

# EXPLORER DISCERNMENT

## ORIENTATION BOOKLET 2

# Internship



**Diocese of  
Southern Ohio**

## DISCERNMENT PROCESS: BASIC INFORMATION DIOCESE OF SOUTHERN OHIO

The Explorers' Day is the entry point for the discernment process, and all who desire to begin a formal exploration of a possible call to ordained ministry are required to attend. The Explorers' Day typically occurs on a Saturday in late January.

**Before being invited to enter the Internship Discernment Process, the Explorer will have: Attended Explorers Day, completed the Parish Discernment Committee Process, interviewed with the Bishop, been recommended by the Rector and Vestry of their sending parish, and interviewed with the Commission on Ministry.**

- There is no age limit for people entering the discernment process.
- Please note the canonically mandated retirement age is 72. After that age, an ordained person may serve only if they have written permission from their Bishop.

**The stages in the path to ordination are:**

- **Explorer**
  - First step – might be in this stage for multiple years
  - Discernment at own parish and further discernment during internship
- **Postulant**
  - Named by Bishop, after being endorsed by their Discernment Committees, Vestry, and the CoM
  - For many, professional education (Seminary or Deacon School) happens while a Postulant
- **Candidate**
  - Named by Bishop, after being endorsed by their Vestry, the CoM, and the Standing Committee.
  - Happens (typically) in October three or four years after becoming a Postulant.
- **Ordinand**
  - Named by the Bishop, after being endorsed by their Vestry, the CoM, and the Standing Committee
  - Happens (typically) in the spring, with ordination then in early June.
  - Could have two Ordinand decisions – Deacon (transitional) then Priest.

During the Explorer stage, the Bishop and Commission on Ministry are looking for these competencies in the explorer prior to postulancy:

- Compelling Faith
- Spiritual Practices (an understanding of the ones that work for them and knowledge of others)
- Self-awareness and ability to reflect
- Maintains appropriate boundaries
- Understanding of baptismal ministry and the orders of ministry (developed during internship)
- Understanding of Episcopal worship & polity
- Willingness to engage with issues of Beloved Community, Creation Care, Substance Abuse and to confront issues of racism, sexism, homophobia, ableism & religious bias in themselves and their community
- Willingness and ability to be vocationally flexible
- Willingness to take risks, to fail and to learn from failure

If you have questions about the discernment process along the way, please contact Robin Holland, Chair of the Commission on Ministry at [rholl10554@aol.com](mailto:rholl10554@aol.com) or The Rev. Melanie Slane (Transition Minister) at [mslane@diosohio.org](mailto:mslane@diosohio.org).

**OVERVIEW OF TYPICAL ORDINATION PROCESS TIMELINE\***

Late-January Year A	Explorers’ Day (attendance required to begin process)
January-April Year A	Explorer and their respective clergy meet with Bishop for approval to begin the Explorer process
May- November Year A	Parish Discernment Committee (PDC)
Mid-December Year A	DUE: Parish Discernment Committee Report
January Year B	CoM Interviews with those who have submitted PDC materials. CoM makes invitations to participate in an Internship
February ( Ash Wed)- July Year B	Internship
February(Ash Wed)- July Year B	DUE: Psychological & Medical Exams, background checks, request transcripts to be sent to Diocese, fill out “Information Sheet for Those Discerning a Call” and send to the Bishop’s Office.
Early Sept, Year B	DUE: Internship Committee Report , Priest & Vestry/Mission Council endorsements of applicants
September Year B	DUE: Completion of Bishop’s consultation with applicants
October, Year B	COM interviews applicants to determine recommendation for Postulancy
October Year B	Bishop grants postulancy; seminary visits, applications & financial aid search
Year C Formation Begins	School for Diaconal Formation (SDF) enrollment (those discerning for the diaconate or Seminary enrollment (those discerning for the priesthood)
October, Year E	Interview by CoM and Standing Committee; recommendation for Candidacy
January, Year F	General Ordination Exams (those discerning for the priesthood) Written work due and oral exam with Examining Chaplains (those discerning for the diaconate)
April, Year F	CoM and Standing Committee recommendations for Ordination
Year F	Ordination as Vocational Deacon or Transitional Deacon
Year G	CoM and Standing Committee recommendations for Ordination to Priesthood
Year G	Ordination to Priesthood

**\*\*Note that the actual timeline for each individual can be quite different. See Isaiah 55:8-11**

## REGARDING INTERNSHIP DISCERNMENT COMMITTEE MEMBERS

### Some Things to Look for in Selecting IDC Members

1. The Internship Discernment Committee should be made up of 4-6 lay people from the Internship congregation. *it seems best to have one IDC per explorer. In a parish with multiple Explorers, smaller committees may be created to allow for multiple committees.)*
2. The following may not serve on the IDC:
  - Deacons or priests
  - Postulants, Candidates, or other Explorers currently in the discernment process
  - Spouses, partners, or family members of any clergy of the parish or the Explorer.

*\*Although the above cannot be members of the IDC, the CoM encourages the Explorer (and their spouse, partner, and/or family) to informally discuss potential realities of ordained households with clergy spouses, partners, and/or family members as seems appropriate for the Explorer and clergy family.*

3. The rector or priest-in-charge (or ecclesiastical authority) should meet with the committee at minimum for the 3 meetings about orders of ministry and may meet with the committee for all the meetings.
4. IDC members should be people of prayer.
5. IDC members will be active baptized lay members of Episcopal congregations, attending worship regularly and taking part in the activities/programs of his or her congregation.
6. IDC members should have a basic understanding of the faith, with the ability to express that faith and share their own spiritual journey with others in the group.
7. IDC members should have good communication skills, including assertiveness and openness in a caring manner, and should be able to work collaboratively.
8. IDC members should be sensitive, observant, respectful, and able to honor diversity.
9. IDC members should have demonstrated reliability in previous congregational work.
10. IDC members should have a basic understanding of "group process" and commit to attend all meetings.
11. All IDC members should be willing and able to make a commitment to maintain confidentiality.

*Note: If the site has multiple worship services, the members of the IDC and Explorer will be attending the same service(s.) Meaningful interactions and observations will be important. The IDC should see the Explorer in a vestry meeting, serving liturgically, informally in coffee hour etc.*

The Commission on Ministry has several members who may serve as resources to Internship Discernment Committees.

## CONFIDENTIALITY \*

In the Discernment Process, confidentiality is crucial because we are dealing with very sensitive issues in peoples' lives.

### **What should be kept confidential?**

- all proceedings of the committee meetings
- personal spiritual journeys of the members
- individual evaluations
- vote tallies

When asked by a member of the congregation, "How are things going with the IDC?" A member might respond: "We are enjoying getting to know one another and working together." If they continue to press, something like this may be appropriate: "I appreciate your concern, but since our work is confidential, I am unable to talk about it. I hope you understand."

**Information about someone may be public or private.** For example: If a parishioner asks how many children the Explorer has, it is OK to say "Two". This is public knowledge. If a parishioner asks if the Explorer has ever suffered from depression, this is private knowledge. If there is any doubt whether an issue is in the private or public domain, then treat the information as confidential.

**Respect the group process.** Under no circumstances should a member of the committee take it upon him-or-herself to discuss with the Explorer regarding any problem or observation which has arisen during a meeting where the Explorer is not present. Such observations are only shared with the Explorer within the committee meeting or by the convener if so directed by the committee as a whole. Discussions pertaining to the Internship discernment process should remain within the context of the meetings and not as side conversations apart from the group.

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\* It is helpful to differentiate confidentiality from "secrets". The motive behind secrets is to exercise power over an individual, e.g. "I know this and you don't, therefore I am more important than you." The motive behind confidentiality is to guard information so as to protect privacy and vulnerability.

## GUIDELINES FOR THE RECTOR OR PRIEST-IN-CHARGE AND IDC

It is the **congregation** that traditionally calls people to various forms of ministry. It is the principal place where assistance is offered in answering the questions: "To what ministry is God calling me? Is this ministry to be exercised as a lay person, or is God calling me to the ordained ministry? What training do I need to fulfill this lay or ordained ministry?" The congregation is the spiritual and pastoral home of the Explorer. It is for this reason that an Explorer needs the endorsement by his or her sponsoring Vestry.

A primary function of the internship congregation – and, more broadly, the entire lay community – is to help the Explorer appreciate that this is the beginning of a period of exploring and testing that **may or may not** lead to ordination. This cannot be stressed enough. We are all called by God to our various ministries, lay and ordained. Not all are called to ordained ministry.

A "no" to the ordained ministry **must** also be understood as an affirming "yes" to the ministry of the laity. The congregation and the Explorer are entering into a decision-making process that is both personal and communal. This is a central element of the Anglican and Episcopal tradition. As the IDC facilitates exploration for the individual, it also carries the discernment process into the larger community. This process is not a training course in ministry for one person, but the education of a whole congregation about ministry and faith development.

**The Rector or Priest-in-Charge** will recruit the members of the IDC from the Internship congregation. In accordance with the guidelines given above, the IDC is made up of 4-6 members .

The IDC is asked to enter into a special relationship with the Explorer on behalf of the congregation and the larger church. This requires a commitment of time and energy, a willingness to share of themselves, and a commitment to ask difficult and challenging questions of one another. In the course of their work, they may enter spiritual depths in their life as a group and individually that will reward and challenge them.

People entering the commitment to serve on an IDC may ask, "What do I have to offer? Who am I to judge?" The simple truth is that we depend on every member's gifts and discernment. The basic qualifications are within each of us in our life experience and in the Christian commitment we offer. This task calls for a willingness to be open, honest, and candid in the context of a caring and respectful community; to both support and confront the Explorer. While the principal purpose lies in helping the Explorer clarify a calling, the process will result in a mutual journey for all involved.

**The Explorer will ask: "What form should my ministry take: lay, deacon, or priest?"**

The IDC and ultimately the Vestry/Mission Council and Rector or Priest-in-Charge will ask:

- Does this individual sufficiently understand the ministry of all baptized persons, and appreciate the opportunities for his or her lay ministry?

- Does ordained ministry seem to me and to us to be the form of ministry to which God is calling this person?
- Can we in good faith send this person to become a leader of other congregations?

As outlined above, the Rector or Priest-in-Charge is not a member of the IDC, which is comprised of all lay members, but will, however, meet with the IDC for a minimum of the 3 meetings about orders of ministry, and may meet with the committee for all meetings. In addition, the Rector or Priest-in-Charge may, at times provide, as needed, pastoral care or supply specific information.

During the course of their work together, the time may come when it seems proper to the Explorer to decide not to proceed to the ordained ministry, or the committee may decide not to recommend that person for ordained ministry to the Rector or Priest-in-Charge. In this event the IDC should assist the Explorer in finding a suitable form in which to express his or her ministry.

**NOTE: The IDC recommends; the Rector or Priest-in-Charge, Vestry/Mission Council and Diocese are the canonical authorities to decide whether to recommend continuation towards ordination.**

The work by the IDC and its report (see page 24) are among the most important parts of this process. Members have a sustained and intimate contact with the Explorer and frequently become identified and involved with the Explorer. Openness, candor and support are encouraged, but it is also important to balance these qualities with objectivity. It may seem difficult to say "no" to ordination and "yes" to lay ministry because this sounds to an Explorer like a rejection of his or her perceived gifts. However, please know that you are doing the Explorer a favor (in the long run) if you provide an authentic, caring "no."

If the Explorer is redirected, the IDC affirms the Explorer's other ministries and its members deal with their feelings about the outcome. It is important to know that the Rector or Priest-in-Charge, Vestry/Mission Council, the CoM, or Bishop may choose not to accept an IDC recommendation for ordination.

Please note that a recommendation for ordination by the IDC **does not** have to be unanimous; a simple majority in favor of recommending for ordination is sufficient. In fact, specific questions or concerns given as a minority opinion can be very instructive to the Explorer, the Rector or Priest-in-Charge, the Vestry, and the Diocese as the Explorer moves forward in his or her discernment journey. For the Vestry recommendation, The Episcopal Church canons require a two-thirds majority.

## PROCEDURES FOR THE INTERNSHIP DISCERNMENT COMMITTEE

What follows is an outline of the steps in the Internship Discernment Committee Process (IDC) and is designed to assist you in your work with your Explorer. The Internship process must be completed in time to submit the report to the Vestry for the Vestry's **August meeting** so that all materials (PDC report, vestry endorsement, and the endorsement of the rector or priest-in-charge) can be submitted to the Diocese c/o Sarah Beegle (sbeegle@diosohio.org) by **Mid-September** (the date may vary year to year).

The IDC will need to have a Convener/Chair **appointed by the Rector or Priest-in-Charge** who will chair the meetings and lead the preparation of the final report. (The Rector or Priest-in-Charge may ask the committee to decide on their chair.) Alternatively, the IDC may also have recorder (appointed by the Convener/Chair) who will prepare the committee's recommendation on the **"Report of the Internship Discernment Committee."** Many IDCs also find that appointing a member as a "lay chaplain" for the PDC is helpful.

*During internship Explorer completes the following:*

- *Background Check*
- *Medical Exam*
- *Midwest CDC (psychological exam)*

*These are supervised and directed by the office of the Transition Minister, Melanie Slane*

*Internship should include:*

- *Preaching at least once*
- *Public Role in Worship (chalice bearer, lector, verger, acolyte etc...)*
- *Leading a short-term project (including recruiting volunteers, organizing etc...)*
- *Teaching a class or session of a class*
- *Attending Vestry meetings*

A **learning covenant** between the clergy or warden of the internship congregation and the explorer, including the above required practices, should be sent to Sarah Beegle (sbeegle@diosohio.org) and becomes a part of the Internship Record ( see page 17)

*Note: there is a "fillable" Learning Covenant form available*

**Internship Discernment Committee & Rector (or ecclesiastical authority) should be looking for the following in the explorer at this point:**

- **Compelling Faith**
- **Spiritual Practices**
- **Ability to communicate their faith to different ages, groups, contexts etc.. both in word and action**
- **Self-awareness and ability to reflect**

- Maintains appropriate boundaries
- Ability to both lead and follow and to transition between the two
- Understanding of baptismal ministry and the orders of ministry (developed during internship)
- Able to empower others
- Understanding of Episcopal worship & polity
- Has or is developing a comfort with public speaking & leading worship
- Has or is developing an ability to engage in leadership of volunteers

**An ORIENTATION VIDEO is available for viewing prior to the Zoom Q &A in early February after interviews for IDC**

**Feb Meeting and Reflection Questions: Spiritual Autobiography and Practices & Faith**

Members of the Committee should have worked on a “spiritual autobiography” prior to this meeting. Share reflections and findings.(see page 24)

Each Member shares what their spiritual practices are. Explorer shares their own. Discuss Daily Office and resources available; discuss Lectio Divina and resources available. Encourage explorer to engage spiritual practices to deepen sense of discipleship and discernment.

The first 3 questions in the Baptismal Covenant have to do with “what we believe” in declaring our beliefs in the Persons of the Trinity. Discuss each of the three questions and the members relationship with each person of the Trinity.

***Following this meeting the explorer** should write an answer to the question “As I continue in my discernment and think of my faith journey, what common theme or themes do you see running through your life? Which has deepened since I began the discernment process?”*

***Following this meeting members** of the committee should write an answer to the question “When the explorer talks about their faith and spiritual practices what most stands out for you?”*

***The intern explorer** should begin to determine with the Rector/Priest in Charge/Ecclesiastical Authority the following:*

*Ministries they will be engaging over the next several months*

- *Preaching date(s): at least one is required*
- *Discuss the creation and implementation of a short-term project*

*Discuss the creation and implementation of a small class*

***In preparation for the March meeting:***

*The Committee is asked to read the “What is the Ministry of the Laity?” in the Catechism of the BCP, pg. 855*

### **March Meeting and Reflection Questions: Lay Ministry**

Discuss “What is the ministry of the Laity?” in the Catechism of the BCP 855.

At this meeting, the intern should describe the following:

- Which ministries they are/will be involved in over the next several months. What ministry have they served in before? What is new? What will be exciting and what will be challenging?
- When are they scheduled to preach?
- What small project will they lead? Have they lead a project like this before? What are their strengths and growing edges?
- What small teaching will they lead and when?
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**Following this meeting a member** of the committee should write an answer to the questions “As the explorer reflected on the variety of ministry of the laity, where did you hear the most passion and engagement? When they discuss their ministry in your congregation what are their strength and growing edges?”

**Following this meeting the explorer** should write an answer to the question “As you reflect on your ministries at this internship parish, what brings you the most joy and why?”

**In preparation for next meeting** Committee is asked to read the Diaconal Vows at the Ordination of a Deacon on, pages 543 in the BCP

### **April Meeting and Reflection Questions: Diaconate**

What is the role of the Deacon in the BCP 855 and 543-544?

What part of the vows resonated with the Explorer? Which did not?

How are the currently ministries of the Explorer like the Diaconate? Which are more like the Laity?

**Following this meeting a member** of the committee should write an answer to the questions “As the explorer reflected on the ministry of the diaconate where did you hear the most passion and engagements? In what ways could you see (or do you currently see) the explorer exercising diaconal ministry?”

**Following this meeting the explorer** should write an answer to the question “In what ways can you see yourself (or do you currently see yourself) exercising diaconal ministry?”

**In preparation for next meeting** the committee is asked to read the ordination vows of a priest (BCP 531-532)

### **May Meeting and Reflection Questions: Priesthood**

What is the role of the Priest in the BCP 855 and 531-532?

What part of the vows resonated with the Explorer? Which did not?

How are the currently ministries of the Explorer like the Priesthood? Which are more like the Diaconate or Laity?

*Following this meeting members of the committee should write an answer to the questions “As the explorer reflected on the ministry of the priesthood where did you hear the most passion and engagements? In what ways could you see (or do you currently see) the explorer exercising priestly ministry?”*

*Following this meeting the explorer should write an answer to the question “In what ways can you see yourself (or do you currently see yourself) exercising priestly ministry?”*

*In preparation for the next meeting read The Sacraments, Holy Baptism, The Holy Eucharist from the Catechism ( BCP 857-860)*

### **June Meeting and Reflection Questions: Sacraments**

What are the Sacraments?

How are they lived out in the life of the explorer and committee members?

What is Baptism? How is Baptism experienced in the life of the explorer and committee members? What are the effects of Baptism?

What is the Holy Eucharist?

The BCP states that “The Holy Eucharist is the principal act of Christian worship” (BCP, 13). Is the Holy Eucharist central in your life? What did you experience in Mass this week that supports this claim? Name one meaningful moment you personally experienced.

*Following this meeting members of the committee should write an answer to the question “As the explorer reflected on the sacraments, how did you hear echoes of your discussions about lay ministry, diaconal ministry and priestly ministry?”*

*Following this meeting the explorer should write an answer to the question “As you reflected on the sacraments, how did you hear echoes of your discussions about lay ministry, diaconal ministry and priestly ministry”*

### **July Meeting 1 and Reflection Questions: End of Internship Parish Discernment Committee Reflection**

How has the Explorer grown over the last 6 months?

What ministries has the explorer excelled? Which have been “growth moments?”

Reflect on the small project led by the explorer. What was a success and what is a growth moment?

Reflect on the preaching of the explorer. Did they engage the congregation? How was their preaching style?

Reflect on the teaching opportunity of the explorer. What was a success and what is a growth moment?

*Where does the Explorer see their call growing?*

*The committee should prepare a document with the answers to the questions from each month and review and edit it as a group. ( see page 24) The committee should add an answer to the following question “In the course of our discussions with the explorer, we believe that we heard a call (or calls) to the following order(s) of ministry”. It is okay for the committee to have heard a call to more than one order of ministry. Please follow your answer with a paragraph of explanation about why you believe that is the call you heard.*

**July Meeting 2- Share the IDC Report and Recommendations with the Explorer**

There should be a meeting with the IDC and the Explorer to share the completed IDC Report before it is submitted.- There should be no surprises for the Explorer about the reflections and recommendations of the IDC.

**August - September**

Internship Committee Reports to CoM and Home Parish Vestry  
Internship priest reports/ letter of recommendations to COM & home parish vestry  
Explorer reports on internship to COM & home parish vestry  
Application for Postulancy  
Home parish vestry endorses application  
Meet with Bishop

**Early October**

Explorer meets with CoM  
Postulancy decision

# FORMS

## CHECKLIST: APPLICATION FOR POSTULANCY

Checklist for those applying for Postulancy (Those who have completed the Internship Discernment Committee Process **(IDC)**)

\_\_\_\_\_ Appointment with Mid-West Ministries (make appointment immediately)

\_\_\_\_\_ Appointment for Physical \*

\_\_\_\_\_ Transcripts from all post-secondary schools, or high school transcripts if no post-secondary education has been obtained

\_\_\_\_\_ Oxford Management background check

\_\_\_\_\_ Release form to Diocese \*

\_\_\_\_\_ Parish Discernment Committee Report

\_\_\_\_\_ Internship Discernment Committee Report

\_\_\_\_\_ Proof of baptism and confirmation/reception

\_\_\_\_\_ Application for Postulancy \*

\_\_\_\_\_ Vestry endorsement \*

\_\_\_\_\_ Financial report \*

\_\_\_\_\_ Updated Spiritual Autobiography

\_\_\_\_\_ Information Sheet for Those Discerning a Call to Ordained Ministry\*

\*To request forms, contact the Diocesan Office

## Internship Discernment Committee

Date \_\_\_\_\_

**Explorer** \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Parish \_\_\_\_\_

**Rector or Priest-in-Charge** \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Members:**

**Chairperson** \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## LEARNING COVENANT FOR EXPLORER INTERNSHIP

The learning covenant between the priest (or warden) of the internship congregation and explorer will outline the expectations and responsibilities of each party.

It will be simpler than those generally used for clergy, as there will be no compensation, benefits etc.

The learning covenant should include the required practices as outlined in this booklet (page 9)

- *Preaching at least once*
- *Public Role in Worship (chalice bearer, lector, vergger, acolyte etc...)*
- *Leading a short-term project (including recruiting volunteers, organizing etc...)*
- *Teaching a class or session of a class*
- *Attending Vestry meetings*

The learning covenant should be sent to The Rev. Melanie Slane (Transition Minister) at [mslane@diosohio.org](mailto:mslane@diosohio.org) becomes a part of the Internship Record

# INFORMATION SHEET FOR THOSE DISCERNING A CALL TO ORDAINED MINISTRY

FULL NAME OF  
APPLICANT: \_\_\_\_\_

PRESENT  
ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if  
different): \_\_\_\_\_

PERMANENT HOME ADDRESS (if different from  
above): \_\_\_\_\_

PHONE NUMBERS: MOBILE: ( ) \_\_\_\_\_  
HOME: ( ) \_\_\_\_\_

EMAIL  
ADDRESS: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ GENDER: Female:  Male:

## ❖ CHURCH MEMBERSHIP

**BAPTISM:** (attach evidence of Baptism)

I was baptized  
at: \_\_\_\_\_  
CHURCH AND LOCATION

on: \_\_\_\_\_ by:  
DATE

The Rev. \_\_\_\_\_  
CLERGY PERSON

**❖ CHURCH MEMBERSHIP**

**CONFIRMATION:** (attach evidence of Confirmation)

I was confirmed

at: \_\_\_\_\_  
 CHURCH AND LOCATION

on: \_\_\_\_\_  
 DATE

by: The Rev. \_\_\_\_\_  
 CLERGY PERSON

**❖ EDUCATIONAL BACKGROUND**

I am currently enrolled in an educational institution: YES:  NO:  PART TIME:

Name of Institution:-  
 \_\_\_\_\_

Graduate of:  
 \_\_\_\_\_  
 HIGH SCHOOL, CITY, STATE DATE

Give the following information on each college or university attended, including present course of study (if currently enrolled)

INSTITUTION	LOCATION	YEARS	DEGREE	MAJOR	DATES ENROLLED

**\*Arrange for an official transcript(s) to be sent to the Diocesan Office (Attention: Commission on Ministry c/o Sarah Beegle) be the relevant institutions of high education**

❖ WORK HISTORY

Currently employed  
by: \_\_\_\_\_

Full Time:  Part Time:  Not Employed:

Please list the positions you have held in your lifetime with the start and end date of employment  
(you may attach a listing)

POSITION	START DATE	END DATE

❖ FAMILY HISTORY

Present Marital Status: Single:  Married:  Divorced:  Separated:  Widowed:

Number of marriages/partnerships: Never married:  One:  Two:  Three:

Spouse's Name: \_\_\_\_\_

Length Together: \_\_\_\_\_

Former Spouse/Partner: \_\_\_\_\_

Length Together: \_\_\_\_\_

Former Spouse/Partner: \_\_\_\_\_

Length Together: \_\_\_\_\_

Are there additional marriages/partnerships? Yes:  No:

How many? \_\_\_\_\_

Have your spouse briefly describe his or her thoughts and feelings regarding your application to enter the ordained ministry:

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Please List Children:

Date of Birth:                      Sex:                      Living with you Y/N:

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Have you ever been charged, arrested, or convicted of any crimes or misdemeanor?

Yes:  No:

If yes, please explain (use additional sheets if necessary)

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❖ **MINISTRY HISTORY**

How have you been involved in the life and work of the Church? How are you currently involved? Include both your ministry within the church and outside the walls of the church.

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# Spiritual Autobiography

## Commission on Ministry

*In 1200-1500 words, write your spiritual autobiography or faith story.*

Your name, address, phone, e-mail, sponsoring congregation should be in a header on each page. Use the following questions as guides to share your story with us.

- Describe your family of origin and how belief in God was expressed in your family.
- Describe when you came to understand who Jesus is for you and how your faith in God has helped you wrestle with doubt, disappointment, failure, joy and sorrow. Please tell us the story of some of those times.
- How do you live out the Gospel in who you are and what you do?
- What is your understanding of the Christian faith in relationship to the church and the world?
- What excites and encourages you about your faith that you would like to share with others?
- How does your faith continue to develop? What practices do you engage for its continuing development and for critical reflection on your faith? What aspects of faith have been most challenging for you?
- How do your current ministries reflect diaconate traits? Priesthood traits?
- Given all that you have written above, what brings you to the discernment process this point in your life? How has your sense of vocation developed in the conversations you have had with your clergy person over the past year?

Appendix: (not part of the 1200-1500-word spiritual autobiography)

- How does your household feel about your exploration of ordained ministry?
- In what ways do you think that your life and the life of your household will change if you are called to be ordained? Do they agree with your understanding of this change?
- How do you and how does your household feel about the possibility of moving or changing congregations?

## REPORT OF THE INTERNSHIP DISCERNMENT COMMITTEE

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

Explorer's Name:

\_\_\_\_\_

To the Vestry/Mission Council of

\_\_\_\_\_

CONGREGATION NAME AND LOCATION

The findings of the Internship Discernment Committee on the questions furnished by the Commission on Ministry of the Diocese of Southern Ohio are as follows: *(please attach your responses to this form)*:

1. When the explorer talks about their faith and spiritual practices what most stands out for you? ( February)
  
  
  
  
  
  
  
  
  
  
2. As the explorer reflected on the variety of ministry of the laity, where did you hear the most passion and engagement? How have you experienced the explorer's ministry in your congregation? (March))
  
  
  
  
  
  
  
  
  
  
3. As the explorer reflected on the ministry of the diaconate where did you hear the most passion and engagements? In what ways could you see (or do you currently see) the explorer exercising diaconal ministry? (April)
  
  
  
  
  
  
  
  
  
  
4. As the explorer reflected on the ministry of the priesthood where did you hear the most passion and engagements? In what ways could you see (or do you currently see) the explorer exercising priestly ministry? ( May)
  
  
  
  
  
  
  
  
  
  
5. As the explorer reflected on the sacraments, how did you hear echoes of your discussions about lay ministry, diaconal ministry and priestly ministry? (June)

6. How has the Explorer grown over the last 6 months? In which ministries has the explorer excelled? Which have been "growth moments?" Where does the Explorer see their call growing? ( July)

❖ **RECOMMENDATION**

In the course of our discussion with the Explorer, we believe that we heard a call (or calls) to the following order(s) of ministry:

- \_\_\_\_\_ Recommend for Lay Ministry
- \_\_\_\_\_ Recommend continuing exploration toward the Vocational Diaconate.
- \_\_\_\_\_ Recommend continuing exploration toward the Priesthood.
- \_\_\_\_\_ Recommend other alternatives at this time.

Why do you make this recommendation?

Signed:

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CONVENER/ CHAIR OF THE INTERNSHIP DISCERNMENT COMMITTEE

Number of Concurrences \_\_\_\_\_ Number of Dissents \_\_\_\_\_ Number of  
Abstentions \_\_\_\_\_

*(Please attach comments explaining dissents or abstentions).*

## EXPLORER'S RESPONSES INTERNSHIP DISCERNMENT COMMITTEE

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

Explorer's Name: \_\_\_\_\_

Parish \_\_\_\_\_

**\*\*\* PLEASE ATTACH YOUR SPIRITUAL AUTOBIOGRAPHY ALONG WITH YOUR RESPONSES TO EACH QUESTION BELOW**

1. As I continue in my discernment and think of my faith journey, what common theme or themes do you see running through your life? Which has deepened since I began the discernment process? (February)
2. As you reflect on your ministries at this internship parish, what brings you the most joy and why? (March)
3. *In what ways can you see yourself (or do you currently see yourself) exercising diaconal ministry?? (April)*
4. In what ways can you see yourself (or do you currently see yourself) exercising priestly ministry?(May)
5. As you reflected on the sacraments, how did you hear echoes of your discussions about lay ministry, diaconal ministry and priestly ministry? (June)
6. *6. How have you grown over the last 6 months? In which ministries has you excelled? Which have been "growth moments" Where does you see your call growing? ( July)*

I believe I am called to the following order:

Laity

Diaconate

Priesthood

Other Alternatives

I believe I am called to the above order for because:



# Diocese of Southern Ohio

## APPLICATION FOR POSTULANCY: PRIESTHOOD INCLUDING NOMINATION FOR ORDINATION

### ❖ NOMINATION BY CONGREGATION OR COMMUNITY OF FAITH

We: \_\_\_\_\_ in \_\_\_\_\_  
CONGREGATION OR COMMUNITY OF FAITH CITY AND STATE

hereby nominate -

\_\_\_\_\_  
MEMBER OF OUR CONGREGATION (OR FAITH COMMUNITY)

for ordination to the Priesthood in the Episcopal Church.

*(As evidence of this nomination, "Letters of Support" must be attached signed by at least 2/3rds of the Vestry [or comparable body] and from the Rector or Priest-in-Charge [or comparable leader] committing the church or community to supporting the Explorer in the preparation for ordination)*

\_\_\_\_\_  
SIGNATURE OF SENIOR WARDEN

\_\_\_\_\_  
DATE

### ❖ REQUEST FROM THE EXPLORER TO BE ADMITTED AS A POSTULANT

I hereby request to be admitted as a Postulant for Holy Orders.

\_\_\_\_\_  
SIGNATURE OF EXPLORER

\_\_\_\_\_  
DATE

### ❖ HOLY ORDERS

I \_\_\_\_ have \_\_\_\_ have not applied for admission as a Postulant or Candidate for Holy Orders in this or any other diocese. (If you have, give details)

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

I \_\_\_\_ have \_\_\_\_ have not been ordained in another church/communion. (If you have, give details)

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I \_\_\_\_ have \_\_\_\_ have not been under ecclesiastical discipline. (If you have, give details)

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I seek ordination to the Sacred Order of Priests because:

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**❖ STATEMENT OF THE APPLICANT: (Please read carefully before signing.)**

All information submitted by me in this Nomination Form and Application is true to the best of my knowledge. I understand that any significant misstatement in, or omission from, this form may be cause for denial of acceptance for Postulancy or cause for dismissal from Postulancy, Candidacy or the ordained ministry.

I understand and agree that I will notify the Commission on Ministry of any changes in the status of my licensure, censure, or sanction by professional bodies and of any other information relating to my ability to act as a member of the clergy.

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NAME (please print)

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SIGNATURE

DATE

This form, the Internship Discernment Committee Report, the Vestry/Mission Council endorsement letter, the endorsement letter from the Rector or Priest-in-Charge, and a digital photo should be submitted to the Commission on Ministry c/o Sarah Beegle/



## APPLICATION FOR POSTULANCY: DIACONATE INCLUDING NOMINATION FOR ORDINATION

### ❖ NOMINATION BY CONGREGATION OR COMMUNITY OF FAITH

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

We: \_\_\_\_\_ in \_\_\_\_\_  
CONGREGATION OR COMMUNITY OF FAITH CITY AND STATE

hereby nominate -

\_\_\_\_\_ MEMBER OF OUR CONGREGATION (OR FAITH COMMUNITY)

for ordination to the Diaconate in the Episcopal Church.

*(As evidence of this nomination, "Letters of Support" must be attached signed by at least 2/3rds of the Vestry [or comparable body] and from the Rector or Priest-in-Charge [or comparable leader] committing the church or community to supporting the Explorer in the preparation for ordination)*

\_\_\_\_\_  
SIGNATURE OF SENIOR WARDEN DATE

### ❖ REQUEST FROM THE EXPLORER TO BE ADMITTED AS A POSTULANT

I hereby request to be admitted as a Postulant for Holy Orders.

\_\_\_\_\_  
SIGNATURE OF EXPLORER DATE

### ❖ HOLY ORDERS

I \_\_\_\_\_ have \_\_\_\_\_ have not applied for admission as a postulant or candidate for Holy Orders in this or any other diocese. (If you have, give details)

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

I \_\_\_\_ have \_\_\_\_ have not been ordained in another church/communion. (If you have, give details)

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I \_\_\_\_ have \_\_\_\_ have not been under ecclesiastical discipline. (If you have, give details)

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I seek ordination to the Sacred Order of Deacons because:

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**❖ STATEMENT OF THE APPLICANT: (Please read carefully before signing.)**

All information submitted by me in this Nomination Form and Application is true to the best of my knowledge. I understand that any significant misstatement in, or omission from, this form may be cause for denial of acceptance for Postulancy or cause for dismissal from Postulancy, Candidacy or the ordained ministry.

I understand and agree that I will notify the Commission on Ministry of any changes in the status of my licensure, censure, or sanction by professional bodies and of any other information relating to my ability to act as a member of the clergy.

---

NAME (please print)

---

SIGNATURE

DATE

This form, Internship Discernment Committee Report, the Vestry/Mission Council endorsement letter, the endorsement letter from the Rector or Priest-in-Charge, and a digital photo should be submitted to the Commission on Ministry c/o Sarah Beegle.

**ENDORSEMENT OF THE APPLICATION FOR  
POSTULANCY  
BY THE VESTRY/MISSION COUNCIL  
“Letters of Support”**

We, the undersigned, being at least two-thirds of the \_\_\_\_\_ members of the Vestry or

Mission Council of \_\_\_\_\_  
Church, in

CONGREGATION OR COMMUNITY OF FAITH

\_\_\_\_\_, Ohio, support and endorse the application for  
Postulancy of  
CITY

\_\_\_\_\_  
NAME OF NOMINEE

and pledge, on behalf of our community of faith, to contribute financially to and involve ourselves in the Nominee’s preparation for ordination (2015 Canon III.6.2a and III.8.2a).

Given at a meeting of the Vestry/Mission Council on

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
MEMBER OF CLERGY IN CHARGE OF THE CONGREGATION