



## Acceptance of Nomination and Application for Ordination to the Priesthood

**Instructions:** This application must be filled out completely using the space provided.  
It can be completed electronically.

**TO:** The Rt. Rev. Matthew F. Heyd, Bishop,  
the Commission on Ministry'  
and  
the Standing Committee  
of The Episcopal Diocese of New York

**FROM:** \_\_\_\_\_  
*Print name*

I hereby accept the nomination of \_\_\_\_\_,  
*Name of church or other community of faith*

my congregation or other community of faith, for ordination to the priesthood.

I submit the following application which includes the information required by The Episcopal Church in Canon III.8.2 (b) and I certify that the information provided on this application, and in the documents submitted in support, is accurate and complete. I acknowledge that any omission or inaccurate information could affect the Bishop's action regarding my application. I also acknowledge the Bishop's complete discretion in acting upon my application.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

1. **Full legal name** [spell out, no initials]:

2. **Sex** [male OR female]?

**Gender Identity (if applicable)** [Female, Male, Non-Binary, or Self-describe]?

*For recording the self-designated gender identities of Nominees.*

3. **Home Address:**

4. **Phone Numbers** [cell, home, work, etc.]:

Which number should we normally use to call you:

5. **E-mail address(s):**

Do you prefer to receive messages by e-mail [yes OR no]?

6. **Birth date** [month/day/year]:

**Birth location** [city, state, country]:

**Country of Citizenship:**

If not a U.S. citizen, do you have unrestricted authorization to work in the United States, i.e. a form of authorization that is not limited to a specific, named employer [yes OR no]?

**If the answer to the above is "no" immediately call Canon for Ministry to discuss.**

*(R-1 or H-1B status explicitly limits work authorization to the named sponsor only.)*

7. **Sponsoring Parish** [name/address]:

Member since [month/year]:

8. **Date baptized** [month/day/year]:

Where [city, state, country]:

By whom:

Denomination:

9. **Date confirmed OR, date received** [month/day/year]:

Where [city, state, country]:

By whom:

Previous denomination [if received]:

10. **Personal Status** [Married/Single]:

Spouse's or Partner's name (if applicable):

Spouse's or Partner's birth date (if applicable):

All children's names & birth dates (if applicable):

Indicate here dates of all marriages, committed relationships, divorces, dissolution of relationships or deaths of spouse or partner:

Do you have any financial obligations to a previous spouse(s)/partner(s) [yes OR no]?

If so, are you fulfilling them [yes OR no]?

**11. Current Situation:**

Employed [Position / Employer name & address]:

Student [Major and/or Program, School name & address]:

Other [please explain]:

**12. Education** [provide name, major/minor, degree, and graduation date for all educational institutions]:

*i.e. High School, College(s), Graduate School(s), Seminary*

**13. Have you ever previously applied or been nominated for Postulancy or been formally engaged in discernment for ordained ministry in the Episcopal Church or another Church [yes OR no]?**

If YES, please provide the details for each case, including date, name of the Diocese/judicatory, name of parish/congregation, and the outcome:

**14. If ordained in another church provide ordination date [month/day/year], denomination, and position(s) held including dates:**

**15. Describe the nature and extent of your discernment work with your parish's discernment or ministries committee:**

**16. Describe your ministry in the parish and elsewhere:**

**17. Describe any counseling or psychotherapy, including psychiatric hospitalizations, you may have had:**

18. What languages to you speak/read/write?

Your first/native language?

19. Describe briefly any learning disability or other condition which might cause you to need individual attention as you proceed in discernment with the Diocese or in training for ordained ministry:

20. What plans have you and your spouse/partner or family (if any) made for the time of schooling, including financing?

21. Send with this application form the following documents, labeled with your name, and as indicated:

A) **RESUME** [include complete work history]

B) **CHRONOLOGY OF CHURCH AFFILIATION**

[list memberships in all denominations and parishes in chronological order, with dates]

**Please double space your essays and use a readable, 12-point typeface. Include page numbers and your name on each page. Essays not following these guidelines may not be accepted.**

C) **SPIRITUAL AUTOBIOGRAPHY**

Please write an essay of no more than 1,500 words describing your spiritual journey. Please address important milestones, experiences, and influences (including family and mentors) that have brought you to this point in your life and led you to apply for ordination to the priesthood. You may wish to consider how your Christian faith has grown and developed, how you have felt God to have been active in your life, in the lives of those around you, and in the world, and how your Christian faith has shaped the life decisions you have made. Please be candid with us and share both your joys and struggles.

D) **MINISTRY STATEMENT**

Please write an essay of no more than 900 words describing why you feel called specifically to exercise your baptismal ministry as an ordained leader. Please discuss your experiences in both the secular world and within the church community that suggest how your gifts and talents meet the church's need for skilled and caring leaders.

E) **PHOTOGRAPH** a recent photograph (head shot).

F) **BEHAVIOR SCREENING QUESTIONNAIRE** a copy of the Behavior Screening Questionnaire you will give to the psychologist.

G) **FINANCIAL PLANNING WORKSHEET** see accompanying memo.