

## Path to Ordination as Vocational Deacon – National Canon III.6 and Diocesan Requirements

<b>Name</b>	<b>Sponsoring Parish</b>
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<b>Section 1</b>	<input type="checkbox"/> There's a sense of calling <input type="checkbox"/> Confirmed adult communicant, baptized and in good standing – <i>Canon III.6.2</i> <input type="checkbox"/> Resident in the Diocese of Hawai'i for a minimum of one year – <i>Diocesan Requirement</i> <input type="checkbox"/> Discernment Committee formed by Rector/Vestry – <i>Diocesan Requirement</i> <input type="checkbox"/> Committee meets with Applicant over several months (see "Guidelines for Discernment of Ministry") – <i>Diocesan Requirement</i> <input type="checkbox"/> Committee submits Report to Vestry, specifying: – <i>Diocesan Requirements</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> the type of ministry to which the Committee discerns Applicant is called to</li> <li><input type="checkbox"/> If to proceed in ordination process, which order (deacon or priest) and explain why they believe this</li> <li><input type="checkbox"/> how often and how long the Committee and Nominee met</li> <li><input type="checkbox"/> the process that the Discernment Committee followed</li> <li><input type="checkbox"/> why the Committee is making the recommendation that they are</li> </ul> <input type="checkbox"/> Vestry nominates Applicant at meeting on: _____
Applicant moving towards Nominee	
Becomes a Nominee	<input type="checkbox"/> Vestry submits Nomination in writing to Bishop; incl. letter of support with: – <i>Canon III.6.2(a)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> committing the community to pledge to contribute financially to that preparation – <i>Canon III.6.2(a)(1)</i></li> <li><input type="checkbox"/> involve itself in the Nominee's preparation for ordination to Diaconate – <i>Canon III.6.2(a)(2)</i></li> <li><input type="checkbox"/> signed by 2/3 of Vestry and Rector – <i>Canon III.6.2(a)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> if no Rector, signed by a Priest of the Diocese acquainted with the nominee and the Parish, the reason for the substitution being stated in the attesting clause – <i>Canon III.5.2(c)</i></li> </ul> </li> <li><input type="checkbox"/> Attested by Clerk – <i>Canon III.5.2(c)</i></li> </ul> <input type="checkbox"/> Copy of Discernment Committee Report submitted to Bishop – <i>Diocesan Requirement</i> <input type="checkbox"/> Rector/Priest writes letter of support and recommendation to Bishop – <i>Diocesan Requirement</i> <input type="checkbox"/> Discernment Committee continues providing pastoral care & help (until ordained), at least every 6 months and upon request by the Nominee/Postulant/Candidate – <i>Diocesan Requirement</i>

<b>Section 2</b>	<input type="checkbox"/> Nominee accepts nomination in writing (by completing Acceptance of Nomination form) – <i>Canon III.6.2(b)1-6, incl:</i> <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> Discernment Process Reflection</li> <li style="width: 50%;"><input type="checkbox"/> Spiritual Autobiography – <i>Diocesan Requirement</i></li> <li style="width: 50%;"><input type="checkbox"/> Evidence of Baptism and Confirmation</li> <li style="width: 50%;"><input type="checkbox"/> Official Transcripts received</li> </ul> Date accepted: _____
Nominee moving towards Postulancy	<input type="checkbox"/> Three Letters of Recommendation received from: – <i>Diocesan Requirement</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current employer</li> <li><input type="checkbox"/> Community/volunteer position</li> <li><input type="checkbox"/> Someone who knows Nominee personally</li> </ul> <input type="checkbox"/> Bishop confirms person is confirmed adult communicant in good standing – <i>Canon III.6.3(a)(1)</i> <input type="checkbox"/> Bishop meets with Nominee on _____ – <i>Canon III.6.3(a)(2)</i> <input type="checkbox"/> Financial resources available for support through preparation for ordination – <i>Recommended</i> <input type="checkbox"/> Bishop approves with proceeding – <i>Canon III.6.3(b)</i> <input type="checkbox"/> Meeting between COM and Nominee arranged for _____ – <i>Canon III.6.3(b)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> COM sends letter of evaluation &amp; recommendations to Bishop – <i>Canon III.6.3(b)</i></li> </ul> <input type="checkbox"/> Previously removed / refused admission as Candidate? _____ notes: _____ – <i>Canon III.6.3(c)</i>
	<b>Background Check/Medical Evaluation/ Psychological Evaluation – <i>Diocesan Requirement for Postulancy; Nat'l Canon III.6.5(j)(1) and (2) requirement while Candidate or earlier, but within 36 months of Ordination to Diaconate</i></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Forms for background check, medical and psychological exam sent to Nominee</li> <li><input type="checkbox"/> FCRA form received</li> <li><input type="checkbox"/> Background check initiated on: _____</li> <li><input type="checkbox"/> Completed: _____</li> <li><input type="checkbox"/> Medical exam forms delivered to Bishop, dated: _____</li> <li><input type="checkbox"/> Psychological exam report delivered to Bishop; dated: _____</li> </ul>

<p><b>Section 3</b> Admitted as Postulant</p> <p>Postulant moving towards Candidacy</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Bishop accepts/declines Nominee as Postulant -- Record name and date of admission in Register – <i>Canon III.6.3(d)</i></li> <li><input type="checkbox"/> Bishop writes to Postulant/clergyperson/COM/SC/Dir of program re: fact and date of admission – <i>Canon III.6.3(d)</i></li> <li><input type="checkbox"/> Postulant communicates with Bishop in person or by letter in Ember Weeks, reflecting on academic experience and personal/spiritual development – <i>Canon III.6.3(e)</i></li> <li><input type="checkbox"/> Discernment Committee continues providing pastoral care &amp; help (until ordained), at least every 6 months and upon request by the Nominee/Postulant/Candidate – <i>Diocesan Requirement</i></li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Postulant request entry to Candidacy, incl – <i>Canon III.6.4(a)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> admit date to Postulancy – <i>Canon III.6.4(a)(1)</i></li> <li><input type="checkbox"/> congregation’s support ltr, endorse by 2/3 of Vestry and Rector – <i>Canon III.6.4(a)(2)</i> – or, <input type="checkbox"/> if no Rector, signed by a Priest of the Diocese acquainted with the nominee and the Parish, the reason for the substitution being stated in the attesting clause – <i>Canon III.5.2(c)</i></li> <li><input type="checkbox"/> Attested by Clerk – <i>Canon III.5.2(c)</i></li> </ul> </li> <li><input type="checkbox"/> COM interviews to assess Postulant’s formation – <i>Diocesan requirement</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> COM provides statement attesting to continuing formation of Postulant – <i>Canon III.6.4(b)</i>; dated: _____</li> </ul> </li> <li><input type="checkbox"/> Interview with Standing Committee, who shall have had an opportunity to review the documentation relating to the application of the Postulant; interview on: _____ – <i>Canon III.6.4(b)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Standing Committee provides approval in writing; dated: _____ – <i>Canon III.6.4(b)</i></li> </ul> </li> </ul>
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<p><b>Section 4</b> Admitted as Candidate</p> <p>Formation (some items may be started/ completed while Postulant)</p> <p>Candidate moving towards ordination as Deacon</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Bishop accepts/declines Postulant as Candidate -- Record name and date of admission in Register – <i>Canon III.6.4(b)</i></li> <li><input type="checkbox"/> Bishop writes to Candidate/clergyperson/COM/SC/Dir of program re: fact and date of admission – <i>Canon III.6.4(b)</i></li> <li><input type="checkbox"/> Discernment Committee continues providing pastoral care &amp; help (until ordained), at least every 6 months and upon request by the Nominee/Postulant/Candidate – <i>Diocesan Requirement</i></li> </ul> <p><b>Formation/Internship:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Formation program decided upon; location: _____ – <i>Canon III.6.5(a)-(g)</i> <ul style="list-style-type: none"> <li>Reports: <input type="checkbox"/> Freshman <input type="checkbox"/> Middler and <input type="checkbox"/> Senior reports on academic performance and personal qualifications from formation program (ex: seminary, Waiolaihui’ia) – min. 1 per yr – <i>Recommended</i></li> <li><input type="checkbox"/> Formation program completed: _____</li> <li><input type="checkbox"/> Add’l competency area completed: History &amp; Cultures of Hawai’i, per Bishop – <i>Diocesan Requirement to fulfill Canon III.6.5(c)</i></li> </ul> </li> <li><input type="checkbox"/> Postulant (or Candidate) starts internship – <i>Canon III.6.5(b) and Diocesan Requirement for Local Formation</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location: _____</li> <li><input type="checkbox"/> Copy of Contract/Agreement Received</li> <li><input type="checkbox"/> Letter received from internship site supervisor</li> </ul> </li> </ul> <p><b>Trainings to complete:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Safeguarding God’s Children; completed: _____ – <i>Canon III.6.5(g)(1)</i></li> <li><input type="checkbox"/> Sexual Misconduct Prevention; completed: _____ – <i>Canon III.6.5(g)(1)</i></li> <li><input type="checkbox"/> Civil requirements for reporting and pastoral opportunities for responding to evidence of abuse; completed: _____ – <i>Canon III.6.5(g)(2)</i></li> <li><input type="checkbox"/> Constitution and Canons, esp. Title IV training; completed: _____ – <i>Canon III.6.5(g)(3)</i></li> <li><input type="checkbox"/> Racism/Diversity/Cultural Competency training; completed: _____ – <i>Canon III.6.5(g)(4)</i></li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate communicates with Bishop in person or by letter in Ember Weeks, reflecting on academic experience and personal/spiritual development – <i>Canon III.6.5(h)</i></li> <li><input type="checkbox"/> From time to time, progress evaluated, and written report provided, by those COM authorizes to be in charge of evaluation program [see below re: Examining Chaplains] – <i>Canon III.6.5(i)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> COM may, at Bishop’s direction, assign Examining Chaplains (as established by Bishop) to conduct the assessment. The Examining Chaplains will then report back to COM – <i>Diocesan Requirement</i></li> </ul> </li> </ul>
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	<p><input type="checkbox"/> Certification that candidate has successfully completed preparation and is ready for ordination (from those in charge of program of preparation) – <i>Canon III.6.5(i)</i></p> <p><input type="checkbox"/> Final written report/assessment of readiness for ordination, prepared as determined by Bishop in consult with COM – <i>Canon III.6.5(i)</i></p> <p><input type="checkbox"/> Above report to include COM’s recommendation re: Candidate’s readiness for ordination – <i>Canon III.6.5(i)</i></p> <p><input type="checkbox"/> COM interviews Candidate to assess formation in required canonical areas. COM may, at Bishop’s direction, assign Examining Chaplains (as established by Bishop) to conduct the assessment. The Examining Chaplains will then report back to COM – <i>Diocesan Requirement</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> COM sends letter to Standing Committee (<input type="checkbox"/> with copy to Bishop) certifying Candidate is proficient in areas specified in Canon III.6.5(f) for Vocational Diaconate, plus additional area of History &amp; Cultures of Hawai’i, with recommendation re: ordination – <i>Diocesan Requirement</i></p> <p><input type="checkbox"/> Bishop provides following in writing to Standing Committee – <i>Canon III.6.6(b)</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Candidate writes to Bishop, requests application to Ordination as a Deacon – <i>Canon III.6.6(b)(1)</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Letter of support from Candidate’s congregation, signed by at least 2/3 of Vestry and Rector – <i>Canon III.6.6(b)(2)</i> (<input type="checkbox"/> if no Rector, signed by a Priest of the Diocese acquainted with the nominee and the Parish, the reason for the substitution being stated in the attesting clause – <i>Canon III.5.2(c)</i>)</p> <p style="padding-left: 80px;"><input type="checkbox"/> Attested by Clerk – <i>Canon III.5.2(c)</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Evidence of admission to Postulancy and Candidacy, incl dates of admission – <i>Canon III.6.6(b)(3)</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Certificate from seminary/preparation program showing scholastic record in subjects req’d by Canons and giving evaluation with recommendation as to Candidate’s other personal qualification for ordination together with a recommendation regarding ordination to the Diaconate – <i>Canon III.6.6(b)(4)</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Certificate from COM giving recommendation regarding ordination to Diaconate under this Canon – <i>Canon III.6.6(b)(5)</i> – (copy of above letter from COM to Standing Committee sufficient)</p> <p><input type="checkbox"/> Standing Committee, once they receive above packet from Bishop, with no sufficient objection and <input type="checkbox"/> majority consenting: shall certify with testimonial [Form III.6.6(c)], signed by consenting members of Standing Committee – <i>Canon III.6.6(c)</i>. Standing Committee’s Testimonial dated: _____</p> <p><input type="checkbox"/> 18 months have passed from date of acceptance of Nomination (date: _____) – <i>Canon III.6.6(a)(1)</i></p> <p><input type="checkbox"/> Is at least 24 years old – <i>Canon III.6.6(a)(2)</i></p> <p><b>Per Canon III.6.5(j):</b></p> <p><input type="checkbox"/> Background check was completed within 36 months of Ordination to Diaconate (date: _____)</p> <p><input type="checkbox"/> Medical exam was completed within 36 months of Ordination to Diaconate (date: _____)</p> <p><input type="checkbox"/> Psychological exam was completed within 36 months of Ordination to Diaconate (date: _____)</p>
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<p><b>Section 5</b></p> <p>Ordination as Deacon</p>   <p>Moving towards Priesthood if formerly Vocational</p>	<p><input type="checkbox"/> Bishop takes order for ordination to Diaconate – <i>Canon III.6.6(d)</i></p> <p><input type="checkbox"/> Ordination to Vocational Diaconate on: _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Oath of Conformity signed (Declaration required in Article VIII) – <i>Canon III.6.6(d)</i></p> <p><u>If formerly Vocational Deacon, subsequently called to Priesthood</u></p> <p><input type="checkbox"/> A person ordained to the Diaconate under Canon III.6 who is subsequently called to the Priesthood shall fulfill the Postulancy and Candidacy requirements set forth in Canon III.8 [III.8.3, 4, 5]. Upon completion of these requirements, the Deacon may be ordained to the Priesthood – <i>Canon III.8.7(f)</i></p>
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