

## Priest Track Checklist

*Please see customary for detailed descriptions and instructions.*

### DISCERNMENT

#### **Applicant**

- Application Packet

*Note: Please complete all listed below and submit together in one mailing or email to Candace@adots.org:*

*ADOTS Fee payment (Please see our fees and costs sheet)*

*Application Form with Resumé/CV*

*Receipt of SMP Policy*

*Response Questions*

*Rector Support Letter*

*Spouse Letter (if applicable)*

*Transcripts, certifications, alternative study descriptions*

*When we have a completed application file, after approval by the Canon to the Ordinary, Bishop, and Dean, we move to Aspirant status.*

#### **Aspirant**

- Church Lay Discernment Team Recommendation from Rector
- Complete Background Check Process
- Psychological Evaluation
  - Marital Assessment (If required by Screener)
- Letter of Intention to Become a Postulant
- Phone or In-Person Meeting with the Bishop or Designated Representative
- Bishop and Dean's Review and Approval to Proceed to Postulancy

### PREPARATION

#### **Postulant**

- Assessments and Training
  - Keeping Our Sacred Trust
  - Ministry Safe Sexual Misconduct Prevention
- Deacon's Exam
- Diaconal Ministry Plan with Rector/Ministry Leader

#### **Candidate**

- Ember Day Letters
- Date of Diaconal Ordination Scheduled
- (2)Lay and (1)Clergy Presenter Names Reported to ADOTS
- Purchase White Alb and Red Deacon's Stole
- Personal Retreat

#### **Transitional Diaconate**

- Letter from Rector or Clergy Supervisor Affirming Completion of Diaconal Period
- Priest's Exam
- Priestly Ordination Scheduled
- Lay and Clergy Sponsor invitation
- Purchase Red Priest's Stole
- Personal Retreat

#### **Ordination to the Sacred Order of Priests**

# Detailed Descriptions for Checklists

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## *APPLICANT*

*In order for an Application to be complete, it must include all of the following items. We do not move an Applicant to Aspirant status until the application process is completed. Our forms and guides are available on our website.*

### **Ministry Application**

The application requests basic information, and helps us get to know your story, and how you came to sense God's calling on your life. It also demonstrates that you have been formed as an Anglican, have the support of your Rector, and are currently serving in a ministry role. After your application materials are reviewed, the Canon to the Ordinary, your Dean, and the Assisting Bishop will review. When your application is received, you will be listed as an Aspirant.

### ***Fees and Financial Aid***

Please see our fees and costs sheet for our current fees and estimates of cost. Many local churches are able to assist with a portion of the fees and/or the costs of vestments, etc. If you have already applied for help from your local church, and need further assistance, please contact our office about the ADOTS Ordinand Fund. Funds are available for help with some fees on a limited basis.

### **Response Questions**

These questions are designed for the Bishop to be able to hear your story and understand your sense of calling, your vision of ministry, and your personal faith.

### **Rector Support Letter**

This is a recommendation from your Rector, or his designated representative, indicating support for proceeding with parish discernment as either a deacon or a priest. He is also asked to affirm that the applicant has been a member of the church for at least one year, and has served in some ministry role at the church. A guide for this letter is provided on our website.

### **Spouse Letter (if applicable)**

If you are married, your spouse affirms that confidence that you are called to ordained Anglican ministry, and that your spouse can support your ministry. Your spouse is also asked if there is any impediment or would like to share any relevant insights. A guide for this letter is provided on our website.

### **Transcripts, certifications, alternative study descriptions**

*Please provide us with all educational transcripts and certificates, along with a detailed outline of any alternative (or local church based) studies you have completed.*

## ASPIRANT

*The Aspirant phase is a process of evaluation of calling. A team of lay people meets with the Aspirant to confirm or refute the call to ordained ministry. An experienced, ADOTS certified psychological screener looks at your emotional makeup and history, in order to advise whether or not ordained ministry is recommended. If the Aspirant is married, the screener may recommend a marital assessment. The Bishop then reviews this process for approval to proceed.*

### **Church Lay Discernment Team**

*The Rector convenes a team of lay people to meet with the candidate three to six times over three to six months. This team makes a recommendation to the Vestry. They may recommend a call to ordained ministry, or a call to lay ministry, or a period of continued discernment or preparation. See the discernment guide for details.*

### **Background Check**

We are required by canon to complete a criminal background check, a credit check, and a motor vehicle check, along with full employment and personal references for the past ten years. Please see our fees sheet for detailed costs.

### **Psychological Screening**

*A screening with our pre-certified examiners. The Canon to the Ordinary will notify the screener that you are an Aspirant of ADOTS. You will then set up the appointment yourself. Our Application fees cover this expense, unless other arrangements have been made. The screener may go over the results with you upon request. The recommendations of the screener are confidential, and are only seen by the Canon to the Ordinary and the Bishop.*

### **Marital Assessment**

*Your screener will ask you to discuss your marriage. An additional marital assessment, with both you and your spouse, will be required if the counselor, your Rector, or the Bishop recommends it.*

### **Letter of Intention to Proceed**

*After you have experienced this period of discernment, please pray and reflect before declaring your intention to proceed to Postulancy. If you have any questions or uncertainties, please contact your Rector or the Canon to the Ordinary before proceeding. We want to make sure that you take this time to prayerfully reflect. After this, it's a "jumping off" point!*

### **Dean and Bishop's Meeting, Review and Approval to Proceed**

*If you have not already met with a Bishop and your Dean, we will schedule a meeting either in person or by videoconference. The Dean and Bishop will review your file and consider your intention to proceed. They may approve your Postulancy, or they may require additional studies, experiential learning or discernment processes. It is possible that they may not approve continuing the process. This decision is made in consultation with your Rector and the Canon to the Ordinary and in communication with you.*

## PRIEST TRACK

### POSTULANT

*Postulancy is a time of preparation. Our assessments, orientations, and training are all geared toward making sure you are confident in your call and in your preparation before embarking on a life of ordained ministry. Of course, there is much to learn after ordination as well.*

#### **Assessments**

*Your Application fee covers all of the assessments, except for the optional Church Planters Assessment. See Fact Sheet on Assessment and Screening on our website for details. We will email you a link for Ministry Safe and Keeping our Sacred Trust. The Deacon's Exam Study Guide will be provided about 4-6 weeks before you have scheduled the exam. Please notify the Canon to the Ordinary 4-6 weeks before you have scheduled your exam.*

#### **Sexual Misconduct Prevention**

Sexual abuse should never happen in ministry, but the Church and Christian Ministries have experienced its devastating impact. We use two training programs. The first, MinistrySafe, helps us create safer environments in our churches. The second, Keeping our Sacred Trust, helps us be safer people as clergy.

#### **Deacon's Exam**

*The Candidate takes the Deacon's Exam, proctored by the Rector or another approved person. Four to six weeks before, the Candidate provides the Canon to the Ordinary with the contact information of the proctor, and the date and time of the scheduled examination. The Canon to the Ordinary will then send you the Study Guide. The proctored exam takes three hours to complete, and the candidate has access to a Bible, a Book of Common Prayer (1979), and a computer (for completing the exam using word processing software) and for emailing the completed exam.*

#### **Diaconal Ministry Planning**

*Where will you be serving in your ministry and training as a Deacon during your Deacon Year? We need you to work with your Rector or clergy mentor to make sure you have an agreed upon plan for your ministry as a deacon, whether volunteer, part-time or full-time, and a mentor to guide you through the diaconal year.*

### CANDIDATE

*A candidate has completed the process of discernment, and continues in preparing for ordination to the transitional diaconate.*

#### **Date of Ordination**

New deacons are ordained at the Holy Cross Cathedral, Loganville, Georgia, in Spring (late May or early June). We then make every effort for priestly ordinations to take place at the home church of the candidate. Ordinations in the home church need to be scheduled 6-12 months in advance, working with the Bishop's office, your Rector, and the Canon to the Ordinary.

#### **Lay and Clergy Sponsors**

Each Ordinand invites two lay sponsors and one clergy sponsor to the ordination service. It is preferable that one lay sponsor be the spouse of the candidate, if possible. It is preferable that the clergy sponsor be the Rector or clergy mentor of the candidate.

## PRIEST TRACK



### **Ordination Vestments**

As soon as possible, order a white cassock-alb and a red deacon's stole (pictured at left). Online stores are listed on our fees and costs sheet.

### **Ember Day Letters**

*A brief letter is written to the Bishop, on Ember Days, reporting on personal and ministry life through this period. Your assignment is to use the 1979 Book of Common Prayer to determine when the Ember Days are.*

### **Personal Retreat and Synod**

During either postulancy or candidacy, take a one or two day personal retreat for prayer, reflection, and relaxation. A resource guide is available on our website.

## DEACON YEAR

*For **Priest** candidates, the transitional diaconate typically lasts for one year. A person with previous pastoral leadership experience may request a period of six to nine months. The Bishop makes the final decision on the duration of the transitional diaconate. For **Deacon** Candidates, the first year as a deacon is a time of formation, learning, and development.*

### **Completion of Deacon Year**

*Materials are provided to you and your clergy mentor as an outline to the diaconal year. After six months of preparation, the Rector affirms that he anticipates completion of diaconal training by that time. For **priest candidates**, this means you are ready to take the priest exam and schedule your ordination. For **new deacons**, it means that you have completed your year of formation.*



### **Priest Candidates: Preparation for Ordination**

*The process for the priest exam, sponsors, preparation for ordination and the retreat are the same as the preparation for diaconal ordination listed above. Red Priest stole pictured at left.*

**P R I E S T   T R A C K**