



## **Discernment of a Call to Holy Orders**

### ***The Canonical Process toward Ordination in the Diocese of Eau Claire***

## Prologue

This manual was compiled, written and revised by the Rev'd Aaron Zook, Diocesan Administrator of the Diocese of Eau Claire for the use of Diocesan Clergy and Aspirants for Holy Orders. It reflects all obligations for ordination as presented by the Canons and Constitutions of The Episcopal Church (2012) as well as the Canons and Constitutions of the Diocese of Eau Claire. It is meant as a guide to aid Aspirants and their Clergy Mentors to ensure that all requirements are met in a timely matter.

In any and all variations between this document and current or subsequent Canons and Constitutions of The Episcopal Church or of the Diocese of Eau Claire, those Canons or Constitutions shall overrule this document. Likewise, the Bishop of the Diocese of Eau Claire may, at his discretion, wave or alter the requirements herein given proper dispensation has been filed. It is incumbent upon the Aspirant to ensure that his/her documentation complies with current Canons and Constitutions.

Any questions or comments concerning this manual can be directed to the Offices for the Diocese of Eau Claire at:

510 S. Farwell St.  
Eau Claire, WI 54701  
(715) 835-3331 or administrator@dioec.net

Likewise, any and all forms should be mailed or delivered *in person* to the address above. The forms contained within this manual may be removed or photocopied for submission, but if they are recreated electronically, they must retain all verbiage as found in this manual. Any recreated form with missing or otherwise altered verbiage will constitute a failure to comply with Canonical or Constitutional requirements.

You are encouraged to use the Important Contacts and Notes sections at the back of this manual to keep track of any and all necessary e-mail addresses and phone numbers as well as any other information pertinent to your process.

## **Table of Contents**

|   |       |
|---|-------|
| <u>Introduction</u> .....   | 7     |
| <u>The Process in Brief</u> .....   | 5     |
| <u>The Process in Detail</u> .....  | 7-13  |
| I.    Vocational Diaconate Track.....   | 7     |
| II.   Priesthood Track.....   | 10    |
| <u>Brief Explanations of Procedural Rules</u> .....                                     | 14    |
| <u>A Letter from the 6<sup>th</sup> Bishop of Eau Claire</u> .....                      | 15    |
| <u>Some Thoughts about Ember Day Letters</u> .....                                      | 16    |
| <u>Forms</u> .....  | 17-31 |
| Certificate from the Rector and Vestry.....   | 17    |
| Acceptance of Nomination/Application for Postulancy.....                                | 18    |
| Application for Candidacy.....  | 20    |
| Reaffirmation of the Certificate of the Rector and Vestry.....                          | 21    |
| Testimonial of the Standing Committee for Candidacy.....                                | 22    |
| Application for Ordination as a Vocational Deacon.....                                  | 23    |
| Application for Ordination as a Transitional Deacon.....                                | 24    |
| Certificate from the Rector and Vestry Prior to Ordination as a Deacon.....             | 25    |
| Testimonial of the Standing Committee for Ordination to the Vocational Diaconate.....   | 26    |
| Testimonial of the Standing Committee for Ordination to the Transitional Diaconate..... | 27    |
| Application for Ordination to the Sacred Order of Priests.....                          | 28    |
| Certificate from Vestry Prior to Ordination as a Priest.....                            | 29    |
| Testimonial of the Standing Committee for Ordination to the Priesthood.....             | 30    |
| Application for Canonical Dispensation .....  | 31    |
| <u>Checklist for Diaconal Track</u> .....   | 32    |
| <u>Checklist for Priesthood Track</u> .....   | 35    |

## Introduction

“The ministers of the Church are lay persons, bishops, priests and deacons (BCP 855.)” One basic reason for the existence of a diocese is to support all persons in their ministry and, as a part of that support, to provide a process for discerning who is called out of ministry as a layperson to ministry as a Deacon or Priest. This manual outlines the process that this diocese, in conformity with the Canons of the Episcopal Church, has adopted for the purpose of discerning calls to ordained ministry.

As the title suggests, the intent of this process is to discern who among the faithful is being called by God to those specific ministries that require ordination. There will be those persons who begin the process toward ordained ministry only to discover that their calling is actually to lay ministry. Such a discovery should never be viewed as a failure, but rather as a discernment of God’s will, which is what all Christians seek.

This material is largely based on Title III, Canons 4-9 of the Canons and Constitutions of The Episcopal Church. Anyone who wishes to understand the process is strongly encouraged to read those canons in their entirety as well as this entire document. If any inconsistency is found between this manual and the Canons, the Canons will govern. Note that the several forms and checklists provided in this manual are consistent with the language stipulated in the Canons and, as such, whenever a form is provided, it is mandatory that the language from the form be used for formal engagement in the ordination process.

*“My Lord God, I have no idea where I am going. I do not see the road ahead of me nor do I really know myself, and the fact that I think I am following Your will does not mean that I am actually doing so. But I believe that the desire to please You does in fact please You. And I hope that I will never do anything apart from that desire. And I know that if I do this, You will lead me by the right road though I may know nothing about it. Therefore will I trust You always though, I may seem to be lost and in the shadow of death. I will not fear, for You are ever with me, And You will never leave me to face my struggles alone. Amen.”*

-Thomas Merton’s Prayer for Discernment



## **The Process in Brief**

### *I. Initial Consultation with Local Clergy*

Anyone interested in pursuing Holy Orders should begin by talking with his/her local clergy. The local clergy will help them to understand the process and begin the task of discernment of a call to ordained ministry.

### *II. Application for Postulancy*

Formal application for Postulancy for Holy Orders begins with the completion of the application form available on page 18 of this manual and in the Diocesan Office. This application initiates the formal process of discernment involving interviews and examinations with the Bishop, the Commission on Ministry and the Standing Committee. The time from first contact with the local clergy to admission as a postulant will vary greatly depending on the individual involved. Any person who has received status as a postulant and later perceives a call to change tracks from Diaconal to Priesthood or from Priesthood to Diaconal must restart the process from Postulancy.

### *III. From Postulancy to Candidacy*

The time as a postulant is a time of intense discernment and the beginning of formal theological education. While the Canons of the Episcopal Church require only six months as a postulant, most people will spend one to two years completing these tasks and this time can be extended indefinitely. There are more interviews and examinations to be completed and when the postulant feels the task of discernment is completed, he or she will make application for admission as a Candidate for Holy Orders.

### *IV. From Candidacy to Ordination to the Sacred Order of Deacons*

Once a person is a Candidate for Holy Orders, the process of *discernment* is nearly completed. The Canons require that ordination to the Diaconate take place at least eighteen months after being admitted as a Nominee/Aspirant. A person must be at least 24 years of age to be

ordained as a Deacon. Those called to the Vocational Diaconate must complete all education requirements and receive final reaffirmations from all parties of their consent prior to ordination. Those called to the Priesthood will usually be ordained to the Transitional Diaconate prior to Lent in their final year of seminary training, provided that all other educational and canonical requirements have been met and reaffirmations of consent are received.

**V.     *From Ordination as Transitional Deacon to the Sacred Order of Priests***

Prior to ordination as a Priest, a Deacon must be at least 24 years of age, have completed all educational requirements and have a specific call to a Cure of Souls. In addition, all consents must be reaffirmed and a final check made of all canonical requirements. The Canons specify a minimum of six months as a Transitional Deacon before ordination to the Priesthood.

## **The Process in Detail**

### ***Ordination to the Vocational Diaconate—Canon III.6***

III.6.2-The individual must be nominated by their Congregation/community of Faith.

- a. A Letter of Support from vestry pledging financial support and involvement in preparation for Ordination is sent to the Bishop.
- b. The Nominee must accept Nomination to the Bishop in writing including:
  1. The Nominee's Name and Date of Birth
  2. The Nominee's length of residence in the Diocese
  3. Evidence of the Nominee's Baptism and Confirmation
  4. A List of the Nominee's previous applications/nominations for Postulancy
  5. A description of the Nominee's proposed discernment process
  6. A description of the Nominee's previous education including degrees held, specializations and transcripts of the same.

III.6.3-Postulancy

- a. The Bishop confirms the Nominee's Good Standing and conducts an interview with the Nominee.
- b. The Commission on Ministry (COM) interviews the Nominee, and prepares an evaluation of their qualifications, then recommends the Bishop grant admission as a Postulant.
- c. There can be no admission to Postulancy if the Nominee has previously been refused Postulancy.
- d. The Bishop admits the Nominee as a Postulant and records the same in a register and informs the new Postulant, the COM, the Standing Committee (SC) and the new Postulant's clergy mentor.
- e. The new Postulant must provide the Bishop with Ember day Letters at the four designated times of the year.
- f. The Bishop may remove the Postulant at any time and must give written notice to the Postulant, Clergy mentor, COM, SC and any relevant educational director.

III.6.4-Candidacy

- a. (1.) The Postulant must apply for Candidacy to the Bishop providing their Date of Postulancy and (2.) provide a second letter of support from the vestry of their Congregation/community of Faith.
- b. The Postulant must be re-evaluated by the following Committees:
  1. COM interviews the Postulant and attests to the Bishop in writing of the Postulant's continued formation.

2. SC interviews Postulant and recommends admission to Candidacy in writing to the Bishop.
3. The Bishop may admit the Postulant to Candidacy.
- c. The new Candidate must remain canonically attached to diocese unless their Letter Dimissory is officially transferred.
- d. The Bishop may remove the new Candidate at any time and must give written notice to the Candidate, Clergy mentor, COM, SC and relevant educational director.
- e. If removed, the Candidate may not be readmitted to Candidacy by any bishop for at least twelve months.

### III.6.5-Preparation for Ordination

- a. The Bishop and COM will develop and monitor a program for the Candidate's preparation for ordination.
- b. The Bishop may assign the Candidate to any congregation/community in the diocese with clergy oversight.
- c. The Candidate's formation shall take into account local culture and the Candidate's background, age, occupation and ministry.
- d. The Candidate's prior education and life experience may be considered as a portion of their formation.
- e. When possible, formation for the Diaconate shall take place in community with other individuals in preparation for ministry.
- f. The Candidate must display competence in 5 academic areas:
  1. Holy Scriptures, theology and tradition of the Church
  2. *Diakonia* and the Diaconate
  3. Human awareness and understanding
  4. Spiritual Development and Discipline
  5. Practical Training and experience
- g. The Candidate's preparation for ordination shall include training regarding:
  1. Prevention of sexual misconduct
  2. Civil requirements/Pastoral opportunities for reporting/responding to evidence of abuse
  3. The Constitutions and Canons of the Episcopal Church, particularly Title IV
  4. The Church's teaching on racism
- h. The new Candidate must provide the Bishop with Ember day Letters at the four designated times of the year.
- i. COM shall regularly evaluate the Candidate and provide written reports of the same to the Bishop. A final evaluation as directed by the Bishop shall be prepared by the COM and sent to the SC.
- j. No more than 36 months prior to ordination, the Candidate must provide:

1. A background check, according to the criteria established by the Bishop and SC.
2. Medical and psychological evaluations by professionals approved by the Bishop using CPG approved forms (and if necessary a psychiatric evaluation)
- k. All reports, examinations and evaluations as well as evidence of education received under Canon III.6.5(f) and training completed under Canon III.6.5(g) must be kept on permanent file in the Diocesan Office.

### III.6.6-Ordination to the Diaconate

- a. Prior to Ordination, the Candidate must:
  1. Have accepted nomination at least 18 months previous
  2. Be at least 24 years of age
- b. The Bishop shall obtain in writing and provide to the SC:
  1. The Application from Candidate for ordination to Diaconate
  2. A letter of support from vestry of the Candidate's Congregation/Community of Faith.
  3. Written evidence of admission to Postulancy and Candidacy with dates of admission.
  4. A Certificate from seminary (or equivalent) showing the Candidate's academic record and recommending the Candidate for ordination.
  5. A Certificate from COM recommending the Candidate for ordination to the Diaconate.
- c. SC must provide Testimony noting their receipt of all required forms and recommending the Candidate for ordination to the Diaconate.
- d. The Bishop may ordain the Candidate to the Diaconate and the new Deacon must sign a Declaration of Conformity.

## **The Process in Detail**

### ***Ordination to the Priesthood —Canon III.8***

III.8.2- The individual must be nominated by their Congregation/community of Faith.

- a. A Letter of Support from vestry pledging financial support and involvement in preparation for Ordination is sent to the Bishop.
- b. The Nominee must accept Nomination to the Bishop in writing including:
  1. The Nominee's Name and Date of Birth
  2. The Nominee's length of residence in the Diocese
  3. Evidence of the Nominee's Baptism and Confirmation
  4. A List of the Nominee's previous applications/nominations for Postulancy
  5. A description of the Nominee's proposed discernment process
  6. A description of the Nominee's previous education including degrees held, specializations and transcripts of the same.

III.8.3- Postulancy

- a. The Bishop confirms the Nominee's Good Standing and conducts an interview with the Nominee including a review of the Nominee's finances, which is periodically repeated.
- b. The Commission on Ministry (COM) interviews the Nominee, and prepares an evaluation of their qualifications, then recommends the Bishop grant admission as a Postulant.
- c. There can be no admission to Postulancy if the Nominee has previously been refused Postulancy.
- d. The Bishop admits the Nominee as a Postulant and records the same in a register and informs the new Postulant, the COM, the Standing Committee (SC) and the new Postulant's clergy mentor.
- e. The new Postulant must provide the Bishop with Ember day Letters at the four designated times of the year.
- f. The Bishop may remove the Postulant at any time and must give written notice to the Postulant, Clergy mentor, COM, SC and any relevant educational director.

III.8.4- Candidacy

- a. (1.) The Postulant must apply for Candidacy to the Bishop providing their Date of Postulancy and (2.) provide a second letter of support from the vestry of their Congregation/community of Faith.
- b. The Postulant must be re-evaluated by the following Committees:
  1. COM interviews the Postulant and attests to the Bishop in writing of the Postulant's continued formation.

2. SC interviews Postulant and recommends admission to Candidacy in writing to the Bishop.
3. The Bishop may admit the Postulant to Candidacy.
- c. The new Candidate must remain canonically attached to diocese unless their Letter Dimissory is officially transferred.
- d. The Bishop may remove the new Candidate at any time and must give written notice to the Candidate, Clergy mentor, COM, SC and relevant educational director.
- e. If removed, the Candidate may not be readmitted to Candidacy by any bishop for at least twelve months.

### III.8.5- Preparation for Ordination

- a. The Bishop and COM will develop and monitor a program for the Candidate's preparation for ordination.
- b. The Bishop may assign the Candidate to undergo additional academic training before seminary if no post-secondary degree is held.
- c. The Candidate's formation shall take into account local culture and the Candidate's background, age, occupation and ministry.
- d. The Candidate's prior education and life experience may be considered as a portion of their formation.
- f. When possible, formation for Diaconate shall take place in community with other individuals in preparation for ministry.
- g. The Candidate must engage academically in 7 academic areas:
  1. The Holy Scriptures.
  2. Church History, including the Ecumenical Movement.
  3. Christian Theology, including Missionary Theology and Missiology.
  4. Christian Ethics and Moral Theology.
  5. Studies in Contemporary Society including cross-cultural ministry.
  6. Liturgics and Church Music, Christian Worship in BCP 1979 and Hymnal 1982.
  7. Theory and Practice of Ministry, including leadership, evangelism and stewardship.
- h. The Candidate's preparation for ordination shall include training regarding:
  1. Prevention of sexual misconduct
  2. Civil requirements/Pastoral opportunities for reporting/responding to evidence of abuse
  3. The Constitutions and Canons of the Episcopal Church, particularly Title IV
  4. The Church's teaching on racism
- i. The new Candidate must provide the Bishop with Ember day Letters at the four designated times of the year.

- j. The Candidate's seminary or formation program shall regularly evaluate the Candidate and provide written reports of the same to the Bishop at least annually (or more frequently at the Bishop's request.)
- k. No more than 36 months prior to ordination, the Candidate must provide:
  - 1. A background check, according to the criteria established by the Bishop and SC.
  - 2. Medical and psychological evaluations by professionals approved by the Bishop using CPG approved forms (and if necessary a psychiatric evaluation)
- l. All reports, examinations and evaluations as well as evidence of education received under Canon III.8.5(f) and training completed under Canon III.8.5(g) must be kept on permanent file in the Diocesan Office.

#### III.8.6-Ordination to the Diaconate

- a. Prior to Ordination as a Priest, the Candidate must be ordained as Deacon.
- b. Prior to Ordination, the Candidate must be at least 24 years of age.
- c. The Bishop shall obtain in writing and provide to the SC:
  - 1. The Application from the Candidate for ordination to Diaconate.
  - 2. A letter of support from the vestry of the Candidate's Congregation/Community of Faith.
  - 3. Written evidence of admission to Postulancy and Candidacy with dates of admission.
  - 4. A certification from seminary (or equivalent) showing the Candidate's academic record and recommending the Candidate for ordination.
  - 5. A Certificate from COM recommending the Candidate for ordination to the Diaconate.
- d. SC must provide Testimony noting their receipt of all required forms and recommending the Candidate for ordination to the Diaconate.
- e. The Bishop may ordain the Candidate to the Diaconate and the new Deacon must sign a Declaration of Conformity.

#### III.8.7-Ordination to the Priesthood

- a. A person ordained to the Diaconate under Canon III.8 may be ordained Priest under Canon III.8 only if the following conditions are met:
  - 1. (a) Ordination to the Diaconate under Canon III.8 must have occurred no less than 6 months previous and acceptance of Nomination as provided under Canon III.8.2 (b) has occurred no less than 18 months previous to the date of ordination to the Priesthood.
  - 2. The Transitional Deacon must be at least 24 years of age.



3. The Transitional Deacon's medical and psychological evaluations and background checks must have occurred within the previous 36 months.
- b. The Bishop shall obtain in writing and provide to the SC:
  1. An application from the Deacon requesting ordination to the Priesthood under Canon III.8.
  2. A letter of support from the Vestry of the Deacon's congregation
  3. Evidence of admission to Postulancy and Candidacy, including dates of admission, and evidence of ordination to the Diaconate including date of ordination.
  4. A Certificate from the Transitional Deacon's seminary or formation program showing the Deacon's academic record and recommending them for ordination to the Priesthood.
  5. A Statement from COM stating that the formation program designed under Canon III.8.5 has been completed and that proficiency has been shown in all required areas of academic study; and that COM recommends the Deacon for ordination to the Priesthood.
- c. On receipt of the above, the SC (finding no objection) provides the Bishop with a testimonial recommending ordination to the Priesthood using the canonically required form.
- d. The Bishop may ordain the Deacon to the Priesthood, at which time, the new Priest will make the Declaration required under Article VIII of the Constitutions.
- e. No Deacon shall be ordained Priest until they have been appointed to a cure within the jurisdiction of the Church.
- f. Any person who has been ordained to the Diaconate under Canon III.6 who is subsequently called to the Priesthood must fulfill all requirements for Postulancy and Candidacy under Canon III.8 before being considered for ordination to the Priesthood.

## **Brief Explanations of Procedural Rules**

- You alone are responsible for the canonical requirements of your process. The Bishop, COM, SC, Diocesan Office and your Clergy Mentor will not actively track future requirements; they will only verify those requirements that have been met. It is imperative that you know what the next step is at all times.
- You should complete and file each form as quickly as possible. Many of these forms must be presented to committees before they can act. Waiting to complete and file forms will only slow your progress.
- All forms should be completed and mailed or delivered (in paper form) to the Diocesan office at 510 S. Farwell St, Eau Claire, WI, 54701.
- The Canonical forms and requirements in this manual are non-negotiable. Many are required *verbatim* by the Canons and Constitutions of the Episcopal Church 2012. If you wish to amend any of the procedures in this manual, you must complete the Application for Canonical Dispensation found on page 31 of this manual.
- You are advised to keep a personal file with all correspondence between you, the Bishop, COM, SC, the Diocesan Office and your Clergy Mentor, as well as facsimile copies of all materials sent to any individual or committee involved in your process. This personal file acts as a safeguard against loss as well as a record with which you can track your own progress.
- The progression toward ordination is a *process*, not a *contract*. At any time, the Bishop may lengthen, freeze or terminate your process at his discretion.
- Completion of the requirements prescribed in this manual is not a guarantee of placement in the Diocese of Eau Claire. You are responsible for finding opportunities to exercise your ministry.





# The Diocese of Eau Claire

The Episcopal Church in Northwestern Wisconsin

The Rt. Rev. William Jay Lambert, 6<sup>th</sup> Bishop of Eau Claire

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June 26, 2013

Dear Aspirants, Postulants, and Candidates for Holy Orders,

This Manual is designed to make your progress through the ordination pipeline more understandable. It is provided to you so you can better understand the canons and procedures that apply to you as you discern becoming a deacon or priest.

There are three stages in the ordination process. By saying officially you want to be ordained as a deacon or priest you become an Aspirant. Later, after recommendation from your parish discernment committee and possibly progress through some of the educational requirements, the Commission on Ministry will recommend you be made a Postulant. I as your bishop then confer by letter that designation. You will go through the same process to be a Candidate and must have these same approvals to be ordained a deacon and, if applicable, a priest. Beginning with application for Candidacy you also must have approval by the Standing Committee at each stage of the ordination process.

There are three diocesan entities that evaluate your progress. They are the bishop, the Commission on Ministry, and the Standing Committee. Initially you will work with me as your bishop and the Commission on Ministry. There is a close connection here. As bishop I appoint the members, and I rely heavily upon them for counsel. While I have the right, it is unlikely that I as bishop would move you forward or hold you back contrary to Commission on Ministry counsel. The Standing Committee recommends you for Candidacy and later for ordination as deacon and, if applicable, to be a priest. This body is independent of the bishop. I cannot override Standing Committee decisions.

You must pay close attention to this Manual. It is there to answer your questions. You are the one chiefly responsible for the details of the ordination pipeline. If you have questions ask for guidance. If you don't ask we assume you know what you are doing.

I hope this will be a joyful process for you. Be open to the Holy Spirit as it calls you into this work of the Church. You may reconsider your options along the way. Listen to what the Spirit is telling you. All of us want what is right for you. You should also want this for yourself. With my best wishes, I am,

Your brother in Christ,

A handwritten signature in cursive script that reads "W. Jay Lambert".

W. Jay Lambert

510 S. Farwell, Eau Claire, 54701



## **Some thoughts about Ember Day Letters:**

'Ember Days' mark the Wednesday, Friday and Saturday of four weeks that roughly separate the Church Calendar into quarters. The days are calculated by liturgical season as follows:

*The week between the third and fourth Sundays of Advent*

*The week between the first and second Sundays of Lent*

*The week between Pentecost and Trinity Sunday*

*The week beginning on the Sunday after Holy Cross Day*

For those with a more Anglo-Catholic bent, the following mnemonic poem might help them to remember the timing of Ember Days:

*"Fasting days and Emberings be / Lent, Whitsun, Holyrood, and Lucie."*

*--Old English Rhyme*

Every postulant or candidate for holy orders in the Episcopal Church is required by canon to report to their bishop four times a year, during the Ember Weeks. In the Diocese of Eau Claire, the report must be made by letter, and must include reflection on the person's academic experience as well as their personal and spiritual development. This should be viewed less as an obligation than as an opportunity to give your bishop a deeper understanding of your progress and your life-long ministry. They should be thoughtful, reflective and as comprehensive as possible. They could be best considered as an intimate correspondence with your bishop that notes your struggles, triumphs and observations.

The most important thing to remember is that Ember Day Letters are the single greatest way to keep your bishop up to date on your formation, bringing obstacles to light so that they can be dealt with before they become major issues (and before they cause delays in your ordination process.) Bear in mind that your bishop has been exactly where you are and probably has just the word of comfort or encouragement you need to proceed confidently toward ordination. You should endeavor to make Ember Days and Ember Day Letters a time of intense prayer and intense self-reflection. Then, and only then, will they become effective tools for your formation.

## Certificate from the Rector and Vestry

To the Standing Committee of the Diocese of Eau Claire, (Date)\_\_\_\_\_

We do certify that, after due inquiry, we are well assured that \_\_\_\_\_ ,  
being a confirmed adult communicant in good standing and possessing such qualifications as  
are fitting for admission as a Postulant for Holy Orders, has demonstrated such fitness in the  
following manner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

And, moreover, we find \_\_\_\_\_ a person worthy to be admitted as a  
Postulant for Holy Orders. And, moreover, we pledge to support \_\_\_\_\_  
financially in their pursuit of ordination. And, moreover, we pledge that \_\_\_\_\_  
Parish/Mission will remain involved in all applicable aspects of \_\_\_\_\_'s  
preparation for ordination.

(Signed)

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry of  
\_\_\_\_\_ Parish/Mission in \_\_\_\_\_ duly convened at  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord  
\_\_\_\_\_, and that the names attached include the Rector/Vicar of \_\_\_\_\_  
Parish/Mission as well as no less than a two-thirds majority of the members of the Vestry.

(Signed) \_\_\_\_\_

Clerk of the Vestry

## Acceptance of Nomination/Application For Postulancy

To The Right Reverend William Jay Lambert,

The 6<sup>th</sup> Bishop of Eau Claire:

I hereby accept the Nomination of \_\_\_\_\_ Parish/Mission in \_\_\_\_\_, Wisconsin and furthermore make application to you to be admitted as a postulant for Holy Orders.

My full name is \_\_\_\_\_

I was born on \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

I am Married \_\_\_\_\_ Unmarried \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_

I have been a resident in the Diocese of Eau Claire since \_\_\_\_\_

I was baptized in (Church) \_\_\_\_\_ On (Date) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

By whom \_\_\_\_\_

I was Confirmed (Church) \_\_\_\_\_ On (Date) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

By the Rt. Rev'd \_\_\_\_\_ Bishop of \_\_\_\_\_

I have/have not ever applied for admission as a Postulant for Holy Orders from this or any other Diocese in the past. *(If you have previously applied for Postulancy, please give the circumstances in a statement on a separate page.)*

I hold the following Post-secondary degrees:

*(Please list the Academic Institution, Degree earned, and Date received)*

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

I propose to discern a call to Holy Orders with the guidance of Rev. \_\_\_\_\_

and \_\_\_\_\_ Parish/Mission in the following manner:

*(Describe the process through which you intend to discern your call.)*

In signing, I hereby certify that information above is right and true to the best of my knowledge.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

## Application for Candidacy

To: The Right Reverend William Jay Lambert  
6<sup>th</sup> Bishop of the Diocese of Eau Claire

From: \_\_\_\_\_ Date: \_\_\_\_\_

DOB: \_\_\_\_\_

I was admitted to Postulancy on \_\_\_\_\_

Right Reverend Sir,

Having completed all Canonical requirements of Postulancy, I hereby make formal application for Candidacy for Holy Orders.

(Signed) \_\_\_\_\_



## Reaffirmation of the Certificate of the Rector and Vestry

We the undersigned members of the Vestry of \_\_\_\_\_ Parish/Mission do by our signatures reaffirm our certificate regarding \_\_\_\_\_, and furthermore find them to possess such qualifications fitting for admission as a Candidate for Holy Orders.

(Signed)

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry of \_\_\_\_\_ Parish/Mission in \_\_\_\_\_ duly convened at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_, and that the names attached include the Rector/Vicar of \_\_\_\_\_ Parish/Mission as well as no less than a two-thirds majority of the members of the Vestry.

(Signed) \_\_\_\_\_

Clerk of the Vestry

## Testimonial of the Standing Committee for Candidacy

To the Right Reverend William Jay Lambert, 6<sup>th</sup> Bishop of Eau Claire,

We, being a majority of all the members of the Standing Committee of the Diocese of Eau Claire and having been duly convened at \_\_\_\_\_, do testify that \_\_\_\_\_, desiring to pursue Holy Orders, has presented to us the certificates as required by the Canons indicating \_\_\_\_\_'s preparedness for Candidacy; and we certify that all canonical requirements for Candidacy have been met; and we find no sufficient objection to admission therein. Therefore, we hereby recommend \_\_\_\_\_ for admission to Candidacy.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

(Signed)

## Application for Ordination as a Vocational Deacon

To: The Right Reverend William Jay Lambert

6<sup>th</sup> Bishop of the Diocese of Eau Claire

From: \_\_\_\_\_

Date: \_\_\_\_\_

DOB: \_\_\_\_\_

Right Reverend Sir,

I hereby make formal application for Ordination to the Sacred Order of Deacons.

I was admitted to Postulancy on \_\_\_\_\_.

I was admitted to Candidacy on \_\_\_\_\_.

I have no intention to make application for ordination to the Priesthood. I intend to exercise the ministry of a deacon both in the Church and in the world in the following manner:

(Signed) \_\_\_\_\_

## Application for Ordination as a Transitional Deacon

To: The Right Reverend William Jay Lambert

6<sup>th</sup> Bishop of the Diocese of Eau Claire

From: \_\_\_\_\_

Date: \_\_\_\_\_

DOB: \_\_\_\_\_

Right Reverend Sir,

I hereby make formal application for Ordination to the Sacred Order of Deacons.

I was admitted to Postulancy on \_\_\_\_\_.

I was admitted to Candidacy on \_\_\_\_\_.

God willing and the Church consenting, it is my intention in due course to make application for ordination to the Priesthood.

(Signed) \_\_\_\_\_

## Certificate from the Rector and Vestry Prior to Ordination as a Deacon

To the Standing Committee of the Diocese of Eau Claire, (Date)\_\_\_\_\_

We do certify that, after due inquiry, we are well assured and believe that \_\_\_\_\_, has, for the last three years, lived a sober, honest and godly life, and is loyal to the Doctrine, Discipline and Worship of this Church, and does not hold anything contrary thereto. And, moreover, we find \_\_\_\_\_ a person worthy to be admitted to the Sacred Order of Deacons.

(Signed)

I hereby certify that \_\_\_\_\_ is a member of \_\_\_\_\_ Parish/Mission in \_\_\_\_\_ and a confirmed adult communicant in good standing; that the foregoing certificate was signed at a meeting of the Vestry duly convened at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_, and that the names attached include the Rector/Vicar of \_\_\_\_\_ Parish/Mission as well as no less than a two-thirds majority of the members of the Vestry.

(Signed) \_\_\_\_\_

Clerk of the Vestry

## Testimonial of the Standing Committee for Ordination to the Vocational Diaconate

To the Right Reverend William Jay Lambert, 6<sup>th</sup> Bishop of Eau Claire,

We, being a majority of all the members of the Standing Committee of the Diocese of Eau Claire and having been duly convened at \_\_\_\_\_, do testify that \_\_\_\_\_, desiring to be ordained to the Diaconate under Canon III.6 has presented to us the certificates as required by the Canons indicating \_\_\_\_\_'s preparedness for ordination to the Diaconate under Canon III.6; and we certify that all canonical requirements for ordination to the Diaconate under Canon III.6 have been met; and we find no sufficient objection to ordination. Therefore, we hereby recommend \_\_\_\_\_ for ordination to the Sacred Order of Deacons.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

(Signed)

## Testimonial of the Standing Committee for Ordination to the Transitional Diaconate

To the Right Reverend William Jay Lambert, 6<sup>th</sup> Bishop of Eau Claire,

We, being a majority of all the members of the Standing Committee of the Diocese of Eau Claire and having been duly convened at \_\_\_\_\_, do testify that \_\_\_\_\_, desiring to be ordained to the Diaconate and Priesthood under Canon III.8 has presented to us the certificates as required by the Canons indicating \_\_\_\_\_'s preparedness for ordination to the Diaconate under Canon III.8; and we certify that all canonical requirements for ordination to the Diaconate under Canon III.8 have been met; and we find no sufficient objection to ordination. Therefore, we hereby recommend \_\_\_\_\_ for ordination to the Sacred Order of Deacons.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

Signed,

## Application for Ordination to the Sacred Order of Priests

To: The Right Reverend William Jay Lambert

6<sup>th</sup> Bishop of the Diocese of Eau Claire

From: \_\_\_\_\_

Date: \_\_\_\_\_

DOB: \_\_\_\_\_

Right Reverend Sir,

I hereby make formal application for Ordination to the Sacred Order of Priests.

I was admitted to Postulancy on \_\_\_\_\_.

I was admitted to Candidacy on \_\_\_\_\_.

I was ordained to the Transitional Diaconate on \_\_\_\_\_.

(Signed) \_\_\_\_\_



## Certificate from the Vestry Prior to Ordination as a Priest

To the Standing Committee of the Diocese of Eau Claire, (Date)\_\_\_\_\_

We do certify, that after due inquiry, we are well assured and believe that the Reverend \_\_\_\_\_, Deacon since the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, being the date of ordination to the Diaconate, has lived a sober, honest and godly life, and has not written, taught or held anything contrary to the Doctrine, Discipline or Worship of this Church. And, moreover, we find the Reverend \_\_\_\_\_ a person worthy to be admitted to the Sacred Order of Priests.

(Signed)

I hereby certify that the Reverend \_\_\_\_\_ is a resident of \_\_\_\_\_ Parish/Mission in \_\_\_\_\_; that the foregoing certificate was signed at a meeting of the Vestry duly convened at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ and that the names attached are those of no less than a two-thirds majority of the members of the Vestry.

(Signed) \_\_\_\_\_

Clerk of the Vestry of \_\_\_\_\_

## Testimonial of the Standing Committee for Ordination to the Priesthood

To the Right Reverend William Jay Lambert, 6<sup>th</sup> Bishop of Eau Claire,

We, being a majority of all the members of the Standing Committee of the Diocese of Eau Claire and having been duly convened at \_\_\_\_\_, do testify that \_\_\_\_\_, desiring to be ordained to the Priesthood, has presented to us the certificates as required by the Canons indicating \_\_\_\_\_'s preparedness for ordination to the Priesthood; and we certify that all canonical requirements for ordination to the Priesthood have been met; and we find no sufficient objection to ordination. Therefore, we hereby recommend \_\_\_\_\_ for ordination to the Sacred Order of Priests.

In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_.

Signed,

## Application for Dispensation to Canonical Process for Ordination

To: The Right Reverend William Jay Lambert/Commission on Ministry Diocese of Eau Claire

6<sup>th</sup> Bishop of the Diocese of Eau Claire

From: \_\_\_\_\_ Date: \_\_\_\_\_

DOB: \_\_\_\_\_

Right Reverend Sir,

I hereby make formal application for Dispensation to the Canonical Process for Ordination under Title III, Canon 5.3. Specifically, I request Dispensation from Title III, Canon \_\_\_\_\_, regarding \_\_\_\_\_.

I request that in lieu of the above, the following be submitted to the Commission on Ministry and Standing Committee of the Diocese of Eau Claire as a suitable replacement for Canonical requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(Signed) \_\_\_\_\_  
Applicant

Approval and Consent:

\_\_\_\_\_  
Bishop

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of Commission on Ministry

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Standing Committee

\_\_\_\_\_  
Date

## **Checklist for Diaconate Track**

### **ASPIRANCY**

- Initial meeting with local clergy
  - Written report from local clergy sent to Bishop indicating support
- 0 All above completed before proceeding
- Acceptance of Nomination/Application for Postulancy completed and returned to Diocesan Office according to Title III, Canon 6.2(b)
  - Initial interview with the Bishop
  - Introductory meeting with the Commission on Ministry (COM)
  - Medical examination completed using required forms
  - Psychological examination completed using required forms
- 0 All above completed before proceeding
- Transcripts of all post-secondary education sent to Diocesan Office
  - Evidence of any accredited baccalaureate degrees sent to Diocesan Office
  - Previous Theological School's evaluation of qualifications for Holy Orders sent to Diocesan Office (if applicable)
  - Certificate from the rector and vestry sent to Diocesan Office in the form of Title III, Canon 6.4 (a) (2)
  - Interview with the COM
  - Background check of applicant completed and returned to Diocesan Office
- 0 All above completed before proceeding
- Bishop moves to confer Postulancy

### **POSTULANCY**

- Personal Finance conference with the Bishop
- Application for Candidacy completed and returned to the Diocesan Office
- Reaffirmation from the rector and vestry sent to the Bishop
- Current Theological School's evaluation of qualifications for Holy Orders sent to Diocesan Office (if applicable)
- Medical examination completed using required forms (if applicable)
- Psychological examination completed using required forms (if applicable)
- Interview with COM
- Interview with the Standing Committee and form sent to Diocesan Office according to Title III, Canon 6.4 (b)

- 0 All above completed before proceeding
  - Interview with the Bishop
- 0 All above completed before proceeding
  - Bishop moves to confer Candidacy

### **CANDIDACY**

- Annual reports of progress from academic institution or program sent to the Diocesan Office
- Academic examination as directed by the Examining Chaplains completed and any/all required remedial work completed according to Title III, Canon 6.5(f)
- All requisite training completed and filed at Diocesan Office according to Title III, Canon 6.5(g)
- Application for Ordination to the Diaconate completed and sent to the Diocesan Office according to Title III, Canon 6.6(b)(1)
- Statement of intended ministry sent to the Bishop
- Bishop's certificate of Postulancy and Candidacy dates and statement of intended ministry sent to the Standing Committee
- Letter of Support from rector and vestry for ordination sent to the Standing Committee according to Title III, Canon 6.6(b)(2)
- Certificate from Theological School consisting of academic record, personal qualifications and recommendation for ordination sent to the Diocesan Office
- Report of the Examining Chaplains sent to the Standing Committee
- Medical examination completed using required forms (if applicable)
- Psychological examination completed using required forms (if applicable)
- Background check updated (if applicable)
- Interview with Standing Committee (at Committee's discretion)
- 0 All above completed before proceeding
  - Standing Committee recommendation for Ordination sent to the Bishop according to Title III, Canon 6.6(c)
- 0 All above completed before proceeding
  - Bishop approval for Ordination to Vocational Diaconate
- 0 All above completed before proceeding

**ORDINATION TO THE DIACONATE**

- Clergy Information Request Form completed and returned to the Diocesan Ordination Officer

## **Checklist for Priesthood Track**

### **ASPIRANCY**

- Initial meeting with local clergy
  - Written report from local clergy sent to Bishop indicating support
- 0 All above completed before proceeding
- Acceptance of Nomination/Application for Postulancy completed and returned to Diocesan Office according to Title III, Canon 8.2(b)
  - Initial interview with the Bishop
  - Introductory meeting with the Commission on Ministry (COM)
  - Medical examination completed using required forms
  - Psychological examination completed using required forms
- 0 All above completed before proceeding
- Transcripts of all post-secondary education sent to Diocesan Office
  - Evidence of an accredited baccalaureate degree sent to Diocesan Office
  - Previous Theological School's evaluation of qualifications for Holy Orders sent to Diocesan Office (if applicable)
  - Certificate from the rector and vestry sent to Diocesan Office in the form of Title III, Canon 8.4(a)(2)
  - Interview with the COM
  - Background check of applicant completed and returned to Diocesan Office
- 0 All above completed before proceeding
- Bishop moves to confer Postulancy

### **POSTULANCY**

- Personal Finance conference with the Bishop
- Application for Candidacy completed and returned to the Diocesan Office
- Reaffirmation from the rector and vestry sent to the Bishop
- Current Theological School's evaluation of qualifications for Holy Orders sent to Diocesan Office (if applicable)
- Medical examination completed using required forms (if applicable)
- Psychological examination completed using required forms (if applicable)
- Interview with COM
- Interview with the Standing Committee and form sent to Diocesan Office according to Title III, Canon 8.4(b)

- 0 All above completed before proceeding
  - Interview with the Bishop
- 0 All above completed before proceeding
  - Bishop moves to confer Candidacy

### **CANDIDACY**

- Annual reports of progress from academic institution or program sent to the Diocesan Office
- Medical examination completed using required forms (if applicable)
- Psychological examination completed using required forms (if applicable)
- Academic examination as directed by the Examining Chaplains completed and any/all required remedial work completed according to Title III, Canon 8.5(f)
- All requisite training completed and filed at Diocesan Office according to Title III, Canon 8.5(g)
- Application for Ordination to the Diaconate completed and sent to the Diocesan Office according to Title III, Canon 8.6(c)(1)
- Bishop's certificate of Postulancy and Candidacy dates sent to the Standing Committee
- Letter of Support from rector and vestry for ordination sent to the Standing Committee according to Title III, Canon 8.6(c)(2)
- Certificate from Theological School consisting of academic record, personal qualifications and recommendation for ordination sent to the Diocesan Office
- Report of the Examining Chaplains sent to the Standing Committee
- Background check updated (if applicable)
- Interview with Standing Committee (at Committee's discretion)
- 0 All above completed before proceeding
  - Standing Committee recommendation for Ordination sent to the Bishop according to Title III, Canon 8.6(d)
  -
- 0 All above completed before proceeding
  - Bishop approval for Ordination to Transitional Diaconate
- 0 All above completed before proceeding



### **ORDINATION TO THE DIACONATE**

- Clergy Information Request Form completed and returned to the Diocesan Ordination Officer
- Application for Ordination to the Priesthood sent to the Diocesan Office according to Title III, Canon 8.7(b)(1)
- Bishop's certificate of Postulancy and Candidacy dates and service as a Transitional Deacon provided to the Standing Committee
- Certificate from vestry of Transitional Deacon's current congregation sent to the Standing Committee according to Title III, Canon 8.7(b)(2)
- Certificate from the COM that all academic requirements are successfully completed sent to the Standing Committee
- Medical examination completed using required forms (if applicable)
- Psychological examination completed using required forms (if applicable)
- Interview with the Standing Committee (at Committee's discretion)
- 0 All above completed before proceeding
- Standing Committee recommendation for Ordination to the Priesthood sent to the Bishop according to Title III, Canon 8.7(c)
- Background Check updated (if applicable)
- 0 All above completed before proceeding
- Appointment to Parochial cure or other ministry obtained
- 0 All above completed before proceeding
- Bishop approval for Ordination to the Priesthood
- 0 All above completed before proceeding

### **ORDINATION TO THE PRIESTHOOD**

- Clergy Information Request Form completed and returned to the Diocesan Ordination Officer

## **Important Contacts**

### **The Bishop**

The Rt. Rev. William Jay Lambert, III  
510 S. Farwell St. Eau Claire, WI 54701  
bishop1075@icloud.com, Cell (352) 250-5016

### **The Diocesan Administrator**

The Rev. Aaron Zook  
510 S. Farwell St. Eau Claire, WI 54701  
administrator@dioec.net, Office (715) 835-3331, Cell (715) 864-1843

### **The COM Chair**

\_\_\_\_\_  
\_\_\_\_\_

comchair@dioec.net, \_\_\_\_\_

### **The President of the Standing Committee**

\_\_\_\_\_  
\_\_\_\_\_

standingcompres@dioec.net, \_\_\_\_\_

### **Clergy Mentor**

The Rev. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Confessor**

The Rev. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Notes**

## **Notes**