The Ordination
of Deacons and Priests

Forms and Guidelines
For Rectors and those
Seeking Holy Orders

Revised August 28, 2013

Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA, 22192
703-590-5470

Ordination Committee Chair:
The Rev. Jack Grubbs
revjack@potomacfallschurch.org
703-404-0900
Brothers and Sisters in DOMA,

The Diocese of the Mid-Atlantic (DOMA) welcomes your interest in exploring a possible call to ordained ministry in the diaconate or priesthood. We applaud your desire to be obedient to God’s call and your heart to follow and serve Him.

When God calls an individual to a ministry, He will confirm His call through other members in the Body of Christ. The DOMA Ordination Process is designed to help you, your rector, your church and the Diocese discern if indeed you are called to be a vocational deacon or a priest. The process will also help identify your gifts, strengths, issues to address, need for training and education and direction for future ministry.

Included in this information packet is an overview of our discernment/ordination process, a checklist of the steps involved, forms you and your rector will need and instructions for a Church Discernment Committee.

There is also a set of Self Inventory Questions for Applicants. If you have not already thought through these questions and issues involved in a call to ordained ministry, you should start by working through them with your rector.

We want you to have all the information you need and we want to answer your questions about the process. Please feel free to contact Rev. Jack Grubbs, Chair of the Ordination Committee at 703-404-0900 or revjack@potomacfallschurch.org.

May our Lord bless you as you seek His will.

Faithfully yours in Christ,

The Rt. Rev. John A. M. Guernsey
DOMA Ordination Information Packet Contents

The DOMA Ordination Process

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Church Discernment Committee
  • Guidelines
  • Handbook
DOMA Ordination Process

Canonical authority for all ordinations rests with the Bishop of the Diocese of the Mid-Atlantic. The DOMA Ordination Committee assists the Bishop in selecting, preparing, and evaluating those called to ordained ministry.

Those called to ordained ministry in the Diocese of the Mid-Atlantic shall normally:
- be a confirmed Communicant in good standing in a DOMA church;
- have been affiliated with that DOMA church for at least two years;
- be nominated by the Rector and Vestry of that DOMA church.

There are four stages in the DOMA Ordination Process. There is not a fixed period of time to complete them and circumstances will vary among individuals. This may be your first step in exploring ordained ministry, or you may have done a discernment process elsewhere, have theological training, or are already ordained in another denomination. This process is flexible enough to meet you where you are and move forward.

First Stage – Local Church Discernment

At this stage the person exploring ordination does the following:
- Engages in self-reflection and prayer.
- Meets with Rector about possible call to ordained ministry. The Rector must support the applicant in the process.
- If the applicant has been divorced, the Rector must consult with the Bishop before proceeding further.
- Submits an application (see “Ordination Process Checklist”).
- Participates with the Church Discernment Committee, appointed by the Rector and Vestry, according to DOMA guidelines.
- Stays in regular communication with DOMA Ordination Committee about progress, questions, vision for potential future ministry, issues to address.
- When the Church Discernment Committee has completed its work, it will give a final report to the Rector and Vestry who may then recommend the person to the DOMA Ordination Committee for a postulancy Interview.

Second Stage - DOMA Review for Postulancy

Postulancy is the approval given by the Bishop for an applicant to proceed with preparation for ordained ministry. It is not approval for ordination. Further discernment before the DOMA Ordination Committee is required when the postulant has completed the preparation and applies for ordination as a deacon.

The applicant will submit additional materials (See “Ordination Process Checklist”) and will participate in the online Church Planter Evaluation to be arranged by DOMA.
When the DOMA Ordination Committee has received all required materials it will invite the applicant to an interview (normally scheduled three times a year). At this interview, the Committee will explore the nature of the applicant’s call, his or her suitability for ordained ministry, and what further preparation is recommended.

The DOMA Ordination Committee will make its recommendation to the Bishop, who will make the decision on granting postulancy.

If the Bishop grants postulancy, a period of preparation for ordination to the diaconate begins. Preparation will differ, depending on whether the applicant is seeking ordination as a vocational deacon or as a priest.

It is important for the postulant to be guided by the Bishop in determining his or her course of study. It is not helpful for the postulant to select and enroll in seminary without prior consultation with the Bishop.

The postulant will communicate with the Bishop and the Ordination Committee four times a year in Ember weeks, reflecting on the postulant’s spiritual, academic, relational, and ministry progress.

The postulant may be removed from postulancy at the sole discretion of the Bishop. He will notify the postulant, the Ordination Committee, and the Rector and Vestry of the sponsoring church of his decision.

**Third Stage – DOMA Review for Candidacy**

Candidacy is the next step in the process leading to ordination. Normally, the Ordination Committee interviews the postulant and then makes recommendation to the Bishop, who may grant status as a candidate for ordination as a vocational or transitional deacon.

**Fourth Stage – Approval for Ordination**

The candidate will submit all other documents specified in the “Ordination Process Checklist.”

Before ordination, as required by the Canons of the Anglican Church in North America, the candidate must demonstrate sufficient knowledge of Holy Scripture and the Doctrine, Discipline and Worship of this Church. Those called to the vocational diaconate and those called to the priesthood be evaluated differently, reflecting the different ministries of the two Orders and the different expectations of preparation.

The DOMA Examining Chaplains shall examine the candidate’s competence. Those seeking ordination as a vocational deacon will be examined in:

1) Holy Scripture
2) The Doctrine, Discipline and Worship of the Anglican Church in North America
3) The ministry of a deacon
4) The Missionary Work of the Church, including personal evangelism

Those seeking ordination as a transitional deacon and as a priest will be examined in:
1) Holy Scripture
2) Church History
3) Anglican Church History
4) Doctrine
5) Liturgics
6) Moral Theology and Ethics
7) Ascetical Theology
8) Practical Theology
9) The Missionary Work of the Church, including personal evangelism

The Examining Chaplains will then make recommendation to the Ordination Committee and to the Bishop.

The DOMA Ordination Committee may, at its discretion, interview the candidate before making its recommendation to the Bishop, who will make the decision on the candidate’s readiness for ordination.

The Bishop, assisted by the Chair of the Ordination Committee, may present the candidate’s name to the Standing Committee for approval for ordination.

The Bishop will work with the candidate and the candidate’s rector to schedule the ordination, which normally takes place in the home church of the candidate or, in the case of an ordination to the priesthood, in the church where the transitional deacon is serving.

The transitional diaconate is at least one year in length. The Bishop may, for sufficient cause, shorten that time, but in no case to less than six months.

A transitional deacon must submit the required materials for ordination to the priesthood (see Ordination Process Checklist). The Ordination Committee may, at the Bishop’s discretion, interview the transitional deacon. The Bishop may then present the deacon’s name to the Standing Committee for approval for ordination to the priesthood.

When the Bishop is assured that the deacon has a church or ministry in which to exercise the priesthood, the Bishop may then ordain the deacon as a priest.

*The Canons of the Church*

The ordination process is governed by the Canons of the Anglican Church in North America and the Diocese of the Mid-Atlantic. All applicants must read the Canons pertaining to ordination, which are appended to this document.
Ordination Process Checklist

Full Name: ________________________________

Sponsoring Church: ________________________________

For Ordination as a Deacon

___ Vocational  ___ Transitional

Received/Completed:

___ DOMA Application for Holy Orders

___ Photo

___ Statement 1: Hopes for further preparation

___ Statement 2: Work History

___ Statement 3: Previous Marriage (if applicable)

___ Statement 4: Spouse’s Letter (if applicable)

___ Statement 5: Spiritual Autobiography

___ If divorced, Bishop’s petition to Archbishop for exception (Canon III.2.6). Note: this is a required step for applicants who are divorced, but making the petition to the Archbishop is done by the Bishop at his discretion. He may require additional steps in the process prior to making the petition.

___ If divorced, Archbishop’s approval of exception (Canon III.2.6)

___ Educational transcripts

___ Church Planter Evaluation

___ Church Discernment Committee Report

___ Rector and Vestry Recommendation Letter for Postulancy

___ Medical Evaluation

___ Psychological Evaluation

___ Background Check

___ Postulancy Interview by DOMA Ordination Committee

___ Recommendation by the DOMA Ordination Committee

___ Interview by the Bishop

___ Approval by the Bishop as a Postulant

___ Educational program approved by the Bishop and begun.

___ Candidacy Interview by DOMA Ordination Committee
Recommendation by the DOMA Ordination Committee
Interview by the Bishop
Approval by the Bishop as a Candidate
Educational requirements satisfied
Evaluation and recommendation by the DOMA Examining Chaplains
Completion of Prevention of Sexual Misconduct training
Application for Ordination to the Diaconate
Rector and Vestry Recommendation Letter for Ordination to the Diaconate
Recommendation for Ordination by the DOMA Ordination Committee
Interview by the Bishop
Deployment/placement in a ministry to serve as a Deacon
Approval by the Bishop for ordination as a Deacon
Approval by the Standing Committee for ordination as a Deacon
Diaconal Ordination Date set: ________________
Diaconal Ordination done: ________________

For Ordination to the Priesthood
Completion of any remaining training or educational requirements
Vestry and Rector Recommendation for Ordination to Priesthood
Priesthood Interview by DOMA Ordination Committee
Recommendation by the DOMA Ordination Committee
Deployment in a ministry to serve as Priest
Approval from the Bishop for ordination as a Priest
Approval by the Standing Committee for ordination as a Priest
Priesthood Ordination Date set: ________________
Priesthood Ordination done: ________________
Diocese of the Mid-Atlantic
Application for Holy Orders

1. Name ____________________________________________________
   First                          Middle                          Last

2. Nickname or name by which you are called: ______________________

3. The ministry to which you believe you are called by is:
   ____ Vocational Deacon
   ____ Priest

4. Church sponsoring you for ordination _____________________________
   4a. Rector’s Name ____________________________________________
   4b. How long have you been a member of this church? ______________

5. Telephones _________________________________________________
   Home                          Work                          Cell

6. E-mail address _______________________________________________

7. Present Address ______________________________________________
   Street
   City                          State                          Zip

8. Permanent Address, if different from above:
   Street
   City                          State                          Zip

9. Date of Birth________________________

10. Birthplace______________________________
    City                          State                          Country

11. Nationality______________________________
    If not a U.S. citizen, what is your U.S. Residency status _______________________

12. Date of Baptism______________________________
Church, City and Denomination in which Baptism took place:

________________________________________________________

13. Date of Confirmation or Reception in the Anglican Church ____________________________

by __________________________________________

Name of Bishop

Church, City and Denomination in which Confirmation/Reception took place: _____________

________________________________________________________

14. Have you previously applied for ordination or licensure in any denomination?
   ____ No
   ____ Yes. If yes, give details and results (use an attachment if needed): ____________

15. High School(s) attended __________________________________________ Name, City, State

16. Give the following information on each college or university attended, including course of
    study if currently enrolled. Please have transcripts sent to DOMA for all college level
    academic work or above.

<table>
<thead>
<tr>
<th>Name of College or University &amp; Location</th>
<th>Degree</th>
<th>Year of Graduation</th>
<th>Letter Grade Average</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

17. Are you currently enrolled in an education institution?
   No_____ Yes, full time_____ Yes, part time_____  

   Name and address of educational institution: __________________________________________
18. Please attach **Statement 1** briefly outlining your hopes concerning further training or preparation for ministry.

19. How do you earn a living? Please attach **Statement 2** outlining your work history and giving a list of all employers and positions held with dates of employment.

20. Marital status:

   Single____

   Married_____ Date of Wedding______________

   Was this marriage solemnized/blessed in the Church? _____ If the blessing took place at a time other than at the wedding, please explain: ____________________________________________

   ____________________________________________

   Spouse’s Full Name____________________________________________________

   Widowed_____ Date of Spouse’s Death______________

   Separated_____ Date of Separation______________

   Children: Names and Dates of Birth________________________________________

   ____________________________________________

21. Have you been divorced? _____ If yes, please attach **Statement 3**, describing the details of your previous marriage, the divorce and the current state of your relationship with your former spouse. Note that the Canons of the Anglican Church in North America require the permission of the Archbishop for a divorced person to be ordained. Application is made to the Archbishop by the Bishop at his discretion.

22. If you are married, please attach **Statement 4**, a letter from your spouse indicating reaction to this discernment of your call to ordained ministry.

23. Please attach **Statement 5**, a four page spiritual autobiography, to include details of your family upbringing, church involvement, testimony of commitment to Christ, discipleship/leadership experience, personal financial stewardship commitment and practice (including tithing), and call to ordained ministry.

24. Are you or have you ever been a member of a secret society? _____ If so, please explain.

   ____________________________________________

   ____________________________________________ (use an attachment if needed).
25. Do you support without reservation the standards of sexual morality and ethics of the Anglican Church in North America as expressed in Canon II.8? _______ (se an attachment if needed).

26. Please attach a recent photo of you and your family.

________________________________________________________________________

Signature Date

Please mail to:
Heather Adams
Registrar
Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Vestry and Rector Recommendation for Postulancy

To the Bishop of the Diocese of the Mid-Atlantic

We, the Vestry of __________________________ Church, located in __________________________, at a duly called Vestry meeting on the date of __________________________ hereby nominate and recommend __________________________ to become a Postulant for Holy Orders. After due inquiry, we are well assured and believe that __________________________ is called by God to the ordained ministry of the Church as a:

____ Vocational Deacon or ____ Transitional Deacon leading to the Priesthood.

Further, we are well assured and believe that __________________________:

• is an active, confirmed Communicant in good standing in this church;
• is of exemplary Christian character and lives a sober, honest, and Godly life;
• holds the Holy Scriptures to be the Word of God;
• believes and follows the historic teachings of the Church as a faithful disciple of Jesus Christ.

We will prayerfully and practically support __________________________ during the process leading to ordination.

Faithfully yours in Christ,

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

_________________________ ___________________________

Rector’s signature __________________________

(This letter must be signed by the Rector, if there be one, and by at least two-thirds of the entire Vestry.)

Please mail to:
Ms. Heather Adams
Registrar
Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Application for Ordination to the Diaconate

To the Bishop of the Diocese of the Mid-Atlantic

I, _____________________________, hereby apply to be ordained a Deacon in Christ’s one, holy, catholic, and apostolic Church.

Date of Birth: _____________________________

Date of Postulancy: _____________________________

If married, spouse’s approving signature: _____________________________.

I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary to salvation, and I consequently hold myself bound to conform my life and ministry thereto, and therefore I do solemnly engage to conform to the Doctrine, Discipline and Worship of Christ as this Church has received them. And I do swear by Almighty God that I will pay true and canonical obedience in all things lawful and honest to the Bishop of the Diocese of the Mid-Atlantic and his successors, so help me God.

Signature of Postulant _____________________________

Date of Application _____________________________

Please mail to:
Ms. Heather Adams
Registrar
Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Vestry and Rector Recommendation for Ordination to the Diaconate

To the Bishop of the Diocese of the Mid-Atlantic

We, the Vestry of __________________________ Church, located in __________________________, at a duly called Vestry meeting on the date of __________________________ hereby nominate and recommend __________________________ for ordination to the Diaconate. After due inquiry, we are well assured and believe that __________________________ is called by God to the ordained ministry of the Church as a:

____ Vocational Deacon or ____ Transitional Deacon leading to the Priesthood.

Further, we are well assured and believe that __________________________:

• is an active, confirmed Communicant in good standing in this church;
• is of exemplary Christian character and lives a sober, honest, and Godly life;
• holds the Holy Scriptures to be the Word of God;
• believes and follows the historic teachings of the Church as a faithful disciple of Jesus Christ.

We will prayerfully and practically support __________________________ during the process leading to ordination.

Faithfully yours in Christ,

_________________________  ____________________________  __________________________
_________________________  ____________________________  __________________________
_________________________  ____________________________  __________________________
_________________________  ____________________________  __________________________
_________________________  ____________________________  __________________________

Rector’s signature __________________________

(This letter must be signed by the Rector, if there be one, and by at least two-thirds of the entire Vestry.)

Please mail to:
Ms. Heather Adams
Registrar
Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Vestry and Rector Recommendation for Ordination to the Priesthood

To the Bishop of the Diocese of the Mid-Atlantic

We, the Vestry of _________________________ Church, located in _________________________, at a duly called Vestry meeting on the date of _________________ hereby nominate and recommend __________________________ for ordination to the Priesthood. After due inquiry, we are well assured and believe that __________________________ is called by God to the ordained ministry of the Church as a Priest.

Further, we are well assured and believe that __________________________:
• is an active Deacon in this church;
• is of exemplary Christian character and lives a sober, honest, and Godly life;
• holds the Holy Scriptures to be the Word of God;
• believes and follows the historic teachings of the Church as a faithful disciple of Jesus Christ.

We will prayerfully and practically support __________________________ during the process leading to ordination.

Faithfully yours in Christ,

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

________________________________________  __________________________________________

Rector’s signature __________________________

(This letter must be signed by the Rector, if there be one, and by at least two-thirds of the entire Vestry.)

Please mail to:
Ms. Heather Adams
Registrar
Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Diocese of the Mid-Atlantic  
Physical Examination for the Ordination Process

Check the appropriate list below for the disorders you have or have had in the past.

<table>
<thead>
<tr>
<th>Infectious Diseases</th>
<th>Respiratory Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pneumonia</td>
<td>Sinus infection</td>
</tr>
<tr>
<td>Frequent Sore Throats</td>
<td>Asthma</td>
</tr>
<tr>
<td>Dysentery (Chronic)</td>
<td>Hay Fever</td>
</tr>
<tr>
<td>Infantile Paralysis (Polio)</td>
<td>Bronchitis</td>
</tr>
<tr>
<td>Syphilis</td>
<td>Pleurisy</td>
</tr>
<tr>
<td>Gonorrhea</td>
<td>Tuberculosis</td>
</tr>
<tr>
<td>Skin Diseases or eczema</td>
<td>Chronic Cough</td>
</tr>
<tr>
<td>Fevers</td>
<td>Chronic hoarseness</td>
</tr>
<tr>
<td>Recurrent Chills</td>
<td>Coughing up blood</td>
</tr>
<tr>
<td>Lymph Node enlargement</td>
<td>Tobacco use</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Heart and Blood Vessels</th>
<th>Nervous System</th>
</tr>
</thead>
<tbody>
<tr>
<td>High or low blood pressure</td>
<td>Epileptic or other fits</td>
</tr>
<tr>
<td>Heart Disease</td>
<td>Migraine</td>
</tr>
<tr>
<td>Pain in Chest</td>
<td>Meningitis</td>
</tr>
<tr>
<td>Rheumatic Fever</td>
<td>Mental or nervous disease (family)</td>
</tr>
<tr>
<td>Heart murmur</td>
<td>Mental or nervous disease (self)</td>
</tr>
<tr>
<td>Palpitations</td>
<td>Dizzy spells</td>
</tr>
<tr>
<td>Shortness of Breath</td>
<td>Fainting spells</td>
</tr>
<tr>
<td>Swollen ankles</td>
<td>Visual problems</td>
</tr>
<tr>
<td>Anemia or blood disease</td>
<td>Deafness</td>
</tr>
<tr>
<td>Coagulation disorder</td>
<td>Ringing ears, hearing difficulty</td>
</tr>
<tr>
<td>Elevated cholesterol</td>
<td>Paralysis</td>
</tr>
<tr>
<td>Digestive System</td>
<td>Weakness of limbs</td>
</tr>
<tr>
<td>Ulcers</td>
<td>Numbness</td>
</tr>
<tr>
<td>Jaundice</td>
<td>Cancer</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Lymphoma/ Other blood disease</td>
</tr>
<tr>
<td>Recurrent Diarrhea</td>
<td>Diabetes or sugar disease (family)</td>
</tr>
<tr>
<td>Bloody Stools</td>
<td>Diabetes or sugar disease (self)</td>
</tr>
<tr>
<td>Marked over or underweight</td>
<td>Thyroid disease</td>
</tr>
<tr>
<td>Recent weight loss</td>
<td>Foot problems</td>
</tr>
<tr>
<td>Gall Bladder disease</td>
<td>Back pain</td>
</tr>
<tr>
<td>Hernia (rupture)</td>
<td>Joint pain</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
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<tbody>
<tr>
<td>Ulcers</td>
<td>Cancer</td>
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<tr>
<td>Jaundice</td>
<td>Lymphoma/ Other blood disease</td>
</tr>
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<td>Diabetes or sugar disease (family)</td>
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<td>Diabetes or sugar disease (self)</td>
</tr>
<tr>
<td>Bloody Stools</td>
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<td>Foot problems</td>
</tr>
<tr>
<td>Recent weight loss</td>
<td>Back pain</td>
</tr>
<tr>
<td>Gall Bladder disease</td>
<td>Joint pain</td>
</tr>
<tr>
<td>Hernia (rupture)</td>
<td>Allergy to any food or medicine or injection</td>
</tr>
<tr>
<td>Kidney disease</td>
<td>Blood transfusions</td>
</tr>
<tr>
<td>Kidney Stones</td>
<td>Arthritis</td>
</tr>
<tr>
<td>Prostate disease</td>
<td>Use of nicotine on a daily basis</td>
</tr>
<tr>
<td>Bladder disease</td>
<td>during the past five years</td>
</tr>
<tr>
<td>Blood in urine</td>
<td>Habitual user of any habit forming drugs or</td>
</tr>
<tr>
<td>Pain in passing urine</td>
<td>received treatments for alcoholism</td>
</tr>
<tr>
<td>Urinary tract infection</td>
<td>or drug abuse</td>
</tr>
</tbody>
</table>

I hereby declare that my answers to the above questions are full and true. Signed at _______________ in my presence this ______ day of ____________, 2________.

Signature of applicant  
Signature of Physician
Outline for Physical Examination

1. (a) How long have you known applicant? _______________
2. (b) in what relationship? ____________________________
3. (a) height without shoes ______________ (b) weight _________ lbs

Vital Signs

<table>
<thead>
<tr>
<th>Templeture</th>
<th>Pulse</th>
<th>Respiration</th>
<th>Blood pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>______</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Physical Examination: Check for within normal limits. Note positive findings in the space below.

<table>
<thead>
<tr>
<th>Head</th>
<th>Lymph Nodes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes</td>
<td>Enlargement, consistency and/or tenderness of cervical, axillary, epitrochlear, popliteal and inguinal glands.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appearance and function of chest wall.</td>
</tr>
<tr>
<td></td>
<td>Breasts appearance, asymmetry, tenderness, masses, nipple discharge</td>
</tr>
<tr>
<td>Ears</td>
<td>Lungs type of respiration, character of breath sounds, presence of rales, rhonchi, wheezes or rubs</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Nose</td>
<td>Appearance and palpation of murmurs, clicks, rub, split sounds</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouth</td>
<td>Radiation of murmurs</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Neck</td>
<td>Palpable masses</td>
</tr>
<tr>
<td></td>
<td>Carotids</td>
</tr>
<tr>
<td></td>
<td>Brachials</td>
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<tr>
<td></td>
<td>Radials</td>
</tr>
<tr>
<td></td>
<td>Femorals</td>
</tr>
<tr>
<td></td>
<td>Dorsalis pedis</td>
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<tr>
<td></td>
<td>Posterior Tibials</td>
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</tbody>
</table>

Summary of positive findings:
Diocese of the Mid-Atlantic  
Physical Examination for the Ordination Process

(continued from previous page)

<table>
<thead>
<tr>
<th>Spine</th>
<th>Extremities</th>
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</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Skin color</td>
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<tr>
<td>Tenderness</td>
<td>Temperature</td>
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<td>Curvature</td>
<td>Texture</td>
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<td>Varicosities</td>
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<td>Clubbing</td>
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<td>Abdomen</td>
<td>Edema</td>
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<td>Appearance (distended, flat scaphoid)</td>
<td>Muscular Abnormalities</td>
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<td>Abnormal movements</td>
<td>Circumference</td>
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<td>Dilated veins</td>
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<td>Striae</td>
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<td>Auscultation: bowel sounds</td>
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<td>bruits</td>
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<td>rubs</td>
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<td>Percussion:</td>
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<td>distention</td>
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<td>organ size (liver, spleen, bladder)</td>
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<td>Palpation:</td>
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<td>resistance</td>
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<td>tenderness</td>
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<td>rebound</td>
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<td>organs (liver, spleen, bladder)</td>
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<td>masses</td>
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<td>epigastric or incisional hernia</td>
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Genital, Prostate or Pelvic Examination

List any abnormal findings.

Rectal Exam and Stool Sample

List positive findings.

LABORATORY

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<thead>
<tr>
<th>CBC</th>
<th>Fasting Chem Profile</th>
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<tr>
<td>U/A</td>
<td>EKG (if indicated)</td>
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<tr>
<td>PPD</td>
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On the basis of your examination, is the candidate free from any medical condition or other impediment that would hinder him or her unsuitable for the tasks of ordained ministry? (If you have any confidential information that would render the candidate unacceptable, please so indicate here and forward details to the Bishop by confidential communication.)

Yes____ No_____

This report should be mailed or faxed by the examiner directly to the address below.

Ms. Heather Adams  
Registrar
Diocese of the Mid-Atlantic  
14851 Gideon Drive  
Woodbridge, VA 22192  
Fax: 703-590-3269

Signature of Examiner  
Print Name

Address  
City  
State  
Zip  
Telephone Number
Diocese of the Mid-Atlantic
Psychological Examination for the Ordination Process

The aspirant will need to be examined by a licensed Christian psychologist or psychiatrist. The Chair of the DOMA Ordination Committee will provide names of approved examiners.

The professional examiner should administer some of the following psychometric tests as part of the examination:

Strong Interest Inventory (SII)
Minnesota Multiphasic Personality Indicator-2 (MMPI-2)
Myers-Briggs Type Indicator (M-BTI)
16 Personality Characteristics (16PF)
Clinical Analysis Questionnaire (CAQ)
Fundamental Interpersonal Orientation-Behavior (FIRO-B)

Not every test is necessary to be administered, and there are other, similar tests which the particular practitioner may employ instead. The Bishop is concerned to receive a comprehensive, thorough review of the aspirant’s psychological readiness.

After the examination, you should arrange with the professional examiner to send the results in a letter to Bishop Guernsey, marked confidential and for his personal attention. You will be asked to sign a release to authorize the examiner to do this.

The Rt. Rev. John A. M. Guernsey
Bishop of the Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Diocese of the Mid-Atlantic
Psychological Examination for the Ordination Process

Evaluation Report from the Psychologist

To: The Rt. Rev. John Guernsey, Bishop of the Diocese of the Mid-Atlantic

Name of Applicant ____________________________
Date and Length of Exam _________________________

The examining Psychologist or Psychiatrist is asked to provide a letter to Bishop Guernsey, explaining the nature of the examination and the tests administered.

The letter should include the answers to these questions:

1. Is there any maladjustment or limitation of the personality that, in your opinion, would disqualify the applicant for the ordained ministry of the Church?

2. Are there any signs in the history or present behavior of the applicant that suggest that, in your opinion, he or she may become ill under the usual pressures of clerical life?

3. What is your impression of the applicant’s ability to respond adequately and appropriately to the emotional demands of the ordained ministry?

4. What is your impression of the likelihood of the applicant becoming unstable or dysfunctional as a result of nervous strain engendered by the role of the ordained minister?

___________________________________________  ________________________
Signature of Examiner                        Date

___________________________________________  ________________________
Print Name of Examiner                         Telephone

___________________________________________
Address, City, State, Zip

Please mail to:
The Rt. Rev. John A. M. Guernsey
Bishop of the Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192
Diocese of the Mid-Atlantic
Background Check Instructions for the Ordination Process

The required Oxford Document Management Company Background Check is initiated by the Applicant filling out and returning this form:

**Request for Background Check**

Full name: ____________________________________________________________

Street Address: ______________________________________________________

City: ___________________________ State: _______________ Zip: __________

Telephone: Home:___________________ Mobile:______________________

Email address: ______________________________________________________

Please send this completed form and a check for $180.00 payable to “Diocese of the Mid-Atlantic” with “background check fee” noted in the memo line. The form and check should be sent to:

Heather Adams
Diocese of the Mid-Atlantic
14851 Gideon Drive
Woodbridge, VA 22192

Oxford Document Management Company will send you a packet of information within a week. The sooner you complete the forms and send them back to Oxford, the sooner the process can be completed. Accuracy is very important in filling out the Oxford forms. Time has been lost when reference letters are returned because of a wrong zip code or a missing apartment or suite number.

**IMPORTANT NOTE:** Make two photocopies of the information you submit to the Oxford Document Management Company. Send one copy to Heather Adams at the above address. Keep the other copy in case your forms are lost in the mail.

The background checks usually take two months or longer, so it is recommended that you fill out the form as soon as possible to get the process started.

If you have any questions about the background check, contact Heather Adams, heather.adams@anglicandoma.org.
Diocese of the Mid-Atlantic
Church Discernment Process

To: Rectors and Church Discernment Committees

A person seeking ordination must be put forward by his or her church. A major part of the screening and evaluation process takes place at the local level and before persons are sent forward to the DOMA Ordination Committee.

The first step for the aspirant is to discuss the sense of call with the Rector (or Priest-in-Charge by whatever title). Rectors should respond to persons who sense a calling and present themselves for consideration, but it is just as important to be alert to individuals the clergy and laity may observe whom they believe should be encouraged to consider a path toward ordained ministry. Once an aspirant’s Rector has decided he can support the aspirant’s further exploration of a call to ordained ministry, the next step is for the Rector to appoint a Church Discernment Committee. The task of this committee is to explore this possible call with the aspirant and his or her spouse and to determine whether the committee discerns that the aspirant possesses gifts for ordained ministry, and whether God is indeed calling this person to ordained ministry.

As you organize your Church Discernment Committee, we recommend that you consider a membership of between five and seven laypersons, although a member of the clergy may be included. Committee members should be people who are mature in discerning God’s will, and who have the integrity to speak the truth in love. Some of the people chosen for committee membership should be familiar with the aspirant, but it is also advisable to have some members who do not know the aspirant well, since a fresh and objective evaluation will be helpful.

A good and thorough evaluation process should be conducted over a period several months rather than days or weeks. We recommend that the committee meet with the aspirant no fewer than six times, including one or more meetings with his or her spouse. Meetings should begin and end with prayer, and at each meeting, the guidance of the Holy Spirit should be sought. Particular attention should be given to the document, “Criteria for Evaluating Aspirants’ Suitability for Ordained Ministry.”

The product of the Church Discernment Committee should be a report to the Vestry detailing what kind of evaluation has been done with the applicant, what conclusions the committee has reached, and why the committee concludes that the person is or is not called to ordained ministry in either the vocational diaconate or the priesthood. The committee report should give the committee’s recommendation to the Vestry, including identifying any issues that the committee thinks should be addressed as the aspirant proceeds. This report is one of the required documents to be submitted to the DOMA Ordination Committee for every aspirant whom a church recommends for postulancy.

The Bishop exercises his initial role in discerning an applicant’s call after the Rector and Vestry have acted on the report of the Church Discernment Committee and have made a favorable recommendation to the DOMA Ordination Committee. While the Bishop appreciates being introduced to aspirants during church visitations, he generally does not wish to have an
individual appointments or interviews with aspirants until after the Rector and Vestry have acted. An exception to this is where aspirants have previously been ordained in other denominations.

The DOMA Ordination Committee is eager to assist the clergy and laity in this very important endeavor of identifying and preparing the future ordained leaders of our Diocese.

If you have questions or need further guidance, please contact the Rev. Jack Grubbs, Chair of the Ordination Committee.
Church Discernment Committee

Criteria for Evaluating Aspirants’ Suitability for Ordained Ministry

1. **Spiritual Maturity**: How is this person’s walk with Christ expressed in his or her life? Does this person have an understanding of the wholeness of the faith? How long has he or she been a mature Christian? Does this person demonstrate a basic understanding of the Bible and the Book of Common Prayer? Does this person have a strong discipline of prayer and worship?

2. **Intellectual Strength**: What are the signs of this person’s intellectual gifts? Where did he or she rank in college? What graduate school experience does this person have? Explore ways this person has articulated his or her faith in essays, books, speeches, or other forms of expression. Does this person have an ability to appraise a situation, a group or an institution, and organize his or her thoughts in a clear and consistent manner? Is this person educated so that he or she is well versed in the mainstream of the liberal arts?

3. **Leadership**: What are the signs of leadership this person has exercised? How long has he or she been active in the Church? How has he or she shown leadership in the church? Does this person have leadership experience in other organizations, e.g., at work, in the military, community service groups, political groups, social service organizations, university groups? Discuss the particular gifts of leadership this person displays.

4. **Evangelism and Witness**: Does this person witness readily to his or her faith in Christ? Does he or she have a demonstrated track record in reaching out to unsaved people and helping them come to faith?

5. **Teaching**: For those exploring a call to the priesthood, does this person have gifts that will enable him or her to proclaim the Gospel and instruct people in the faith? How has this person been involved in the teaching and/or preaching ministry of your church? What fruit has come forth from that ministry?

7. **Stability**: What are the signs that this person’s life is stable? What is this person’s marital history? How does this person relate to his or her family responsibilities? Are this person’s relationships healthy and lasting?

8. **Stewardship**: What is this person’s work history? Does he or she have an ability for self-support? How has that been expressed? Is he or she financially responsible? What is his or her history of debt? Does this person demonstrate a positive work history? Explore the areas of personal stewardship. Is this person of robust health and what does he or she do to maintain that health? What about this person’s sense of stewardship in the Church? Does he or she tithe? How long has he or she been tithing? What does this person do to gain renewal and refreshment in terms of time with family, recreation, vacation and continued education?

9. **Involvement in the World**: What are the person’s interests beyond the Church that indicate a healthy interest and appreciation for the breadth of the society in which he or she lives? What books, magazines or journals has he or she read? What sort of political activity has marked his or
her life? What appreciation does this person have for forms of expression such as music, poetry, and the arts in other forms? What sort of groups attract the interest of this person, e.g. clubs, athletic groups, other organizations? Are they consistent with lives that are wholesome examples to the flock of Christ?

10. **Mobility**: Is this person able to go where his or her gifts are likely to be used by the Church? If married, how will the employment of a spouse affect this person’s mobility? Are there particular issues, such as health care of a parent, a spouse or child, which affect the mobility of this person? Are there other factors that support or limit mobility?

11. **Special Gifts**: What special gifts does this person have that make him or her especially attractive for the ordained ministry of the Church? Does he or she speak a foreign language? Does he or she have experience in rural or urban community work? Is his or her prior employment especially suited as preparation for some form of ordained ministry in the Church?

12. **Demonstrated Servanthood**: Does this person have an inner quality that offers hope while offering self in service to others? What kind of ministry does this person have outside formal church structures? Does this person have a ministry that is evident in the larger community?

13. **Interpersonal Relationships**: Does this individual readily exhibit an open and affirming style with others? Has this person clearly demonstrated an ability to listen with empathy and understanding to others, even when he or she might have a different opinion? How does this person face and seek to resolve conflict?

**Clarifying and Answering God’s Call to Ordained Ministry**

The following questions are suggested for aspirants to consider in their self-reflection, and for Church Discernment Committees to discuss with aspirants in the interview process:

- Describe your call. How have you personally explored this possible call into God’s service through personal prayer and in discussion with family, friends and church leaders? How was your sense of call affirmed or questioned?
- If you have a definite vision of call, explain why it could not be carried out as a lay person?
- Explain how your emotional, intellectual and spiritual strength would be useful in full-time ministry?
- Is there anything in your past that would hinder a call into ordained ministry? Explain.
- How has your faith matured since you were a new Christian?
- How do you view the authority of Scripture?
- How do you strengthen your faith in your personal life? What are your devotional habits, including personal prayer practices, Bible study, retreats, fasting, etc?
- How do you care for your emotional and physical health? How have you sought the Lord’s emotional and spiritual healing in your life? What areas need further healing?
- How would your personal and professional skills assist in preparation for the ministry?
• How do you live out Jesus’ admonition to the religious leaders of his day to love the Lord God with all your heart, soul and mind AND to love others as yourself?
• How have you participated in church ministry up to now, i.e., what types of ministry have you engaged in, what has been your personal role, the impact on your faith and life, etc?
• How have you shared your faith with those who do not know the Lord? Have you led others to Christ?
• If you are married, in what ways have you and your spouse explored your sense of God’s call? How does your spouse feel about being married to an ordained minister?
• Are you willing to seek additional formal theological training in preparation for ordination and ministry? How would this be accomplished financially?
Diocese of the Mid-Atlantic
Church Discernment Committee Handbook

Guidelines for Rectors and Appointees
In the Church Discernment Process toward Ordination

Purpose of the Church Discernment Committee (CDC)

The purpose of the Church Discernment Committee is to assist aspirants who sense a call to ordained ministry, and to make a recommendation to the Church as to whether the committee affirms that call, and if so, what the nature of that call is. The Church has always understood the call to ordained ministry as both personal and communal. A true call by God on an individual Christian is affirmed and authenticated by the Christian community at large. Because the congregation is the aspirant’s spiritual home, it is in the congregation where exploring and identifying calls to ministry begin. The CDC, appointed by the Rector and reporting to the Vestry, is an instrument of that work. It is important to recognize that the CDC’s deliberations may or may not lead to a recommendation to pursue ordination.

Formation of the CDC

The first step for the aspirant is to discuss the sense of call with the Rector. The Rector should ask the aspirant to prepare the “Application for Holy Orders,” found in the DOMA Information Package, titled “Forms and Guidelines for Rectors and those Seeking Holy Orders.” This application will be used at both at the local church level and the diocesan level as a resource for discernment. The Rector should also discuss the oaths[FOOTNOTE] the aspirant will be required to sign if he or she is approved for ordination.

[FOOTNOTE TEXT:] The following Oath of Conformity and Oath of Canonical Obedience must be affirmed by all ordinands at the time of their ordination: “I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary to salvation, and I consequently hold myself bound to conform my life and ministry thereto, and therefore I do solemnly engage to conform to the Doctrine, Discipline and Worship of Christ as this Church has received them. And I do swear by Almighty God that I will pay true and canonical obedience in all things lawful and honest to the Bishop of the Diocese of the Mid-Atlantic and his successors, so help me God.”

Once an aspirant’s Rector has decided he or she can support the aspirant’s further exploration of a call to ordained ministry, the next step is for the Rector to appoint a Church Discernment Committee.

Spiritual Grounding of the CDC

The appointees of the CDC should be people whom the Rector knows to be grounded in prayer, experienced in seeking God’s guidance, and who speak the truth in love. It is important that the environment created by the CDC be one of concern, honesty and love. All meetings should be begun and ended with prayer and stopping the discussion for prayer at other times can be important, as well. At each meeting, the Holy Spirit should be called upon to guide the
proceedings. All members should participate in the discussions. Questions will be explored that are deeply personal to the aspirant. Therefore, the CDC should make a covenant to keep confidential all that is discussed, except as necessary for the report and recommendation.
**Structure of the CDC**

The CDC should consist of five to seven people. Some of the appointees should know the aspirant well, and some should not. The clergy or committee should appoint a chair and a recorder, who will be responsible for keeping minutes and drafting a final report. The Rector is an advisor to the committee, but does not attend every meeting.

**Process of the CDC**

The aspirant’s “Application for Holy Orders” should be distributed to each member of the CDC before the meetings begin. A thorough evaluation process should be conducted over a period of several months rather than days or weeks. We recommend that the committee meet with the aspirant no fewer than six times, including one or more meetings with his/her spouse. Below is a recommended format for the remainder of the meetings:

**Session 1**
The Rector should attend the first meeting to brief the CDC on its mission and guidelines, and on his or her expectations of the committee. The first meeting should also be a time for the committee members and the aspirant to get to know each other on a spiritual level. This can be done by sharing each other’s spiritual journey, or by asking a focus question for each person’s reflections, such as, “How did Jesus come into my life, and what difference has it made?”

**Session 2**
Have the aspirant orally articulate his or her spiritual autobiography, including the aspirant’s sense of call, how it came about and the particular nature of the call. Explore the aspirant’s perceptions and understanding of ministry. The following questions are suggested:

- How do you understand the term “ministry?”
- What are the different ministries in the Church, both lay and ordained?
- What do you see as the gifts of ministry, and how are these gifts manifested and developed in the Church?
- What do you see as the primary function of the ordained deacon, and the ordained priest?
- What evidence can you show to demonstrate that you are being called by God to ordained ministry?
- Are you clear on the difference between a call to Christian service and a call to ordained ministry?

**Sessions 3-5**
Using the following criteria, explore in depth the aspirant’s gifts, preparation, and suitability for ordained ministry. These are the same criteria that will be used at a later stage by the DOMA Ordination Committee, if the aspirant proceeds toward ordination. The CDC members’ resources for this exploration should include the Bible, the Canons of the Anglican Church in North America and DOMA, the aspirant’s Application for Holy Orders and the oaths to be signed at ordination.
Criteria for Evaluating Suitability for Ordained Ministry

1. Spiritual Maturity
   a. How is this person’s walk with Christ expressed in his/her life?
   b. Does this person have an understanding of the wholeness of the faith?
   c. How long has he/she been a mature Christian?
   d. How well does this person know the Bible?
   e. Has he/she brought someone to Christ?
   f. Has he/she discipled a less mature Christian?
   g. What is so unique about this person’s gifts that the ordained ministry is necessary for their exercise?
   h. What is this person’s discipline of prayer and worship?

2. Holiness of Life
   b. Has he/she been addicted to drugs, alcohol, pornography or other sexual behaviors?
      i. How has he/she dealt with addictions?
      ii. What is the status of his/her healing?
   c. In the event of past transgressions, has the aspirant shown sincere repentance and healing? How has the Church been a part of that restoration?
   d. Does this person affirm the ethical standards set forth in the Canons of the Anglican Church in North America and DOMA?
   e. Is he/she prepared to sign the declarations of conformity required by those Canons?

3. Leadership
   a. What is this person’s potential to be a strong leader?
   b. How long has he/she been active in the Church?
   c. How has he/she shown leadership in the church?
   d. Does this person have leadership experience in other organizations, e.g., community service groups, political groups, social service organizations, university groups?
   e. Discuss the particular gifts of leadership this person displays.

4. Intellectual Strength
   a. What are the signs of this person’s intellectual gifts?
   b. Where did he/she rank in college?
   c. What graduate school experience does this person have?
   d. Is this person able to articulate the Christian faith in a winsome way?
   e. Explore his/her written and oral work.
   f. Does this person have an ability to appraise a situation, a group or an institution, and organize his/her thoughts in a clear and consistent manner?
   g. Is this person well versed in the liberal arts?

5. Stability
   a. What are the signs that this person’s life is stable?
   b. What enduring relationships are important to him/her?
c. What is this person’s marital history?
d. If there has been a divorce, are all matters of custody and property settled?
e. How does this person relate to his/her family responsibilities?

6. Stewardship
   a. What is this person’s work history?
   b. Does he/she have the ability for self-support? How has that been expressed?
   c. Is he/she financially responsible?
   d. What is his/her history of debt?
   e. Discuss the evidence that this person’s work history has contributed to his/her self-esteem.
   f. Explore the areas of personal stewardship.
      i. Is this person of robust health and what does he/she do to maintain that health?
      ii. Does he/she tithe?
      iii. How long has he/she been tithing?
      iv. What does this person do to gain renewal and refreshment in terms of vacations, recreation and continued education?

7. Involvement in the World
   a. What are the person’s interests beyond the Church which indicate a healthy interest and appreciation for the breadth of the society in which he/she lives?
   b. What books, magazines or journals has he/she read?
   c. What sort of political activity has marked his/her life?
   d. What appreciation does this person have for forms of spiritual expression that may not be conventional – music, poetry, and the arts in other forms?
   e. What sort of groups attract the interest of this person, e.g. clubs, lodges, athletic groups, other organizations?
      i. Are they consistent with lives that are wholesome examples to the flock of Christ?
      ii. Has he/she ever been a member of a secret society?

8. Mobility
   a. Is this person able to go where his/her gifts are likely to be used by the Church?
   b. If married, how will the employment of a spouse affect this person’s mobility?
   c. Are there particular issues, such as health care of a parent, a spouse or child, which affect the mobility of this person?
   d. Are there other factors that support or limit mobility?

9. Special Gifts
   a. What special gifts does this person have that make him/her especially attractive for the ordained ministry of the Church?
   b. Does he/she speak a foreign language?
   c. Does he/she have experience in rural or urban community organization?
   d. Is his/her prior employment especially suited as preparation for some form of ordained ministry in the Church?
e. Does this person have gifts for church planting?

10. Demonstrated Servanthood
   a. Does this person have an inner quality that offers hope while offering self in service to others?
   b. What kind of ministry does this person have outside the formal Church structure?
   c. Does this person have a ministry that is evident in the larger community and how has it manifested itself?

11. Interpersonal Relationships
   a. Does this individual readily exhibit an open and affirming style with others?
   b. Has this person clearly demonstrated an ability to listen with empathy and understanding to others, even when he/she might have a different opinion?
   c. How does this person face and seek to resolve conflict?

Session 6
If the aspirant is married or engaged to be married, the CDC should meet with the aspirant and his or her spouse or fiancé. The discussion should cover the demands and rewards of seminary and clergy life from the emotional to the financial. Questions should be addressed in the first instance to the spouse or fiancé, with the goal of thoroughly engaging him or her in an open discussion. The following lines of inquiry are suggested:

• When in your life as husband and wife has dramatic change occurred?
  o How was your relationship affected?
  o How did you deal with the stress?
• What do you expect the process toward ordination to be like?
  o What do you feel when you look forward to it?
  o What would cause you distress about the process?
• In what ways do you think seminary will put a strain on your marriage?
• Have you ever sought the help of a marriage counselor? How would you feel about doing so?
• Have you had the opportunity to see close up what life is like for a clergy person and spouse and their family?
• How would you describe the life of a clergy person and family?
  o What is it like for the spouse?
  o What steps would you take to nurture the health of the family?
  o What pressures might be a detriment to the family?
• What expectations do you think a congregation might have of a clergy spouse?
  o How do you feel about those expectations?
  o How would you respond to those expectations being placed on you?
• What impact do you think your spouse’s pursuing this vocational path will have on your own vocational life?

Session 7
The committee meets without the aspirant to discuss the progress to date and begin addressing these questions:
• Given what you have learned, what is the best course for this person’s ministry?
• Can you envision this person as a priest?
• Would this person be suitable as a priest for the whole Church, and not simply to pastor in your midst here at your congregation?

**Session 8**
The CDC meets without the aspirant to discuss the question, “Do we want to present the aspirant to the vestry for approval?”

After this meeting, the recorder should prepare a draft report to the Vestry. The aspirant should be given the opportunity to read, comment on and discuss the draft report with the CDC chair and the Rector.

At this point, the Rector may terminate the process. If the Rector decides to proceed, he/she will ask the CDC to issue its final report and recommendation to the Vestry.

If the Vestry approves the aspirant, its recommendation will be submitted to the DOMA Ordination Committee on the form, “Vestry and Rector Recommendation for Postulancy,” along with a copy of the CDC report.

**Session 9**
The aspirant shall prepare an evaluative report of his/her experience in the CDC process, and the CDC shall invite the aspirant to discuss this report in this final session. The aspirant’s evaluative report shall become a part of his/her file.

**Product of the CDC**
The Report and Recommendation to the Vestry is the final product of the CDC. This document should be detailed and specific, and should:

1. Describe the course of the CDC’s work with the aspirant.
2. Make a clear recommendation as to whether the aspirant should be ordained, and, if so, to what order (priest or deacon).
3. Discuss the aspirant’s suitability for ordained ministry in terms of the Criteria included in this handbook.
4. Identify all concerns or reservations.
5. Present any recommendations for areas where further growth is needed.
6. The report should be dated and signed by the members.
7. If the CDC decision is not unanimous, the report should include a statement from the dissenting member(s).