

	Person Discerning	Home Parish	Member of Clergy having Oversight	Parish Discernment Group (PDG)	Vestry	Diocesan Office & Communications	Bishop	Commission on Ministry (COM)	Standing Committee	
	Be an active member of a congregation in Dio of FW (min. 1 yr.)	Observe person's ministry, etc						Post Day of Discovery date on Diocesan web calendar		
Aspirant	Begin conversation with rector/vicar		Listen, pray, provide counsel/ guidance			Communications: Publicize Day of Discovery and discernment process		Discuss publicity w/Communications		
	Attend Day of Discovery		Recommend Next Steps (including Day of Discovery)					Sponsor Day of Discovery (retreat?)		
			If recommending discernment toward ordination, advise aspirant to download Ordination Handbook & Postulancy Packet (#1- Priesthood or #2- Diaconate)							
	Download Ordination Handbook & Postulancy Packet (#1 or #2) from Diocesan Website		Contact Chair of COM to inform of aspirant beginning process			Ensure that Ordination Handbook & Postulancy Packets are available on website		Add aspirant's name to "pipeline" and prayer list		
	Make an appt. and introduce yourself to the Bishop (informal meeting) & Diocesan staff		Advise Aspirant to introduce him/herself to the Bishop			Create file to begin receiving paperwork; ask if they have rec'd most recent Ord. Handbook and correct Postulancy Packet; copy any emails to COM Chair	Meet informally with aspirant for introductions; note meeting to COM Chair			
	Complete Postulancy Packet (application and supplements); make 4 copies		If not already done, form PDG	Contact COM Chair to schedule training					Train PDG	
	Keep 1 copy in your files; Send 1 copy to Diocesan Office (verify receipt)			Become familiar with task & discernment materials, begin praying for aspirant			Receive & file postulancy packet			
	Give 1 copy to Priest/PDG and send 1 to Chair of COM		Provide packet to PDG	Read packet		Determine details of parish support (including financial and participation in preparation)			Receive Postulancy Packet	
			Contact Aspirant's previous rector							
	Meet with PDG	Pray for discernment process	Be available for questions, etc from PDG, aspirant	Meet with aspirant						
			Write report/letter	Write report to include with congregation's nomination for postulancy		Complete and sign report, including pledges of support				
	Receive & keep vestry, priest, & PDG reports		Receive PDG and vestry's reports	Give report to priest in charge & copy to person discerning		Give report to priest in charge & copy to person discerning				
Congregation's Decision - Nomination			Send 3 reports (from priest, PDG, & vestry) to Bishop & COM				Receive & read application & Priest, PDG, & vestry reports; give to office to file			

	Person Discerning	Home Parish	Member of Clergy having Oversight	Parish Discernment Group (PDG)	Vestry	Diocesan Office & Communications	Bishop	Commission on Ministry (COM)	Standing Committee	Psychiatrist, Dr., BG Check	
Nominee	Schedule an interview with the Bishop	Put into action various forms of support				Receive application documents from Bp, file; ask COM if they've received the application also	Note the date of interview with Nominee				
	Meet with the Bishop						Meet with the Nominee				
	Wait until receiving written response; notify rector of response		Be available for questions, etc. ; let vestry know to expect 2 bills for BG check and exam				Send written notice to nominee with approval or denial of permission to continue in process (start BG check, psych, & phys. exams)				
	If receiving permission, proceed with next steps Send info to Dio. Office for background check (see handbook) Make an appt. with PCEC (see handbook) and Dr. Obtain 5 forms from Diocesan Office or website (see handbook) 2 wks before interview, send check to Diocesan Office (see handbook)						Initiate background check				
							Provide Psychological and Medical Exam forms (5)				
							Receive payment				
	Meet with psychologist & psychiatrist at PCEC									Psychologist & Psychiatrist - Return forms to Diocese	
	Immediately after interview, email Diocesan Office with the date of interview's completion (see handbook) Go to Dr. for physical (at your expense) Give the form & a stamped envelope addressed to Diocesan Office						Initiate billing for psych. Exam				
							Receive & file results			Dr. - Return form to Diocese	
	Wait for written response from Bishop; touch base with rector	Continue to pray for the person, offer support	Be available / touch base with the person	Continue to pray for the person & keep in touch	Receive and pay bills from Diocese for BG check and psychological exam (1/3 cost of each)	Forward reports from background check, psychological and physical exams to the Bishop	Receive & review background check, psych. and phys. exam results (w/COM Chair if appropriate)			Background Check Company - return results to Diocese	
							Keep all reports/ exams as part of permanent diocesan record				
							Send written notice to nominee; if approved to meet with COM, send notice to COM also	Receive notice from Bishop of nominee's permission to meet with COM			
	IF receiving permission, call the Chair of the COM & make an appointment for 1st mtg							Put Nominee on calendar for first interview			
Meet with COM (number of meetings varies)							Review application				
							Meet with nominee to evaluate qualifications to pursue a program of preparation				
Wait; touch base with rector		Be available for questions, etc					Review COM's recommendation	Make recommendation to the Bishop regarding postulancy			
Bishop's Decision- Postulancy Status							Grant or Deny Admission to Postulancy Status				

	Person Discerning	Home Parish	Member of Clergy having Oversight	Parish Discernment Group (PDG)	Vestry	Diocesan Office & Communications	Bishop	Commission on Ministry (COM)	Standing Committee	Seminary
Postulant						Put a copy in postulant's file	Add a copy of Admission to Postulancy to the Register			
	If admitted as a postulant, file the notice with your documents						Provide written notice of canonical status to Postulant			
			Receive notice of postulancy status & date of admission				Notify Priest, Standing Committee, COM, & Dean of Seminary Postulant attends/will attend.	Receive notice of Postulancy Status & date of admission	Receive notice of Postulancy Status	Receive notice of Postulancy Status & Date of Admission
	Meet with assigned liaison to COM							Assign a liaison; liaison contacts postulant		
	Confirm program of formation w/Bishop				Approve disbursement of financial support previously committed		Confirm formation program; inform COM	Note postulant's formation program		
	Apply for admission to formation program as needed	Provide support for formation		Keep in touch & continue prayer, support						Receive application
	Enroll & begin attending									Evaluate student's work, etc.
	Write the Bishop on Ember Days - 4x per year (see handbook)						Read (& respond) to Ember letters			
	Request that transcript or record of academic formation be sent to Dioc. Office at the end of each year; verify receipt					Receive and file Academic Transcript (x3 - at end of each year)				Discuss formation & academic progress (ex. "Middler Conference") & send year-end transcript/report to Diocesan Office
	Complete additional training requirements (see handbook)		Present CANDIDACY letter to Vestry							
	Obtain letter of support from parish, signed by Vestry & Rector		If in support, sign letter		If in support, sign CANDIDACY app. Letter					
	Submit application for candidacy (include postulancy admission date, letters from congregation, & academic transcripts)					Receive candidacy application, forward to Bishop	Receive candidacy packet; notify COM that Postulant's application is complete	Receive notice that Postulant's candidacy application is complete	Receive candidacy packet	
	Contact Chair of COM & make appt. for interview									
	Meet with COM							Interview postulant; verify that formation canons met		
	After COM interview, make appt. with Chair of Standing Committee						Review COM's recommendation re: candidacy	send attestation of Postulant's continuing formation to Bp, Dioc. Office, Postulant, & Standing Committee		
	Meet with Standing Committee								Review documents & interview Postulant	
					File letter from Standing Committee	Review Standing Committee's letter	Receive copy of Standing Committee's letter	Send written letter of approval/ denial of candidacy to Bp, COM, Postulant		
Bishop's Decision - Candidacy Status							Grant or Deny Candidacy Status			

	Person Discerning	Home Parish	Member of Clergy having Oversight	Parish Discernment Group (PDG)	Vestry	Diocesan Office & Communications	Bishop	Commission on Ministry (COM)	Standing Committee	Seminary
Candidate	If approved as a Candidate, file copy of written notice						Provide written notice of status to Candidate			
	Touch base with Rector		Receive notice of Candidacy status				Communicate also to Priest, COM, Standing Comm., & Dean	Receive notice of Candidacy status	Receive notice of Candidacy status	Receive notice of Candidacy status
						Put a copy in candidate's file	Add copy of Admission to Candidacy notice to Register			
	Complete coursework & exams; continue to write/meet Bishop on Ember weeks (See handbook)					Send payment from Diocese for GOE	Receive seminary evaluation; if applicable/appropriate, nominate candidate for GOE	Receive seminary evaluation; add to file		Evaluate student's academic work & personal performance and provide written report, at least once a year and otherwise as requested, to Bishop and COM
	Meet with Standing Committee (?)					Make candidate's file available to Standing Comm.			Meet with Candidate (optional)	
									Review Candidate's file; decide regarding consent/certification	
	Fill out ordination application							Provide copy of certificate recommending ordination	Send copy of consent/certification to Candidate	
	Collect supporting documents: copy of postulancy & candidacy admission, certificate of education completion, evaluation from seminary, certificate of recommendation from COM, consent & certification from Standing Committee									
	Ask priest about letter of support from congregation signed by vestry & priest			Present letter of support for ORDINATION to Vestry						
		Letter of support	If in support, Sign letter			If in support, sign letter for ORDINATION application				
Submit ordination application to Bishop							Receive & evaluate application and materials submitted, including the appropriateness of academic results (GOE or other)			
Send short bio and recent photo (headshot) to Communications Director						Upon bishop's approval for ordination, include candidate's ordination info in diocesan publications				
Bishop's Decision- Diaconal Ordination								Approve or deny for ordination		