

Guidelines for Candidacy Recommendations, Middler Evaluations, and Ordination Evaluations

The General Theological Seminary takes seriously its role in the education and formation of leaders for the church in a changing world. With regard to those called to holy orders, a key expression of that role is in the processes of evaluating and recommending students for candidacy and for ordination to the diaconate and priesthood. This is a shared process, in which *you* — as the student, postulant, candidate or transitional deacon — take an active role, ensuring that all tasks are completed on time.

In these processes, all students should please remember:

While the Office of the Dean of the Seminary and the faculty members are honored to play their part, managing your ordination process is *your* responsibility. If your faculty advisor is unable to represent you at the scheduled faculty meeting, notify the Office of the Dean and make alternate arrangements with your advisor. Transcripts must usually accompany evaluations and recommendations. These are sent to your diocese directly from the Registrar's Office. You must complete *and sign* a Transcript Request Form before the transcript can be sent.

KEEP A COPY OF ALL OF YOUR PAPERWORK

¹For Candidacy Recommendations and Middler Evaluations †

What do you do?

- ✓ Find out from your diocese when the evaluation is due;
- ✓ Notify your faculty advisor well in advance of that date and arrange to have the evaluation written; ask to be placed on a faculty meeting agenda;
- ✓ Complete your evaluation with your faculty advisor.
- ✓ Make sure to sign the evaluation yourself and collect the signatures of your faculty advisor and the Dean;
- ✓ Provide your faculty advisor with the Request for Recommendation² form. This form will provide information about where to send the recommendation; and
- ✓ After your evaluation and candidacy has been approved, submit the completed and signed evaluation to the Registrar (your Advisor may submit on your behalf).

Then what do we do?

¹For Diaconal Ordination Recommendations †

(as required by Canon III.8.6(c)(4) of the *Constitution and Canons of the General Convention of the Episcopal Church* 2015)

² The Request for Recommendation form can be found on the GTS website.

Go to www.gts.edu -> Academics -> Forms. The Middler (or Student) Evaluation Form can be found on the website as well.

The Office of the Dean then submits the evaluation to your diocese, together with a Letter of Recommendation from the Dean. The Registrar processes the letter and mailing. You and your faculty advisor will receive copies of the evaluation and letter, and copies will be kept on file.

What do you do?

- ✓ Find out from your diocese when the recommendation is due;
- ✓ Notify your faculty advisor and the Office of the Dean well in advance of that date, and ask to be placed on a faculty meeting agenda; and
- ✓ Provide your faculty advisor with the Request for Recommendation³ form. This form will let us know where to send your recommendation.

Then what do we do?

Once the faculty has moved to recommend you for ordination, the Office of the Dean will submit a letter to your diocese indicating that decision. The letter is processed by the Registrar. You and your faculty advisor will receive copies of the letter, a copy of which also must be kept on file.

† For Priesthood Ordination Recommendations

(as required by Canon III.8.7(b)(4) of the *Constitution and Canons of the General Convention of the Episcopal Church* 2015)

What do you do?

- ✓ Find out from your diocese when the recommendation is due.
- ✓ Notify your faculty advisor well in advance of that date, and ask to be placed on the faculty meeting agenda; and
- ✓ Provide your faculty advisor with the Request for Recommendation form. This form will let us know where to send your recommendation.

Then what do we do?

Once the faculty has moved to recommend you for ordination, the Office of the Dean will submit a letter to your diocese indicating that decision. The letter is processed by the Registrar. You and your faculty advisor will receive copies of the letter, a copy of which also will be kept on file.

If you have any questions about the progress of your recommendation approval, ask your faculty advisor or Stacie Waring (registrar@gts.edu), Director of Academic Management and Registrar.

Remember: Managing your ordination process is your responsibility.

³ The Request for Recommendation form can be found on the GTS website.

Go to www.gts.edu -> Academics -> Forms