

Steps Toward Ordination to the Priesthood for Military Chaplains

The Episcopal Diocese of East Carolina

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Introduction

This manual contains guidelines, canonical requirements, applications and endorsement forms necessary to complete the process of discernment for the Priesthood for Military Chaplains previously ordained in Churches other than the Episcopal Church. It also includes a checklist for the Applicant's convenience to make sure all necessary requirements in the discernment process have been completed.

Important: It is the Applicant's responsibility to read and understand the Title III Canons related to ordination in the Episcopal Church for Christian Clergy previously ordained or licensed in other Churches, and to see that all canonical requirements are met. A copy of applicable canons may be found at the back of this manual. [Canons III. 8, 9, 10/2009]

Discernment to the Priesthood is not a quick process, or one to be taken lightly. All efforts are made to help the Applicant clearly define his/her call to move from his/her present Church and be ordained a Priest in the Episcopal Church. The length of time for the whole discernment process will depend on a variety of individual circumstances, such as the Applicant's previous ordained ministry experience and the program of preparation for ordination to the Priesthood. The process cannot be rushed and could take at least two years or longer. **Factors such as impending deployment or an imminent change of duty station that will take the Applicant out of the Diocese of East Carolina will need to be taken into consideration before beginning this process.**

****Prematurely notifying your denomination's endorser of chaplains of a desire to become ordained in the Episcopal Church before being accepted into the ordination process may not be prudent. Therefore it is important to be familiar with your present endorser's process for making such a change, so that your current military chaplaincy endorsement is not withdrawn in an untimely manner. The Office of the Bishop Suffragan for Chaplaincies (the endorser for the Episcopal Church) can assist with counsel on this matter. This includes sharing with you the current guidelines set up by the National Conference on Ministry to the Armed Forces (NCMAF), the national cooperative of all who endorse clergy to the US military. The NCMAF guidelines assist those who elect to move from their current faith group to another faith group without interrupting their current service in military chaplaincy.**

The Applicant must first contact a potential sponsoring Episcopal priest serving as Rector of a local congregation and state your desire to be ordained in the Episcopal Church. With the assistance of the Rector, the Applicant then makes an initial contact with the Bishop of East Carolina to seek provisional support to enter the process toward ordination. If support is given by the Bishop of the Diocese, contact is next made with the Office of the Suffragan Bishop for Chaplaincies to arrange a conversation with the Bishop seeking provisional support for later endorsement, if the diocesan process moves forward to ordination. Information should also be requested about current NCMAF guidelines.

The Applicant must be a confirmed adult communicant in good standing of a congregation or other faith community in this Church in order to be nominated by your congregation or other faith community. Nominees completing all requirements listed in this manual for Postulancy, being recommended by the Commission on Ministry, and admitted by the Bishop, become Postulants and begin their formal preparation for ordination according to a program developed by the Bishop and Commission on Ministry. [Canon III.8.2]

Once education and formation has begun, the Postulant becomes eligible to apply for Candidacy. [Canon III.8.4] With completion of all requirements for Candidacy, recommendation from

the Commission on Ministry, approval of Standing Committee and admittance by the Bishop, the Postulant becomes a Candidate for Holy Orders.

When the Candidate completes the program of preparation, completes all requirements for Ordination to the Diaconate listed in this manual, receives a recommendation from the Commission on Ministry, verification of the Standing Committee and approval by the Bishop, the Candidate may be ordained to the Diaconate. The new Deacon then submits a formal online application for chaplaincy endorsement to the Bishop Suffragan for Chaplaincies. The application will be processed during the time of transition as a Deacon. **The Deacon must continue his or her prior denominational endorsement as a Chaplain until ordination to the Priesthood.**

The new Deacon must serve for at least 6 months in this Order before he/she can apply for ordination to the Priesthood. [Canon III.7(a)(1)] Then, upon completing all requirements listed in this manual for Ordination to Priesthood, receiving recommendation from the Commission on Ministry, verification from the Standing Committee and approval by the Bishop, the Deacon may be ordained to the Priesthood. Provided the Deacon's application for endorsement has been approved by the Bishop Suffragan for Chaplaincies, on the day he/she is ordained a Priest the Bishop Suffragan's office submits to the respective military Chief of Chaplains the endorsement letter stating the person is now an endorsed Episcopal Chaplain.

Throughout the process toward ordination, the individual sends periodic progress updates to the Bishop Suffragan for Chaplaincies via concise emails.

If at anytime you have any questions, please don't hesitate to contact your clergy or other faith community leader, the Chair of the Commission on Ministry, your mentor, or the Bishop's office.

STEPS TOWARD DISCERNMENT OF VOCATION

Requirements for Postulancy:

1. The Applicant, who must a confirmed adult communicant in good standing and active for at least one year in the community of faith, consults the Rector of the parish and writes a Spiritual Autobiography. This autobiography should be typed, double-spaced and no longer than five single sided pages. It should include basic personal data and answers to questions posed in *Appendix 1*.
2. The Applicant presents the autobiography to his/her Rector, and the Applicant and Rector meet for a minimum of four spiritual direction sessions, using the attached questions (*Appendix 1*) as the basic guideline for these sessions. At this time, the Rector and Applicant will review all canonical requirements for ordination. (*Appendix 13*)
3. The Rector may:
 - a. say no; or
 - b. instruct Applicant to "persevere in his/her intentions."
4. A letter from the Rector endorsing the Applicant should be sent to the Bishop. This letter will include the Applicant's Spiritual Autobiography and a current photograph.
5. A parish Discernment Committee and chair are appointed by the Rector after consultation with the Applicant.

Serving ad hoc to the Vestry, the committee should be constituted of five to seven persons who represent different dimensions of the congregation's life, know the Applicant's ministry within the parish, and are willing to talk about their own pilgrimages and vocations as Christian ministers in the world by nature of their baptism.

The committee is charged with meeting with the Applicant a minimum of six times to:

- share their own life journeys.
 - assist the Applicant in verbalizing how his/her call seems distinct from others in the church.
 - help the Applicant look at his/her specific gifts for priestly life and ministry.
 - reach a consensus with regard to the suitability of the Applicant for Postulancy and the beginning of preparation for Priesthood in the Episcopal Church.
 - submit Parish Discernment Committee Individual Evaluation forms (*Appendix 2*) and a written summary of findings (signed by all members of the committee) to the Rector, Vestry and the Bishop.
6. To be nominated for admission as a Postulant, the Applicant receives written endorsement of the local Rector and Vestry according to Canon III.8.2(a) and insures that it is sent to the Bishop. (*Appendix 5*)
 7. In a personal letter to the Bishop, the Nominee applies in writing under provision of Canon III.8.3(b) providing the information required in the above mentioned Canon, plus a statement about provisional endorsement by the Bishop Suffragan for Chaplaincies. Enclose with the letter the Application for Postulancy. (*Appendix 3*)
 8. ***The Nominee and Rector must meet with the Bishop prior to July 1st in order to attend the October overnight meeting of the Commission on Ministry.***
 9. The Bishop may:
 - a. say no; or
 - b. counsel or insist on delay; or
 - c. say to proceed. [Canon III.8.3(c)]
 10. The Nominee must complete the Life History Questionnaire and the Behavioral Screening Questionnaire and mail to the designated examining Psychiatrist, sign the Authorization and Release to Diocese form, and have a physical and psychiatric examination. Either the individual or the parish is responsible for the cost of these services. Forms for the physical and psychiatric examinations are obtained from the Diocesan Office.
 11. The Nominee will write and send to the Bishop one or two pages describing his or her activities within the parish or diocese, areas of personal growth, or insights gained since first speaking with his/her Priest about holy orders in the Episcopal Church. This statement may be thought of as an update of the Nominee's Spiritual Autobiography.
 12. **All required paperwork must be in the Bishop's office by August 31st.**

13. The Bishop considers items 5-12. If all are satisfactory and with the Bishop's agreement, the Nominee meets in October at an overnight interview with the Commission on Ministry, who makes a recommendation to the Bishop. Rectors will attend the first day of the October retreat with the Nominees. The Commission on Ministry will pay overnight expenses of the Nominee and his/her spouse, should the spouse desire to attend.
14. The Bishop makes a determination regarding Postulancy.

Note: A Postulant or Candidate may be removed at the sole discretion of the Bishop. The Bishop shall give written notification of removal to the above. [Canon III.8.3(f)] The Bishop shall also not consider accepting as a Postulant any person refused admission as Candidate in any other Diocese, or who having been admitted, ceased to be a Candidate, until receipt of letter from the Bishop who refused admission, declaring cause. [Canon III.8.3(c)] If the Bishop decides to proceed, a letter of intent is sent to the Commission.

Requirements for Candidacy:

1. After consultation with the Bishop and being admitted as a Postulant, the Postulant begins the program of preparation for ordination as developed by the Bishop and Commission on Ministry. [Canon III.8.5]
2. Upon admission as a Postulant, the Postulant sends a progress update to the Bishop Suffragan for Chaplaincies.
3. The Postulant must be actively participating in the program of preparation and progressing satisfactorily.
4. All items on the Steps to Candidacy checklist (page 7) must be completed before meeting with the Commission on Ministry.
5. The Postulant meets with the Commission on Ministry and Standing Committee in February, prior to the start of Diocesan Convention. The Postulant must be recommended for Candidacy by the Commission on Ministry and Standing Committee.
6. Upon admission as a Candidate, the Candidate sends a progress update to the Bishop Suffragan for Chaplaincies.

Note: The Candidate must remain in canonical relationship with the Diocese in which admission has been granted until ordination to the Diaconate.

Requirements for Ordination to the Diaconate:

1. The Candidate must be at least 24 years of age, and must first be ordained to the Diaconate before being ordained to the priesthood. [Canon III.8.6(a-b)]
2. The Bishop shall obtain in writing: [III.8.6(c)]
 - a. Application from Candidate requesting ordination, including dates of admission to Postulancy and Candidacy. (*Appendix 7*)
 - b. Letter of support from congregation or other community of faith, signed by 2/3 of Vestry and member of Clergy exercising oversight. (*Appendix 9*)
 - c. Certification from program of preparation recommending ordination.
3. The Candidate must be recommended by the Commission on Ministry. In order to secure this recommendation, the candidate must complete all necessary items as listed on the Checklist for Steps to Ordination (page 9).
4. The Standing Committee, a majority of members consenting, shall certify that the canonical requirements for ordination to the Diaconate have been met and there is no sufficient objection on medical, psychological, moral, doctrinal or spiritual grounds, and that they recommend ordination, by a testimonial addressed to the bishop in the form specified in the Canon. [III..8.6(d)] If the Bishop agrees to ordain, the Bishop then proceeds to set the ordination date.
5. Upon ordination to the Diaconate, the Deacon sends a progress update to the Bishop Suffragan for Chaplaincies.

Requirements for Ordination to the Priesthood:

1. A person may be ordained Priest after at least six months since ordination as a Deacon and eighteen months from the time of acceptance of nomination by the Nominee as provided in III.8.2(b) .
2. One must be at least 24 years old.
3. If the medical and psychological examinations and background check have not been updated within 36 months prior to ordination, they must be updated.

4. The Bishop shall obtain in writing and provide the following to the Standing Committee:
[III.8.7(b)]
 - a. Application from the Deacon requesting ordination, including dates of admission to Postulancy, Candidacy and ordination to Diaconate. (*Appendix 8*)
 - b. Letter of support from the Deacon's congregation or other community of faith, signed by 2/3 of the Vestry and the member of the Clergy exercising oversight. (*Appendix 10*)
 - c. Evidence of admission to Postulancy and Candidacy, including dates of admission, and ordination to Diaconate.
 - d. Certification from program of preparation recommending ordination.
 - e. Statement from the Commission on Ministry attesting to successful completion of program of formation and recommending ordination.
5. The Standing Committee, a majority of members consenting, shall certify that the canonical requirements for ordination to the Priesthood have been met and there is no sufficient objection on medical, psychological, moral, doctrinal or spiritual grounds, and that they recommend ordination, by a testimonial addressed to the bishop in the form specified in the Canon. [III.8.7(c)] If the Bishop agrees to ordain, the Bishop then proceeds to set the ordination date.
6. The Bishop may ordain to the Priesthood, however not until the Deacon has provided certification that he/she has been assigned duties as a Military Chaplain, and with the pending endorsement of the Bishop Suffragan for Chaplaincies. [III.8.7(e), III.9.3(d)]

All forms in this booklet may be filled out electronically and printed for signature and mailing or printed and then filled out by hand and mailed.

CHECK LIST

I. Nominee: Steps to Postulancy

To Attend The October Overnight Meeting Of The Commission On Ministry, You Must Meet With The Bishop Prior To July 1st And Submit All Required Paperwork To The Bishop's Office By August 31st.

Note: Canon III.5 provides general provisions for ordination; Canons III.8 & 9 apply to Priests; Canons III.10 applies to Clergy previously ordained in Churches not in the Historic Succession.

- ☐ Provisional support from Bishop of East Carolina to enter process
- ☐ Provisional support for later endorsement from Bishop Suffragan for Chaplaincies
- ☐ Applicant confirmed adult communicant in good standing and active in local faith community a minimum of one year and before discernment begins
- ☐ Spiritual Autobiography
- ☐ Minimum of four sessions with Rector for spiritual direction
- ☐ Letter from Rector to Bishop endorsing Nominee, including copy of autobiography and current photograph
- ☐ Minimum of six sessions with discernment committee
- ☐ Written endorsement of local Clergy and Vestry sent to Bishop including Endorsement for Postulancy (*Appendix 5*), and Discernment Committee Members Individual Evaluations. (*Appendix 2*)
- ☐ Personal letter of application to the Bishop requesting admission to Postulancy, including a resume, and Application form (*Appendix 3*)
- ☐ Official college transcripts
- ☐ Interview with Bishop and Rector (including finances)
- ☐ Physical examination forms (Check with Bishop's Secretary for these forms)
- ☐ Psychiatric examination forms, including Life History Questionnaire (sent to examining psychiatrist) and Behavioral Screening Questionnaire (Check with Bishop's Secretary for forms)
- ☐ Authorization and Release form signed (Check with Bishop's Secretary for these forms)
- ☐ A background check, initiated through the Bishop's Office
- ☐ A description of the process of discernment by which the nominee has been identified for ordination to the Priesthood
- ☐ Notification from Bishop of admittance to Postulancy
- ☐ COM mentor assigned
- ☐ Email progress update to Bishop Suffragan for Chaplaincies upon admission as a Postulant

II. Postulant: Steps to Candidacy

- ☐ A minimum length of six (6) months since Postulancy granted
- ☐ Program of preparation determined and underway
- ☐ Ember letters sent to Bishop
- ☐ Periodic email progress updates to Bishop Suffragan for Chaplaincies
- ☐ Application requesting Candidacy (*Appendix 4*)
- ☐ Re-affirmation by the Postulant's congregation or other community of faith (*Appendix 6*)
- ☐ One to two page statement (update of Spiritual Autobiography)
- ☐ Interview with COM
- ☐ Notification from Bishop of admittance to Candidacy
- ☐ Email progress update to Bishop Suffragan for Chaplaincies upon admission as a Candidate

NOTE: Physical and Psychological exams must be completed within 36 months prior to ordination, or they must be updated

III. Candidate: Steps to Ordination to the Diaconate

- ☐ Certificate in Sexual misconduct training
- ☐ Certificate in Anti-racism training
- ☐ Certificate in Title IV training
- ☐ Course of study/formation completed
- ☐ Ordination exams
- ☐ Ember letters sent to Bishop
- ☐ Periodic email progress updates to Bishop Suffragan for Chaplaincies
- ☐ If more than 36 months have elapsed since admission as Postulant:
 - ☐ Physical examination
 - ☐ Psychiatric examination
 - ☐ Background check
- ☐ Letter of support from the Candidate's congregation or other community of faith, signed and dated by at least two-thirds of the Vestry and a Member of the Clergy or other leader exercising oversight (*Appendix 9*)
- ☐ Certification from the program of preparation, including recommendation for ordination
- ☐ Application requesting ordination (*Appendix 7*)
- ☐ Certificates from the Bishop who admitted the Candidate to Postulancy and Candidacy, giving dates of admission
- ☐ Certificate from the COM with recommendation regarding ordination to the Diaconate
- ☐ Standing Committee certification that all in is order
- ☐ Declaration signed at ordination
- ☐ Email progress update to Bishop Suffragan for Chaplaincies upon ordination to the Diaconate

IV. Transitional Deacon: Steps to Ordination as Priest

- ☐ If more than 36 months have elapsed since admission as a Postulant, a physical, psychological exam and a background check will be required
- ☐ A minimum of 6 months since ordained Deacon
- ☐ Application requesting ordination as Priest (*Appendix 8*)
- ☐ A letter of support from the Deacon's congregation or other community of faith, signed by at least two-thirds of the Vestry and a Member of the Clergy or other leader exercising oversight (*Appendix 10*)
- ☐ Certification from program of preparation, including recommendation for ordination
- ☐ Evidence of admission to Postulancy and Candidacy, including dates of admission, and ordination to the Diaconate
- ☐ Ember letters sent to Bishop
- ☐ Periodic email progress updates to Bishop Suffragan for Chaplaincies, including date of ordination when set
- ☐ Interview with COM attesting successful completion of program of formation under Canon III.8.4 and recommending the Deacon for ordination to the Priesthood
- ☐ Standing Committee certification that all in is order
- ☐ Ecclesiastical endorsement obtained
- ☐ 1 year mentor assignment established for 1st year as priest

Appendix 1

POSTULANCY DISCERNING A CALL TO PRIESTHOOD

1. How long have you been an intentional Christian? In what ways have you tested your faith? How do you feel about what you are doing now?
2. Why do you want to be ordained a priest in the Episcopal Church? What is it about your present denomination that prevents you from exercising the kind of ministry that is fulfilling for you? By contrast, how will your ministry be different in the Episcopal Church? What can you do as a priest that you believe you cannot do otherwise? What are some reasons you may have for not seeking ordination? What sacrifices will have to be made if you enter this process? Who would have to make them? What effect will the transitions that will occur have on your personal and family life? To what extent have you discussed and evaluated all of this with other persons? How openly have the members of your family been in expressing their opinions and feeling about your decision?
3. How certain are you that you have the ability (intellectual, financial, etc.) to do the academic preparation that the Church expects for the ordained Priesthood? How has your life experience prepared you for Priesthood? How do your abilities, talents and skills match those that are expected of and needed by a priest? In what ways are you perceived by others as having the "people skills" required of ordained persons? What leadership experiences have you had?
4. Give some examples of tough decisions you have made in the past. Give evidence of having made some good decisions. Discuss how you have been able to follow through on some of your decisions. Give examples of how you have exercised leadership.
5. What about you should your Bishop know so that the Church is not surprised? What are some of your weaknesses? Where and when are you the most vulnerable? How willing are you to allow your personal life to be other people's business? What experience have you had living a public life?
6. What are some of your thoughts about the Priesthood for which you aspire? How many Priests do you know well? Who are your role models, and why? How well do you know the Church? What are some things you would like to change about the Church?
7. The "call" to the ordained ministry, and to the Priesthood in particular, is not an individual decision; it is a communal process. We are called by and through the Church. Have you talked with your Rector, with the Bishop, with someone on the Commission on Ministry, with someone outside your parish? To what extent have you sought the opinions, advice and evaluation of others in this process?
8. The process of seeking ordination to the Priesthood will challenge many of your opinions and beliefs. The Gospel, when truly engaged, never allows one to remain comfortable. To what extent do you believe yourself to be flexible and open to be challenged and changed? What do you do with people who hold different beliefs and/or convictions from yours?

9. Do you think of yourself as a self-starter, or do you depend more upon others to motivate and keep you to a task? Do you tend to get work done ahead of schedule, or do you work better under the pressure of the last minute? Discuss your level of self-discipline. What effect does the authority of others have upon you and how do you respond to external discipline? How would you relate this to your present experience as a Military Chaplain?

10. What does "success" mean to you? How do you define and measure success? How do you deal with failure or the lack of success? What is your level of need to control things, events, others? How much toleration do you have for others' attempts to control you? How would you relate this to your present experience as a Military Chaplain?

11. Are you more a "people person," or do you prefer to be alone? To what extent can you tolerate being alone? Being lonely? To what extent do you see yourself living on the edge of the prevailing culture? What experiences have you had in being "different" from those around you?

12. Do you prefer certainty, or are you more comfortable with ambiguity and uncertainty? How do you feel about issues, people, problems that cannot be fixed? How do you deal with questions for which there are no clear answers?

13. Do you hope to have a career as a Military Chaplain? What is it about the military as a field of ordained ministry that appeals to you? What does not appeal to you? What thought have you given to ministry beyond your service as a Military Chaplain?

Appendix 2

Parish Discernment Committee Member's Individual Evaluation CONFIDENTIAL

Postulancy

Applicant's Name: _____

Discernment Committee Member's Name: _____

Parish: _____ Date: _____

How long have you known this applicant and in what context?

It is a high calling to serve God and the Church in Holy Orders. The Applicant, Congregation/Faith Community and Diocese share in discerning this call. The following information, giving your thoughts and impressions, will assist in this process. Please answer prayerfully and to the best of your knowledge. Circle your answer. 1 = poor, 3 = adequate, 5 = superior

- Does this person exhibit emotional maturity? Can he/she be described as, "A person of Christian character, proven fitness, and leadership in his or her community...?" (Canons of the Episcopal Church)	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does this person have a stable family life?	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does this person have stable relationships?	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does this person have a stable employment history?	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Does this person have a regular and mature prayer and worship life?	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- To what degree does this person exhibit leadership ability?	1	2	3	4	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- What experience does this person have in ordained ministry and service within the Military and outside the Military? _____

- After hearing this person share his or her spiritual journey and desire for Priesthood in the Episcopal Church, briefly state your understanding of this person's spiritual journey and desire.

- Would you want this person to serve and represent you, your congregation or faith community and the Episcopal Church as an ordained person?

☐ Yes ☐ No

- What do you consider to be three positive and three negative character traits of this person?

Positive:

Negative:

- Can you in good conscience support this person in his or her journey to ordination?

☐ Yes ☐ No ☐ Uncertain

If "No" or "Uncertain", please explain:

Other comments:

Appendix 3

APPLICATION FOR POSTULANCY

To: The Rt. Rev. _____, Bishop of the Diocese of East Carolina,

I _____, a nominee, request admission to Postulancy.

(Signature)

(Date)

Address _____ City _____ Zip _____

Phone (home) _____ (cell) _____ Email _____

Rector _____ Parish _____

(or Member of the Clergy or other leader exercising oversight)

Length of time in Diocese _____ Length of time active in Parish _____

(or other faith community)

Date of Birth _____ Date of Baptism _____ Place of Baptism _____

Date of Confirmation _____ Place of Confirmation _____

(Attach a photocopy of baptismal and confirmation certificates or parish records)

Have you previously made application for Postulancy or been nominated in another Diocese? ☐ Yes ☐ No

*If yes, please list the Diocese and date _____

Describe the process of discernment by which you have been identified for ordination.

Education (Use additional space if needed.)

	Name/Address	Dates Attended	Diploma/Degree
High School			
College			
Graduate School			
Other			

This application should be printed, signed and mailed to the Bishop's office along with other required documentation as described in the Manual for Ordination .

Appendix 4

APPLICATION FOR CANDIDACY

To: The Rt. Rev. _____ Bishop of East Carolina,

I _____, a Postulant from the Diocese of East Carolina, request admission as a Candidate for Holy Orders.

(Signature) (Date)

Name _____

Address _____ City _____ Zip Code _____

Phone (home) _____ (work) _____ Email _____

Rector _____ Parish _____
(or Member of the Clergy or other leader exercising oversight)

Date admitted as a Postulant _____

Please be sure to attach a letter of support by the congregation or other faith community.

PARISH ENDORSEMENT FOR POSTULANCY

Canon III.8.2(b)

To: The Rt. Rev. _____ Bishop of the Diocese of East Carolina

From: _____ (Parish or Faith Community's Name)

We do support _____ to be admitted as a Postulant.

We declare that, in our opinion, this person possesses such qualifications as would be fitting for admission as a Postulant. This judgment is based on our personal knowledge or other evidence.

We do pledge to be involved in _____ (Nominee) ongoing process in preparation for ordination to the Priesthood. The Vestry (or other faith community) duly convened at _____ on the _____ day of _____, 20____,

and that the names attached are those of at least two-thirds of all the members of the Vestry.

(Signed) _____
(Clerk of Vestry)

(Signed) _____
(Clergy or Community Leader)

To be signed by at least two-thirds of the Vestry and a Member of the Clergy or other leader exercising oversight.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PARISH ENDORSEMENT FOR CANDIDACY

Canon III.8.4(a)

To: The Rt. Rev. _____ Bishop of the Diocese of East Carolina:

From: _____ (Parish or Faith Community's Name)

We do support _____ to be admitted as a Candidate for Holy Orders. We declare that, in our opinion, this person possesses such qualifications as would be fitting for admission as a Candidate for Holy Orders. This judgment is based on our personal knowledge or other evidence. The Vestry (or other faith community) duly convened at _____ on the _____ day of _____, 20____, and that the names attached are those of at least two thirds of all the members of the Vestry.

(Signed) _____
(Clerk of Vestry)

(Signed) _____
(Clergy or Community Leader)

To be signed by at least two-thirds of the Vestry and a Member of the Clergy or other leader exercising oversight.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Appendix 7

APPLICATION FOR ORDINATION TO THE DIACONATE

Canon III.8.6(c)

To: The Rt. Rev. _____, Bishop of the Diocese of East Carolina.

I, _____, a Candidate in Good Standing of the Diocese of East Carolina, respectfully apply for ordination to the Diaconate.

Date of Birth _____

Date Admitted as a Postulant _____

Date Admitted as a Candidate _____

(Signature)

(Date)

APPLICATION FOR ORDINATION TO THE PRIESTHOOD

Canon III.8.7(b)

To: The Rt. Rev. _____, Bishop of the Diocese of East Carolina.

I, _____, a Deacon in Good Standing of the Diocese of East Carolina, respectfully apply for ordination to the Priesthood.

Date of Birth _____

Date Admitted as a Postulant _____

Date Admitted as a Candidate _____

Date of Ordination as a Deacon _____

(Signature)

(Date)

PARISH ENDORSEMENT FOR ORDINATION TO THE DIACONATE

Canon III.8.6(c)(2)

To: The Standing Committee of the Diocese of East Carolina.

From: _____ (Parish or Faith Community's Name)

We do support _____ for ordination to the Diaconate.

The Vestry duly convened at _____ on the _____ day of _____, 20____, and that the names attached are those of at least two-thirds of all the members of the Vestry.

(Signed) _____
(Clerk of Vestry)

(Signed) _____
(Clergy or Community Leader)

To be signed by at least two-thirds of the Vestry and a Member of the Clergy or other leader exercising oversight.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PARISH ENDORSEMENT FOR ORDINATION TO THE PRIESTHOOD

Canon III.8.7(b)(2)

To: The Standing Committee of the Diocese of East Carolina

From: _____ (Parish or Faith Community's Name)

We do support _____ for ordination to the Priesthood.

The Vestry duly convened at _____ on the _____ day of

_____, 20____, and that the names attached are those of at least two-thirds of all

the members of the Vestry.

(Signed) _____

(Clerk of Vestry)

(Signed) _____

(Clergy or Community Leader)

To be signed by at least two-thirds of the Vestry and a Member of the Clergy or other leader exercising oversight.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STANDING COMMITTEE TESTIMONIAL FOR ORDINATION TO THE DIACONATE

Canon III.8.6(d)

(From the Standing Committee to the Bishop)

To the Right Reverend _____ Bishop of East Carolina.

We, the Standing Committee of the Diocese of East Carolina, having been duly convened at _____, do testify that

_____, desiring to be ordained to the Diaconate and Priesthood under Canon III.8, has presented to us the certificates as required by the Canons indicating _____ preparedness for ordination to the Diaconate under Canon III.8; and we certify that all canonical requirements for ordination to the Diaconate under Canon III.8 have been met; and we find no sufficient objection to ordination.

Therefore, we recommend _____ for ordination. In witness whereof, we have hereunto set our hands this _____ day of _____, in the year of our Lord _____.

(Must be signed by a majority of members.)

_____	_____
_____	_____
_____	_____

STANDING COMMITTEE TESTIMONIAL FOR ORDINATION TO THE PRIESTHOOD

Canon III.8.7(c)

(From the Standing Committee to the Bishop)

To the Right Reverend _____ Bishop of East Carolina

We, the Standing Committee of _____, having been duly
convened at _____, do testify that

_____, desiring to be ordained to the Priesthood,

has presented to us the certificates as required by the Canons indicating

_____ preparedness for ordination to the Priesthood have

been met; and we certify that all canonical requirements for ordination to the Priesthood have

been met and we find no sufficient objection to ordination. Therefore, we recommend

_____ for ordination. In witness whereof, we have

hereunto set our hands this _____ day of _____, in the year of our Lord

_____.

(Must be signed by a majority of members.)

_____	_____
_____	_____
_____	_____

Appendix 13

TITLE III MINISTRY - General Convention 2009

CANON 1: Of the Ministry of All Baptized Persons

- Sec. 1.** Each Diocese shall make provision for the affirmation and development of the ministry of all baptized persons, including:
- (a) Assistance in understanding that all baptized persons are called to minister in Christ's name, to identify their gifts with the help of the Church and to serve Christ's mission at all times and in all places.
 - (b) Assistance in understanding that all baptized persons are called to sustain their ministries through commitment to life-long Christian formation.
- Sec. 2.** No person shall be denied access to the discernment process for any ministry, lay or ordained, in this Church because of race, color, ethnic origin, national origin, sex, marital status, sexual orientation, disabilities or age, except as otherwise provided by these Canons. No right to licensing, ordination, or election is hereby established.
- Sec. 3.** The provisions of these Canons for the admission of Candidates for the Ordination to the three Orders: Bishops, Priests and Deacons shall be equally applicable to men and women.

CANON 2: Of Commissions on Ministry

- Sec. 1.** In each Diocese there shall be a Commission on Ministry ("Commission") consisting of Priests, Deacons, if any, and Lay Persons. The Canons of each Diocese shall provide for the number of members, terms of office, and manner of selection to the Commission.
- Sec. 2.** The Commission shall advise and assist the Bishop: In the implementation of Title III of these Canons. In the determination of present and future opportunities and needs for the ministry of all baptized persons. In the design and oversight of the ongoing process for recruitment, discernment, formation for ministry, and assessment of readiness therefor.
- Sec. 3.** The Commission may adopt rules for its work, subject to the approval of the Bishop; *Provided* that they are not inconsistent with the Constitution and Canons of this Church and of the Diocese.
- Sec. 4.** The Commission may establish committees consisting of members and other persons to report to the Commission or to act on its behalf.
- Sec. 5.** The Bishop and Commission shall ensure that the members of the Commission and its committees receive ongoing education and training for their work.

CANON 3: Of Discernment

- Sec. 1.** The Bishop and Commission shall provide encouragement, training, and necessary resources to assist each congregation in developing an ongoing process of community discernment appropriate to the cultural background, age, and life experiences of all persons seeking direction in their call to ministry.
- Sec. 2.** The Bishop, in consultation with the Commission, may utilize college and university campus ministry centers and other communities of faith as additional communities where discernment takes place. In cases where these discernment communities are located in another jurisdiction, the Bishop will consult with the Bishop where the discernment community is located.
- Sec. 3.** The Bishop and Commission shall actively solicit from congregations, schools and other youth organizations, college and university campus ministry centers, seminaries, and other communities of faith names of persons whose demonstrated qualities of Christian commitment and potential for leadership and vision mark them as desirable candidates for positions of leadership in the Church.
- Sec. 4.** The Bishop, Commission, and the discernment community shall assist persons engaged in a process of ministry discernment to determine appropriate avenues for the expression and support of their ministries, either lay or ordained.

CANON 4: Of Licensed Ministries

Sec. 1

(a) A confirmed communicant in good standing or, in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may be licensed by the Ecclesiastical Authority to serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor, or Catechist. Requirements and guidelines for the selection, training, continuing education, and deployment of such persons, and the duration of licenses shall be established by the Bishop in consultation with the Commission on Ministry.

(b) The Presiding Bishop or the Bishop Suffragan for the Armed Forces may authorize a member of the Armed Forces to exercise one or more of these ministries in the Armed Forces in accordance with the provisions of this Canon. Requirements and guidelines for the selection, training, continuing education, and deployment of such persons shall be established by the Bishop granting the license.

Sec. 2 (a) The Member of the Clergy or other leader exercising oversight of the congregation or other community of faith may request the Ecclesiastical Authority with jurisdiction to license persons within that congregation or other community of faith to exercise such ministries. The license shall be issued for a period of time to be determined under Canon III.4.1(a) and may be renewed. The license may be revoked by the Ecclesiastical Authority upon request of or upon notice to the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

(b) In renewing the license, the Ecclesiastical Authority shall consider the performance of the ministry by the person licensed, continuing education in the licensed area, and the endorsement of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith in which the person is serving.

(c) A person licensed in any Diocese under the provisions of this Canon may serve in another congregation or other community of faith in the same or another Diocese only at the invitation of the Member of the Clergy or other leader exercising oversight, and with the consent of the Ecclesiastical Authority in whose jurisdiction the service will occur.

Sec. 3. A Pastoral Leader is a lay person authorized to exercise pastoral administrative responsibility in a congregation under special circumstances, as defined by the Bishop.

Sec. 4. A Worship Leader is a lay person who regularly leads public worship under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 5. A Preacher is a lay person authorized to preach. Persons so authorized shall only preach in congregations under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 6. A Eucharistic Minister is a lay person authorized to administer the Consecrated Elements at a Celebration of Holy Eucharist. A Eucharistic Minister should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 7. A Eucharistic Visitor is a lay person authorized to take the Consecrated Elements in a timely manner following a Celebration of Holy Eucharist to members of the congregation who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally act under the direction of a Deacon, if any, or otherwise, the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

Sec. 8. A Catechist is a lay person authorized to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and shall function under the direction of the Member of the Clergy or other leader exercising oversight of the congregation or other community of faith.

CANON 5: Of General Provisions Respecting Ordination

Sec. 1 (a) The canonical authority assigned to the Bishop Diocesan by this Title may be exercised by a Bishop Coadjutor, when so empowered under Canon III.19, and at the request of the Bishop Diocesan, by a Bishop Suffragan, or by any other Bishop of a Church in full communion with this Church who was ordained in the historic succession, at the request of the ordinand's Bishop.

(b) The Council of Advice of the Convocation of American Churches in Europe, and the board appointed by a Bishop having jurisdiction in an Area Mission in accordance with the provisions of Canon I.11.2(c), shall, for

the purpose of this and other Canons of Title III have the same powers as the Standing Committee of a Diocese.

(c) In case of a vacancy in the episcopate in a Diocese, the Ecclesiastical Authority may authorize and request the President of the House of Bishops of the Province to take order for an ordination. **Sec. 2 (a)** No Nominee, Postulant, or Candidate for ordination shall sign any of the certificates required by this Title.

(b) Testimonials required of the Standing Committee by this Title must be signed by a majority of the whole Committee, at a meeting duly convened, except that testimonials may be executed in counterparts, each of which shall be deemed an original.

(c) Whenever the letter of support of a Vestry is required, the letter must be signed and dated by at least two-thirds of all of the members of the Vestry, at a meeting duly convened, and by the Rector or Priest-in-Charge of the Parish, and attested by the Clerk of the Vestry. Should there be no Rector or Priest-in-Charge, the letter shall be signed by a Priest of the Diocese acquainted with the nominee and the Parish, the reason for the substitution being stated in the attesting clause.

(d) If the congregation or other discernment community of which the nominee is a member is not a Parish, the letter of support required by Canon III.6 or Canon III.8 shall be signed and dated by the Member of the Clergy and the council of the congregation or other community of faith, and shall be attested by the secretary of the meeting at which the letter was approved. Should there be no Member of the Clergy, the letter shall be signed and dated by a Priest of the Diocese acquainted with the nominee and the congregation or other community of faith, the reason for the substitution being stated in the attesting clause.

(e) If the applicant is a member of a Religious Order or Christian Community recognized by Canon III.24, the letters of support referred to in Canon III.5 or Canon III.6 and any other requirements imposed on a congregation or Member of the Clergy may be given by the Superior or person in charge, and Chapter, or other comparable body of the Order or Community.

Sec. 3. An application for any dispensation permitted by this Title from any of the requirements for ordination must first be made to the Bishop, and if approved, referred to the Standing Committee for its advice and consent.

CANON 6: Of the Ordination of Deacons

Sec. 1. Selection

The Bishop, in consultation with the Commission, shall establish procedures to identify and to select persons with evident gifts and fitness for ordination to the Diaconate.

Sec. 2. Nomination

A confirmed adult communicant in good standing, may be nominated for ordination to the diaconate by the person's congregation or other community of faith.

(a) The Nomination shall be in writing and shall include a letter of support by the Nominee's congregation or other community of faith committing the community to

- (1) pledge to contribute financially to that preparation, and
- (2) involve itself in the Nominee's preparation for ordination to the Diaconate. If it be a congregation, the letter shall be signed by two-thirds of the Vestry or comparable body, and by the Member of the Clergy or leader exercising oversight .

(b) The Nominee, if in agreement with the nomination, shall accept the nomination in writing and shall provide the following to the Bishop:

- (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.

Sec. 3. Postulancy

Postulancy is the time between nomination and candidacy and may initiate the formal preparation for ordination. Postulancy involves continued exploration of and decision about the Postulant's call to the Diaconate.

- (a)** Before granting admission as a Postulant, the Bishop shall
 - (1) determine that the Nominee is a confirmed adult communicant in good standing, and
 - (2) confer in person with the Nominee,
- (b)** If the Bishop approves the Nominee proceeding into Postulancy, the Commission, or a committee of the Commission, shall meet with the Nominee to review the application and prepare an evaluation of the Nominee's qualifications to pursue a program of preparation for ordination to the Diaconate. The Commission shall present its evaluation and recommendations to the Bishop.
- (c)** No Bishop shall consider accepting as a Postulant any person who has been refused admission as a Candidate for ordination to the Diaconate in any other Diocese, or who, having been admitted, has afterwards ceased to be a Candidate, until receipt of a letter from the Bishop of the Diocese refusing admission, or in which the person has been a Candidate, declaring the cause of refusal or of cessation.
- (d)** The Bishop may admit the Nominee as a Postulant for ordination to the Diaconate. The Bishop shall record the Postulant's name and date of admission in a Register kept for that purpose. The Bishop shall inform the Postulant, the Member of the Clergy or other leader exercising oversight of the Postulant's congregation or other community of faith, the Commission, the Standing Committee, and the director of the Postulant's program of preparation, of the fact and date of such admission.
- (e)** Each Postulant for ordination to the Diaconate shall communicate with the Bishop in person or by letter, four times a year, in the Ember Weeks, reflecting on the Postulant's academic, diaconal, human, spiritual, and practical development.
- (f)** Any Postulant may be removed as a Postulant at the sole discretion of the Bishop. The Bishop shall give written notice of the removal to the Postulant and the Member of the Clergy or other leader exercising oversight of the Postulant's congregation or other community of faith, the Commission, the Standing Committee, and the director of the program of preparation.

Sec. 4. Candidacy

Candidacy is a time of education and formation, in preparation for ordination to the Diaconate, established by a formal commitment by the Candidate, the Bishop, the Commission, the Standing Committee and the congregation or other community of faith.

- (a)** A person desiring to be considered as a Candidate for ordination to the Diaconate shall apply to the Bishop. Such application shall include the following:
 - (1) the Postulant's date of admission to Postulancy, and
 - (2) a letter of support by the Postulant's congregation or other community of faith. If it be a congregation the letter shall be signed and dated by at least two-thirds of the Vestry or comparable body and by the Member of the Clergy or other leader exercising oversight.
- (b)** Upon compliance with these requirements, and receipt of a written statement from the Commission attesting to the continuing formation of the Postulant, and having received approval in writing of the Standing Committee who shall have interviewed the Postulant and who shall have had an opportunity to review the documentation relating to the application of the Postulant, the Bishop may admit the Postulant as a Candidate for ordination to the Diaconate. The Bishop shall record the Candidate's name and date of admission in a Register kept for that purpose. The Bishop shall inform the Candidate, the Member of the Clergy or other leader exercising oversight of the Candidate's congregation or other community of faith, the Commission, the Standing Committee, and the Dean of the seminary the Candidate may be attending or proposes to attend, or the director of the Candidate's program of preparation, of the fact and date of such admission.
- (c)** A Candidate must remain in canonical relationship with the Diocese in which admission has been granted until ordination to the Diaconate under this Canon, except, for reasons acceptable to the Bishop, the Candidate may be transferred to another Diocese upon request, provided that the Bishop of the receiving Diocese is willing to accept the Candidate
- (d)** Any Candidate may be removed as a Candidate, at the sole discretion of the Bishop. The Bishop shall give written notice of the removal to the Candidate and the Member of the Clergy or other leader exercising oversight of the Candidate's congregation or other community of faith, the Commission, the Standing Committee, and the director of the program of preparation.

(e) If a Bishop has removed the Candidate's name from the list of Candidates, except by transfer, or the Candidate's application for ordination has been rejected, no other Bishop may ordain the person without readmission to Candidacy for a period of at least twelve months.

Sec. 5. Preparation for Ordination

(a) The Bishop and the Commission shall work with the Postulant or Candidate to develop and monitor a program of preparation for ordination to the Diaconate in accordance with this Canon to ensure that pastoral guidance is provided throughout the period of preparation.

(b) The Bishop may assign the Postulant or Candidate to any congregation of the Diocese or other community of faith after consultation with the Member of the Clergy or other leader exercising oversight.

(c) Formation shall take into account the local culture and each Postulant or Candidate's background, age, occupation, and ministry.

(d) Prior education and learning from life experience may be considered as part of the formation required for ordination.

(e) Wherever possible, formation for the Diaconate shall take place in community, including other persons in preparation for the Diaconate, or others preparing for ministry.

(f) Before ordination each Candidate shall be prepared in and demonstrate basic competence in five general areas:

- (1) Academic studies including, The Holy Scriptures, theology, and the tradition of the Church.
- (2) Diakonia and the diaconate.
- (3) Human awareness and understanding.
- (4) Spiritual development and discipline.
- (5) Practical training and experience.

(g) Preparation for ordination shall include training regarding

- (1) prevention of sexual misconduct.
- (2) civil requirements for reporting and pastoral opportunities for responding to evidence of abuse.
- (3) the Constitution and Canons of the Episcopal Church, particularly Title IV thereof.
- (4) the Church's teaching on racism.

(h) Each Candidate for ordination to the Diaconate shall communicate with the Bishop in person or by letter, for times a year, in the Ember Weeks, reflecting on the Candidate's academic, diaconal, human, spiritual, and practical development.

(i) During Candidacy each Candidate's progress shall be evaluated from time to time, and there shall be a written report of the evaluation by those authorized by the Commission to be in charge of the evaluation program. Upon certification by those in charge of the Candidate's program of preparation that the Candidate has successfully completed preparation and is ready for ordination, 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.

(j) Within thirty-six months prior to ordination as a Deacon, the following must be accomplished

- (1) a background check, according to criteria established by the Bishop and Standing Committee.
- (2) medical and psychological evaluation by professionals approved by the Bishop, using forms prepared for the purpose by The Church Pension Fund, and if desired or necessary, psychiatric referral.

(k) Reports of all investigations and examinations shall be kept permanently on file by the Bishop and remain a part of the permanent diocesan record.

Sec. 6. Ordination to the Diaconate

(a) A person may be ordained Deacon:

- (1) after at least eighteen months from the time of written acceptance of nomination by the Nominee as provided in III.6.2(b)., and
- (2) upon attainment of at least twenty-four years of age.

(b) The Bishop shall obtain in writing and provide to the Standing Committee:

- (1) an application from the Candidate requesting ordination as a Deacon under this Canon.

- (2) a letter of support from the Candidate's congregation or other community of faith, signed and dated by at least two-thirds of the Vestry and the Member of the Clergy or other leader exercising oversight.
- (3) written evidence of admission of the Candidate to Postulancy and Candidacy, giving the dates of admission.
- (4) 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.
- (5) a certificate from the Commission giving a recommendation regarding ordination to the Diaconate under this Canon.

(c) On the receipt of such certificates, the Standing Committee, if a majority of all members consent, shall certify that the Canonical requirements for ordination to the Diaconate under this Canon have been met, that there is no sufficient objection on medical, psychological, moral, or spiritual grounds and that they recommend ordination. The Standing Committee shall evidence such certification, by a testimonial, addressed to the Bishop in the form specified below and signed by the consenting members of the Standing Committee.

To the Right Reverend _____, Bishop of _____ We, the Standing Committee of _____, having been duly convened at _____ at _____, do testify that A.B., desiring to be ordained to the Diaconate under Canon III.6 has presented to us the certificates as required by the Canons indicating A.B.'s preparedness for ordination to the Diaconate under Canon III.6; and we certify that all canonical requirements for ordination to the Diaconate under Canon III.6 have been met; and we find no sufficient objection to ordination. Therefore, we recommend A.B. for ordination. In witness whereof, we have hereunto set our hands this _____ day of _____, in the year of our Lord _____. (Signed) _____

(d) The testimonial having been presented to the Bishop, and there being no sufficient objection on medical, psychological, moral, or spiritual grounds, the Bishop may ordain the Candidate to the Diaconate under this Canon; and at the time of ordination the Candidate shall subscribe publicly and make, in the presence of the Bishop, the declaration required in Article VIII of the Constitution.

CANON 7: Of the Life and Work of Deacons

Sec. 1. Deacons serve directly under the authority of and are accountable to the Bishop, or in the absence of the Bishop, the Ecclesiastical Authority of the Diocese.

Sec. 2. Deacons canonically resident in each Diocese constitute a Community of Deacons, which shall meet from time to time. The Bishop may appoint one or more of such Deacons as Archdeacon(s) to assist the Bishop in the formation, deployment, supervision, and support of the Deacons or those in preparation to be Deacons, and in the implementation of this Canon.

Sec. 3. The Bishop may establish a Council on Deacons to oversee, study, and promote the Diaconate.

Sec. 4. The Bishop, after consultation with the Deacon and the Member of the Clergy or other leader exercising oversight, may assign a Deacon to one or more congregations, other communities of faith or non-parochial ministries. Deacons assigned to a congregation or other community of faith act under the authority of the Member of the Clergy or other leader exercising oversight in all matters concerning the congregation.

(a) Subject to the Bishop's approval, Deacons may have a letter of agreement setting forth mutual responsibilities in the assignment, and, if such a letter exists, it is subject to renegotiation with the Vestry/Bishop's Committee after the resignation of the Rector or the Priest-in-Charge.

(b) Deacons shall report annually to the Bishop or the Bishop's designee on their life and work.

(c) Deacons may serve as administrators of congregations or other communities of faith, but no Deacon shall be in charge of a congregation or other community of faith.

(d) Deacons may accept chaplaincies in any hospital, prison, or other institution.

(e) Deacons may participate in the governance of the Church.

(f) For two years following ordination, new Deacons shall continue a process of formation authorized by the Bishop.

(g) The Bishop or the Bishop's designee, in consultation with the Commission, shall assign each newly ordained Deacon a mentor Deacon where a suitable mentor Deacon is available. The mentor and Deacon and

shall meet regularly for at least one year to provide guidance, information, and a sustained dialogue about diaconal ministry.

Sec. 5. The Bishop and Commission shall require and provide for the continuing education of Deacons and keep a record of such education.

Sec. 6 (a) A Deacon may not serve as Deacon for more than two months in any Diocese other than the Diocese in which the Deacon is canonically resident unless the Bishop of the other Diocese shall have granted a license to the Deacon to serve in that Diocese.

(b)

(1) A Deacon desiring to become canonically resident within a Diocese shall request a testimonial from the Ecclesiastical Authority of the Diocese in which the Deacon is canonically resident to present to the receiving Diocese, which testimonial, if granted, shall be given by the Ecclesiastical Authority to the applicant, and a duplicate thereof may be sent to the Ecclesiastical Authority of the Diocese to which transfer is proposed. The testimonial shall be in the following words:

I hereby certify that A.B., who has signified to me the desire to be transferred to the Ecclesiastical Authority of _____, is a Deacon of _____ in good standing, and has not, so far as I know or believe, been justly liable to evil report for error in religion or for viciousness of life, for the last three years. (Date) _____ (Signed) _____

(2) Such testimonial shall be called Letters Dimissory. If the Ecclesiastical Authority accepts the Letters Dimissory, the canonical residence of the Deacon so transferred shall date from the acceptance of the Letters Dimissory, of which prompt notice shall be given both to the applicant and to the Ecclesiastical Authority from which it came.

(3) Letters Dimissory not presented within six months from the date of transmission to the applicant shall become void.

(4) A statement of the record of payments to The Church Pension Fund by or on behalf of the Deacon concerned shall accompany Letters Dimissory.

Sec. 7. On reaching the age of seventy-two years, a Deacon shall resign from all positions of active service in this Church, and the resignation shall be accepted. The Bishop may, with the consent of the Deacon, assign a resigned Deacon to any congregation, other community of faith or ministry in another setting, for a term not to exceed twelve months, and this term may be renewed.

Sec. 8. If any Deacon of this Church not subject to the provisions of Canon IV.8 shall declare, in writing, to the Bishop of the Diocese in which such Deacon is canonically resident, a renunciation of the ordained Ministry of this Church, and a desire to be removed therefrom, it shall be the duty of the Bishop to record the declaration and request so made. The Bishop, being satisfied that the person so declaring is not subject to the provision of Canon IV.8 but is acting voluntarily and for causes, assigned or known, which do not affect the Deacon's moral character, shall lay the matter before the clerical members of the Standing Committee, and with the advice and consent of a majority of such members the Bishop may pronounce that such renunciation is accepted, and that the Deacon is released from the obligations of the Ministerial office, and is deprived of the right to exercise the gifts and spiritual authority as a Minister of God's Word and Sacraments conferred in Ordination. The Bishop shall also declare in pronouncing and recording such action that it was for causes which do not affect the person's moral character, and shall, if desired, give a certificate to this effect to the person so removed from the ordained Ministry.

Sec. 9. If a Deacon making the aforesaid declaration of renunciation of the ordained Ministry be under Presentment for any Offense, or shall have been placed on Trial for the same, the Ecclesiastical Authority to whom such declaration is made shall not consider or act upon such declaration until after the said Presentment shall have been dismissed or the said Trial shall have been concluded and the Deacon judged not to have committed an Offense.

Sec. 10. In the case of the renunciation of the ordained Ministry by a Deacon as provided in this Canon, a declaration of removal shall be pronounced by the Bishop in the presence of two or more Members of the Clergy, and shall be entered in the official records of the Diocese in which the Deacon being removed is canonically resident. The Bishop who pronounces the declaration of removal as provided in this Canon shall give notice thereof in writing to every Member of the Clergy, each Vestry, the Secretary of the Convention and the Standing Committee of the Diocese in which the Deacon was canonically resident; and to all Bishops of this

Church, the Ecclesiastical Authority of each Diocese of this Church, the Presiding Bishop, the Recorder of Ordinations, the Secretary of the House of Bishops, the Secretary of the House of Deputies, The Church Pension Fund, and the Board for Church Deployment.

CANON 8: Of the Ordination of Priests

Sec. 1. Selection

The Bishop, in consultation with the Commission, shall establish procedures to identify and select persons with evident gifts and fitness for ordination to the Priesthood.

Sec. 2. Nomination

A confirmed adult communicant in good standing may be nominated for ordination to the Priesthood by the person's congregation or other community of faith.

(a) The Nomination shall be in writing and shall include a letter of support by the Nominee's congregation or other community of faith committing the community to:

- (1) pledge to contribute financially to that preparation, and
- (2) involve itself in the Nominee's preparation for ordination to the Priesthood. If it be a congregation, the letter shall be signed by two-thirds of the Vestry or comparable body, and by the Member of the Clergy or leader exercising oversight.

(b) The Nominee, if agreeing, shall accept the nomination in writing, and shall provide the following to the Bishop:

- (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 Priesthood.
- (6) The level of education attained and, if any, the degrees earned and areas of specialization, together with copies of official transcripts.

Sec. 3. Postulancy

Postulancy is the time between nomination and candidacy and may initiate the formal preparation for ordination. Postulancy involves continued exploration of and decision about the Postulant's call to the Priesthood.

(a) Before granting admission as a Postulant, the Bishop shall

- (1) determine that the person is a confirmed adult communicant in good standing.
- (2) confer in person with the Nominee.
- (3) shall consult with the Nominee regarding financial resources which will be available for the support of the Postulant throughout preparation for ordination. During Postulancy and later Candidacy, the Bishop or someone appointed by the Bishop shall review periodically the financial condition and plans of the Postulant.

(b) If the Bishop approves proceeding, the Commission, or a committee of the Commission, shall meet with the Nominee to review the application and prepare an evaluation of the Nominee's qualifications to pursue a program of preparation for ordination to the Priesthood. The Commission shall present its evaluation and recommendations to the Bishop.

(c) No Bishop shall consider accepting as a Postulant any person who has been refused admission as a Candidate for ordination to the Priesthood in any other Diocese, or who, having been admitted, has afterwards ceased to be a Candidate, until receipt of a letter from the Bishop of the Diocese refusing admission, or in which the person has been a Candidate, declaring the cause of refusal or of cessation.

(d) The Bishop may admit the Nominee as a Postulant for ordination to the Priesthood. The Bishop shall record the Postulant's name and date of admission in a Register kept for that purpose. The Bishop shall inform the Postulant, the Member of the Clergy or other leader exercising oversight of the Postulant's congregation or other community of faith, the Commission, the Standing Committee, and the Dean of the seminary the Postulant may be attending or proposes to attend, or the director of Postulant's program of preparation, of the fact and date of such admission.

(e) Each Postulant for ordination to the Priesthood shall communicate with the Bishop in person or by letter, four times a year, in the Ember Weeks, reflecting on the Postulant's academic experience and personal and spiritual development.

(f) Any Postulant may be removed as a Postulant at the sole discretion of the Bishop. The Bishop shall give written notice of the removal to the Postulant and the Member of the Clergy or other leader exercising oversight of the Postulant's congregation or other community of faith, the Commission, the Standing Committee, and the director of the program of preparation.

Sec. 4. Candidacy

Candidacy is a time of education and formation in preparation for ordination to the Priesthood, established by a formal commitment by the Candidate, the Bishop, the Commission, the Standing Committee, and the congregation or other community of faith.

(a) A person desiring to be considered as a Candidate for ordination to the Priesthood shall apply to the Bishop. Such application shall include the following:

- (1) the Postulant's date of admission to Postulancy, and
- (2) a letter of support by the Postulant's congregation or other community of faith. If it be a congregation, the letter shall be signed and dated by at least two-thirds of the Vestry or comparable body and by the Member of the Clergy or other leader exercising oversight.

(b) Upon compliance with these requirements, and receipt of a statement from the Commission attesting to the continuing formation of the Postulant, and having received approval in writing of the Standing Committee who shall have interviewed the Postulant and who shall have had an opportunity to review the documentation relating to the application of the Postulant, the Bishop may admit the Postulant as a Candidate for ordination to the Priesthood. The Bishop shall record the Candidate's name and date of admission in a Register kept for that purpose. The Bishop shall inform the Candidate, the Member of the Clergy or leader exercising oversight of the Candidate's congregation or other community of faith, the Commission, the Standing Committee, and the Dean of the seminary the Candidate may be attending or proposes to attend, or the director of the Candidate's program of preparation, of the fact and date of such admission.

(c) A Candidate must remain in canonical relationship with the Diocese in which admission has been granted until ordination to the Diaconate under this Canon, except, for reasons acceptable to the Bishop, the Candidate may be transferred to another Diocese upon request, provided that the Bishop of the receiving Diocese is willing to accept the Candidate.

(d) Any Candidate may be removed as a Candidate at the sole discretion of the Bishop. The Bishop shall give written notice of the removal to the Candidate and the Member of the Clergy or other leader exercising oversight of the Candidate's congregation or other community of faith, the Commission, the Standing Committee, and the Dean of the seminary the Candidate may be attending or the director of the program of preparation.

(e) If a Bishop has removed the Candidate's name from the list of Candidates, except by transfer, or the Candidate's application for ordination has been rejected, no other Bishop may ordain the person without readmission to Candidacy for a period of at least twelve months.

Sec. 5. Preparation for Ordination

(a) The Bishop and the Commission shall work with the Postulant or Candidate to develop and monitor a program of preparation for ordination to the Priesthood and to ensure that pastoral guidance is provided throughout the period of preparation.

(b) If the Postulant or Candidate has not previously obtained a baccalaureate degree, the Commission, Bishop, and Postulant or Candidate shall design a program of such additional academic work as may be necessary to prepare the Postulant or Candidate to undertake a program of theological education.

(c) Formation shall take into account the local culture and each Postulant or Candidate's background, age, occupation, and ministry.

(d) Prior education and learning from life experience may be considered as part of the formation required for the Priesthood.

(e) Whenever possible, formation for the Priesthood shall take place in community, including other persons in preparation for the Priesthood, or others preparing for ministry.

(f) Formation shall include theological training, practical experience, emotional development, and spiritual formation.

(g) Subject areas for study during this program of preparation shall include:

- (1) The Holy Scriptures.
- (2) Church History, including the Ecumenical Movement.
- (3) Christian Theology, including Missionary Theology and Missiology.
- (4) Christian Ethics and Moral Theology.
- (5) Studies in contemporary society, including the historical and contemporary experience of racial and minority groups, and cross-cultural ministry skills. Cross-cultural ministry skills may include the ability to communicate in a contemporary language other than one's first language.
- (6) Liturgics and Church Music; Christian Worship and Music according to the contents and use of the Book of Common Prayer and the Hymnal, and authorized supplemental texts.
- (7) Theory and practice of ministry, including leadership, and the ministries of evangelism and stewardship.

(h) Preparation for ordination shall include training regarding

- (1) prevention of sexual misconduct.
- (2) civil requirements for reporting and pastoral opportunities for responding to evidence of abuse.
- (3) the Constitution and Canons of the Episcopal Church, particularly Title IV thereof.
- (4) the Church's teaching on racism.

(i) Each Postulant or Candidate for ordination to the Priesthood shall communicate with the Bishop in person or by letter, four times a year, in the Ember Weeks, reflecting on the Candidate's academic experience and personal and spiritual development.

(j) The seminary or other formation program shall provide for, monitor, and report on the academic performance and personal qualifications of the Postulant or Candidate for ordination. These reports will be made upon request of the Bishop and Commission, but at least once per year.

(k) Within thirty-six months prior to ordination as a Deacon under this Canon, the following must be accomplished

- (1) a background check, according to criteria established by the Bishop and Standing Committee.
- (2) medical and psychological evaluation by professionals approved by the Bishop, using forms prepared for the purpose by The Church Pension Fund, and if desired or necessary, psychiatric referral.

(l) Reports of all investigations and examinations shall be kept permanently on file by the Bishop and remain a part of the permanent diocesan record.

Sec. 6. Ordination to the Diaconate for those called to the Priesthood

(a) A Candidate must first be ordained Deacon before being ordained Priest.

(b) To be ordained Deacon under this Canon, a person must be at least twenty-four years of age.

(c) The Bishop shall obtain in writing and provide to the Standing Committee:

- (1) an application from the Candidate requesting ordination as a Deacon under this Canon.
- (2) a letter of support from the Candidate's congregation or other community of faith, signed and dated by at least two-thirds of the Vestry and the Member of the Clergy or other leader exercising oversight.
- (3) written evidence of admission of the Candidate to Postulancy and Candidacy, giving the date of admission.
- (4) 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.
- (5) a certificate from the Commission giving a recommendation regarding ordination to the Diaconate under this Canon.

(d) On the receipt of such certificates, the Standing Committee, a majority of all the 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 below and signed by the consenting members of the Standing Committee.

To the Right Reverend _____, Bishop of _____ We, the Standing Committee of _____, having been duly convened at _____ at _____, do testify that A.B., desiring to be ordained to the Diaconate and Priesthood under Canon III.8 has presented to us the certificates as required by the Canons indicating A.B.'s preparedness for ordination to the Diaconate under Canon III.8; and we certify that all canonical requirements for ordination to the Diaconate under Canon III.8 have been met; and we find no sufficient objection to ordination. Therefore, we recommend A.B. for ordination. In witness whereof, we have hereunto set our hands this _____ day of _____, in the year of our Lord _____.
(Signed) _____

(e) The testimonial having been presented to the Bishop, and there being no sufficient objection on medical, psychological, moral, or spiritual grounds, the Bishop may ordain the Candidate to the Diaconate under this Canon; and at the time of ordination the Candidate shall subscribe publicly and make, in the presence of the Bishop, the declaration required in Article VIII of the Constitution.

Sec. 7. Ordination to the Priesthood

(a) A person may be ordained Priest:

- (1) after at least six months since ordination as a Deacon under this Canon and eighteen months from the time of acceptance of nomination by the Nominee as provided in III.8.2(b), and
- (2) upon attainment of at least twenty-four years of age, and
- (3) if the medical evaluation, psychological evaluation, and background check have taken place or been updated within thirty-six months prior to ordination as a Priest.

(b) The Bishop shall obtain in writing and provide to the Standing Committee:

- (1) an application from the Deacon requesting ordination as a Priest, including the Deacon's dates of admission to Postulancy and Candidacy and ordination as a Deacon under this Canon,
- (2) a letter of support from the Deacon's congregation or other community of faith, signed by at least two-thirds of the Vestry and the Member of the Clergy or other leader exercising oversight,
- (3) evidence of admission to Postulancy and Candidacy, including dates of admission, and ordination to the Diaconate,
- (4) 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 recommendation as to the Deacon's other personal qualifications for ordination together with a recommendation regarding ordination to the Priesthood, and
- (5) a statement from the Commission attesting to the successful completion of the program of formation designed during Postulancy under Canon III.8.5, and proficiency in the required areas of study, and recommending the Deacon for ordination to the Priesthood.

(c) On the receipt of such certificates, the Standing Committee, a majority of all the members consenting, shall certify that the canonical requirements for ordination to the Priesthood 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 below and signed by the consenting members of the Standing Committee.

To the Right Reverend _____, Bishop of _____ We, the Standing Committee of _____, having been duly convened at _____, do testify that A.B., desiring to be ordained to the Priesthood, has presented to us the certificates as required by the Canons indicating A.B.'s preparedness for ordination to the Priesthood have been met; and we certify that all canonical requirements for ordination to the Priesthood have been met, and we find no sufficient objection to ordination. Therefore, we recommend A.B. for ordination. In witness whereof, we have hereunto set our hands this _____ day of _____, in the year of our Lord _____.
(Signed) _____

(d) The testimonial having been presented to the Bishop, and there being no sufficient objection on medical, psychological, moral, or spiritual grounds, the Bishop may ordain the Deacon to the Priesthood; and at the time of ordination the Deacon shall subscribe publicly and make, in the presence of the Bishop, the declaration required in Article VIII of the Constitution.

(e) No Deacon shall be ordained to the Priesthood until having been appointed to serve in a Parochial Cure within the jurisdiction of this Church, or as a Missionary under the Ecclesiastical Authority of a Diocese, or as an officer of a Missionary Society recognized by the 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 other opportunity for the exercise of the office of Priest within the Church judged appropriate by the Bishop.

(f) A person ordained to the Diaconate under Canon III.6 who is subsequently called to the Priesthood shall fulfill the Postulancy and Candidacy requirements set forth in this Canon. Upon completion of these requirements, the Deacon may be ordained to the Priesthood.

Clergy Ordained in Churches Not in the Historic Succession

- (a) If a person ordained or licensed by other than a Bishop in the Historic Succession to minister in a Church not in communion with this Church desires to be ordained,
- (1) The person must first be a confirmed adult communicant in good standing in a Congregation of this Church;
 - (2) The Commission shall examine the applicant and report to the Bishop with respect to:
 - (i) Whether the applicant has served in the previous Church with diligence and good reputation and has stated the causes which have impelled the applicant to leave the body and seek ordination in this Church,
 - (ii) The nature and extent of the applicant's education and theological training,
 - (iii) The preparations necessary for ordination to the Order(s) to which the applicant feels called;
 - (3) The provisions of Canon III.5,6, and 8 shall be followed except that the minimum period of Candidacy need not apply, if the Bishop and the Standing Committee at the recommendation of the Commission judge the Candidate to be ready for ordination to the Diaconate earlier than twelve months; the applicant shall be examined by the Commission and show proficiency in the following subjects:
 - (i) Church History: the history of the Anglican Church and the Episcopal Church in the United States of America,
 - (ii) Doctrine: the Church's teaching as set forth in the Creeds and in An Outline of the Faith, commonly called the Catechism;
 - (iii) Liturgics: the principles and history of Anglican worship; the contents of the Book of Common Prayer;
 - (iv) Practical Theology:
 - (a) The office and work of a Deacon and Priest in this Church,
 - (b) The conduct of public worship,
 - (c) The Constitution and Canons of the General Convention, and of the Diocese in which the applicant is resident,
 - (d) The use of voice in reading and speaking;
 - (v) The points of Doctrine, Discipline, Polity, and Worship in which the Church from which the applicant has come differs from this Church. This portion of the examinations shall be conducted, in part at least, by written questions and answers, and the replies kept on file for at least three years.
 - (4) If all the requirements of this Canon have been fulfilled, the Bishop may ordain the Candidate a Deacon, but may do so no sooner than twelve months after the Candidate became a confirmed communicant of this Church. No sooner than six months thereafter, the Candidate may be ordained a Priest at the Bishop's discretion. At the time of such ordination the Bishop shall read this preface following the signing of the declaration of conformity:

The Ecclesiastical Authority of this Diocese is satisfied that A.B. accepts the Doctrine, Discipline, and Worship of this Church and now desires to be ordained a Deacon (or ordained a Priest) in this Church. We are about to confer upon A.B. the grace and authority of Holy Orders as this Church has received them and requires them for the exercise of the ministry of a Deacon (or a Priest).

In such cases, the ordination certificate shall contain the words:

Acknowledging the ministry which A.B. has already received and hereby adding to that commission the grace and authority of Holy Orders as understood and required by this Church for the exercise of the ministry of a Deacon (or a Priest).

- (5) Following reception or ordination each clergy person shall be assigned a mentor Priest by the Bishop in consultation with the Commission on Ministry. The mentor and clergy person shall meet regularly to provide the clergy person an opportunity for guidance, information, and a sustained dialogue about ministry in the Episcopal Church.