as a Chaplain or instructor in a school, college, or other seminary, or with the opportunity for the exercise of the office of Priest within the Church judged appropriate by the Bishop."*

- \_\_\_\_\_ 22. Written application from the Deacon requesting ordination as a Priest.  
Application must include:
- Dates of admission to Postulancy, Candidacy and ordination as a Deacon
  - Details of appointment to serve in a Parochial Cure or explanation of how the Deacon will exercise the office of Priest as designated in Title III Canon 8.7(e)

\_\_\_\_\_23. Medical and Psychological evaluations are within thirty-six months prior to ordination as a Priest.

\_\_\_\_\_24. A letter of support from congregation or community of faith, signed by two-thirds of the Vestry/Committee/Council and the member of the Clergy or other leader exercising oversight.

\_\_\_\_\_26. A certificate from the Commission attesting to the successful completion of the program of formation and study, proficiency in the required areas of study designated in (Title III Canon 8.5 (g), understanding of the provisions, requirements and regulations of Title III Canons 8-10 and Title IV, and recommending the Deacon for ordination to the Priesthood.

\_\_\_\_\_27. Consent of the Standing Committee received by the Bishop.

**Set a date for Ordination Service with the Bishop**

