



DIACONATE – ASPIRANT TO POSTULANT OUTLINE

These are the steps in the discernment of a call, leading from inquiry to entrance into the ordination process.

*The Commission on Ministry (COM) is the Bishop’s council of advice regarding ordination and formation for ministry. The Bishop may request that members of the COM meet with an aspirant/nominee/postulant/candidate at any time during the process.

ACTION ITEMS	RESPONSIBLE PARTIES
Aspirant discusses their sense of call with their priest	Aspirant/Clergy
Letter of Introduction and Support sent to Bishop	Rector/Vicar/Priest-in-Charge
Complete Form 1: Declaration of Intent submitted	Aspirant
Aspirant meets with Bishop	Bishop’s office contacts Aspirant
Aspirant is invited to continue with next steps	Bishop and COM
Complete Form 2A: Waiver of Confidentiality submitted	Aspirant
Complete Form 2B: HIPPA Release of Records submitted	Aspirant
Complete Behavioral Screening Questionnaire, Mental Health Evaluation, Life History forms; schedule psychological appointment	Bishop’s office and Aspirant. Contact Danielson Institute
Bishop grants permission to continue process at congregational level	Bishop and COM
Congregation Discernment Team is formed	Aspirant, clergy, COM consultant
Attend CDT meetings	Aspirant, clergy, COM consultant
CDT completes Form 3: Discernment Team Report	Discernment Team sends to clergy and Vestry/Bishop’s Comm.
Review CDT report, interview Aspirant, decide on nomination	Vestry/Bishop’s Committee
If nomination is affirmative, complete Form 4: Nomination of Aspirant	Vestry/Bishop's Committee. Gives to Clergy
Form 3, Form 4, and confidential letter from Clergy is submitted	Clergy submits all to Bishop’s office and COM
Forms reviewed; decision made to accept Nomination	Bishop and COM
Spiritual Autobiography submitted to Bishop with Form 5: Application for Postulancy	Aspirant
Public Records Check	Bishop’s Office
Nominee schedules medical appointment: physician completes Medical Exam Questionnaire	Aspirant. Form submitted to Bishop’s office
Nominee interviewed by COM	COM issues invitation
COM makes recommendation to Bishop	COM and Bishop
Decision is made regarding Postulancy. Letter is sent to Nominee.	Bishop
Registration in Province I School for Deacons	Postulant, on advice of Bishop