



Application Requirements for Holy Orders Process

The Episcopal Diocese of Upper South Carolina

ORDINATION PROCESS

NAME: _____ CONGREGATION: _____

Application for Discernment Program for Holy Orders: Documents listed below must be submitted with Application Form for Application for Discernment by December 1 unless otherwise noted.

- _____ Application for Discernment Program form (Sections I – IV)
- _____ Copies of Baptism and Confirmation certificates (Section II)
- _____ Copies of official transcripts for applicable levels of education (Section III)
- _____ Resume or Work History (Section V)
- _____ Personal Narrative Essay Responses (Section VI)
- _____ Sponsoring Priest Recommendation (Section VII)
- _____ Senior Warden Recommendation (Section VII)
- _____ Other Documentation (Section IX)
 - _____ Baseline Criminal Report (SLED and/or Criminal CBS)
 - _____ Financial Worksheet ([form provided on website](#))
 - _____ Credit Report
 - _____ Medical Evaluation ([form provided on website](#))
 - _____ Life History Questionnaire ([form provided on website](#))
 - _____ Copy of Behavior Screening Questionnaire ([form provided on website](#))
 - _____ Psychological Examination (**Complete by November 1**)
 - _____ Authorization to Release Information to the Diocese

Application for Postulancy: Materials due September 15 during the Diocesan Vocation and Discernment Program in the year proceeding enrollment in Seminary (Priesthood) or Diocesan Formation Program (Diaconate). Recommended checkpoints listed in [Inquirers' Schedule](#) for personal tracking.

Documentation to be provided by the Inquirer:

- _____ The congregation provides a letter supporting a nomination for Holy Orders to include:
 - _____ Pledge from the congregation to contribute financially to the nominee's preparation and process of involvement in the preparation for ordination
 - _____ Letter to be signed by two-thirds of the vestry and the Sponsoring Priest
- _____ Inquirer submits Acceptance of Nomination for Holy Orders to the Bishop including:
 - _____ A picture for their file
 - _____ Full name and date of birth
 - _____ The length of time resident in the Diocese
 - _____ A statement indicating whether an application for postulancy has been made previously or in any other diocese
 - _____ A description of the process of discernment by which the nominee has been identified for ordination
- _____ Internship Covenant
 - _____ Midterm Evaluation by Supervising Priest
 - _____ Midterm Evaluation by Applicant
 - _____ Final Evaluation by Supervising Priest
 - _____ Final Evaluation by Applicant
- _____ 3 Mentor Reports (either submitted jointly or 3 reports from each of the 2 mentors)

Documentation to be submitted directly to or provided by the Diocesan House:

- _____ Copy of Medical Evaluation
- _____ Copy of Psychological Examination
- _____ Oxford Document Management Background Check (initiated through the Bishop's Office)
- _____ Biblical Engagement Assessment
- _____ The Commission on Ministry evaluation of the nominee's qualifications (for the Bishop)
- _____ If granted postulancy, the postulant will communicate with the Bishop by letter four times a year during the Ember Weeks, reflecting on the Postulant's academic experience and personal and spiritual development throughout the discernment/ordination process

Application for Candidacy: *To be completed during Year 2 of Formation. Materials are due April 1. Candidacy interviews with the Standing Committee will be scheduled in June of the same year.*

- _____ Postulant submits an application to the Bishop expressing a desire for consideration as a Candidate for Ordination
- _____ Postulant provides a copy of their Certification of Postulancy
- _____ Postulant's congregation provides a letter supporting candidacy signed by two-thirds of the vestry and the Sponsoring Priest
- _____ Postulant's seminary provides a recommendation for candidacy (on seminary letterhead & w/ signature)
- _____ Seminary provides transcripts to date (need transcripts through last semester)
- _____ Postulant provides CPE evaluation
- _____ Postulant provides all field placement evaluations
- _____ Commission on Ministry provides a statement attesting to the continued formation, along with all mentor evaluations
- _____ Standing Committee submits approval to the Bishop after interviewing the postulant

Process for Ordination to the Transitional Diaconate: *To be completed during Year 3 of Formation. All materials are due by February 15.*

- _____ Candidate submits an application to the Bishop requesting ordination to the (transitional) diaconate
- _____ Candidate provides a copy of their certifications for postulancy and candidacy
- _____ The candidate provides the following training certifications:
 - _____ Prevention of sexual misconduct and civil requirements for reporting and pastoral opportunities for responding to evidence of abuse
 - _____ The Constitution and Canons of the Episcopal Church, Title IV
 - _____ The Church's teachings on racism
- _____ Candidate's congregation provides a letter supporting their application for ordination signed by two-thirds of the vestry and the Sponsoring Priest
- _____ Seminary (or another program of preparation) provides a certificate showing the candidate's scholastic record in the subjects required by the canons and an evaluation with other recommendations as to the candidate's qualifications for ordination to the (transitional) diaconate
- _____ The Examining Chaplains provide a certificate to the Commission on Ministry regarding proficiency in the canonically required areas of study
- _____ The Commission on Ministry provides a recommendation regarding ordination to the (transitional) diaconate
- _____ The Standing Committee will certify that the canonical requirements for ordination have been met and that there is no sufficient objection on medical, psychological, moral, or spiritual grounds (Form provided)
- _____ The Canon for Christian Formation, Congregational Vitality, and Missional Communities will certify that the following requirements have been completed within **thirty-six months** before ordination:
 - _____ Background Check
 - _____ Medical evaluation
 - _____ Psychological examination

Transitional Deacons Process for Ordination to Priesthood – *To be completed during the first six months after being ordained to the diaconate. All materials are due by June 30.*

- _____ Transitional Deacon submits an application to the Bishop requesting ordination to the priesthood
- _____ Candidate provides a copy of their certifications for postulancy, candidacy, and ordination to the diaconate
- _____ Candidate's congregation provides a letter supporting the application for ordination to the Priesthood signed by two-thirds of the vestry and the supervising priest
- _____ Seminary (or another program of preparation) provides a certificate showing the candidate's scholastic record in the subjects required by the canons (final transcripts) and evaluation with other recommendations as to the candidate's qualifications for ordination to the priesthood
- _____ The Examining Chaplains provide a certificate to the Commission on Ministry regarding proficiency in the canonically required areas of study
- _____ The Commission on Ministry provides a recommendation regarding ordination to the (transitional) diaconate
- _____ The Standing Committee will certify that the canonical requirements for ordination have been met and that there is no sufficient objection on medical, psychological, moral, or spiritual grounds (Form provided)
- _____ The Canon for Christian Formation, Congregational Vitality, and Missional Communities will certify that the following requirements have been completed within **thirty-six months** before ordination:
 - _____ Background Check
 - _____ Medical evaluation
 - _____ Psychological examination