

Episcopal Diocese of Albany



APPLICATION FOR HOLY ORDERS

check one: ☐ Vocational Diaconate ☐ Priesthood

**SEND COMPLETED
APPLICATION TO:**

The Rev. Nathan Ritter,
Chair, Commission on Ministry

**PLEASE PRINT
OR TYPE**

or e-mail

c/o The Episcopal Diocese of Albany
580 Burton Rd. Greenwich, NY 12834
rector@christchurchcooperstown.org

Today's date

Name

LAST

First

Middle name(s) in full

Previous/unmarried surname

What (nick)name(s) do you prefer?

Contact Information

Address

Street (and Apartment) or P.O. Box

City, State/Province, Zip/Postal Code, Country if not U.S.

Phone(s)

Home ()

☐ check if this is the best number for you

Work ()

☐ check if this is the best number for you

Mobile ()

☐ check if this is the best number for you

E-mail

Personal

☐ check if this is the best address for you

Work

☐ check if this is the best address for you

Date of Birth and Sacramental Information

If your confirmation was in another denomination, you may have to be Received into The Episcopal Church; to be discussed.

Born:

Date

Baptized:

Date

at

Name of Church

City, State/Province, Country if not U.S.

Denomination

Confirmed:

Date

by

Name of Bishop

City, State/Province, Country if not U.S.

Denomination

Received:

Date

by

Name of Bishop

Diocese

City, State/Province, Country if not U.S.

Canonical residence information

If you are from outside of the Diocese of Albany, you will need to transfer to a parish of this Diocese; to be discussed.

Current parish

Name

Location (City, State/Province, Country if not U.S.)

Diocese if not Albany

Name and position title of clergy in charge

Parish mailing address and phone

When did you start attending this church?

(approximate date is OK)

How and when did you join this parish?

For example, were you baptized, confirmed, or received into the Episcopal Church here? Did you transfer from another Episcopal Church? When?

Marital Status

☐ Never married ☐ Widowed ☐ Divorced

☐ Engaged *When did you get engaged?* _____ *Planned wedding date* _____

☐ Married *Date of marriage* _____ *in what church?* _____

Spouse/Fiancé(e) _____
Full name, including spouse's surname prior to marriage Date of birth

List all previous marriages

_____	_____	_____	ended in: <input type="checkbox"/> widowhood <input type="checkbox"/> divorce
<small>Spouse's full name</small>	<small>Date marriage began</small>	<small>Date marriage ended</small>	
_____	_____	_____	ended in: <input type="checkbox"/> widowhood <input type="checkbox"/> divorce
<small>Spouse's full name</small>	<small>Date marriage began</small>	<small>Date marriage ended</small>	

Names and ages of all children _____

Education

Highest two levels of education

_____	_____	_____	_____	_____
<small>Year</small>	<small>Degree, diploma, or level</small>	<small>Major, concentration, or field</small>	<small>Institution</small>	<small>Where located</small>
_____	_____	_____	_____	_____
<small>Year</small>	<small>Degree, diploma, or level</small>	<small>Major, concentration, or field</small>	<small>Institution</small>	<small>Where located</small>

Employment

Have you ever been fired, asked to resign, or resigned from any job(s) in order to avoid being fired? ☐ No ☐ Yes

If yes, please supply details for each incident on a separate sheet: date(s), employer(s), and the circumstances and reasons(s).

Discernment history

Have you ever discerned or applied for Holy Orders before? ☐ No ☐ Yes

If "yes" when and in what diocese(s) or denomination(s)? _____

Please supply additional details for each incident: whether you were made a Postulant or Candidate; why you did not continue; if you were turned down, for what reason; and why you are now seeking application in the Diocese of Albany.

Attestation

Signature of applicant _____
Date

Signature of clergy _____
Date

Print name _____

☐ Rector ☐ Priest-in-Charge ☐ Vicar ☐ other: _____

Name of church _____

Where located _____
City, State/Province, Country if not U.S. Diocese if not Albany

Send hard copies submissions to: The Rev. Nathan Ritter, Chair,
Commission on Ministry;
c/o The Episcopal Diocese of Albany
580 Burton Rd. Greenwich, NY 12834

or email all forms as one PDF to: rector@christchurchcooperstown.org

CHECKLIST • APPLICATION FOR HOLY ORDERS • Please submit all items listed below and label them at the top of each page with their corresponding number for your file.

If emailing, please send one pdf with all following items, numbered at the top of each page:

1. **Your application.** Please discuss at length with your parish clergy before applying. Then fill it out, sign and date it, and have the clergy in charge of your parish sign and date it as well.
 2. A list of the **persons you have consulted** regarding your call to ordained ministry, including their relationship to you.
 3. **Evidence of your Baptism** (certificate or official letter).
 4. **Evidence of your Confirmation** (certificate or official letter).
 5. A list and description of **your current and previous ministries as a layperson.**
 6. **Letters of reference:**
 - 6a. Your Rector, Priest-in-Charge, or Dean
 - 6b. A member of the Vestry of the church you attend
 - 6c. A close personal friend who is not a family member
 - 6d. A work colleague
 - 6e. If married or engaged, a **letter of support from your spouse or fiancé(e)** for your aspirations.
 7. A **spiritual autobiography.** *See guidelines on the next page*
 8. A recent **résumé** with a recent small **photograph.**
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9. **Answers to the following questions.**
Please type single-spaced. Add one space between paragraphs and between questions. Please limit each response to 250 words.
- A. Why do you believe God is calling you to be a priest or deacon?
 - B. What kinds of ministry do you see yourself doing as a priest or deacon?
 - C. Name a priest, deacon, or other ordained person, living or dead, whom you admire, and state what aspects of their ministry or character you admire or would like to emulate.
 - D. Name two or three Christian books, other than the Bible, and tell us how they have influenced your life.
 - E. If you were to be ordained, how would your ordination enhance your ability to serve God?
How might your ordination limit your ability to serve God?

GUIDELINES FOR YOUR SPIRITUAL AUTOBIOGRAPHY

Your spiritual autobiography (2000 limit) will serve as the basis for ongoing conversations about your spiritual development as a Christian and as someone discerning a call to Holy Orders. It should highlight significant events, people, places and circumstances that have influenced your relationship with God.

Some things you may wish to include are:

- ❖ Your present relationship with Jesus Christ including how it developed over the years.
- ❖ How the Bible, and other spiritual writings, have impacted you.
- ❖ Current and past spiritual disciplines or practices, ministries and worshipping communities (including those beyond The Episcopal Church).
- ❖ Significant turning points in your faith development.
- ❖ Important people in your life and how your relationship(s) affected you.
- ❖ Your sense of call and how that grew in your life.
- ❖ Major life events for you or a loved one (i.e. marriage, death, retirement, relocation, etc.) and how the event(s) impacted you (spiritually or otherwise).
- ❖ Upcoming transitions or life events and how they might impact you.
- ❖ If you are coming from another tradition, articulate clearly why God is calling you to serve in the Episcopal Church.

QUESTIONS on the Application?

Please speak to your parish priest, or call Fr. Nathan Ritter at (607) 547-9555