Checklist of Materials for the Process of Ordination to the Priesthood

NAME: Last, First   **Checklist for Vocations Process - Priest**

Important: This checklist should be used as a guide for aspirants, postulants, etc. for the priesthood throughout their formation process. You should keep a record of when all documents are submitted.

#	Requirement	Received/Date
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 Submission	
2	Copy of Baptism Certificate - submitted with application	
3	Copy of Confirmation Certificate - submitted with application	
4	Recent Photograph - submitted with application	
5	Current copy of Resume	
6	Copies of Official Transcripts - college and graduate programs	
7	Personal History and Reflections Document	
8	Medical Evaluation - CPG form completed by your MD	
9	Psychological Evaluation - completed by diocesan provider	
10	Marital Evaluation - completed by diocesan provider, if married	
11	Background Check - initiated through link on diocesan web page	
12	Postulancy Recommendation Letter from COP - sent following interview	
13	Letter from Bishop granting postulancy - sent following Bishop interview	
Candidacy		
14	Recent/Updated Photograph	
15	Updated Resume	
16	Seminary Transcripts	
17	Seminary Evaluation (AKA Middler Evaluation)	
18	CPE self-evaluation	
19	CPE supervisor evaluation	
20	Field Ed self-evaluation	
21	Field Ed supervisor evaluation	
22	Field Ed lay committee evaluation	
23	Mid-Atlantic self-evaluation	
24	Mid-Atlantic supervisor evaluation	
25	Mid-Atlantic lay committee evaluation	
25	Application for Candidacy with Reflection Questions	
26	Vestry Letter of Support for Candidacy	
27	Letter from COP recommending Candidacy - after interview	
28	Memo from Standing Committee consenting to Candidacy - after interview	
29	Letter from Bishop granting candidacy -	
Pre-Ordination - Deacon		
30	Take GOES	
31	Anti-Racism training certificate/Sacred Ground	
32	Title IV training certificate	
33	Miscondcut Prevention Training certificate/transcript	
34	Alcoholism Awareness Training certificate	
35	Medical Evaluation (if prior evaluation older than 36 months)	
36	Psychological Evaluation (if prior evaluation older than 36 months)	
37	Background Check (if prior check older than 36 months)	
40	All diaconal pre-ordination requirements met for COP or SC	
38	Vestry approval for Ordination as a Deacon	
39	Application for Ordination as a Deacon	
40	Standing Committee Consent to Ordination	
41	Approval to publically announce ordination	
Pre-Ordination - Priest		
42	GOE remedial work completed (N/A if proficient in all areas)	
43	Letter from Seminary or Formation Program Certifying Completion	
44	Priestly Call/Cure Established	
45	All priestly pre-ordination requirements met for COP and/or SC	
46	Vestry approval for Ordination as a Priest (from parish served as Deacon)	
47	Application for Ordination as Priest	
48	Standing Committee Consent to Ordination	

^Item must be renewed if more than 36 months old