



DEADLINE DATES FOR DIACONATE: POSTULANCY TO ORDINATION

ACTION ITEMS	RESPONSIBLE PARTIES	DEADLINE DATES
<i>Ember Day Letters</i> (Title III, Canon 6, Sec. 3e)	Postulant/Candidate to Bishop	Each September , December, March, June
Attend <i>Diocesan Convention</i> annually	Postulant/Candidate	November (TBD)
Download** and process <i>Form 6 – Postulant’s Application for Candidacy</i>	Postulant to Bishop	March 1 (2nd yr.)
Download** and coordinate processing of <i>Form 7: Affirmation for Candidacy</i>	Postulant, rector/vicar/priest-in charge (p-i-c), vestry/bishop’s committee to Bishop’s Office	March 1 (2nd yr.)
Complete <i>Public Records Check</i> prior to Candidacy	Postulant request of Bishop’s Office	March (2nd yr.)
Postulant invited for interview by Standing Committee (SC) for Candidacy	SC chairperson to postulant	April/May (TBD, 2nd yr.)
On advice of SC, Bishop grants candidacy and informs postulant	Bishop	April/May (2nd yr.)
If applicable, update medical exam, psychological evaluation	Candidate prior to ordination	April (3rd yr.)
Complete <i>Safe Church, Anti-Racism, and Title IV</i> training	Complete prior to ordination send Certificate to Bishop’s Office	April (3rd yr.)
Download** and process <i>Form 8: Application to be Ordained a Deacon</i>	Candidate to Bishop’s Office	March 1 (3rd yr.)
Download** and coordinate processing of <i>Form 9: Affirmation for Ordination</i>	Candidate, rector/vicar/p-i-c, vestry/bishop’s committee to Bishop’s Office	March 1 (3rd yr.)
Candidate invited for <i>Ordination Interview</i> with SC	SC chairperson to candidate	April/May (3rd yr.)
SC makes its recommendation to the Bishop	SC to Bishop	April/May (3rd yr.)
On advice of SC, Bishop approves ordination and confirms ordination date	Bishop	April/May (3rd yr.)

* http://www.episcopalarchives.org/pdf/CnC/CandC_2012pp67-125.pdf

** <http://www.episcopalri.org/ForClergyCongregations/LeadingYourDiocese/CommissiononMinistry.aspx>