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	Aspirant submits to Bishop's Office with resume
☐ 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, References, Social Media 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