

Episcopal Diocese of Massachusetts General Timeline for the Process of Ordination for Holy Orders

INQUIRER

NOMINEE

January	February	March	April	May	June	July	August	September	October	November	December
	Ministry Discernment Conference	Commitment form due February 28			Vestry Completes Nomination Form		Postulancy Application Due August 1		Notification Invitation to Postulancy Interviews		Postulancy Interviews Dec. 7-8
Discernment Committee Meetings											

Year One

					POSTULANT						
January	February	March	April	May	June	July	August	September	October	November	December
Notification of Postulancy					Postulancy Effective June 1st			Begin Seminary or Diaconate Training		Diocesan Convention	
					Ember Letter			Ember Letter			Ember Letter
Complete One Unit of Clinical Pastoral Education (Priesthood) Two Years of Field Education (Priesthood) or Directed Internships (Diaconate)											

Year Two

POSTULANT											
January	February	March	April	May	June	July	August	September	October	November	December
		Postulant/Candidate Retreat						Application for Candidacy Due Sept. 30		Diocesan Convention	Notification of Invitation to Candidacy Interviews
		Ember Letter			Ember Letter			Ember Letter			Ember Letter
Complete One Unit of Clinical Pastoral Education (Priesthood) Two Years of Field Education (Priesthood) or Directed Internships (Diaconate)											

Year Three

CANDIDATE											
January	February	March	April	May	June	July	August	September	October	November	December
Candidacy Interviews	Notification of Candidacy (Effective Dec. 1)	Postulant/Candidate Retreat								Diocesan Convention	
		Ember Letter			Ember Letter			Ember Letter			Ember Letter
Two Years of Field Education (Priesthood) or Directed Internships (Diaconate)											

Year Four

CANDIDATE					DEACON						
January	February	March	April	May	June	July	August	September	October	November	December
General Ordination or Diaconate Exams	Application for Ordination to Diaconate Due Feb 28	Postulant/Candidate Retreat	Notification of Ordination to the Diaconate	Complete Seminary or Diaconate Training	Ordination to the Diaconate			Application for Ordination to the Priesthood Due Sept. 15		Diocesan Convention & Notification of Ordination	
		Ember Letter			Ember Letter			Ember Letter			Ember Letter
Two Years of Field Education (Priesthood) or Directed Internships (Diaconate)											

January: Ordination to the Priesthood

Some things needed to apply for Postulancy			
Application Material Due August 1			
Resp.	Item	Due	
Nominee	Vestry & Sponsoring Priest Recommendations	August 1	
Nominee	Application for Holy Orders & Attachments	August 1	
Nominee	Autobiographical Statement	August 1	
Nominee	Ministry Statement	August 1	
Nominee	Discernment Committee Report	August 1	
Nominee	Financial Statement and Disclosure Forms	August 1	
Nominee	Three Letters of Recommendation	August 1	

Things to do within the first year of Postulancy			
Due Dates Vary			
Resp.	Item	Due	
Postulant	Sign and submit your release form	July 1	
Postulant	Complete the paperwork for Oxford Documents background/criminal check	ASAP	
Postulant	Complete your medical examination and submit the paperwork	Dec. 1	
Postulant	Complete your initial psychological examination	Dec. 1	
Postulant	Complete your initial psychological testing	Dec. 1	
Postulant	Complete your follow-up psychological Evaluation	Dec. 1	
Postulant	One Unit of Clinical Pastoral Education (Priesthood)	1 st Year	

Things needed to apply for Candidacy			
Application Due September 30 - Candidacy is generally 18 months after Postulancy			
Resp.	Item	Due	
Postulant	Updated Autobiography	Sept. 30	
Postulant	Vestry & Sponsoring Priest Recommendations	Sept. 30	
Postulant	Seminary Transcripts – Complete or to date (Priesthood)	Sept. 30	
Postulant	Seminary Evaluation of your work to date (Priesthood)	Sept. 30	
Postulant	CPE Reports - supervisor and personal (Priesthood)	Sept. 30	
Postulant	Field Education or Internship Report and Recommendation	Sept. 30	
Postulant	Diaconal Training Evaluation (Diaconate)	Sept. 30	

Things needed to apply for Ordination to the Diaconate			
Application Due Feb 28th - Ordination to Diaconate is generally 18 months after Candidacy			
Resp.	Item	Due	
Candidate	Competency in GOE or Equivalent for Diaconate	March 1	
Candidate	Short letter to the Standing Committee requesting Ordination	March 1	
Candidate	Vestry Recommendation from your Sponsoring Parish	March 1	
Candidate	Additional Seminary Transcripts – If applicable (Priesthood)	March 1	
Candidate	Seminary Endorsement for Ordination (Priesthood)	March 1	
Candidate	Diaconal Training Endorsement (Diaconate)	March 1	
Candidate	Updated Autobiographical Statement	March 1	
Candidate	Additional Field Education or Internship Reports – if applicable	March 1	
Candidate	Updated Medical Exam (if previous exam is over 36 months)	March 1	
Candidate	Updated Psych. Evaluation (if previous is over 36 months)	March 1	
Candidate	Safe Church Certificate	March 1	
Candidate	Anti-Racism Training Documentation	March 1	
Candidate	Title IV Training Documentation	March 1	

Things needed to apply for Ordination to the Priesthood			
Application Due September 15			
Resp.	Item	Due	
Deacon	Completion of six months of diaconal work	Sept. 15	
Deacon	Short letter to the Standing Committee requesting Ordination	Sept. 15	
Deacon	Vestry Recommendation from your Employing Parish	Sept. 15	
Deacon	Updated Autobiographical Statement	Sept. 15	
Deacon	Parochial Cure or Equivalent	Sept. 15	
Deacon	Updated Medical Exam (if previous exam is over 36 months)	Sept. 15	
Deacon	Updated Psych. Evaluation (if previous is over 36 months)	Sept. 15	

Required every year from Postulancy through final Ordination			
Resp.	Item	Due	
Yours	Ember Day Letter to the Bishop (March, June, September, December)	Four times Every Year	
Yours	Attend Postulants/Candidates Retreat	March	
Your	Attend Diocesan Convention	November	
Yours	Meet with Canon for Ordained Vocations	Every Year	
Yours	Meet with Commission on Ministry Chaplain	Twice / Yr.	
Yours	Meet with Commission on Ministry Advisor	Twice / Yr.	
Yours	Meet with your Spiritual Director	Regularly	
Yours	Serve 2-4 Sundays as Chaplain on Bishop's Parish Visitations	Every Year	