



THE EPISCOPAL DIOCESE OF PITTSBURGH ~ COMMISSION ON MINISTRY MANUAL

Application Checklists

All forms, applications and letters are in the Manual

Application for Postulancy: Due August 1 In your Manual for Holy Orders

- ☐ Ordination Process Commitment Form (FORM A)
- ☐ Sponsoring Priest's Careful Inquiry (FORM B)
- ☐ Personal History Questionnaire (FORM C)
- ☐ Self-Reflection Questionnaire (FORM D)
- ☐ Discernment Committee Report to the Vestry (FORM E)
- ☐ Vestry Endorsement & Financial Commitment Form (FORM F)
- ☐ Financial Statement/Disclosure Form (FORM H)
- ☐ Sponsoring Priest's Letter of Recommendation (FORM G)
- ☐ Letter of Recommendation (Clergy—not Sponsoring Priest)
- ☐ Letter of Recommendation (Lay Person—not a member of discernment committee or sponsoring parish's vestry)
- ☐ Letter of Recommendation (either Clergy or Lay Person)
- ☐ Copy of Baptism Certificate
- ☐ Copy of Confirmation Certificate
- ☐ Autobiographical Statement
- ☐ Ministry Statement
- ☐ Resume
- ☐ Transcripts
- ☐ Nominee Agreement (FORM I)

First Year of Postulancy In your Manual for Holy Orders

- ☐ Complete and Submit Background Check Paperwork (FORM J)
- ☐ Initial and Follow-up Psychiatric Examinations/Psychological Testing (FORM Q)
- ☐ Medical Exam (FORM R)
- ☐ One Unit of Clinical Pastoral Education (Priesthood)

Application for Candidacy: Due September 30

- ☐ Updated Autobiographical Statement
- ☐ CPE Evaluation (Priesthood)
- ☐ Vestry Endorsement for Candidacy Form (FORM K)
- ☐ Seminary Evaluation (Priesthood) or Diaconal Training Program Evaluation (Diaconate)
- ☐ Updated Seminary Transcripts (Priesthood)
- ☐ Field Education/Internship Evaluations
- ☐ Letter of Application to Candidacy for Holy Orders (FORM L)



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Application for Ordination to the Diaconate: Due February 28

- ☐ Letter of Application for Ordination to the Diaconate (FORM N)
- ☐ Updated Autobiographical Statement
- ☐ Vestry Endorsement for Ordination to the Diaconate Form [FORM O
- ☐ Updated Medical Exam (if older than 36 months)
- ☐ Updated Psychological Exam (if older than 36 months)
- ☐ Updated Background Check (if older than 36 months)
- ☐ Recommendation from Seminary or Diaconal Training Coordinator
- ☐ Safe Church Training Certificate
- ☐ Anti-Racism Training Certificate
- ☐ Field Education/Internship Evaluations
- ☐ General Information Sheet Updated [FORM D)

Application for Ordination to the Priesthood: Due September 15

- ☐ Letter of Application for Ordination to the Priesthood (FORM P)
- ☐ Updated Autobiographical Statement
- ☐ Vestry Endorsement for Ordination to the Priesthood [FORM O
- ☐ Seminary Recommendation for Ordination to the Priesthood (if necessary)

Required Every Year

- ☐ Ember Day Letters to the Bishop (the Wednesday, Friday, and Saturday after St. Lucy's Day (Dec. 13), Ash Wednesday, the Day of Pentecost, and Holy Cross Day (Sept. 14) typically these letters are sent to the Bishop in December, March, June, and September.
- ☐ Attend Postulants and Candidates Day/Retreat – if held
- ☐ Attend Diocesan Convention
- ☐ Meet with Commission on Ministry Shepherd regularly
- ☐ Meet with your Spiritual Director regularly
- ☐ Serve as Bishop's Chaplain as assigned