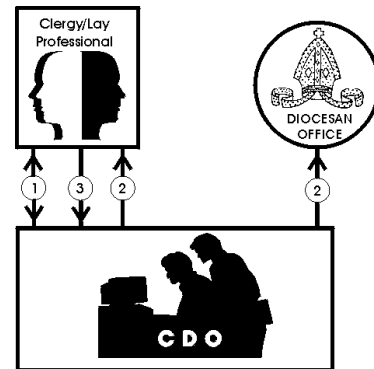


# HOW THE CDO TRANSITION SYSTEM WORKS

## A. The CDO online personnel files are created and maintained like this:

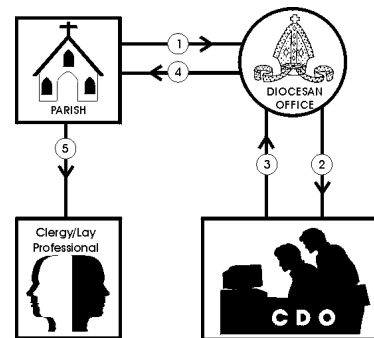
1. Clergy/Lay Professional accesses the Initial Registration Form at: [www.episcopalchurch.org/cdo](http://www.episcopalchurch.org/cdo) then completes and transmits the form to CDO *online* or downloads and faxes the form to CDO. CDO then emails the new registrant his/her CDO Username and Password.
2. Registrant completes his/her CDO Personal Profile online at <http://cdo.dfms.org>
3. Registrant updates his/her Profile as often as necessary but at least every two years. Only CDO, the registrant and his/her Diocesan Transitions Officer have access to this Personal Profile online.



*You may complete and mail a hard copy Registration Form if you have no access to the Internet.*

## B. Profile information is released like this:

1. Parish and diocese confer on qualifications required.
2. Diocesan Transitions Officer conducts his/her own search or asks CDO to search its database for registrants best matching parish needs.
3. CDO emails list of potential candidates, together with their Personal Profiles, to Diocesan Transitions Officer and/or Bishop.
4. Diocese submits appropriate list of candidates together with Personal Profiles to parish Search/Calling Committee.
5. Parish contacts candidates about interest in the position.



**TO CDO: OFFICE FOR TRANSITION MINISTRY**

**815 Second Ave. New York, NY 10017-4594**

**Tel. (800) 334-7626, ext. 5250 Fax (212) 682-5594**

\_\_\_\_\_ Please send me a CDO Registration Kit (no charge for registering online)

\_\_\_\_\_ Please send me an Update Kit  
*I understand that I can update online for free*

\_\_\_\_\_ Please send a CD of the "Parish Calling Kit" @ \$5.00/each

NAME: \_\_\_\_\_

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

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

I am: Ordained \_\_\_\_\_ Currently in seminary \_\_\_\_\_ Lay professional \_\_\_\_\_

[www.episcopalchurch.org/cdo](http://www.episcopalchurch.org/cdo)