



GUIDELINES for the RECEPTION of CANDIDATES to HOLY ORDERS and INCARDINATION

Once a candidate has completed a written inquiry or equivalent conversation with the Ordinary, he/she should complete each requirement in the following order:

- ___1. **Letter of Intent:**
Submit a formal Letter of Intent addressed to the Ordinary including a *curriculum vitae* or resume highlighting educational background, work and ministerial experiences.
- ___2. **Candidate Application Form** completed honestly and legibly.
- ___3. **Official Educational Transcripts** provided directly from the educational institution(s). A minimum list of educational requirements should be met before continuing (i.e. for deacons: an approved program of diaconal formation and for priests: M.Div. degree or equivalent degree of theology).
- ___4. **Ecclesiology and Polity Course** provided by the Ordinary completed.
- ___5. **Sexual Misconduct Prevention Course** provided by the Ordinary and cost incurred by the candidate.
- ___6. **Baptism Certificate** of the applicant should accompany the *curriculum vitae*.
- ___7. Completion of a **Psychological Evaluation** using the following or similar instruments: [The expense of this evaluation will be incurred by the candidate]
 - Clinical observations and interview with a designated psychologist
 - 16 Personality Factors

___8. Completion of the **Sexual Misconduct Inquiry** from previous ecclesial bodies and ministries.

___9. Completion of standard **Criminal Background Check**, administered by the Ordinary's Office. The expense of this background check will be incurred by the candidate.

___10. **Autobiography:** An autobiographic detailed statement regarding the reasons he/she feels called to serve in the ministerial office of deacon or priest.

___11. **Letters of Recommendation:**

- A minimum of five (5) letters of recommendation from those that have had a ministerial relationship with the candidate seeking ordination. This would include individuals who may have been involved in the ministerial formation of the candidate as well as individuals who have served as co-workers in ministerial work.
- Candidates are *normally* presented by an established faith community (parish or religious order); members of the faith community are invited to submit letters of support and/or concern regarding the ordination of the candidate. A statement and petition signed by the community leadership body *or* a majority of the members of the faith community would suffice.
- If the candidate is in a covenanted spousal relationship with another person, a letter from the spouse/partner indicating support of the candidate's formation and ministry.

___12. **Active Participation:**

- The candidate will demonstrate presence and active participation in the life of his/her local community of faith which calls the candidate to the Sacrament of Holy Orders.
- The candidate will also demonstrate presence and active participation in the synodal life of the local diocese.

___13. The candidate for Holy Orders will be asked to select a **Clergy-Mentor** with whom to make monthly contact with and to visit with in person twice annually during the period of formation in preparation for Holy Orders. The Clergy-Mentor is not the candidate's spiritual director or confessor, unless otherwise mutually agreed upon. The Ordinary can supply the candidate with the names of clergy willing to serve as mentors to candidates.

___13. **Final Evaluation:**

- An Evaluative Team of three will be assigned to the candidate by the local Ordinary. The Evaluative Team serves with the Ordinary as the decision making body in regard to application for reception into the Diocese. This Team will review the candidate's file, including all the above-mentioned materials (academic transcripts, psychological evaluation, letters of recommendation, etc...)
- The candidate will be personally interviewed by each of the members of the Evaluative Team via video conferencing or in person. This may involve an expense to be incurred by the candidate.

___14. **Canonical Examination** will ordinarily be administered orally by the Ordinary, or the Ordinary's delegate, prior to the announcement of ordination in order to determine a candidate's theological proficiency. Each of three evaluators will review and respond to each response given by the candidate and share their review with the candidate and the other evaluators. On behalf of the three evaluators, the vicar will submit a written joint recommendation to Ordinary in a timely manner.

___15. The **date for ordination or incardination** is set in consultation with the Ordinary *only* after the entire process for reception has been completed and approved. The date for ordination or incardination will then be announced by the Ordinary, giving generous notice for the local, diocesan and regional clergy and communities to be able to participate in the candidate's celebration of Holy Orders or Rite of Incardination.