

**Diocese of Northwestern Pennsylvania
Process for Seeking Ordination – Checklist**

Vocational Deacon - Canon III.6

Applicant _____ Liaison (Rector/Vicar/Other) _____

Sponsoring congregation _____ Spiritual Director _____

Diocesan Formation Program _____ Start Date _____ Completion Date _____

CPE _____ Start Date _____ Completion Date _____

Field Ed. Site _____ Start Date _____ Completion Date _____

Applicant

Date

- _____ Applicant meets with the Priest of the congregation
- _____ Applicant and Priest of the congregation meet with the Bishop
- _____ Attendance at semi-annual aspirant retreats are required
- _____ Parish based discernment process may be held at the discretion of the sponsoring priest
- _____ COM invites aspirant to participate in Diocesan Discernment Committee (DDC) process
- _____ Written report from Priest of the congregation to Bishop and COM (if there has been a local process)
- _____ Written report from DCC to Priest of the congregation, Bishop, and COM
- _____ Read and Study Title III Canons
- _____ Obtain the required psychological evaluation in consultation with Canon to the Ordinary
- _____ Application for admission to postulancy which includes:
 - _____ a letter of support by the nominee's congregation which is dated and signed by at least two thirds of the vestry/bishop's committee, the priest of the congregation, and attested by the clerk. Such letter will also include a pledge to contribute financially to the preparation, and to involve itself in the nominee's preparation for ordination to the diaconate.
 - _____ A letter from the nominee accepting the nomination in writing, and providing to the bishop the following: (1) Full name and date of birth. (2) The length of time resident in the Diocese. (3) Evidence of Baptism and Confirmation. (4) Whether an application has been made previously for Postulancy or the person has been nominated in any Diocese. (5) A description of the process of discernment by which the Nominee has been identified for ordination to the diaconate. (6) The level of education attained and, if any, the degrees earned and areas of specialization, together with copies of official transcripts.
- _____ COM reviews application and prepares an evaluation of the Nominee's qualifications to pursue a program of preparation for ordination to the diaconate. COM presents its evaluation and recommendations to the bishop.
- _____ The bishop may admit nominee to Postulancy

- _____ General collection of Data to be sent to the Bishop (+ Before Postulancy; - After Postulancy)
 - _____ Academic Transcripts + _____ Training re: Title IV of the Canons -
 - _____ Psychological Evaluation + _____ Sexual Misconduct Prevention Training –
 - _____ Background Check + _____ Anti-racism/Diversity Training -
 - _____ Medical Evaluation + _____ Training re: civil requirements for reporting and pastoral opportunities for responding to evidence of abuse -

Postulancy—The time between nomination and candidacy and may initiate the formal preparation for ordination. Postulancy involves continued exploration and decision about the Postulant’s call to the diaconate.

- _____ Ongoing attendance at Aspirants retreats with required interviews with COM and/or Standing Committee
- _____ Academic requirements
 - _____ Begin formal training in the required areas of competence per Canon III.6.5.f
 - _____ Communication with the bishop four times a year in Ember weeks reflecting on the academic experience and personal and spiritual development of the candidate
 - _____ Clinical Pastoral Education (CPE)
 - _____ Field Education placement
- _____ Postulant writes letter to bishop requesting candidacy. Such letter includes:
 - _____ Date of admission to Postulancy
 - _____ A letter of support by the Postulant’s congregation which is dated and signed by at least two thirds of the vestry/bishop’s committee, the priest of the congregation, and attested by the clerk
- _____ Academic and field work reports to bishop
- _____ COM attests to the continued formation of the Postulant
- _____ Approval from the Standing Committee in writing after an interview with the Postulant and a review of all documentation
- _____ Bishop may admit the Postulant to Candidacy

Candidacy— the time of education and formation in preparation for ordination to the diaconate, established by a formal commitment by the Candidate, the bishop, COM, the Standing Committee, and the congregation or other community of faith.

- _____ periodic evaluation and written report by those authorized by the Commission to be in charge of the evaluation program.
- _____ a final written assessment of readiness for ordination to the Diaconate shall be prepared as determined by the Bishop in consultation with the Commission. This report shall include a recommendation from the Commission regarding the readiness of the Candidate for ordination. Records shall be kept of all evaluations, assessments, and the recommendation, and shall be made available to the Standing Committee.

Ordination to the Diaconate per Canon III.6.6—Must be eighteen months from the time of written acceptance of nomination by the Nominee as provided in canon III.6.2(b). Medical, psychological, and background checks must be no more than 36 months old.

The bishop obtains in writing and provides to the Standing Committee the following information:

- _____ Application from the Candidate Requesting ordination as a deacon under this canon (person must be 24 years of age)
- _____ A letter of support by the candidate’s congregation which is dated and signed by at least two thirds of the vestry/bishop’s committee, the priest of the congregation, and attested by the clerk
- _____ Evidence of admission to Postulancy and Candidacy, giving the dates of admission
- _____ 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 under this canon

_____ A certificate from the Commission giving a recommendation regarding ordination to the Diaconate under this canon.

Upon receipt of such certificates, the Standing Committee, a majority of all members consenting, shall certify that the canonical requirements for ordination to the Diaconate under this canon have been met and there is no sufficient objection on medical, psychological, moral, or spiritual grounds and that they recommend ordination by a testimonial addressed to the Bishop in the form specified in canon III.6.6.c and signed by the consenting members of the Standing Committee.

_____ Standing Committee sends testimonial to the bishop certifying requirements per canon III.6.6(c)

_____ Bishop may ordain Candidate to the Diaconate

Vocational Diaconate

_____ Ministry Placement

_____ New Deacon must be assigned a mentor Deacon by the Bishop in consultation with the COM