Phase 1: Aspirant Checklist

|  |  |  |
| --- | --- | --- |
| Name: | Date | Notes |
| First contact |  |  |
|  |  |  |
| 01 Application Form |  |  |
| Parish Discernment: |  |  |
| 02. Rector’s Careful Inquiry |  |  |
| 03. Parish Discernment Team Report |  |  |
| 04. Vestry Recommendation |  |  |
| 05 Meet with the Bishop, submit summary report |  | \*Note: this must happen prior to Aspirant mtg with the PDT |
| 06 Release of Information Agreement |  |  |
| 07 Theological Statement |  |  |
| 08 Call to Ministry |  |  |
| 09 Family History |  |  |
| 10 Spiritual Autobiography |  |  |
| 11 Occupational History |  |  |
| 12 Online Church Planter Assessment |  |  |
| 13 Parable Assessment Reflection |  |  |
| 14 Unique Place in the Body of Christ |  |  |
| 15 Continuing Education |  |  |
| 16 Transcripts |  |  |
| 17 Photographs |  |  |
| 18 References | | |
|  |  |  |
|  |  |  |
|  |  |  |
| 19 Spouse Recommendation *if applicable* |  |  |
| 20 Application Fee |  |  |
| Interview with the Ordination Preparation Team:  *scheduled when all the above is completed* |  |  |

Phase 2: Postulant Checklist

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| --- | --- | --- |
| Name: | Date | Notes |
| Date Accepted as Postulant |  |  |
|  |  |  |
| Theological Education | | |
| Theological Education track approved |  |  |
| Theological Education completed |  |  |
| Anglican Studies coursework |  |  |
|  |  |  |
| MENTORED MINISTRY | | |
| Mentored Ministry Covenant |  |  |
| Ment Min 1 plan |  |  |
| Ment Min 1 supervisor report |  |  |
| Ment Min 1 student report |  |  |
| Ment Min 2 plan |  |  |
| Ment Min 2 supervisor report |  |  |
| Ment Min 2 student report |  |  |
| Other Internships or Ment Min |  |  |
|  |  |  |
| REQUIRED | | |
| Psychological/ Vocational assessment |  |  |
| Physical Examination |  |  |
| Sexual Addiction Assessment |  |  |
| Oxford Background Check |  |  |
| Rule of Life |  |  |
| Ember Day Letters: Advent (wk 3-4); Lent (wk 1-2); btw Pentecost and Trinity Sunday; and Holy Cross Day (9/14) |  |  |
| Sign Appendix B |  |  |
|  |  |  |
| OTHER FORMATION PLAN REQUIREMENTS (if required) | | |
| CPE or similar program |  |  |
| Mentor(s) |  |  |
| Silent Retreat |  |  |
| Counseling |  |  |
|  |  |  |
| Date of Canonical Exam Set |  |  |

Phase 3: Candidate Checklist

|  |  |  |
| --- | --- | --- |
| Name: | Date | Notes |
| Date of Canonical Exam |  |  |
|  |  |  |
| Theological Education | | |
| Seminary Transcript |  |  |
| Report from Advisor |  |  |
|  |  |  |
| REQUIRED | | |
| Ember Day Letters (four times a year) |  |  |
| *Keeping our Sacred Trust Courses*: |  |  |
| Understanding Clergy Sexual Ethics |  |  |
| Maintaining Boundaries in a Digital Age |  |  |
|  |  |  |
|  |  |  |
| OTHER REQUIREMENTS (if required) | | |
| Assigned Study after Canonical Exam |  |  |
| Mentor(s) |  |  |
| Silent Retreat |  |  |
| Counseling |  |  |
|  |  |  |

Ordinand Checklist

|  |  |  |
| --- | --- | --- |
| Name: | Date | Notes |
| Ordination Date Set |  |  |
|  |  |  |
| Vestments ordered |  |  |
|  |  |  |
| Invitation sent by Diocesan Office |  |  |
|  |  |  |
| Pre-Ordination Retreat (day before, or week of, ordination) |  |  |
|  |  |  |
| Ember Day Letters: Advent (wk 3-4); Lent (wk 1-2); btw Pentecost and Trinity Sunday; and Holy Cross Day (9/14) |  |  |
|  |  |  |
| Diocesan Misconduct Training (within six months of ordination) |  |  |
|  |  |  |
| Meet with Diocesan Staff for Orientation |  |  |