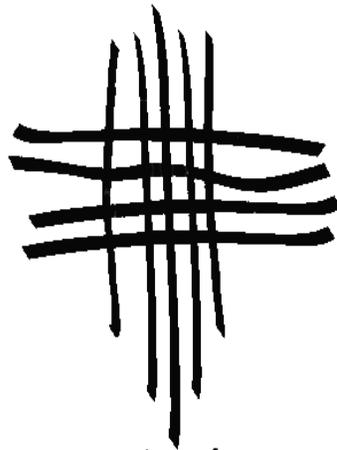


2021 Handbook for Formation: Priesthood

A Handbook for
The Episcopal Diocese of Massachusetts



Answering God's urgent call
TOGETHER

*Almighty God, to you all hearts are open,
all desires known, and from you no secrets are hid:
Cleansse the thoughts of our hearts by the inspiration of
your Holy Spirit, that we may perfectly love you and
worthily magnify your holy Name;
through Jesus Christ our Lord.
Amen.*

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[Notes]

The Church is the family of God, the body of Christ, and the temple of the Holy Spirit. All baptized people are called to make Christ known as Savior and Lord, and to share in the renewing of his world. Now you are called to work as a pastor, priest, and teacher, together with your bishop and fellow presbyters, and to take your share in the councils of the Church.

As a priest, it will be your task to proclaim by word and deed the Gospel of Jesus Christ, and to fashion your life in accordance with its precepts. You are to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor. You are to preach, to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ's Body and Blood, and to perform the other ministrations entrusted to you.

In all that you do, you are to nourish Christ's people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come.

from "The Examination" of an Ordinand to the Priesthood, BCP p. 531

Dear Postulants,

The Bishops, the Commission on Ministry and I would all like to welcome you warmly into the process of ordination in the Episcopal Diocese of Massachusetts. The Episcopal Church needs strong leaders – deacons and priests who will take up the tasks of sacramental ministry, pastoral care, preaching, teaching, and building up vibrant and diverse Christian communities in the places where we live and work. We greatly appreciate your commitment to continued discernment and formation in this ordination process and we pray that God will continue to guide us as we take this journey together.

This handbook has been designed to help you navigate the various stages of the ordination process in this diocese. In the following pages you will find explanations of each part of the process and the expectations that the COM and the Bishops have of you during this time of formation. The ordination process usually takes three to four years, and I hope that this handbook will serve as your first resource to answer your questions and to give you a sense of what to expect along the way.

While this handbook can serve as a starting point to help you keep track of all of the pieces of discernment and formation that you will encounter, it is not a substitute for the human interactions that are so integral to your process. For that reason, I cannot stress enough your responsibility to make sure you have satisfied all the requirements of the process at each stage and to keep me, the COM and the Bishops informed of your ongoing growth and challenges. In the coming years, please keep in touch with me, and let me know whenever there are significant changes in your discernment and your life in general.

At times, the process to ordination, with all its various requirements and paperwork, can feel long, arduous, stressful and frustrating. We hope, however, that your faith will be strengthened throughout this journey and that you will trust, as we all do, that God will lead you into the fullest expression of your vocation. May your journey be both challenging and fulfilling.

Yours faithfully in Christ,

A handwritten signature in cursive script that reads "Edie".

Canon Edie Dolnikowski
Office for Ordained Vocations
Episcopal Diocese of Massachusetts
edie@diomass.org
617-482-4826, ext. 514

THE PROCESS OF DISCERNMENT

Some Helpful Tips

- ❖ Remember your Bishop! Keep the Bishop informed of any major life events as soon as you become aware of them, including the birth of children, a change in jobs, and so forth. Most things can be communicated to the Bishop via Ember Day Letters. However, ***you should make an appointment to see the Bishop if you are considering engagement, marriage or divorce.***
- ❖ Be organized. Make and keep copies of all the documents and paperwork of your process, both what you send in to the Office for Ordained Vocations *and* what you receive from the Office or other institutions and advisors. Start a file now for all these materials and keep a written record of what steps you have completed in the process and when.
- ❖ Be available. Please update us with any changes in address or contact information for you—even if the change is only for a short period of time.
- ❖ Plan ahead. Be aware of what steps in the discernment process are coming up and start well in advance of deadlines in order to meet all the requirements.
- ❖ Keep in touch. Don't underestimate the importance of being in touch often with the people involved in your process with you. Your COM Advisor and the Canon for Ordained Vocations especially need to hear from you in order to advocate for you as you go through the process. This is especially true if you are facing any particular problems or obstacles.
- ❖ Keep a schedule. Set aside time every year for the retreats, conventions and visitations you know you must attend and mark down their specific dates as soon as you get them so you can plan your schedule around them.
- ❖ Volunteer. You may be asked to help out during retreats and at various conferences and conventions. We appreciate the ways in which you are already serving the Church in this diocese and we hope you will continue to do so.
- ❖ Be patient. The process to ordination can feel like a very long journey and it's easy to get anxious or upset at different times during your experience, but know that we are all "on your side." Please remain polite and understanding with the people involved with you in your process, as we will remain with you.

POSTULANCY

O God, by whom the meek are guided in judgment, and light riseth up in darkness for the godly: Grant us, in all our doubts and uncertainties, the grace to ask what thou wouldst have us to do, that the Spirit of wisdom may save us from all false choices, and that in thy light we may see light, and in thy straight path may not stumble; through Jesus Christ our Lord. Amen.

(BCP)

Congratulations! We are pleased to welcome you into the ordination process as a postulant to the priesthood in the Episcopal Diocese of Massachusetts and look forward to working alongside of you in this journey of formation. The next few years will be a time of ongoing spiritual growth and discernment as you test your vocation and prepare for ministry as a priest in God's Church. God willing, you will find these years to be both challenging and fulfilling.

As you know, your status as a postulant is effective beginning June 1. The Episcopal Church's canons define postulancy as the time in which you "initiate the formal preparation for ordination" and during which you, along with the Bishop, the COM, and the faith communities to which you belong continue in an "exploration of and decision about [your] call to the Priesthood" (III.8.3). During this time, you will likely be beginning your studies at a seminary, offering yourself in service to a different faith community and experiencing new forms of ministry.

Most postulants spend about a year and a half in postulancy, but remember that different people can experience the process to ordination in different ways—and at different speeds. We hope that you will be listening for the ways in which the Spirit is speaking to you over the next months and that you will respond with the same faith, courage and humility that has brought you this far.

At heart, postulancy, as the word implies, is about making a request, about asking yourself hard questions and asking God to make clear God's will for you. The answers you discover may be unexpected, so it's important to remember that postulancy is still a time of personal discernment and a testing of your own sense of call and vocation. Of course, you're not alone in this process and we are eager to share in this journey with you. Amidst all the change and transition that you will be experiencing as a postulant, we pray that you will find the peace with which to hear God's voice calling out to you.

Requirements of Postulancy

(A checklist of the expectations for Postulants to complete)

Requirement	Deadline (if applicable)
<input type="checkbox"/> Meet with Canon for Ordained Vocations (once per year)	
<input type="checkbox"/> Ember Day Letter	June
<input type="checkbox"/> Sign and submit your release form [Addendum A]	July
<input type="checkbox"/> Ember Day Letter	September
<input type="checkbox"/> Attend Diocesan Convention	November
<input type="checkbox"/> Complete Oxford Documents paperwork	Upon receipt
<input type="checkbox"/> Complete medical exam [Addendum B]	December 1
<input type="checkbox"/> Complete psychological exam, initial testing, and follow-up evaluation	December 1
<input type="checkbox"/> Ember Day Letter	December
<input type="checkbox"/> Attend Postulants' and Candidates' Retreat	March
<input type="checkbox"/> Ember Day Letter	March
<input type="checkbox"/> Ember Day Letter	June
<input type="checkbox"/> Complete one unit of CPE - turn in your final evaluations	
<input type="checkbox"/> Complete one year of a field education - turn in your learning agreement and your final evaluation [Addendum D]	
<input type="checkbox"/> Meet with COM Chaplain (encouraged)	
<input type="checkbox"/> Meet with COM Advisor (twice per year)	
<input type="checkbox"/> Meet with your spiritual director (regularly)	
<input type="checkbox"/> Establish and/or continue a regular prayer discipline	
<input type="checkbox"/> Begin seminary training (if applicable)	
<input type="checkbox"/> Serve as Bishop's chaplain (2-4 Sundays)	

First Steps

There are a number of forms and procedures that need to be completed within the first few months of your postulancy. This section is meant to help you understand the purpose of all these initial requirements, which may at first seem burdensome but are, in fact, very important. Please complete them in a timely fashion.

I. The Release Form

You can find a copy of the release form for you to fill out among the Addenda at the back of this handbook [Addendum A]. The form gives the Diocese permission to share many of the materials in your application with the COM chaplain and the psychologist who will be evaluating you (see below) to provide some necessary background about your life and experience. Financial information you have submitted in your application will *not* be shared with the COM chaplain or psychologist.

II. The Oxford Documents Background Check

Oxford Documents is a firm that conducts background checks to screen the postulants and candidates of this diocese. You will receive a number of forms directly from Oxford Documents that you should fill out and return to them upon receipt. These forms ask for information about you and your life over the past fifteen years. The firm will send questionnaires to references you have identified as employers, educational institutions or bishops with whom you have been involved in order to receive information about your time with them. *It is important that you fill out the Oxford Documents forms completely and honestly.* Doing so will ensure that there will be no surprises from your past that will hinder or terminate your process to ordination later on.

III. The Medical Exam

You must complete a basic medical exam using the form provided by the Church Pension Fund [Addendum B] within the first six months of postulancy. This exam is a standard requirement of both the Episcopal Church and the Diocese. The results will be seen only by the Bishop. The cost of the medical exam is your responsibility.

IV. Psychological Testing and Evaluation

Soon after submitting your release form you will receive information about contacting The Daniels Institute at Boston University for psychological testing and evaluation. The staff of the Daniels Institute will help you schedule two appointments—one longer appointment that includes psychological testing and a shorter appointment some weeks later to review the testing results. The total cost for these evaluations is usually about \$1,500 and will be shared equally among you, your sponsoring faith community, and the Diocese. As with the medical exam, the psychological exam is a standard requirement of both the Episcopal Church and the Diocese, the results of which will be held in strictest confidence.

Keeping in Touch

It is integral to your formation as a postulant—and indeed, throughout your process to ordination—that you keep in touch with the Canon for Ordained Vocations, the COM, and the Bishop so that we can help guide you by hearing your questions, listening to your discoveries and sharing in your concerns. There are a number of ways of keeping in touch that are built into the requirements you must fulfill as a postulant.

I. Meeting with the Canon for Ordained Vocations

You should meet with the Canon for Ordained Vocations (COV) at the beginning of postulancy. During that meeting, you will have the opportunity to discuss your seminary education and your field education placement and to voice any concerns or questions you might have about the process. The COV will also be able to tell you more about the expectations of the Bishop and the COM. Mostly, though, this meeting is to help you both to get to know one another, since the COV is one of the people to whom you can direct your questions throughout your process to ordination. Ultimately, this meeting will serve as the foundation for an ongoing relationship, so please don't feel limited to just one meeting in your communication with the COV. At the very least, you should be meeting with the COV once per year throughout your process and whenever there is a major event in your life, a change in the direction of your process, or a decision that you are contemplating, you should keep the COV informed.

II. Meeting with your COM Advisor

You should meet at least twice per year with the COM advisor who has been assigned to you. These meetings are opportunities for you to keep the COM informed about where you are in your process and to get feedback from the COM about your progress and growth. Your advisor will ask you about your field education, your seminary experience and your spiritual discernment and may challenge you to think and pray about your journey thus far. Your advisor will report back to the COM about the achievements you have made, the skills you have been developing and the ways in which you are still growing. He or she may get back in touch with you after reporting to the COM in order to give you more specific guidance. Your advisor will contact you for the first meeting. Thereafter it is your responsibility to schedule future meetings.

III. Ember Day Letters

You will be writing Ember Day letters to the Bishop four times each year, in March, June, September and December. These letters are your opportunity to keep the Bishop up to date about your own discernment. You should definitely mention any major changes or events in your life, but feel free to include whatever information, concerns, questions, or discoveries you have encountered in your journey that you would like the Bishop to know. The Bishop *does* read your Ember Day letters. Please follow the format indicated in the sample letter in this handbook [Addendum C]. Your letters will be kept confidential, read only by the Bishop and the Canon for Ordained Vocations.

IV. A Community of Colleagues in Christ

Your process is happening in the wider context of the Episcopal Diocese of Massachusetts. Since you have been called out from the midst of that community into this new path, we want you to keep in touch not only with the Bishop, the COM and the Canon for Ordained Vocations, but also with all those members of the wider community that have raised you up and who want to continue to support you. There are three requirements that are designed to help you engage this community of colleagues.

A. Attend Diocesan Convention

Diocesan Convention is held every November (generally the first Friday and Saturday of the month, though actual dates can always be found on the diocesan website) and your presence at Convention will ensure that members of our diocese will come to know who you are and how they can support you in your journey. Convention is also one of the opportunities you have to get to know others in our diocese and how your skills for ministry can best serve their needs. In other words, it is another way to discern your vocation. At Convention, you will be expected to assist with registration and in other duties, sit with the other postulants and candidates and attend the Bishop's lunch for you. Your presence is required throughout the entire Convention.

B. Serve as Bishops' Chaplain

You will be scheduled to serve two to four times a year as a chaplain to one of our bishops who make regular visitations to parishes throughout the diocese (usually on Sundays, though some take place on Saturdays). A copy of the rota for bishops' chaplains and instructions for each visitation will be sent to you as soon as the schedule is confirmed. As the bishop's chaplain, you will serve with him or her at the altar of the parish where you are visiting, speak with and listen to the members of that congregation, and observe the different ways in which various congregations operate throughout our diocese. You are required to take notes at any parish meeting the Bishop attends that day and send a typed copy to the Bishop's office. Visitations with a bishop are an excellent opportunity for you to get to know the diocese *and* the bishops better!

C. Attend Postulants' and Candidates' Retreat

You entered postulancy along with a number of others who are also discerning ordained vocations in the Episcopal Diocese of Massachusetts; and, of course, there are those who entered the process before you and will enter the process after you. The postulants' and candidates' retreat is held from a Thursday afternoon to the following Saturday afternoon in March, usually the third or fourth week of the month. Once specific dates are known, the COV will inform you of them. The retreat gives you the opportunity to get to know your colleagues in this journey and to spend time with the bishops. Your colleagues are likely struggling with the same issues and frustrations that you face, and they are, like you, encountering God in unexpected places as they discern their own vocations. At the postulants' and candidates' retreat, you can share your experiences with one another, encourage and support one another, and be nourished by the unique community you will form together. After all, your fellow postulants and candidates will also one day be your colleagues in ordained ministry. Your presence at the retreat is required from beginning to end so that the bishops are able to spend time with each postulant and candidate.

Education and Training

One of the major pieces of your formation for the priesthood will be the education and training you receive during this time. Training during postulancy has four components:

I. Seminary Education

Most postulants begin a traditional three-year Masters of Divinity program in the first fall after their acceptance into postulancy. Exceptions to this expectation must be approved by the Bishop and the COV. If you already have an M. Div. degree, you may be asked to complete a year of Anglican Studies. The specific nature of your seminary education will be discussed and planned in consultation with the Bishop, the COM and the COV. The academic courses you take during postulancy will serve to prepare you both for the ordination exam you will eventually take and also for your work as a future priest.

II. Field Education

Sometime during postulancy, you must complete one year of field education. Generally placements are found through your seminary. If you are not attending seminary, you should contact the COV to help you find the best placement. You should serve in a parish that is different from the faith community that raised you up for ordination and that will challenge you to develop new skills for ministry. Once you have found a suitable placement for field education, you and your supervisor there should outline the expectations for your service in a learning agreement. If your seminary does not have its own forms for learning agreements, you may use the one we provide in Addendum D. When you complete the learning agreement, please send a copy to the Office for Ordained Vocations. Though many field education sites compensate postulants for their service, the diocese does not require compensation. In exchange for your ministry, you will be gaining formative experience. At the end of your service (generally September through May), you and your supervisor should evaluate your time there together, using the form your seminary provides. If there is no such form, a written letter from your supervisor will be acceptable. Again, please send a copy of your final evaluation to the COV.

III. Clinical Pastoral Education (CPE)

One unit of CPE is required of all postulants. CPE is a nationally-certified program that teaches students the skills of pastoral ministry, usually in a hospital setting. CPE is a rigorous but highly formative experience. One unit of CPE can be completed during a full-time summer or semester program or through a part-time year-long program. You must be accepted to a CPE program independently of our diocesan process, so it's important to start the research and applications for CPE early. Note that the application deadline for intensive summer programs is quite early—usually in November of the previous year—because most seminarians prefer to take CPE in the summer. You can find out more information and how to apply to programs in your area through your seminary or by visiting the Association for CPE website at www.acpe.edu. You should send a copy of your final CPE evaluations (your own and your supervisor's) to the COV.

IV. Leadership Development Training

Because leadership development is an essential tool for effective ordained ministry we encourage postulants and candidates to look for opportunities to receive leadership development training during the course of their formation, most likely in the context of a field education placement. The COV and your COM advisor will work with you to determine the kind of leadership development projects that will be most useful to you in your formation for ordained ministry.

Sustaining Yourself Spiritually

We hope that your time of formation for ordination will deepen your relationship with God and your sense of God's presence in your life. Most people, however, feel frustrated, at least occasionally, by the various requirements and challenges of the process. In the midst of course readings, parish responsibilities, personal transitions and other such distractions, it is possible to lose your sense of the very call that has led you into formation. With this challenge in mind, we ask you to maintain regular spiritual disciplines and to sustain your relationship with God in the following ways:

I. Meet with a COM Chaplain

Throughout the process to ordination, we encourage you to meet with one or more of our COM Chaplains. These Chaplains can serve as your counselors as you encounter the challenges of the process itself. They know well the requirements of the ordination process and will work to help you navigate the spiritual highs and lows that often go along with fulfilling them. **Unlike your COM Advisor, a COM Chaplain does *not* report the content of your conversations to the COM.** What you share with a COM Chaplain will be kept confidential unless the Chaplain feels there is something that should be shared with the Bishop and the COV. The Chaplain will not share anything in your conversations without informing you first.

II. Meet with your Spiritual Director

If you do not already have a spiritual director, you must find one immediately. The COV will help you identify some people who might be a good fit for you. You should notify the COV in writing of the name and position of your spiritual director as soon as you establish that relationship with someone. Meeting with your spiritual director on a regular basis is an integral way of remaining open to God and listening for the ways that God is working in your life. It is a requirement of the process to ordination that you continue to meet regularly with your spiritual director. It is also recommended that you take one personal retreat each year.

III. Keep up a Regular Discipline of Prayer

As you know, regular prayer is an integral part of discernment. Because each person encounters God in a different way, we encourage you to use whatever method or discipline works best for you. Know, too, that we will be keeping you in our own prayers as well.

APPLYING FOR CANDIDACY

*Our steps are directed by the LORD;
he strengthens those in whose way he delights.
If they stumble, they shall not fall headlong,
for the LORD holds them by the hand.
Psalm 37:24-25*

Traditionally, your status as a postulant lasts about a year and a half, but it is important to remember that different people move through discernment at different paces. Some postulants, for one reason or another, may ask or may be asked to delay the application for candidacy to allow further discernment as a postulant. About a year into your postulancy, the COV will contact you to have this discussion. If you move forward on the traditional schedule, your application for candidacy will be due the September after a full year of postulancy.

Applying for candidacy can feel like a trying ordeal. There are lots of different items to submit for your file to document your progress in formation for ordained ministry. It is important that you send in materials that speak honestly about your experiences as a postulant so that the COM and the bishops can get a true sense of how you have grown during postulancy. It is equally important that you meet all the deadlines for the application process so that the COV has enough time to share your materials with the COM and members of the Standing Committee who will interview you for candidacy. It is normal to feel a little nervous during the application period but we urge you to see this time as an opportunity for COM, the Standing Committee and the Bishop to engage with you about the ways in which God is leading you forward in your ministry.

Application for Candidacy

(A checklist of materials to send in to apply for candidacy)

Requirement	Date
<input type="checkbox"/> Updated autobiography	September 30
<input type="checkbox"/> Vestry Endorsement Form [Addendum E] ⁺	September 30
<input type="checkbox"/> Cover Letter to Bishop [Addendum F]	September 30
<input type="checkbox"/> CPE evaluations (your own and supervisor's)	September 30
<input type="checkbox"/> Field education reports (your own and supervisor's)	September 30
<input type="checkbox"/> Seminary transcript ⁺	September 30
<input type="checkbox"/> Seminary evaluation ⁺	September 30

⁺ Please note that these materials often take a number of weeks, even months, to complete, depending on your seminary and your faith community's vestry, so you should start gathering these materials early.

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*Wherever possible, please try to gather all materials together into one packet and send them all at once to the Office for Ordained Vocations:*

Canon for Ordained Vocations  
Episcopal Diocese of Massachusetts  
138 Tremont Street  
Boston, MA 02111

# Materials for Candidacy Application

## **I. Updated Autobiography**

This document should be typed, double-spaced, and no more than three pages long. It should pick up where your autobiography for application for postulancy left off. What has happened since then? What have you learned? How have you grown? What challenges have you faced? Remember, you want to give the COM, Standing Committee and Bishop a sense of what you have been discerning during postulancy.

## **II. Vestry Endorsement Form**

The Canonical form for your sponsoring faith community's vestry can be found in this handbook [Addendum E]. Ask your sponsoring priest to have the vestry fill out and sign the form and return it to you to be included in the packet of materials you send to the office before the September 30 deadline. Your sponsoring priest does not need to write a separate letter of recommendation.

## **III. Cover Letter to the Bishop [Addendum F]**

## **IV. CPE Evaluations**

If you completed CPE early on in your postulancy, you may have already sent in your final evaluations. If you have, contact the Office for Ordained Vocations to make sure your evaluations are on file. If you have not, please gather copies of your final CPE evaluations together with the other materials for your application. You should have signed copies of both your own evaluation and your supervisor's evaluation of your CPE experience.

## **V. Field Education Reports**

Although they are not *required* for the candidacy application, any completed Field Education reports you have submitted will strengthen your application. Whenever possible, you should use the forms provided to you by your seminary to complete a learning agreement at the beginning of your field education and a final evaluation at the end of it. Please submit copies of all learning agreements as well as your own and your supervisor's mid-term or final reports as soon as these documents are complete. If your seminary does not provide a form, a letter from your supervisor is sufficient.

## **VI. Seminary Transcript**

Please send in an official transcript from your seminary that shows your progress in coursework so far. While the transcript should be an official copy from your school's registrar, it need not be sent directly to the Office for Ordained Vocations. Instead, if at all possible, please have the transcript sent to you directly so that it can be included in the application packet you submit to the COV.

## **VII. Seminary Evaluation**

Most Episcopal seminaries have a set system for evaluating their students for the purposes of candidacy. You should check with your school early on in your first year to learn how its system works and follow its guidelines. If your school does not have a specific process for preparing your evaluation, ask your seminary advisor to write a letter recommending you for candidacy in the Episcopal Church and detailing the growth and development he or she has seen in your time at the seminary to date. The COV can provide you and your advisor with specific guidelines for writing this evaluation.

## **The Application Process**

Once your materials for your application to candidacy have been received at the Office for Ordained Vocations and distributed to the members of the COM and the Bishop, the COM will meet to discuss your application. They will report to the Bishop their findings and, based on their advice, the Bishop will make a decision and the Canon for Ordained Vocations will communicate to you an invitation to candidacy interviews or an invitation to meet one-on-one with the Bishop to discuss further discernment.

If you are invited to interview for candidacy, you will be asked to meet with representative members of the COM along with representative members of the Standing Committee who have reviewed your application materials. Candidacy interviews are generally the third or fourth Saturday in January and take place at the diocesan offices. You will be scheduled for two or three meetings with pairs of interviewers throughout the day. After interviews, the COM will meet for further discussion and decide whether to recommend you to the Standing Committee and the Bishop for acceptance as a candidate. Based on this recommendation, the Bishop will notify you by letter if you have been accepted as a candidate. Your status as a candidate is effective on the date when the Standing Committee votes to admit you into candidacy.

## CANDIDACY

*O God, you led your holy apostles to ordain ministers in every place:  
grant that your Church, under the guidance of the Holy Spirit, may choose suitable persons for the  
ministry of Word and Sacrament,  
and may uphold them in their work for the extension of your kingdom;  
through him who is the Shepherd and Bishop of our souls, Jesus Christ our Lord,  
who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.*  
(BCP)

Congratulations on your acceptance as a candidate in the process towards ordination to the priesthood! You may not perceive a distinct difference between postulancy and candidacy. You are continuing your education and your ministries in much the same way, and you will likely still feel yourself in the midst of a long and sometimes frustrating transition. Be assured, however, that your acceptance as a candidate is an affirmation of your call to ordained ministry. The Bishop, the COM and the Standing Committee all see in you a growing clarity of your vocation as a priest.

Indeed, candidacy is an altogether different status from that of postulancy. The Canons of the Episcopal Church state that 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” (III.8.4). If postulancy was a time of continued discernment, candidacy can be understood as more specific intellectual and spiritual preparation for ordination. As a candidate, you have recommitted yourself to the path ahead, and those of us who support you are equally committed to you. Of course, since God is always at work in our lives, there is a possibility that you may discover a new and unexpected direction in your journey forward, but our hope for you during the coming months as a candidate is that you continue to be formed into the kind of ordained leader our Church needs.

That formation and preparation will take on some very practical features, from honing your skills in your field education to studying for and writing the General Ordination Exam. It can be a stressful and anxious time. Through it all we will keep you in our prayers and offer you our support and encouragement, that God may lead you, through shadowy valleys and green pastures alike, towards the work and ministry to which God is summoning you.

## Requirements of Candidacy

(A checklist of the expectations for Candidates to complete)

| Requirement                                                                                                | Deadline (if applicable) |
|------------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Meet with Canon for Ordained Vocations (once per year)                            |                          |
| <input type="checkbox"/> Attend Postulants' and Candidates' Retreat                                        | March                    |
| <input type="checkbox"/> Ember Day Letter                                                                  | March                    |
| <input type="checkbox"/> Complete Safe Church, Anti-Racism and Title IV Training<br>(if not yet completed) |                          |
| <input type="checkbox"/> Ember Day Letter                                                                  | June                     |
| <input type="checkbox"/> Ember Day Letter                                                                  | September                |
| <input type="checkbox"/> Attend Diocesan Convention                                                        | November                 |
| <input type="checkbox"/> Ember Day Letter                                                                  | December                 |
| <input type="checkbox"/> Complete General Ordination Exam                                                  | January                  |
| <input type="checkbox"/> Update Oxford Documents paperwork (if applicable)                                 | February 28              |
| <input type="checkbox"/> Update your medical exam (if applicable)                                          | February 28              |
| <input type="checkbox"/> Update your psychological evaluation (if applicable)                              | February 28              |
| <input type="checkbox"/> Ember Day Letter                                                                  | March                    |
| <input type="checkbox"/> Complete second year of field education                                           | May                      |
| <input type="checkbox"/> Complete seminary training (if applicable)                                        | May                      |
| <input type="checkbox"/> Prepare materials for seeking first call                                          | September                |
| <input type="checkbox"/> Talk with Bishop and COV about first call                                         | January-March            |
| <input type="checkbox"/> Meet with COM Chaplain (encouraged)                                               |                          |
| <input type="checkbox"/> Meet with COM Advisor (twice per year)                                            |                          |
| <input type="checkbox"/> Meet with your spiritual director (regularly)                                     |                          |
| <input type="checkbox"/> Continue a regular prayer discipline                                              |                          |
| <input type="checkbox"/> Serve as Bishop's chaplain (2-4 Sundays)                                          |                          |

## Preparation and Formation

Many of the requirements of candidacy are similar to those of postulancy, though you may approach them differently as you navigate the transition from discernment to more intentional preparation for ordination. It is necessary that you meet as expected with the COV, the COM Chaplain, your COM Advisor and your spiritual director, and that you keep up with Ember Day Letters and your attendance at required events. We hope that these activities continue to form, sustain and provide you with a sense of community. In addition to the requirements that have carried over from postulancy, however, there are a few more expectations that are part of your formation as a candidate:

### I. Church Trainings

Canon law stipulates that candidates to Holy Orders must complete training in 1) the prevention of sexual misconduct and responding to evidence of abuse, 2) the Constitution and Canons of the Church, particularly Title IV and 3) the Church's teaching on racism. You may have already received training in one or more of these areas. If not, they are offered through most Episcopal seminaries. The Diocese of Massachusetts also offers courses of instruction on "Safe-Church" (#1 above) and anti-racism (#3) at different times throughout the year. Information about "Safe-Church Training" in the diocese can be found at: [www.diomass.org/inside/learning/safe\\_church](http://www.diomass.org/inside/learning/safe_church). If you need help finding an appropriate course of instruction, speak with the COV. Whenever you are trained in any one of these areas, make sure you receive a certificate or official letter confirming your full attendance and participation. You must send copies of certificates of completion in each of these areas to the COV, even if you completed training previous to your candidacy. Be sure to keep the originals for your own records.

### II. The General Ordination Exam (GOE)

If your time as a candidate follows the traditional pattern, you will be required to take the GOE in January. You will be notified by the COV as to whether the Bishop has approved you to take the exam in January. If you are not approved, you should not take the exam. The GOE is administered by the Episcopal Church to test proficiency in the six areas in which the Canons and this diocese expect you to be proficient. The six areas of knowledge are Holy Scriptures, Christian Theology, Church History, Ethics and Moral Theology, Church Worship, and the Practice of Ministry. To find out more about these six areas and the GOE itself, visit the website for the General Board of Examining Chaplains at [www.episcopalgbec.org](http://www.episcopalgbec.org). While most Episcopal seminaries provide adequate preparation for the GOE, it will be helpful to you to put in a little extra time and effort to round out your studies in areas in which you may lack confidence. This diocese understands your scores on the GOE as one of a number of diagnostic tools to see how well you are prepared for ordained ministry. Unsatisfactory scores on the GOE will be reviewed by the COM's Chaplain for Academic Formation and may result in your being asked to complete further work or additional assignments before being ordained. Ultimately, however, we hope you will find your experience of taking the GOE to be a challenging but fulfilling one that helps you develop your skills and knowledge for ministry.

### **III. Updated Forms and Procedures**

Canon Law requires that if more than thirty-six months have elapsed since the time of your most recent background check, medical exam and psychological evaluation, these documents must be updated during candidacy and before your ordination to the transitional diaconate. Because the procedure for these evaluations can often take some time, it is important to plan ahead during candidacy to make sure they are up to date and in order. If you do not know the date of the background check, medical exam or psychological evaluation that is on file for you, contact the COV.

### **IV. Seminary Education**

If you are in a traditional three-year M. Div. program, your seminary education will continue forward as you move from postulancy into and through candidacy. It is important that you persist in your studies with the intention of being as prepared as possible for the vocation to which you are called. Even if you have completed coursework for an official degree, you may be asked to take on additional courses to complete your academic formation. The COM's Chaplain for Academic Formation is available to help you identify holes in your education and suggest the kind of coursework that might be most beneficial to you in the future. It is required that your course of study be completed successfully before you can be ordained to the transitional diaconate.

### **V. Field Education**

Generally speaking, your second field education placement will be at a different site from your first one. As you near the end of your first year in field education, you should contact the COV to establish the Bishop's expectations for your second placement. The Bishop may recommend sites that will balance out your experience of ministry and help you to hone your skills and authority as you prepare for ordination to the priesthood. We hope that you will find your work at your field education site to be a fulfilling ministry that enhances your intellectual preparation and formation. As with your first year of field education, please send copies of your learning agreement and final evaluation to the COV as soon as you have completed them.

## **Beginning the Search for a Curacy**

Although it may be hard to think about your future as an ordained minister when you are still in the midst of your various responsibilities as a candidate, your ordination as a transitional deacon is, God willing, on the horizon. In order to be ordained eventually to the priesthood, it is necessary that you have a parish or other community placement in which to practice your ordained ministry. Like any other job search, this process can take some time, so it's important to start it early. There are two specific ways in which we help you to begin the search for a curacy.

### **I. Deployment Materials**

In the fall and winter preceding your anticipated ordination to the Transitional Diaconate you should begin to assemble documents that will help our bishops, COV and regional canons to introduce you to rectors in the diocese who may be looking for curates and assistants in the coming year or with other congregations seeking clergy, so that they can get to know your strengths and skills and be considering you as a candidate to fill these positions. These materials include a short ministry statement, a two-page resume and a digital photograph. The COV will also help you to register with the Episcopal Church Office of Transition Ministry to complete a ministry profile for potential employers.

### **II. Be in Touch with our Regional Canons**

In our diocese three regional canons are responsible for transition in clergy leadership. They connect clergy from this diocese seeking employment to congregations and communities seeking ordained staff. The regional canons are well-equipped to help you navigate the process of finding a placement as a future transitional deacon and priest. When it is time for you to begin exploring possibilities for your first call, the COV will introduce you to the regional canons to assist you in this search process. In seeking your first call you should be candid with the regional canons about the kind of employment you will need upon ordination to the transitional diaconate and what specific skills and strengths you can offer to those congregations seeking ordained leadership.

## APPLYING FOR THE TRANSITIONAL DIACONATE

*Teach me, O Lord, the way of your statutes, and I will observe it to the end.  
Give me understanding that I may keep your law and observe it with all my heart.  
Lead me in the path of your commandments, for I delight in it.  
Psalm 119:33-35*

Like postulancy, candidacy traditionally lasts a year and a half. It is important that, in consultation with the Bishop and the COM, you take extra time for further discernment if it is necessary. Once you are ready to apply for ordination to the transitional diaconate, you will find everything you need in this handbook, detailing the materials you need to submit by the February 28 deadline in order to be considered for ordination to the transitional diaconate in the following June.

We hope that you are excited about the prospect of an upcoming ordination, but this can also be a stressful time. In addition to finishing your seminary degree and taking the General Ordination Exam, you will be asked to organize your paperwork, take care of some of the loose ends in your process, request evaluations and recommendations from various people and institutions and, as always, submit to the discipline of allowing others to discern with you your calling to ordained work. It is especially important that you have all your materials in order and turned in on time for this part of the process, since the COM and Standing Committee have only a brief time to review your application and make a recommendation to the Bishop before the scheduled June ordinations.

With much at stake in your career and your calling, it is easy to feel a bit exhausted, but we hope that this application process provides you the opportunity to walk ever more diligently in the path of the Lord. We look forward with you to the time when, God willing, your vocation as an ordained minister will unfold fully before you.

**Application for the Transitional Diaconate**  
(A checklist of materials to send in to apply for the diaconate)

| Requirement                                                                          | Deadline    |
|--------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> Updated autobiography                                       | February 28 |
| <input type="checkbox"/> Vestry Endorsement Form [Addendum G] <sup>+</sup>           | February 28 |
| <input type="checkbox"/> Letter to the Standing Committee [Addendum H]               | February 28 |
| <input type="checkbox"/> Seminary endorsement for ordination <sup>+</sup>            | February 28 |
| <input type="checkbox"/> Seminary transcript <sup>+</sup>                            | February 28 |
| <input type="checkbox"/> Field education reports                                     | February 28 |
| <input type="checkbox"/> Proof of training in Safe Church, Anti-Racism and Title IV* | February 28 |
| <input type="checkbox"/> Updated medical evaluation (if applicable)*                 | February 28 |
| <input type="checkbox"/> Updated psychological evaluation (if applicable)*           | February 28 |
| <input type="checkbox"/> Updated background check (if applicable)*                   | February 28 |

<sup>+</sup> Please note that these materials often take a number of weeks, even months, to complete so you should start gathering these materials early.

\*These materials may have already been sent in to the office upon their completion during candidacy, but you should make sure that the Office for Ordained Vocations has them in your file.

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Wherever possible, please try to gather all materials together into one packet and send them all at once to the Office for Ordained Vocations:

Canon for Ordained Vocations
Episcopal Diocese of Massachusetts
138 Tremont Street
Boston, MA 02111

Materials for Application to the Transitional Diaconate

I. Updated Autobiography

As in your candidacy application, this document should be typed, double-spaced, and no more than three pages long. It should pick up where your autobiography for your application for candidacy left off. What has happened since then? What have you learned? How have you grown? What challenges have you faced? Remember, you want to give the COM, SC and the Bishop a sense of what you have been discerning during candidacy about your call to ministry.

II. Vestry Endorsement Form

The Canonical form for your sponsoring parish's vestry can be found in this handbook [Addendum G]. You should ask your sponsoring priest to have the vestry fill out and sign the form and return it to you to be included in the packet of materials you send to the office before the February 28 deadline. Your sponsoring priest does not need to write a separate letter of recommendation.

III. Seminary Endorsement for Ordination

As with the seminary evaluation you included in your candidacy application, most Episcopal seminaries have a set system for providing endorsement for their students applying for ordination. You should check with your school to learn how the system works. If your school does not have a specific process for this endorsement ask that the appropriate person (Dean, Advisor) write a letter. If possible, your endorsement should recommend you for ordination to **Holy Orders**. This language, which does not specify diaconate or priesthood, will allow the same letter to be used for your application for ordination to the priesthood in the future.

IV. Seminary Transcript

Please send in an official transcript from your seminary that shows your progress in coursework so far. While the transcript should be an "official" copy from your school's registrar, it need not be sent directly to the Office for Ordained Vocations. Rather, if at all possible, please have the transcript sent to you directly so that it can be included in the application packet you send in.

V. Field Education Report(s)

If you have completed any field education since the time of your application to candidacy, please send in the final evaluations from your supervisor at that site. You will also likely be in the middle of another field education placement at the time of your application to the transitional diaconate. If this is the case, please have your supervisor write a letter or mid-term report evaluating the progress you have made so far in this placement and the ways in which you are involved at the site.

VI. Proof of Training in Safe Church, Anti-Racism and Title IV

As you know, during candidacy, if not before, you must complete the three required Church trainings. You should receive certificates of completion for these trainings once you have done them. It is your responsibility to send copies of these certificates to the COV. If you do not have copies of your certificates of completion, you should contact the person who led the training or the diocesan staff member responsible for the training to get a copy for your own files and a copy to be sent to the COV.

VII. Updated Background Check, Medical Exam and Psychological Evaluation

Canon law stipulates that your background check and your medical and psychological evaluations must have been updated within thirty-six months (three years) before ordination. If you will need to update these materials before the scheduled ordinations, you will be notified by the COV. The Oxford Document forms will be sent to you. The medical exam should be completed by your own primary care physician and you should make an appointment with the psychiatrist whom you saw during postulancy to update your psychological evaluation. If these updates are required of you for ordination, they must be received in the Office for Ordained Vocations before the February 28 deadline.

VIII. Letter to the Standing Committee [Addendum H]

A form for the letter to the Standing Committee is provided at the end of this handbook [Addendum H]. You should fill out this form completely, including your full birth date (month, day and year). The letter must be signed and dated.

The Application Process and Ordination

Once all your materials for your application to the transitional diaconate have been received at the Office for Ordained Vocations and distributed to the members of the COM and the Bishop, the COM will meet to discuss your application. They will report to the Bishop their findings. If the COM approves your application, they will recommend you to the Standing Committee for ordination to the transitional diaconate. The Standing Committee will then consider your materials and make a recommendation to the Bishop. If both the COM and the Standing Committee approve your application, the Bishop will make a final decision about your readiness for ordination. If the Bishop approves your application, you will be notified by letter from the Standing Committee.

When your application has been accepted and approved, you may begin planning for your ordination in June. The exact date of the ordination changes from year to year, but it is usually the first Saturday in June. Those who have been approved for ordination in the spring generally meet to plan the ordination service at the Postulants and Candidates Retreat in March. The Cathedral staff, which takes responsibility for most of the preparations for ordination, will be in touch with you and your peers about preparing the service leaflet and will also provide you with invitations to send to your friends and family. It is important that you respond in a timely manner to correspondence from the Cathedral staff or the COV during this period since there is a very short time to plan such a grand celebration! Congratulations and many blessings on your ordination!

THE TRANSITIONAL DIACONATE

And the twelve called together the whole community of the disciples and said, 'It is not right that we should neglect the word of God in order to wait at tables. Therefore, friends, select from among yourselves seven men of good standing, full of the Spirit and of wisdom, whom we may appoint to this task, while we, for our part, will devote ourselves to prayer and to serving the word.'
What they said pleased the whole community...They had these men stand before the apostles, who prayed and laid their hands on them.
Acts 6:2-6

Congratulations on your ordination to the transitional diaconate! We hope you found the service of ordination, among many of the peers with whom you have walked this path, to be a beautiful and fulfilling experience. And we are thrilled to welcome you as an ordained leader in our Church. Now comes the hard work of a new ministry!

It is expected that, while serving as a transitional deacon, you will gain valuable experience as an ordained leader in a specific community of faith. In addition, the diaconate itself is understood to be a time of intentional servanthood, stemming from traditional and Scriptural sources that see deacons as those who reach out to the neediest among us, “particularly the poor, the weak, the sick, and the lonely” (BCP, p. 543). During your time as a transitional deacon, we hope your liturgical and pastoral skills are challenged to grow and develop and, as you “interpret to the Church the needs, concerns, and hopes of the world,” we hope you will consider how your learning will shape your future ministry as a priest. The lessons of servanthood will be, quite possibly, the most valuable ones to remember as you move forward.

Of course, as your discernment process has shown thus far, you are called into priesthood, not the diaconate, so you may feel very much still in transition. Even as you pay attention to the role you are assigned as a transitional deacon in the parish in which you serve, you are also looking ahead to your ultimate vocation as a priest. In these months, we will be keeping you especially in our prayers, that God may continue to bless your ministry and continue to form you into the priest you are called to be.

Requirements of the Transitional Diaconate

(A checklist of the expectations for Deacons to complete)

Requirement	Deadline (if applicable)
<input type="checkbox"/> Ember Day Letter	June
<input type="checkbox"/> Complete six months of diaconal work	
<input type="checkbox"/> Update Oxford Documents paperwork (if applicable)	September 15
<input type="checkbox"/> Update your medical exam (if applicable)	September 15
<input type="checkbox"/> Update your psychological evaluation (if applicable)	September 15
<input type="checkbox"/> Complete assignments required by the Chaplain for Academic Formation (if applicable)	June
<input type="checkbox"/> Ember Day Letter	September
<input type="checkbox"/> Attend Diocesan Convention	November
<input type="checkbox"/> Ember Day Letter	December
<input type="checkbox"/> Meet with COM Chaplain (encouraged)	
<input type="checkbox"/> Meet with COM Advisor (twice per year)	
<input type="checkbox"/> Meet with your spiritual director (regularly)	
<input type="checkbox"/> Continue a regular prayer discipline	
<input type="checkbox"/> Meet with Canon for Ordained Vocations (once per year)	

Final Formation

By now, you are familiar with the basic expectations required of you—including regular Ember Day Letters and meetings with the COM Chaplain, COV and Advisor, though you will note that during the transitional diaconate, you are not required to serve as a Bishops’ chaplain. There are only a few other expectations for you to satisfy during your time as a transitional deacon:

I. Complete Six Months of Diaconal Work

By canon law, you must serve as a transitional deacon for at least six months before being ordained to the priesthood. This diocese requires your service to take place within a specific Episcopal community. By the time of your ordination as a transitional deacon, you should have found a place to practice your ministry. The expectation is that this will be a full-time position, but this is not always feasible for a variety of reasons. If you are considering a part-time position, you must first receive approval from the Bishop for your six months of diaconal work to satisfy the requirements of the transitional diaconate. All diaconate positions, whether full or part-time, must be approved by the Bishop. The Canon for Transition Ministry and the Canon for Ordained Vocations will communicate this information to the Bishop.

II. Updated Forms and Procedures

As has already been stated, if more than thirty-six months have elapsed since the time of your most recent background check, medical exam and psychological evaluation, these documents must be updated before your ordination to the priesthood. Please make sure to complete these updates during the transitional diaconate, if you have not already done so.

III. Extra Assignments and Training

Depending upon your performance on the GOE, you may be asked by the Chaplain for Academic Formation to complete extra assignments or training during your diaconate prior to your ordination to the priesthood. If this is the case, the Chaplain for Academic Formation will work out with you a timeline for these assignments to be completed.

APPLYING FOR THE PRIESTHOOD

O God of unchangeable power and eternal light: Look favorably on your whole Church, that wonderful and sacred mystery; by the effectual working of your providence, carry out in tranquility the plan of salvation; let the whole world see and know that things which were cast down are being raised up, and things which had grown old are being made new, and that all things are being brought to their perfection by him through whom all things were made, your Son Jesus Christ our Lord; who lives and reigns with you, in the unity of the Holy Spirit, one God, for ever and ever. Amen.

(BCP)

As you know, canon law requires that transitional deacons serve for at least six months before being ordained to the priesthood. Only in rare circumstances is a transitional deacon in this diocese asked to delay his or her ordination to the priesthood beyond the six month period. We recognize and affirm the original call to Holy Orders as a priest that we have been discerning with you all along.

Your application to the priesthood is the final step you will be asked to take in the journey to ordination as a priest. It is only a few months between your ordination as a transitional deacon and the deadline for your priesthood application materials to be received. In the meantime, you will have made the transition out of seminary and begun working in a parish or other faith community that will endorse your ordination to the priesthood. In the midst of all of these new responsibilities and changes you will need to pull together all these final pieces for your ordination to the priesthood. We cannot stress enough the importance for you to do so in a timely fashion so that you and the community in which you will be ordained can plan and celebrate this important event.

We greatly appreciate the hard work, sacrifices and spiritual offerings that you have given in the process of discernment and that we know you will continue to give to the Church as a whole once you are ordained a priest. We are excited to take this last step with you and to acknowledge you as the ordained leader God has called you to be. We praise and thank God for your service and we ask God's blessing upon you in your ministry.

Application for the Priesthood

(A checklist of materials to send in to apply for the priesthood)

Requirement	Deadline
<input type="checkbox"/> Letter to the Standing Committee [Addendum I]	September 15
<input type="checkbox"/> Updated autobiography	September 15
<input type="checkbox"/> Vestry Endorsement Form (from <i>employing</i> parish) [Addendum J] ⁺	September 15
<input type="checkbox"/> Seminary endorsement for ordination (if applicable) ⁺	September 15
<input type="checkbox"/> Updated medical evaluation (if applicable) ⁺	September 15
<input type="checkbox"/> Updated psychological evaluation (if applicable) ⁺	September 15
<input type="checkbox"/> Updated background check (if applicable) ⁺	September 15

⁺ Please note that these materials often take a number of weeks, even months, to complete, so you should start gathering these materials early.

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*Wherever possible, please try to gather all materials together into one packet and send them all at once to the Office for Ordained Vocations:*

Canon for Ordained Vocations  
Episcopal Diocese of Massachusetts  
138 Tremont St.  
Boston, MA 02111

# Materials for Application to the Priesthood

## **I. Letter to the Standing Committee**

A form for the letter to the Standing Committee is provided at the end of this handbook [Addendum I]. You should fill out this form, including the full date (month, day and year) of your ordination to the transitional diaconate and your full birth date (month, day and year). The letter must be signed and dated.

## **II. Updated Autobiography**

As in your other applications, your updated autobiography should be typed and double-spaced. It should pick up where your autobiography for your application for ordination to the diaconate left off, and since that was only a few months ago, it may be quite short, but certainly should *not* exceed three pages. Be sure to give the Bishop and COM a sense of how your service as a deacon has shaped you so far.

## **III. Vestry Endorsement Form**

The canonical form for your parish's vestry can be found in this handbook [Addendum J]. Please note that this form should be signed by the parish in which you have been serving and the priest there, *not* your sponsoring parish and priest, because this document attests to your placement in a pastoral cure. In most cases, the place in which you have been serving as a transitional deacon will continue to be the community in which you will serve as a priest. It is important, however, to confirm your position there with all parties involved and keep the Bishop and the COV informed of any variations from this general expectation.

## **IV. Seminary Endorsement for Ordination**

If your seminary endorsement for ordination to the diaconate recommended you for Holy Orders *without* specifying the diaconate, you should be able to use that recommendation for your application to the priesthood. However, you should resubmit a copy of this recommendation with the rest of your application packet. If your last endorsement specified the diaconate, you will need another recommendation from your seminary or your faculty advisor at the seminary recommending ordination to the priesthood.

## **V. Updated Background Check, Medical Exam and Psychological Evaluation**

If these materials were not updated for your application to the diaconate, they will likely need to be updated by the deadline for your priesthood application. If this is the case, the COV will be in touch with you about these things.

## **The Application Process and Ordination**

The application process for ordination to the priesthood is very similar to the one you completed to become a transitional deacon. Once all your materials for your application have been received at the Office for Ordained Vocations, they will be distributed to the members of the COM and the Bishop. The COM will meet and make a recommendation to the Standing Committee who will in turn make a recommendation to the Bishop. If the COM, Standing Committee and the Bishop all approve your application, the Standing Committee will notify you by letter of the intent to ordain you as a priest. At that point, you may begin planning for your ordination to the priesthood, which can take place six months after your ordination to the transitional diaconate, usually in the parish where you are serving in your first pastoral cure. The COV will be in touch with you about scheduling and planning the service. Congratulations and many blessings on your ordination!

**Addenda to the  
Handbook for Formation: Priesthood**

The Episcopal Diocese of Massachusetts

*The Episcopal Diocese of Massachusetts*

138 Tremont Street ♦ Boston, MA 02111  
Telephone: 617/482-5800 or 482-4826 ♦ FAX: 617/451-6446

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**RELEASE FORM**

I, \_\_\_\_\_, give permission to the Diocese of Massachusetts to release to the psychiatrist/psychologist the contents of my application for Holy Orders file which includes:

- Application for Holy Orders
- Autobiographical and Ministry statements
- Resume
- Sponsoring Priest's Recommendation
- Letters of Recommendation
- Vestry Recommendation
- Transcripts

I understand that this information will be used to provide background for the psychiatrist or psychologist selected by the Commission on Ministry to complete the examination required by the Canons of the Episcopal Church.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



### **REQUIRED MEDICAL EXAMINATION**

This report should be mailed by the examiner directly to the Bishop, and the information should be treated as strictly confidential. By submitting to this examination, the candidate consents to the use of the information herein in connection with his/her candidacy.

ADDENDUM B

MEDICAL EXAMINATION

|                           |                     |                         |
|---------------------------|---------------------|-------------------------|
| Name                      |                     | Date of Birth           |
| Your Home Address         |                     | Phone Number/Fax Number |
| Marital Status            |                     | Children and Ages       |
| Notify in Case of Illness |                     | Phone Number/Fax Number |
| Personal Physician        | Physician's Address | Phone Number/Fax Number |

Please answer all questions below "Yes" or "No;" provide full details in space at bottom for any questions answered "Yes."

| Have You                                                                                                                             | Yes                      | No                       |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Ever been rejected or paid extra money for insurance?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Ever received Workmen's Compensation or other disability benefits?                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Been rejected for employment on account of any physical or mental condition?                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Ever received prescription drugs for mental illness or substance abuse?                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ever been a patient in a hospital?                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Had any accidents, injuries or operations or contemplate any operation?                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Received disability benefits or medical leave for any medical/psychiatric condition?                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Had your medical or psychiatric fitness for a job or educational studies questioned by a supervisor or a supervising institution? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Ever left school or any position because of ill health?                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Lost time from work or school in the past three years for medical reasons?                                                       | <input type="checkbox"/> | <input type="checkbox"/> |

|                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide <i>full details</i> here for all questions answered "Yes." <i>Full details</i> include the condition, dates and durations. List the question number when answering. Use additional sheets if necessary. |
|                                                                                                                                                                                                                 |

ADDENDUM B

|                                          |       |                           |                                                                                            |  |
|------------------------------------------|-------|---------------------------|--------------------------------------------------------------------------------------------|--|
| <b>Outline for Physical Examination</b>  |       |                           |                                                                                            |  |
| 1. (a) How long have you known applicant |       | (b) in what relationship? |                                                                                            |  |
| 2. (a) height without shoes:             | Ft    | Ins (b) weight:           | lbs                                                                                        |  |
| <b>Vital Signs</b>                       |       |                           |                                                                                            |  |
| Temperature                              | Pulse | Respiration               | Blood Pressure<br>(arm, R <input type="checkbox"/> or L <input type="checkbox"/> position) |  |

**Physical Examination: Check for within normal limits. Note positive findings in the space below.**

| Head         |                                                                |                          | Lymph Nodes         |                                                                                                                |                          |
|--------------|----------------------------------------------------------------|--------------------------|---------------------|----------------------------------------------------------------------------------------------------------------|--------------------------|
| <i>Eyes</i>  | Vision                                                         | <input type="checkbox"/> |                     | Enlargement, consistency and/or tenderness of cervical, axillary, epitrochlear, popliteal, and inguinal glands | <input type="checkbox"/> |
|              | Conjunctivae and sclerae                                       | <input type="checkbox"/> |                     |                                                                                                                |                          |
|              | Pupils size                                                    | <input type="checkbox"/> |                     |                                                                                                                |                          |
|              | Reaction                                                       | <input type="checkbox"/> |                     |                                                                                                                |                          |
|              | Equality                                                       | <input type="checkbox"/> |                     |                                                                                                                |                          |
| <i>Ears</i>  | Appearance                                                     | <input type="checkbox"/> |                     |                                                                                                                |                          |
|              | Hearing                                                        | <input type="checkbox"/> |                     |                                                                                                                |                          |
|              | Air and bone conduction                                        | <input type="checkbox"/> | <b>Chest</b>        |                                                                                                                |                          |
| <i>Nose</i>  | Appearance of tympanic membranes                               | <input type="checkbox"/> |                     | Appearance and function of chest wall                                                                          | <input type="checkbox"/> |
|              | Obstruction to breathing                                       | <input type="checkbox"/> | <i>Breasts</i>      | Appearance, asymmetry, tenderness, masses, nipple discharge                                                    | <input type="checkbox"/> |
|              | Septal deviation and/or perforation                            | <input type="checkbox"/> | <i>Lungs</i>        | Type of respiration, character of breath sounds; presence of rales, rhonchi, wheezes or rubs                   |                          |
|              | Discharge                                                      | <input type="checkbox"/> | <i>Heart</i>        |                                                                                                                |                          |
| <i>Mouth</i> | Sores                                                          | <input type="checkbox"/> |                     | Apex location, precordial movements or thrills                                                                 | <input type="checkbox"/> |
|              | Dental status                                                  | <input type="checkbox"/> | <i>Auscultation</i> |                                                                                                                |                          |
|              | Appearance and palpation of mucosa tongue, gums floor of mouth | <input type="checkbox"/> |                     | Heart sounds: S1, S2, S3, S4                                                                                   | <input type="checkbox"/> |
|              | Appearance of tonsils, pharynx                                 | <input type="checkbox"/> |                     | Presence of murmurs, clicks, rub, split sounds                                                                 | <input type="checkbox"/> |
|              | Appearance & movement of uvula, palate gag reflex              | <input type="checkbox"/> |                     | Radiation of murmurs                                                                                           | <input type="checkbox"/> |
| <b>Neck</b>  |                                                                |                          | <b>Pulses</b>       |                                                                                                                |                          |
|              | Palpable masses                                                | <input type="checkbox"/> |                     | Carotids                                                                                                       | <input type="checkbox"/> |
|              | Thyroid                                                        | <input type="checkbox"/> |                     | Brachials                                                                                                      | <input type="checkbox"/> |
|              | Location of trachea                                            | <input type="checkbox"/> |                     | Radials                                                                                                        | <input type="checkbox"/> |
|              | Venous engorgement                                             | <input type="checkbox"/> |                     | Femorals                                                                                                       | <input type="checkbox"/> |
|              | Bruits                                                         | <input type="checkbox"/> |                     | Dorsalis pedis                                                                                                 | <input type="checkbox"/> |
|              | Flexibility                                                    | <input type="checkbox"/> |                     | Posterior Tibials                                                                                              | <input type="checkbox"/> |

**Summary of positive findings:**

ADDENDUM B

**Outline for Physical Examination**  
(continued from previous page)

|                     |                                        |                          |                     |                                        |
|---------------------|----------------------------------------|--------------------------|---------------------|----------------------------------------|
| <b>Spine</b>        |                                        |                          | <b>Neurological</b> |                                        |
|                     | Mobility                               | <input type="checkbox"/> |                     | Mental status                          |
|                     | Tenderness                             | <input type="checkbox"/> |                     | Cranial nerves                         |
|                     | Curvature                              | <input type="checkbox"/> |                     | Cerebellar function                    |
| <b>Abdomen</b>      |                                        |                          |                     | Muscle strength                        |
|                     | Appearance (distended, flat, scaphoid) | <input type="checkbox"/> |                     | Reflexes                               |
|                     | Abnormal movements                     | <input type="checkbox"/> |                     | Gait and station                       |
|                     | Dilated veins                          | <input type="checkbox"/> |                     | Rapid sensory exam including vibratory |
|                     | Striae                                 | <input type="checkbox"/> |                     |                                        |
| <i>Auscultation</i> | Bowel sounds                           | <input type="checkbox"/> | <b>Extremities</b>  |                                        |
|                     | Bruits                                 | <input type="checkbox"/> |                     | Skin color                             |
|                     | Rubs                                   | <input type="checkbox"/> |                     | Temperature                            |
| <i>Percussion</i>   | Distention                             | <input type="checkbox"/> |                     | Texture                                |
|                     | Organ size                             | <input type="checkbox"/> |                     | Varicosities                           |
| <i>Palpation</i>    | Resistance                             | <input type="checkbox"/> |                     | Clubbing                               |
|                     | Tenderness                             | <input type="checkbox"/> |                     | Edema                                  |
|                     | Rebound                                | <input type="checkbox"/> |                     | Joint motions                          |
|                     | Organs (liver, spleen, bladder)        | <input type="checkbox"/> |                     | Muscular abnormalities                 |
|                     | Masses                                 | <input type="checkbox"/> |                     | Circumference                          |
|                     | Epigastric or incisional hernia        | <input type="checkbox"/> |                     |                                        |

|                                                |                                     |
|------------------------------------------------|-------------------------------------|
| <b>Genital, Prostate or Pelvic Examination</b> | <b>Rectal Exam and Stool Sample</b> |
| List any abnormal findings:                    | List positive findings:             |
| <br><br>                                       | <br><br>                            |

|                    |  |
|--------------------|--|
| <b>LABORATORY</b>  |  |
| CBC                |  |
| Fast Chem profile  |  |
| U/A                |  |
| EKG (if indicated) |  |
| PPD                |  |

On the basis of your examination, is the candidate free from any medical condition or other impediment that would render him/her unsuitable for the tasks of ordained ministry? (If you have any confidential information that would render the candidate unacceptable, please so indicate here and forward details to the Bishop by confidential communication.)

\_\_\_\_\_  
Examiner's Signature M.D.  
Address  
  
/ Phone Number/Fax Number

ADDENDUM B

Check the appropriate box for the disorders you have or have had in the past.

| <b>Infectious Diseases</b>     | <b>Yes</b>               | <b>No</b>                | <b>Respiratory System</b>                                                                                         | <b>Yes</b>               | <b>No</b>                |
|--------------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Pneumonia                      | <input type="checkbox"/> | <input type="checkbox"/> | Sinus Infection                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Frequent sore throats          | <input type="checkbox"/> | <input type="checkbox"/> | Asthma                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Dysentery (Chronic)            | <input type="checkbox"/> | <input type="checkbox"/> | Hay fever                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Infantile Paralysis (Polio)    | <input type="checkbox"/> | <input type="checkbox"/> | Bronchitis                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Syphilis                       | <input type="checkbox"/> | <input type="checkbox"/> | Pleurisy                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Gonorrhea                      | <input type="checkbox"/> | <input type="checkbox"/> | Tuberculosis                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Skin diseases or eczema        | <input type="checkbox"/> | <input type="checkbox"/> | Chronic cough                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Fevers                         | <input type="checkbox"/> | <input type="checkbox"/> | Chronic hoarseness                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Recurrent Chills               | <input type="checkbox"/> | <input type="checkbox"/> | Coughing up blood                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Lymph node enlargement         | <input type="checkbox"/> | <input type="checkbox"/> | Tobacco use                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Heart and Blood Vessels</b> | <b>Yes</b>               | <b>No</b>                | <b>Nervous System</b>                                                                                             | <b>Yes</b>               | <b>No</b>                |
| High or low blood pressure     | <input type="checkbox"/> | <input type="checkbox"/> | Epileptic or other fits                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Heart disease                  | <input type="checkbox"/> | <input type="checkbox"/> | Meningitis                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Pain in chest                  | <input type="checkbox"/> | <input type="checkbox"/> | Mental or nervous diseases (family)                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Rheumatic fever                | <input type="checkbox"/> | <input type="checkbox"/> | Mental or nervous diseases (self)                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Heart murmur                   | <input type="checkbox"/> | <input type="checkbox"/> | Dizzy spells                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Palpitations                   | <input type="checkbox"/> | <input type="checkbox"/> | Fainting spells                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Shortness of breath            | <input type="checkbox"/> | <input type="checkbox"/> | Visual problems                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Swollen ankles                 | <input type="checkbox"/> | <input type="checkbox"/> | Deafness                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Anemia or blood disease        | <input type="checkbox"/> | <input type="checkbox"/> | Ringing ears, hearing difficulty                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Coagulation disorder           | <input type="checkbox"/> | <input type="checkbox"/> | Paralysis                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevated cholesterol           | <input type="checkbox"/> | <input type="checkbox"/> | Weakness of limbs                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
|                                |                          |                          | Numbness                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Digestive System</b>        | <b>Yes</b>               | <b>No</b>                | <b>Miscellaneous</b>                                                                                              | <b>Yes</b>               | <b>No</b>                |
| Ulcers                         | <input type="checkbox"/> | <input type="checkbox"/> | Cancer                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Jaundice                       | <input type="checkbox"/> | <input type="checkbox"/> | Lymphoma or Other Blood Disease                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Hepatitis                      | <input type="checkbox"/> | <input type="checkbox"/> | Diabetes or sugar disease (family)                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Recurrent diarrhea             | <input type="checkbox"/> | <input type="checkbox"/> | Diabetes or sugar disease (self)                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Bloody stools                  | <input type="checkbox"/> | <input type="checkbox"/> | Thyroid disease                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Marked over or underweight     | <input type="checkbox"/> | <input type="checkbox"/> | Foot problems                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Recent weight loss             | <input type="checkbox"/> | <input type="checkbox"/> | Back pain                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Gall bladder disease           | <input type="checkbox"/> | <input type="checkbox"/> | Joint pain                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Hernia (rupture)               | <input type="checkbox"/> | <input type="checkbox"/> | Allergy to any food, medicine or injection                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
|                                |                          |                          | Blood transfusions                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Genitourinary System</b>    | <b>Yes</b>               | <b>No</b>                | Arthritis                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Kidney disease                 | <input type="checkbox"/> | <input type="checkbox"/> | Daily use of nicotine (past 5 years)                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Kidney stones                  | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been a habitual user of any habit forming drugs or received treatment for alcoholism or drug abuse? | <input type="checkbox"/> | <input type="checkbox"/> |
| Prostate disease               | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had any illnesses (mental or physical) or accidents other than those mentioned?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Bladder disease                | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                   |                          |                          |
| Blood in urine                 | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                   |                          |                          |
| Pain in passing urine          | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                   |                          |                          |
| Urinary tract infection        | <input type="checkbox"/> | <input type="checkbox"/> |                                                                                                                   |                          |                          |

I hereby declare that my answers to the above questions are full and true.

Signed at \_\_\_\_\_ in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Full signature of applicant)

(Physician)

## ADDENDUM C

### Sample Ember Day Letter

Below is a sample Ember Day Letter to your Bishop. Ember Day Letters should be written and sent four times a year. You may follow the suggestions in brackets if you need some guidance in what to include in your Ember Day Letter. Whatever you end up sharing with your Bishop, it is essential that you give a sense of your spiritual, intellectual and emotional growth and that you keep the Bishop informed about any major changes or developments in your life. Your printed name, your signature and the date you are writing the letter should be included on every Ember Day submission. Please keep Ember Day Letters to a two-page maximum. *We encourage you to submit your Ember Day letters by e-mail attachment to [edie@diomass.org](mailto:edie@diomass.org).*

---

### YOUR PRINTED NAME

[your address]

Ember Day Letter

**DATE**

The Rt. Rev. Alan M. Gates  
Episcopal Diocese of Massachusetts  
138 Tremont Street  
Boston, MA 02111

Dear Bishop Alan,

[¶ 1 may include some introductory remarks]

[¶ 2 may include comments about your seminary or field education experiences]

[¶ 3 may include reflections on your spiritual growth]

[¶ 4 may include information or reflections on other changes in your life]

[¶ 5 may include requests for prayer and closing remarks]

[Closing signatory],

**YOUR SIGNATURE**

**YOUR PRINTED NAME**

**Episcopal Diocese of Massachusetts**  
*Learning Agreement*

Name of Intern: \_\_\_\_\_

Name of Parish: \_\_\_\_\_

Clergy Supervisor: \_\_\_\_\_

Internship Dates: \_\_\_\_\_ to \_\_\_\_\_

Intern agrees to spend 12 hours per week, including travel and preparation time, working under the supervision of the clergy supervisor at the parish named above.

Together, the supervisor and intern will determine the needs of the parish and how best the intern can assist in these areas, being mindful of those areas where the intern needs to gain experience. Assigned duties include the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor agrees to meet with intern twice a month to review work and expectations.

A stipend is not expected as the intern will be gaining formative experience. Reimbursement of travel expenses can be made by a parish if they are able to do so. Reimbursements, if any, will be as follows:

\_\_\_\_\_  
\_\_\_\_\_

Agreed and signed this date \_\_\_\_\_

\_\_\_\_\_  
Clergy Supervisor

\_\_\_\_\_  
Intern

*(Clergy Supervisor and Intern each retain a signed copy. Mail an additional signed copy to the Canon for Ordained Vocations, Episcopal Diocese of Massachusetts, 138 Tremont Street, Boston, MA 02111)*

**ADDENDUM E**

Certificate Required Under Title III, Canon 6, Sec. 4 (a) 2 (Deacons)  
or Title III, Canon 8, Sec. 4 (a) 2 (Priests)  
ENDORSEMENT for ADMISSION as CANDIDATE  
DIOCESE OF MASSACHUSETTS

Place: \_\_\_\_\_ Date: \_\_\_\_\_

TO: The Standing Committee of the Diocese of Massachusetts:

This is to certify that we reaffirm our support of: \_\_\_\_\_

as originally provided in the certificate of Postulancy according to TITLE III, CANON 6, SECTION 2 (a) Of the Ordination of Deacons or Title III, CANON 8, SECTION 2 (a) Of the Ordination of Priests. We do furthermore declare that in our opinion, this person possesses such qualifications as fit for admission as a CANDIDATE FOR HOLY ORDERS.

Signed \_\_\_\_\_

Minister of the Congregation

**VESTRY OF THE PARISH**

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**ATTESTATION OF THE FOREGOING CERTIFICATE**

I hereby certify that \_\_\_\_\_ is a member of \_\_\_\_\_  
\_\_\_\_\_ Parish in \_\_\_\_\_ and a communicant of  
the same; that the foregoing certificate was signed at a meeting of the Vestry duly convened on  
the \_\_\_\_\_ day of 20\_\_\_\_ and that the names attached are those of all (or a two-thirds  
majority of all) the members of the Vestry.

Signed \_\_\_\_\_

Minister or Clerk/Secretary of Vestry

**ADDENDUM F**

**Candidacy Application:**

**Letter to the Bishop Requesting Admission to Candidacy**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Bishop Gates,

I am writing respectfully to request be admitted as a candidate for Holy Orders.

I was admitted to postulancy on June 1, 20\_\_.

My date of birth is \_\_\_\_\_.

My address is: \_\_\_\_\_

The name of my sponsoring priest is: \_\_\_\_\_

The name and address of my sponsoring parish is: \_\_\_\_\_

\_\_\_\_\_

In the space below I have listed the names of each graduate or undergraduate institution that I have attended, with the degree received and the year of graduation (or expected graduation):

| <u>Institution</u> | <u>Degree Received</u> | <u>Year of Graduation</u> |
|--------------------|------------------------|---------------------------|
|--------------------|------------------------|---------------------------|

Signed: \_\_\_\_\_

**ADDENDUM G**

Certificate Required Under TITLE III, Canon 6, Sec. 6 (c)  
ENDORSEMENT for ORDINATION to the DIACONATE  
DIOCESE OF MASSACHUSETTS

TO: The Standing Committee of the Diocese of Massachusetts:

Place \_\_\_\_\_ Date: \_\_\_\_\_

We do certify that, after due inquiry, we are well assured and believe that \_\_\_\_\_  
\_\_\_\_\_, for the space of three years last past, has lived a sober, honest, and godly life,  
and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary  
thereto. And, moreover, we think this person worthy to be admitted to the SACRED ORDER OF  
DEACONS.

Signed \_\_\_\_\_

Minister of \_\_\_\_\_

VESTRY OF THE PARISH

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ATTESTATION OF THE FOREGOING CERTIFICATE

I hereby certify that \_\_\_\_\_ is a member of \_\_\_\_\_ Parish in  
\_\_\_\_\_ and a communicant of the same; that the foregoing certificate was  
signed at a meeting of the Vestry duly convened on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, and that the names attached are those of all (or a two-thirds majority of all) the members of  
the Vestry.

Signed \_\_\_\_\_

Minister or Clerk/Secretary of Vestry

**ADDENDUM H**

**Application for Ordination to the Diaconate/Transitional Diaconate (*circle one*):**

**Letter to the Standing Committee Requesting Ordination**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Members of the Standing Committee,

I am writing respectfully to request ordination to the diaconate/transitional diaconate.

I was admitted to postulancy on June 1, 20\_\_\_\_.

I was admitted to candidacy on \_\_\_\_\_.

My date of birth is \_\_\_\_\_.

My address is: \_\_\_\_\_

The name of my sponsoring priest is: \_\_\_\_\_

The name and address of my sponsoring parish is: \_\_\_\_\_  
\_\_\_\_\_

In the space below I have listed the names of each graduate or undergraduate institution that I have attended, with the degree received and the year of graduation (or expected graduation):

Institution

Degree Received

Year of Graduation

Signed: \_\_\_\_\_

**ADDENDUM I**

**Application for Ordination to the Priesthood:**

**Letter to the Standing Committee Requesting Ordination**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Members of the Standing Committee,

I am writing respectfully to request ordination to the priesthood.

I was admitted to postulancy on June 1, 20\_\_\_\_.

I was admitted to candidacy on \_\_\_\_\_.

I was ordained to the transitional diaconate on \_\_\_\_\_.

My date of birth is \_\_\_\_\_.

My address is: \_\_\_\_\_

The name of my sponsoring priest is: \_\_\_\_\_

The name and address of my sponsoring parish is: \_\_\_\_\_

In the space below I have listed the names of each graduate or undergraduate institution that I have attended, with the degree received and the year of graduation (or expected graduation):

| <u>Institution</u> | <u>Degree Received</u> | <u>Year of Graduation</u> |
|--------------------|------------------------|---------------------------|
|--------------------|------------------------|---------------------------|

Signed: \_\_\_\_\_

**ADDENDUM J**

Certificate Required Under TITLE III, Canon 8, Sec. 7 (b) 2  
ENDORSEMENT for ORDINATION to the PRIESTHOOD  
DIOCESE OF MASSACHUSETTS

TO: The Standing Committee of the Diocese of Massachusetts:

Place \_\_\_\_\_ Date: \_\_\_\_\_

We do certify that, after due inquiry, we are well assured and believe that the Reverend \_\_\_\_\_, DEACON, since the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, being the date of ordination to the Diaconate (or for the space of three years last past), has lived a sober, honest, and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, and Worship of this Church. And, moreover, we think this person worthy to be admitted to the SACRED ORDER OF PRIESTS.

Signed \_\_\_\_\_

Minister of \_\_\_\_\_

VESTRY OF THE PARISH

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ATTESTATION OF THE FOREGOING CERTIFICATE

I hereby certify that \_\_\_\_\_ is a member of \_\_\_\_\_ Parish in \_\_\_\_\_ and a communicant of the same; that the foregoing certificate was signed at a meeting of the Vestry duly convened on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and that the names attached are those of all (or a two-thirds majority of all) the members of the Vestry.

Signed \_\_\_\_\_

Minister or Clerk/Secretary of Vestry