

NAME _____ **DOB** _____ **EMAIL** _____
ADDRESS _____ **PHONE** _____
SPONSORING CONGREGATION _____ **NOMINATION DATE** _____
ORDER SOUGHT _____ **LIAISON** _____

ORDINATION PROCESS CHECKLIST
01/01/15

Notes: (1) Ultimate responsibility for assuring all forms and documents are completed and submitted in a timely manner rests with the person in the process.
 (2) Each document submitted by the person in the process or the congregation should be labeled at the top with: Name of Person, Document ID, Document Name, Document Date.

ID	NAME OF DOCUMENT	TO BE PREPARED BY
NOMINATION		
___ N1	Application for Nomination	Inquirer/LDC
___ N1A	NOT A FORM-Baptismal Certificate	Inquirer
___ N1B	NOT A FORM-Confirmation Certificate	Inquirer
___ N1C	NOT A FORM-Reception Certificate (if applicable)	Inquirer
___ N1D	NOT A FORM-Description of Discernment Process	Inquirer
___ N1E	NOT A FORM-Previous Application for Holy Orders (if applicable)	Inquirer
___ N1F	NOT A FORM-DOD/TOD Certificate	Inquirer
___ N 2	NOT A FORM-Autobiography of Nominee	Inquirer
___ N 3	Report Regarding Nomination from the LDC	LDC
___ N 4	Congregational Endorsement of Nomination for Holy Orders	Vestry/Bishop's Committee
POSTULANCY		
___ P 1	Application for Postulancy	Nominee
___ P 1A	NOT A FORM-Work History	Nominee
___ P 1B	NOT A FORM-Statement of Reasons for Seeking Ordination	Nominee
___ P 1C	NOT A FORM-Digital photo attached as a jpeg	Nominee
___ P 2	Educational Plan	Nominee/Bishop approval
___ P 3	Personal Financial Statement	Nominee
___ P 4	NOT A FORM-Transcripts from pre-seminary schools	Obtained by Nominee
___ P 5	NOT A FORM-Recommendation _____	Obtained by Nominee
___ P 5	NOT A FORM-Recommendation _____	Obtained by Nominee
___ P 5	NOT A FORM-Recommendation _____	Obtained by Nominee
___ P 5	NOT A FORM-Recommendation _____	Obtained by Nominee
___ P 6	LDC Evaluation	LDC
___ P 7	Clergy Recommendation for Postulancy	Clergy in charge
___ P 8	Congregational Endorsement	Vestry/Bishop's Committee
___ P 9	Interview with a member of COM	COM Member
___ P10	Interview with the Bishop	Bishop
___ P11	Invitation to Vocations Conference	Vocations Officer
___ P12	Vocations Conference Recommendation	Vocations Officer
___ P13	Bishop's Decision Regarding Postulancy	Bishop

NOTES

GENERAL FORMS

<input type="checkbox"/> F 1	Behavior Screening Questionnaire	Nominee
<input type="checkbox"/> F 2	Psychological Evaluation	Nominee/Psychologist
<input type="checkbox"/> F 2A	Second Psychological Evaluation if required	Candidate/Psychologist
<input type="checkbox"/> F 3	Budget and Financial Aid Request (annually for CDSP students)	Postulant/Candidate
<input type="checkbox"/> F 4	Oxford Documents background check	Nominee/Oxford Documents
<input type="checkbox"/> F 4A	Second Oxford Documents background check if required	Candidate/Oxford Documents
<input type="checkbox"/> F 5	Request for Approval of the CPE Site	Postulant
<input type="checkbox"/> F 6A	Request for Approval of the 1st Field Education Site	Postulant
<input type="checkbox"/> F 6B	Request for Approval of the 2nd Field Education Site	Postulant/Candidate
<input type="checkbox"/> F 7	Request for Approval of the Intern Year Site if taken	Postulant/Candidate
<input type="checkbox"/> F 8	Request for Approval of a Supervised Ministry Site if required	Candidate
<input type="checkbox"/> F 9	Letter of Intent to take the General Ordination Exam (GOE)	Postulant/Candidate
<input type="checkbox"/> F10	GOE results	GBOEC
<input type="checkbox"/> F11	Ember Letter Log	Postulant/Candidate/TD
<input type="checkbox"/> F12	Medical Exam (fixed form)	Candidate
<input type="checkbox"/> F13	Confidentiality Form	Nominee
<input type="checkbox"/> F14	Plan and agreement for Diaconal Ministry	Transitional Deacon
<input type="checkbox"/> F15	Evaluation of the Portfolio by the DBOEC	DBOEC
<input type="checkbox"/> F16	Evaluation of Supplemental Work Requested by the DBOEC	DBOEC

PORTFOLIO

<input type="checkbox"/> X 1	(P4, C2, D7) All transcripts documenting theological education and other relevant vocational education. Evaluation from the seminary or School for Deacons or other training program.
<input type="checkbox"/> X 2	(C3) Final CPE Evaluation
<input type="checkbox"/> X 3	(C4, D5, D6) Final Field Ed Evaluations from the two years or Final Intern Year Evaluation.
<input type="checkbox"/> X 4	(F10) GOE Results for individuals seeking ordination to the priesthood.
<input type="checkbox"/> X 5	Candidate's own evaluation of academic and ministry strengths and areas requiring further growth.
<input type="checkbox"/> X 6	At least one sermon.
<input type="checkbox"/> X 7	At least one theological reflection paper.
<input type="checkbox"/> X 8	Two page reflection on the congregational field education or intern experience.
<input type="checkbox"/> X 9	Two page reflection on social agency field education experience.
<input type="checkbox"/> X10	Two page reflection on the spiritual challenges faced during the time of postulancy and candidacy.
<input type="checkbox"/> X11	Multicultural Sensitivity reflection papers
<input type="checkbox"/> X12A	One or two other documents or other materials of the Candidate's choice that reflect some aspect of training or ministry, or the candidate's identity, not reflected in the other materials. The may be in the form of recordings, poetry, music, art, photographs, etc.)
<input type="checkbox"/> X12B	See above
<input type="checkbox"/> X13	(D2, D3) Signature form for mandated trainings

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