

**The Episcopal Diocese of Kansas**  
**Ordination Process Handbook**



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## To new inquirers

We are so grateful for your interest in serving the church through ordination as a deacon or priest. These are exciting times to be a disciple of Jesus, and the changing nature of the church means that we need leaders who are bold, passionate about Christ and the Episcopal Church, entrepreneurial, grounded by a deep faith and robust spiritual life, animated by the love of God, and have a proven track record of organizing and leading others in mission and ministry.

Deacons and priests in the 21st Century will need to be willing to explore new and innovative forms of ministry alongside traditional ways of being and doing church. The call is demanding. We hope you will find the journey richly rewarding.

This handbook seeks to give a general overview of the process that leads toward ordination in the Episcopal Diocese of Kansas. The process is long, and there are several steps along the way. Discernment begins at the local level; anyone seeking ordination should first be deeply rooted in a baptismal ministry in a local parish and living faithfully in Christian life. This includes a commitment to prayer and study; a commitment to serving others, both inside and outside the church; and a commitment to the tithe. Leading by example and doing what you teach is an important part of ordained ministry. You will be expected to speak to this and other personal practices in your discussions with the Commission on Ministry. The process is not intended to be needlessly bureaucratic, difficult or mysterious. However, a great trust is bestowed in ordination, and so the discernment process must be careful, thoughtful and deliberate.

A call to ordination is always a call by and to community, and so the process unfolds in ever-expanding circles of community discernment (parish, convocation, diocese). By no means will this handbook answer all of your questions, so please call us with any questions you may have along the way.

In the meantime, please be assured of our prayers for you as you continue to seek the guidance of the Holy Spirit.

*The Commission on Ministry*

## **Three tracks toward ordained ministry**

There are three basic paths through which one might be called and formed for ordained ministry in the Episcopal Diocese of Kansas (one track for deacons and two different tracks for priests). They are:

### **1.) Deacon**

Deacons are called to exercise a ministry of service that reflects the fact that Christ himself came not to be served, but to serve. Deacons lead all of us in serving the world outside the walls of the church, “particularly as a servant to those in need.” (Book of Common Prayer, page 856). It often is said that deacons bring the church to the world and the world to the church. A deacon’s ministry is outwardly focused. They are called to be agents who organize people both in the church and the world, to serve the lost, the least and the lonely. They act as catalysts for the church’s mission of service and outreach, and assist the bishop and presbyters in proclaiming the gospel and administering the sacraments.

Deacons receive their formal education through a two-year course of study at the Bishop Kemper School for Ministry. After formation at BKSM, deacons are placed in congregations for one year of internship experience. Neither you nor your sponsoring parish should take for granted, or count on choosing, the parish or organization where you will serve. Deacons go where they are needed. The bishop is the final authority on placement.

### **2.) Priest**

A priest exercises a ministry of oversight in local parishes, particularly as “a pastor to the people” (Book of Common Prayer, page 856). The primary task of a priest is to “equip the saints for the work of ministry,” by coordinating, encouraging and empowering the ministry of all the baptized in a particular place. Priests are called to proclaim the gospel in work and deed, administer the sacraments, teach the faith, share with the Bishop in the councils of the Church, and bless and declare God’s forgiveness.

#### **A. Bi-vocational priest**

There is a great need in the Episcopal Diocese of Kansas for bi-vocational priests – priests who will serve as sacramental leaders of congregations as part of a team ministry and who will earn their primary income outside of church work. Currently, more than half our congregations are served by priests who serve on a part-time or non-stipendiary basis. In coming years the need for priests who are able to serve in this capacity may continue to increase. Individuals interested in being ordained to the priesthood who are already established professionals in their community are strongly encouraged to explore a call to bi-vocational ministry. Bi-vocational priests receive their formal education through a three-year course of study at the Bishop Kemper School for Ministry.

#### **B. Seminary trained priest**

If an individual discerns a call to priesthood as his/her primary profession and course of income, he/she will need to complete a three-year course of study leading to a Master of Divinity degree at an accredited Episcopal seminary. The bishop may offer specific counsel as to which seminary or seminaries could be best for an individual’s particular situation. Individuals should realize that while every effort is made to place all seminary-track candidates in paid positions, relocation outside of Kansas is a possibility.

## **Stages of the ordination process**

### **Inquirer**

An Inquirer is a person who is interested in exploring a call to ordination and has had some initial conversations with family, local congregation and parish clergy, but has not formally begun the diocesan discernment process.

### **Nominee**

A Nominee is a person who has been formally recommended by his or her home parish for ordination as either a priest or a deacon. If after conversation with your family, the priest in charge of your congregation and Vestry, you are encouraged to move forward in the discernment process, you should apply to be a Nominee. The application to be a Nominee is on the diocesan website under the “Resources” tab, click on “Commission on Ministry.”

When your application has been received and reviewed, an appointment will be scheduled for you to meet with the bishop. Your spouse/partner should attend this meeting with you.

After meeting with the bishop, if you are admitted as a Nominee, you will need to meet at least four times with your Convocation Discernment Committee. After receiving and acknowledging the letter of nomination from the bishop, you should contact the convener of your Convocation Discernment Committee to arrange for the first meeting.

### **Postulant**

A Postulant is a person who has been formally admitted to the ordination process by the bishop. Once you have completed your meetings with the Convocation Discernment Committee, you then may apply to become a Postulant. The application for Postulancy is on the diocesan website under the “Resources” tab; click on “Commission on Ministry.”

When the diocesan office has received your application for Postulancy and other required materials, you will be scheduled to interview with the Commission on Ministry. The Commission will make a recommendation to the bishop regarding postulancy. You will be informed by official letter of the bishop’s decision. Once you have been admitted as a Postulant, you are eligible to enroll in an ordination track at the Bishop Kemper School for Ministry, or to begin the process of applying to seminary.

### **Candidate**

A Candidate is a person who has received official endorsement from the Commission on Ministry and the Council of Trustees to continue his or her course toward ordination. You will apply for candidacy during the fall semester of your final year of study (second year for diaconal students, third year for priesthood students). The application for candidacy is on the diocesan website under the “Resources” tab; click on “Commission on Ministry.”

## **Formation and Evaluation**

Formation for ordained ministry requires a significant commitment of time and energy. The time you will spend in preparation will yield important insights. Broad concentrations will be in Bible, church history, theology, ethics, liturgics, church polity, and the theory and practice of ministry. Specialized courses will allow you to concentrate on aspects of ministry particularly suited to your diaconal or priestly call. You will develop a ministerial identity rooted in being part of a community that studies and prays together, and those friendships may well prove invaluable as you do the work of ministry after graduation.

As shown in other parts of this handbook, there will be regular times when diocesan committees or officials elicit feedback from your teachers at seminary or from faculty of the Bishop Kemper School for Ministry. Such evaluations are in place in order to help us get a clear picture of your progress. In addition to regular reports, Candidates for the priesthood will take the General Ordination Examination (GOE) in January of their final year of studies and be certified by the Board of Examining Chaplains. The Board has provided a helpful study document found the diocesan website under the “Resources” tab; click on “Academic standards of formation.”

## **Shepherding**

Once named a Nominee, you will be assigned a “Shepherd.” This usually is a member of the Commission on Ministry who will walk with you through the entire process toward ordination. Your shepherd will contact you periodically to see how things are going and if he or she can be of assistance to you in your journey. Of course, the lines of communication should flow both ways. You are expected to contact your shepherd for assistance and help any time you have a question, need or a problem in the process. Never let a matter go unchecked or unresolved without calling on your shepherd for advice. Dealing with such situations early is crucial to a smooth and positive process experience.

# Appendix A

## Diaconal Ordination Process Sample Timeline

- Year One:**
1. Inquirer meets with the priest in charge of their congregation and makes application for nomination (see checklist on page#: 10)
  2. Meets with the bishop regarding status as a Nominee
  3. Bishop's decision is communicated through written correspondence
  4. Meets with Convocation Discernment Committee
  5. Makes application for Postulancy
  6. Interviews with the Commission on Ministry which makes a recommendation to the bishop
  7. A determination is made by the bishop regarding Postulancy
- Year Two:**
1. Begins course of study at the Bishop Kemper School for Ministry
- Year Three:**
1. Continues course of study at BKSM
  2. Makes application for Candidacy
  3. Interviews with the Standing Committee  
(the Commission on Ministry may request a second interview)
- Year Four:**
1. Makes application for ordination
  2. Ordination as a deacon and assignment to diaconal internship

## Appendix B

### Priesthood Ordination Process Sample Timeline (Individual circumstances may vary slightly)

- Year One:**
1. Inquirer meets with the priest in charge of your congregation and makes application for nomination
  2. Meets with the bishop regarding status as a Nominee
  3. Bishop's decision is communicated through written correspondence
  4. Meets with Convocation Discernment Committee
  5. Makes application for Postulancy
  6. Interviews with the Commission on Ministry
  7. A determination is made by the bishop regarding Postulancy
- Year Two:**
1. Begins course of study at the Bishop Kemper School for Ministry or seminary
- Year Three:**
1. Continues course of study
- Year Four:**
1. Continues course of study
  2. Makes application for Candidacy
  3. Takes the General Ordination Examination
  4. Interviews with the Standing Committee  
(the Commission on Ministry may request a second interview)
  5. Meets with the Board of Examining Chaplains
  6. Applies for ordination to the transitional diaconate
- Year Four/Five:**
1. Ordination as a transitional deacon
  2. Applies for ordination to the priesthood



# Appendix C

## Ordination Process Instructions and Forms

## To apply as a Nominee

If you are interested in ordination, you should first discuss your interest with your rector, vicar or priest in charge. After you and your priest have met together over a period of time, then you may complete the application process for nominee.

1. Complete the application.
2. Request from your rector, vicar or priest in charge a letter of recommendation to enter a formal discernment process. Provide evidence that you are a confirmed adult in good standing as a communicant in a local congregation for a minimum of one year.
3. Submit the following:
  - a. A “Letter of Support and Commitment” from the vestry and clergy, which includes the financial commitment from the parish and stating that the nominee is a confirmed adult communicant in good standing. In addition to other work that may be assigned by your parish, you are to prepare a spiritual autobiography with a maximum length of four double-spaced pages, which will be distributed to the priest and vestry. (See page 14 for spiritual autobiography guidelines.) Your priest and vestry must attest that they have read this document before signing the “Letter of Support and Commitment.”
  - b. Submit your spiritual autobiography to the diocesan office. Answer the social history questions on the back of the application. Complete the financial statement form as part of the application process.
  - c. Submit a copy of your record of baptism and confirmation.
  - d. Submit a current photograph, either in print or digitally.
  - e. Please attach, to the application, a check for \$200 to cover the cost of the criminal background check, which will be initiated by the administrator of the Commission on Ministry and conducted by Oxford Document Management Company.

When the steps above have been completed, the bishop will review the material and schedule a meeting with the applicant. The bishop will review the application information and clergy recommendations before the interview is scheduled. If the bishop consents to further exploration of the call, the applicant will receive a letter within 45 days from the bishop, naming them a Nominee for Holy Orders. The Nominee must accept this nomination in writing within 30 days of the receipt of the letter of invitation.



# The Episcopal Diocese of Kansas

## Application for Nominee for Holy Orders Personal Information Questionnaire

Diaconate       Priesthood

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

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Maiden Name (if applicable): \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Contact information

Please check preferred method of contact:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Active/Inactive in the Military \_\_\_\_\_

### Family Information

Marital Status: Single  Married  Divorced/Separated  # of marriages \_\_\_\_\_ Widow(er)

Spouse/Partner's name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Spouse/Partner's occupation: \_\_\_\_\_ Year Married \_\_\_\_\_

### Children

Name(s), age(s) and gender(s): \_\_\_\_\_

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

Religious History

Name of sponsoring congregation and city: \_\_\_\_\_

Length of time in congregation: \_\_\_\_\_

Length of time in the diocese: \_\_\_\_\_

Ministries in current congregation (with dates): \_\_\_\_\_

\_\_\_\_\_

Baptism Date: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_

Confirmed By Whom? \_\_\_\_\_ Where? \_\_\_\_\_

Previous application for admission as Postulant for Holy Orders: Yes [ ] No [ ]

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Spouse/Partner's religious affiliation: \_\_\_\_\_

Education

High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

College: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate Work: \_\_\_\_\_

Other Training or Education: \_\_\_\_\_

- Include with this application:
1. Letter of Support from your rector, vicar or priest in charge
  2. Letter of Support and Commitment from the Vestry
  3. Your Spiritual Autobiography
  4. The required financial statement
  5. Copies of the record of your baptism and confirmation
  6. Current color photograph
  7. An Oxford background check will be initiated when the application is received in the diocesan office. The expense of the background check is the applicant's responsibility. Please include a \$200 check made out to the Episcopal Diocese of Kansas to cover these costs.

Please send a letter of introduction with this information sheet. Please wait to hear an acknowledgement before moving on to the next step.

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

Mailing address: Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612



# The Episcopal Diocese of Kansas

## Letter of Support and Commitment from the Vestry For Nominee

### *Title III, Canon 6.2.a Constitution and Canons 2015*

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

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

From: \_\_\_\_\_ Church, \_\_\_\_\_, Kansas

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing in this congregation. By the examination of the above named we declare that, in our opinion, this person possesses such qualifications as would be fitting to be nominated for Holy Orders. This judgement is based on our personal knowledge, interview and other evidence.

Furthermore, we commit to involvement in \_\_\_\_\_'s preparation for ordination to the diaconate (vocational/transitional). We pledge the amount of \$\_\_\_\_\_ as our minimum annual contribution to the financial support of the nominee's education and formation.\*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry/Bishop's Committee of \_\_\_\_\_ (*name of congregation*) duly convened at \_\_\_\_\_ (*time*) on the \_\_\_\_\_ (*day*) of \_\_\_\_\_, in the year \_\_\_\_\_ and that the names attached are those of all or two-thirds majority of all of the members of the Vestry/Bishop's Committee.

(signed) \_\_\_\_\_ Clerk of the Vestry

(signed) \_\_\_\_\_ Rector/Vicar/Priest in Charge

*\*The minimum financial support of a parish for a person it puts forward for Holy Orders is \$600 per year. Parishes unable to bear this financial responsibility may appeal to the Canon to the Ordinary for a lesser amount. Some financial support is required of parishes putting forth a person for ordained ministry.*

## Spiritual Autobiography

**(To be included with the other materials submitted in your application packet)**

A spiritual autobiography is different from your life story. A spiritual autobiography is the story of your faith, your belief system and how it came to be. What do you believe? What is your theology? What influenced your beliefs and spirituality? Who were your models and teachers? In other words, tell us about the formation of your spirituality and how that is continually fed, nurtured, strengthened and challenged. Your spiritual autobiography should be no more than four pages, double-spaced. You may wish to write more, which is fine, but you must edit what you send to us to meet this four-page limit. Spiritual autobiographies longer than this limit will be returned for you to rewrite and may delay your process. We suggest you save a copy of your spiritual autobiography for yourself, as you may be asked to speak to some of its content.

Some things to consider as you are writing your spiritual autobiography:

Just as we look for God's presence and action in our scripture studies, in developing a spiritual autobiography, we likewise look for God's presence and action in our own lived experiences. We reflect on the people, times and events that have been significant in our spiritual lives. We are looking for the things that have made us the spiritual beings we are today. Think about

- Encounters with God (mystical, practical, in alone moments, through other people)
- Significant events (when your faith has been tested, strengthened, revealed)
- Experiences of spiritual growth (epiphanies, gradual enlightenment/learnings)
- The modeling and witness of others (the "Christ bearers" in your life)

Tell your story. What were your parents or another family member's religious or spiritual influence on you? What messages were communicated to you about God by those who had care over you? (For example, "God loves you" or "If you're bad, God will get you!" or "Christians are narrow-minded, judgmental people" or "God does not exist," etc.) What early experiences had great impact on your subsequent spiritual journey? If your family went to church, what was the impact of your church community on your childhood, teenage and adult life? How have later church communities you've been a part of affected your spiritual life?

Finally, tell us what ways God is active in your life today. Through whom or what?

What is your understanding of your relationship with Christ today? Say something about the commitments you have made as a result of your life's experiences and your sense, if any, of the Christian vocation you have developed as a result.

Reflect on all this before you begin writing. Make notes for yourself. Then begin writing. You may find that you have exceeded the four-page limit we have given you. If so, keep a copy of the entire spiritual autobiography you have written for yourself. (Your priest or discernment committee or others may also want to see a longer spiritual autobiography.) For the Commission on Ministry, please condense any longer spiritual autobiography to the required four pages before submitting.



# The Episcopal Diocese of Kansas

## Financial Assessment and Planning Guide for Nominees to Holy Orders

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

Number of dependents: \_\_\_\_\_ Number of incomes in the family: \_\_\_\_\_

### I. Current Income and Assets

#### a. Current Income

- |                  |          |
|------------------|----------|
| 1. Your Salary   | \$ _____ |
| Benefits         | \$ _____ |
| Total            | \$ _____ |
| <br>             |          |
| 2. Family Salary | \$ _____ |
| Benefits         | \$ _____ |
| Total            | \$ _____ |
| <br>             |          |
| 3. Other         | \$ _____ |

Total Income: \$ \_\_\_\_\_

#### b. Current Assets

- |  |          |
|--|----------|
| 1. Market value of real estate   | \$ _____ |
| 2. Market value of auto  | \$ _____ |
| 3. Cash value of life insurance  | \$ _____ |
| 4. Value of stock/bonds  | \$ _____ |
| 5. Value of trust fund   | \$ _____ |
| 6. Value of savings, retirement,<br>rental property; please specify<br>on the back of the form | \$ _____ |

Total Assets: \$ \_\_\_\_\_

Total Income and Assets: \$ \_\_\_\_\_

II. Current Indebtedness and Expenses

a. Indebtedness:

- 1. Balance on mortgages \$ \_\_\_\_\_
- 2. Balance on car loans \$ \_\_\_\_\_
- 3. Balance on educational loan(s) \$ \_\_\_\_\_
- 4. Charge account balances \$ \_\_\_\_\_
- 5. Other \$ \_\_\_\_\_

Total Indebtedness: \$ \_\_\_\_\_

b. Expenses

- 1. Average monthly household expenses x 12 \$ \_\_\_\_\_
  - a. Number of dependents \_\_\_\_\_  
Number of incomes \_\_\_\_\_
- 2. Other major expenses not included above (tuition, taxes) \$ \_\_\_\_\_

Total Annual Expenses: \$ \_\_\_\_\_

Total Indebtedness and Expense: \$ \_\_\_\_\_

III. Future Planning

a. Costs of a theological education (whether BKSM or a traditional residential seminary)

- 1. How much do you expect it will cost? (tuition, room and board, travel, moving, other expenses) per year? For three years? \$ \_\_\_\_\_
- 2. How much of your current income will you not have available while you are in seminary? \$ \_\_\_\_\_
- 3. What financial resources are available to help you pay for your education and living expenses while you are in seminary? \$ \_\_\_\_\_
- 4. Do you expect to apply for scholarships or other assistance? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what amount? \$ \_\_\_\_\_
- 5. How will you pay for your education and living expenses while you are in school? \$ \_\_\_\_\_
- 6. Do you expect to incur debt? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, How much? \$ \_\_\_\_\_
- 7. Over what period of time do you expect to repay that debt? \$ \_\_\_\_\_
- 8. What do you expect the monthly payments to be? \$ \_\_\_\_\_
- 9. After ordination, how will you be able to make those payments, as well as other expenses? \$ \_\_\_\_\_



b. What stress will these arrangements and expectation cause for your family?

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

The information on this form, as with all forms, is kept in the strictest of confidence. Applicants are asked to provide this information in order to demonstrate that they have a solid grasp on personal finances. This is a commitment to which you will likely be asked to contribute by underwriting some of your education on your own. Significant financial impediments that would bar or hinder that kind of progress are important to know and indicate. Again, please be assured that we never misuse any personal information and securely maintain it.

## To apply as a Postulant

When the materials listed below are received by the administrator of the Commission on Ministry, the application will then be placed on the agenda for consideration at a Commission on Ministry meeting. The application and materials must be received at least four weeks prior to the Commission on Ministry meeting. Normally, the Commission considers postulancy applications in January and March.

1. Complete an Application for Postulancy.
2. Before Postulancy is granted, a psychological evaluation will be required. Be certain to take to the examiner the list of instructions provided (see pages 20 and 21, Appendix C), as well as the form on which they are to make a report to the bishop.
3. Complete a medical examination, using the form provided by the diocese.
4. Send official transcripts from colleges and universities to the Canon to the Ordinary.

The Nominee then may be invited to meet with the Commission on Ministry. The Commission will provide its recommendation to the bishop. The bishop, in consultation with the Commission on Ministry, will make a decision about whether or not to admit you as a Postulant. This decision will be communicated to you by letter within 60 days of your interview with the Commission on Ministry. The decision of the bishop is final.



# The Episcopal Diocese of Kansas

## Application for Postulancy

*Title III, Canon 6.2.b*  
*Title III, Canon 8.2.b*  
*Constitution and Canons 2015*

Diaconate       Priesthood

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

I hereby make application to be admitted by you as a Postulant for Holy Orders.

Name: \_\_\_\_\_

I was named Nominee on: \_\_\_\_\_

I am a member of: \_\_\_\_\_ Church in (*city*) \_\_\_\_\_

I am moved to seek Holy Orders because: \_\_\_\_\_

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

If named postulant I wish to complete my education at:

Bishop Kemper School for Ministry

Residential Seminary (chosen in  
conjunction with the bishop)

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

In addition to this application, please have the following submitted to the Canon to the Ordinary:

1. Psychological evaluation
2. Medical examination
3. Official transcripts from colleges and universities

Mailing address:      Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612



# The Episcopal Diocese of Kansas

## The Psychiatric Examination

(To be completed by the diocesan appointed psychiatrist)

Please take this form to the diocesan appointed psychiatrist:

Dr. Karen Jordan  
6720 W. 121st Street, Ste. 101  
Overland Park, KS 66209  
913-647-7990

Note: It may take as long as eight weeks to schedule an appointment. Please plan accordingly.

Also, please have the psychiatrist return the confidential report to the Canon to the Ordinary at the Diocesan Office at Bethany Place.

### **Required under Canon III.6.5(j)**

The canons require that every person who desires ordination (or reception into the ordained ministry of this Church) undergo an examination to cover this person's "mental and nervous as well as physical condition." Examiners are urged to use, wherever possible, psychological and psycho-diagnostic tests as a regular part of their examinations. The Summary Evaluation, provided for your use, asks only for answers to certain specific questions. No other matter should be included on that particular form. It is intended primarily for submission by the bishop to the Standing Committee of the diocese, and it may be shared with other canonically established bodies, as may be required, with the knowledge of the person so examined.

In addition to filling in the Summary Evaluation that is provided for submission by the bishop to the Standing Committee, a personal letter on a separate sheet from the examiner should be addressed to the bishop answering the questions listed below. Your letter will enable the Bishop to exercise more helpfully a pastoral relationship with the person examined.

At least one quarter of clergy who are certified for a total disability pension by the Medical Board of the Church Pension Fund are diagnosed as having psychological or emotional disorders. In addition, many exhibit distress very early in their service as an ordained minister. Hence, the significance of your report for bishops and Standing Committees.

1. Did the examination include a psychiatric interview? Psychological testing? Both? If tests were done, what test or tests?
2. Is there indication in your examination that further investigation of this person's mental health is needed? If so, are you recommending that a supplementary psychiatric or neurological examination or special testing by a certified clinical psychologist be required.

Does the applicant suffer from any psychiatric illness? Are there any signs in the present behavior of the applicant suggesting in your opinion that this person may become ill under the usual pressures of clerical life?

If there has been any history of mental illness or of psychiatric treatment, is there subsequent impairment or improvement of the personality?

If there any pathology or serious maladjustment or limitation of personality that, in your opinion, would disqualify the applicant for the ministry of the Church?

3. What traits or characteristics of the applicant's personality would make for, or tend to lessen, effectiveness in the ministry of the Church? In answer to this question, the Examiner is requested to report such information, or impressions as he/she is able to obtain concerning the following matters:
  - Rigidity of thinking and particular areas where it appears
  - Potential intelligence and ability to use it
  - Attitudes toward those in authority and the applicants own use of authority
  - Feelings about men, women, sexual aberrations, about this persons' past sexual experience, present situation and expectations
  - Uses of aggression, creative and destructive
  - Capacity for group relationships and sense of community or of collective values
  - Types of situations that create anxiety and reactions to them
  - Place of religion in this persons' emotional life
  - Motivations for desiring to enter the ministry
  - Insight into this persons' own strengths and limitations
  - Special abilities or outstanding qualities of leadership
4. Are there indications that therapy would cure this pathology or maladjustment or personality? Are there indications that therapy would make for greater usefulness in the ministry? What type of treatment would you recommend? What length of treatment would you recommend?

Please return these questions and reports confidentially to:

Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612-1688



# The Episcopal Diocese of Kansas

## Evaluation Summary

From the psychiatrist or clinical psychologist  
for ordinations in the Episcopal Church

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

Name of Applicant: \_\_\_\_\_

Date and length of examinations: \_\_\_\_\_

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

Yes

No

2. Are there any signs in the present behavior of the applicant that suggest that, in your opinion, this person may become ill under the pressure of clergy life?

Yes

No

3. What is your impression of the applicant's ability to respond adequately and appropriately to the emotional demands placed upon his/her by the work of ordained ministry?

Yes

No

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

\_\_\_\_\_  
Signature of Examiner (M.D. or Ph.D.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email address



# Medical Examination

For those required to submit a medical examination under the Constitution and Canons of the Episcopal Church.

Date of physical: \_\_\_\_\_

Name		Date of Birth
Home Address		Phone Number
Marital Status	Children and Ages	
Notify in Case of Emergency		Phone Number
Personal Physician	Physician's Address	Phone Number

Please answer all questions below "Yes" or "No;" provide full details in the space at bottom for any questions answered "Yes."

### Have you ever ...

Yes

No

1. Been rejected by or paid extra money for insurance?	<input type="checkbox"/>	<input type="checkbox"/>
2. Received Worker's Compensation or other disability benefits?	<input type="checkbox"/>	<input type="checkbox"/>
3. Been rejected for employment on account of any physical or mental condition?	<input type="checkbox"/>	<input type="checkbox"/>
4. Received prescription drugs for mental illness or substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
5. Been a patient in a hospital?	<input type="checkbox"/>	<input type="checkbox"/>
6. Had any accidents, injuries or operations, or contemplate any operation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Received disability benefits or medical leave for any medical/psychiatric condition?	<input type="checkbox"/>	<input type="checkbox"/>
8. Had your medical or psychiatric fitness for a job or educational studies questioned by a supervisor or a supervising institution?	<input type="checkbox"/>	<input type="checkbox"/>
9. Left school or any position because of ill health?	<input type="checkbox"/>	<input type="checkbox"/>
10. Lost time from work or school in the past three years for medical reasons?	<input type="checkbox"/>	<input type="checkbox"/>

Provide *full details* here for all questions answered "Yes." Include condition, dates and durations. List the question number when answering. Use additional sheets if necessary.

# Outline for physical examination

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

## Head

- Eyes: vision
- conjunctivae and sclerae
- pupils, size
- reaction
- equality
- appearance
- Ears: hearing
- air and bone conduction appearance
- of tympanic membranes
- Nose: obstruction to breathing
- septal deviation and/or perforation
- discharge
- Mouth: sores
- dental status
- appearance and palpation of mucosa,
- tongue, gums, floor of mouth
- appearance of tonsils, pharynx
- appearance & movement of uvula, palate
- gag reflex

## Lymph nodes

- Enlargement, consistency and/or tenderness
- of cervical, axillary, epitrochlear, popliteal and
- inguinal glands

## Chest

- Appearance and function of chest wall
- Breasts: appearance, asymmetry,
- tenderness, masses,
- nipple discharge
- Lungs: type of respiration, character of breath
- sounds; presence of rales, rhonchi,
- wheezes or rubs

## Heart

- Apex location, precordial movements or thrills
- Auscultation:
- heart sounds: S1, S2, S3, S4
- presence of murmurs, clicks, rubs,
- split sounds
- radiation of murmurs

## Neck

- Palpable masses
- Thyroid
- Location of trachea
- Venous engorgement
- Bruits
- Flexibility

## Pulses

- Carotids
- Brachials
- Radials
- Femorals
- Dorsalis pedis
- Posterior tibials

**Summary of positive findings:**



# Tuberculin skin testing

\_\_\_\_\_  
Name Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of birth

Date test was given: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Lot#: \_\_\_\_\_

Signature: \_\_\_\_\_

**The tuberculin skin test has been administered and results are as follows:**

\_\_\_\_\_ Positive      \_\_\_\_\_ Negative

Test read by: \_\_\_\_\_

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

## To apply for Candidacy

By September 15th of your second year at the Bishop Kemper School for Ministry or a residential seminary, you should apply to be a candidate for ordination.

1. Submit an Application for Candidacy.
2. Submit a Letter of Support and Commitment from the Postulant's vestry and clergy. It must be dated and signed by two-thirds of the vestry and by a member of the clergy.
3. Once these materials have been received, you will meet with the Standing Committee of the diocese (a subgroup of the Council of Trustees) \*

In January of your final semester at BKSM or

Or

In October at Diocesan Convention of your final year at a residential seminary

The Standing Committee will make a recommendation to the Council of Trustees. The decision of the Council of Trustees on your application for candidacy will be communicated to you by letter within three weeks.

\* The Commission on Ministry also may request a second interview with the Postulant.



# The Episcopal Diocese of Kansas

## Application for Candidacy

*Title III, Canon 6.4.a*

*Title III, Canon 8.4.a*

*Constitution and Canons 2015*

Diaconate

Priesthood

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

I hereby make application to be admitted by you as a Candidate for Holy Orders.

Name: \_\_\_\_\_

I was named Nominee on: \_\_\_\_\_

I was named Postulant on: \_\_\_\_\_

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

In addition to this application, please have the following submitted to the Canon to the Ordinary:

Letter of Support and Commitment from the Vestry

Mailing address: Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612



# The Episcopal Diocese of Kansas

## Letter of Support and Commitment from the Vestry For Candidacy

*Title III, 8.4.a.2*

*Title III, 6.4.a.2*

*Constitution and Canons 2015*

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

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

From: \_\_\_\_\_ Church, \_\_\_\_\_, Kansas

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing in this congregation. By the examination of the above named we declare that, in our opinion, this person possesses such qualifications as would be fit for admission as a Candidate for Holy Orders. This judgement is based on our personal knowledge or other evidence.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry/Bishop's Committee of \_\_\_\_\_ (*name of congregation*) duly convened at \_\_\_\_\_ (*time*) on the \_\_\_\_\_ (*day*) of \_\_\_\_\_, in the year \_\_\_\_\_ and that the names attached are those of all or two-thirds majority of all of the members of the Vestry/Bishop's Committee.

(signed) \_\_\_\_\_ Clerk of the Vestry

(signed) \_\_\_\_\_ Rector/Vicar/Priest in Charge

**To apply for Ordination to the Diaconate**  
(after candidacy requirements and education have been completed)

1. Submit an Application for Ordination to the Diaconate
2. Submit a Letter of Support and Commitment from the Vestry

**Eligibility for Ordination**

1. There should be no fewer than 18 months from the time of written acceptance of nomination to ordination to the diaconate.
2. The candidate must be at least 24 years of age.
3. A ministry position will be assigned by the Bishop. (To be released from this diocese, the candidate must seek the Bishop's approval.)

**To complete the application file, the candidate must contact those responsible for submitting the following information:**

1. Certificate from BKSM or other program of preparation.
2. The Candidate must demonstrate basic competence in five general areas as described in the canons. These academic studies include (1) the Holy Scriptures, theology and the tradition of the Church. (2) Diakonia and the diaconate. (3) Human awareness and understanding. (4) Spiritual development and discipline. (5) Practical training and experience. The candidate may be requested to meet with the Board of Examining Chaplains before the Commission on Ministry writes a recommendation to the Council of Trustees (Standing Committee).
3. The Commission on Ministry may request an interview. A recommendation is submitted to the Standing Committee.
4. The Bishop submits a Certificate to the Standing Committee with the dates of the person's Postulancy and Candidacy, obtained from the Registrar.
5. The Standing Committee testimonial is given to the Bishop and presented to the Council of Trustees.



# The Episcopal Diocese of Kansas

## Application for Ordination to the Diaconate

*Title III, Canon 6.6.b.1  
Constitution and Canons 2015*

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

I hereby make application for Ordination to the Diaconate.

Name: \_\_\_\_\_

I was named Nominee on: \_\_\_\_\_

I was named Postulant on: \_\_\_\_\_

I was named Candidate on: \_\_\_\_\_

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

In addition to this application, please have the following submitted to the Canon to the Ordinary:

Letter of Support and Commitment from the Vestry

Mailing address: Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612



# The Episcopal Diocese of Kansas

## Letter of Support and Commitment from the Vestry For Ordination to the Diaconate

### *Title III, Canon 6.6.b.2 Constitution and Canons 2015*

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

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

From: \_\_\_\_\_ Church, \_\_\_\_\_, Kansas

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing in this congregation. Furthermore, by our examination of the above named we declare that, in our opinion, this person possesses such qualifications as would be fitting for Ordination to the Diaconate. This judgement is based on our personal knowledge or other evidence.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry/Bishop's Committee of \_\_\_\_\_ (*name of congregation*) duly convened at \_\_\_\_\_ (*time*) on the \_\_\_\_\_ (*day*) of \_\_\_\_\_, in the year \_\_\_\_\_ and that the names attached are those of all or two-thirds majority of all of the members of the Vestry/Bishop's Committee.

(*signed*) \_\_\_\_\_ Clerk of the Vestry

(*signed*) \_\_\_\_\_ Rector/Vicar/Priest in Charge

**To apply for Ordination to the Transitional Diaconate**  
(after candidacy requirements and education have been completed)

1. Submit an Application for Ordination to the Diaconate
2. Submit a Letter of Support and Commitment from the Vestry

**Eligibility for Ordination:**

1. There should be no fewer than 18 months from the time of written acceptance of nomination to ordination to the diaconate.
2. The candidate must be at least 24 years of age.
3. Secure a ministry position in conjunction with the Office of the Bishop. (To be released from this diocese, the candidate must seek the Bishop's approval.)

**To complete the application file, the candidate must contact those responsible for submitting the following information:**

1. Certificate from the seminary or other program of preparation.
2. Candidate must demonstrate basic competence in seven general areas as described in the canons. These are as follows: (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 the historical and contemporary experience of racial and minority groups and cross-cultural ministry skills. Cross-cultural ministry skills may include the ability to communicate in a contemporary language other than one's first language; (6) Liturgics and Church Music, Christian Worship and Music according to the contents and use of the Book of Common Prayer and the Hymnal, and authorized supplemental texts; (7) Theory and practice of ministry, including leadership and the ministries of evangelism and stewardship.

General Ordination Examination (GOE) test scores are mailed to the diocesan office. The candidate may be requested to meet with the Board of Examining Chaplains before the Commission on Ministry writes a recommendation to the Council of Trustees (Standing Committee).

3. In the event the Commission on Ministry requests an interview, a recommendation is then submitted to the Standing Committee.
4. The Bishop submits a Certificate to the Standing Committee with dates of the person's Postulancy and Candidacy, obtained from the Registrar.
5. The Standing Committee testimonial is given to the Bishop.
6. A written letter will be sent to the Candidate regarding ordination specifics.





# The Episcopal Diocese of Kansas

## Application for Ordination to the Transitional Diaconate

*Title III, Canon 8.6.c.1  
Constitution and Canons 2015*

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

I hereby make application for Ordination to the Transitional Diaconate.

Name: \_\_\_\_\_

I was named Nominee on: \_\_\_\_\_

I was named Postulant on: \_\_\_\_\_

I was named Candidate on: \_\_\_\_\_

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

In addition to this application, please have the following submitted to the Canon to the Ordinary:

Letter of Support and Commitment from the Vestry

Mailing address: Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612



# The Episcopal Diocese of Kansas

## Letter of Support and Commitment from the Vestry For Ordination to the Transitional Diaconate

*Title III, Canon 8.6.c.2  
Constitution and Canons 2015*

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

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

From: \_\_\_\_\_ Church, \_\_\_\_\_, Kansas

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing in this congregation. Furthermore, by our examination of the above named we declare that, in our opinion, this person possesses such qualifications as would be fitting for Ordination to the Transitional Diaconate. This judgement is based on our personal knowledge or other evidence.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry/Bishop's Committee of \_\_\_\_\_ (*name of congregation*) duly convened at \_\_\_\_\_ (*time*) on the \_\_\_\_\_ (*day*) of \_\_\_\_\_, in the year \_\_\_\_\_ and that the names attached are those of all or two-thirds majority of all of the members of the Vestry/Bishop's Committee.

(*signed*) \_\_\_\_\_ Clerk of the Vestry

(*signed*) \_\_\_\_\_ Rector/Vicar/Priest in Charge

**To apply for Ordination to the Priesthood**  
(after the canonical period as a transitional deacon has been completed)

1. Submit an Application for Ordination to the Priesthood.
2. Submit a Letter of Support and Commitment from the Vestry.
3. The Bishop will submit a Certificate to the Standing Committee with dates of the person's Postulancy, Candidacy and Transitional Diaconate Ordination.
4. The Standing Committee Testimonial is given to the Bishop.
5. A written letter will be sent to the Candidate regarding ordination specifics.



# The Episcopal Diocese of Kansas

## Application for Ordination to the Priesthood

*Title III, Canon 8.7.b.1  
Constitution and Canons 2015*

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

I hereby make application for Ordination to the Priesthood.

Name: \_\_\_\_\_

I was named Nominee on: \_\_\_\_\_

I was named Postulant on: \_\_\_\_\_

I was named Candidate on: \_\_\_\_\_

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

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

In addition to this application, please have the following submitted to the Canon to the Ordinary:

Letter of Support and Commitment from the Vestry

Mailing address: Canon to the Ordinary  
The Episcopal Diocese of Kansas  
835 SW Polk Street  
Topeka, KS 66612



# The Episcopal Diocese of Kansas

## Letter of Support and Commitment from the Vestry For Ordination to the Priesthood

*Title III, Canon 8.7.b.2  
Constitution and Canons 2015*

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

To the Right Reverend Cathleen Chittenden Bascom, Bishop of the Episcopal Diocese of Kansas:

From: \_\_\_\_\_ Church, \_\_\_\_\_, Kansas

We, whose names appear below, certify that \_\_\_\_\_ is a confirmed adult communicant in good standing in this congregation. Furthermore, by our examination of the above named we declare that, in our opinion, this person possesses such qualifications as would be fitting for Ordination to the Priesthood. This judgement is based on our personal knowledge or other evidence.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the foregoing certificate was signed at a meeting of the Vestry/Bishop's Committee of \_\_\_\_\_ (*name of congregation*) duly convened at \_\_\_\_\_ (*time*) on the \_\_\_\_\_ (*day*) of \_\_\_\_\_, in the year \_\_\_\_\_ and that the names attached are those of all or two-thirds majority of all of the members of the Vestry/Bishop's Committee.

(*signed*) \_\_\_\_\_ Clerk of the Vestry

(*signed*) \_\_\_\_\_ Rector/Vicar/Priest in Charge

# My Ordination Process Checklist

## Nominee

Application: \_\_\_\_\_  
Letter of Support and Commitment from the Vestry: \_\_\_\_\_  
Letter of Support from your Rector: \_\_\_\_\_  
Spiritual Autobiography: \_\_\_\_\_  
Financial Statement: \_\_\_\_\_  
Copies of Confirmation and Baptism records: \_\_\_\_\_  
Current Photograph: \_\_\_\_\_  
\$200 for Oxford background check: \_\_\_\_\_  
Schedule a meeting with the Bishop: \_\_\_\_\_

## Postulancy

Application for Postulancy: \_\_\_\_\_  
Medical Evaluation: \_\_\_\_\_  
Psychological Evaluation: \_\_\_\_\_  
Recommendations from the Convocation Discernment Committee: \_\_\_\_\_  
Official College Transcripts: \_\_\_\_\_

## Candidacy

Application for Candidacy: \_\_\_\_\_  
Letter of Support and Commitment from the Vestry: \_\_\_\_\_  
Seminary or BKSM Transcripts: \_\_\_\_\_

## Ordination to the Diaconate

Application for Ordination to the Vocational Diaconate: \_\_\_\_\_  
Letter of Support and Commitment from the Vestry: \_\_\_\_\_

## Ordination to the Transitional Diaconate

Application for Ordination to the Transitional Diaconate: \_\_\_\_\_  
Letter of Support and Commitment from the Vestry: \_\_\_\_\_

## Ordination to the Priesthood

Application for Ordination to the Priesthood: \_\_\_\_\_  
Letter of Support and Commitment from the Vestry: \_\_\_\_\_