

Checklist of Materials for the Process of Ordination to Vocational Diaconate

NAME: Last, First		Checklist of Vocation Process for Deacons
Important: This checklist is your guide to all the information you will need at various stages of the Vocations process for the Diaconate. Please use it to keep track of what you've sent.		
#	Requirement	Date Sent/Completed
Nomination		
A	Attend discernment retreat	
B	Exploring the Church Report	
C	Date Discernment Committee Completed	
D	Nomination: Presenting Priest Letter of Support	
E	Nomination: Vestry Letter of Support for Postulancy	
F	Nomination: Form with Letters Submitted to Diocese	
Postulancy		
1	Initial Application to the Commission on Ministry (electronic link completed)	
2	Copy of Evidence of Baptism - submit with online form	
3	Copy of Confirmation Certificate - submit with online form	
4	Recent Photograph - submit with online form	
5	Current Copy of Resume (professional + church)	
6	Copies of Official Transcripts - college and graduate programs	
7	Personal History and Self-Reflection Document with Signed Cover Page	
8	Medical Evaluation - have CPG form sent to diocese	
9	Psychological Evaluation - completed through diocesan provider	
10	Marital Evaluation - completed through diocesan provider if married	
11	Background Check - initiate through the diocesan website	
12	Postulancy Recommendation Letter from COD - copy sent to you after interview	
13	Letter from Bishop granting postulancy - copy sent to you after Bishop interview	
Candidacy		
14	Application for Candidacy with Reflection Questions	
15	Letter from St. Phoebe School Director with Course Evaluations	
16	Vestry Letter of Support for Candidacy	
17	Letter from Committee on the Diaconate recommending Candidacy	
18	Memo from Standing Committee consenting to Candidacy	
19	Letter from Bishop granting candidacy	
Pre-Ordination		
20	Canonical Exam - Competency	
21	COD and/or Standing Committee - Pre-Ord Requirements Satisfied	
22	Anti-Racism training (Sacred Ground)	
23	Title IV training certificate	
24	Misconduct Prevention Training certificate/transcript	
25	Alcoholism Awareness Training certificate	
26	Medical Re-Evaluation (if prior evaluation older than 36 months)	
27	Psychological Re-Evaluation (if prior evaluation older than 36 months)	
28	Background Check (if prior check older than 36 months)	
29	Vestry Letter of Support for Ordination as Deacon	
30	Application for Ordination as Deacon	
31	Ordination Consent - Standing Committee	
32	Approval to publically announce ordination	