



## Nuts and Bolts of the Application Process

Form 1 → PDC → Forms 2, 3, & 4 → Examinations → Form 5 → Interviews

### Welcome to the steps for applying and discerning for Holy Orders in the Diocese of Arizona.

- Please note that all of the FORMS will be found on the Commission on Ministry (COM) website:
  - <https://azdiocese.org/commissions/ministry.html>

All forms should be mailed to:

The Right Reverend Jennifer Reddall  
And Commission on Ministry  
Episcopal Diocese of Arizona  
114 West Roosevelt St.  
Phoenix, Arizona 85003-1406

- Refer questions to COM secretary Nadine Cole: [COM@AZdiocese.org](mailto:COM@AZdiocese.org)

Deadlines and due dates are in the Due Dates for COM Paperwork on the website: <https://azdiocese.org/commissions/ministry.html>

#### 1st Step – Form 1 to become an Aspirant:

- Complete and submit the “Application for Holy Orders” - FORM 1 – Declaration of Intent
- Make sure to complete the correct FORM 1, the Priest and Deacon’s forms have different titles.
- Reminder to mail it to the Diocese
- Give a copy of Form 1 to your priest-in-charge

#### 2nd Step – Parish Discernment Committee (PDC):

The priest-in-charge:

- Will need to establish a Parish Discernment Committee.

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- The PDC is usually composed of five to seven members and also include members who do not know the Aspirant well.
- Contact COM Secretary Nadine Cole, before **April 15**, to arrange for your PDC to be trained.
- Primary task of PDC is to help discern God's call, to refine the Aspirant's ability to articulate his/her call to holy orders, and to be a support for the Aspirant whether or not the ordination process continues.
- PDC meets a minimum of four times. The COM recommends that PDC meetings be two weeks apart; however, the COM is aware of some effective PDC work done when weekly meetings were necessary.
- PDC provides a report of the results of the discernment process (FORM 2, pg. 2) to the priest-in-charge by the deadline set by the Sponsoring Priest.
- Please note: The PDC Report needs to be submitted to the Priest before the Vestry Meeting at which it will be reviewed.
- If the PDC report finds that the Aspirant is prepared to move forward and the priest in-charge and the Vestry agree, the Vestry signs and submits (FORM 2, pg. 3).

### **COMpanion**

- After the aspirant sends in Form 1, they will be assigned a COMpanion.
- The COMpanion is a member of the COM and will be able to answer questions about the COM process.
- The COMpanion should make contact by September.

### **3rd Step – Forms 2, 3 & 4 to become a Nominee:**

>Mail Form 2 application forms to the diocese

>The congregation will submit:

1. Nomination of Aspirant by Vestry and Priest (Form 2, Pg. 3)
2. Parish Discernment Committee Report (Form 2, Pg. 2)
3. Priest's Confidential Letter of Recommendation to the Bishop and Commission of Ministry

>The aspirant/nominee will submit:

1. Payment of the \$1000.00 fee for the Psychological Evaluation. This fee is often shared by the aspirant and congregation. In cases of financial need, a request for waiver of the application fee from the COM Secretary for the Psychological Evaluation.
2. Spiritual Autobiography you provided to the PDC
3. Submit Form 3, "Waiver of Confidentiality and Permission to Share Information"
4. Submit Form 4, HIPAA Compliant Authorization for Release of Medical, Psychological/Psychiatric Records.
5. *Please retain two copies of Forms 3 & 4 for the medical doctor and for the psychologist.*

#### **4th Step – Psychological and Medical Examinations:**

- Psychological Examination
  - After Forms 1 – 4 are submitted, the COM secretary will submit your name to the Diocesan psychologist. The diocese uses one authorized psychologist.
  - Nominee gives a copy of Form 4 to their medical provider and psychologist.
  - Complete the “Life History Questionnaire” and “Behavioral Survey Questionnaire” (BSQ) prior to meeting with the psychologist. Give these to the psychologist. Please send a copy of the BSQ to the COM secretary also.
  - NOTE: The Diocese is considered the “client” for the psychological evaluation. All reports are sent to and remain in the possession of the Diocese.
- Medical Examination
  - Nominee should have a medical exam by their medical provider.
  - Nominee gives a copy of Form 3 and 4 to their medical provider.
  - The medical provider should complete the “Medical Examination Form” and submit it to the Diocese by the form’s deadline (see deadline calendar).

#### **5th Step – Form 5**

- Form 5 is the *Application for Postulancy*
- Please include the required attachments including:
  - Copies of your transcripts.
  - Resume or CV of your employment history
  - Copies of your baptismal and confirmation certificates
  - Answers to the essay questions
  - Safe Church, Safe Communities Certificates (there are 10) (See your congregation’s Safe Church, Safe Communities administrator or Maria Feliz, Coordinator for the diocese)

#### **6th Step – Interview with the Bishop**

- Contact Serrena Fuentes at the Diocesan Office to schedule a meeting with the bishop. This interview needs to happen before you meet with the COM.

#### **7th Step – Interview with the COM**

- You will be informed of date and time for your interview with the COM.

- The bishop decides whether to make the Nominee a Postulant based on reports by the COM and the health evaluations.
- The bishop will send a letter to Nominee about the decision.
- If the Nominee is not recommended for Postulancy, then the COM can work with the Nominee to process the information and to explore what this means for the Nominee's Baptismal calling.

### **Background Check**

- Once a postulant, the Diocese will run a background check.
- The Diocese is the "client" who receives the background check and cannot share it with you pursuant to the FCRA.
- Priest postulants will receive a bill after the results are received by the Bishop. Deacon postulants cover this fee through the Deacon Academy tuition.

### **Resources**

- All deadlines, forms and reading lists can be downloaded from the Diocesan COM website: <https://azdiocese.org/commissions/ministry.html>
- Questions? Please be sure to contact Nadine Cole at: [COM@azdiocese.org](mailto:COM@azdiocese.org)
- Also contact your COMpanion.
- May God guide you and the COM to best fulfill your baptismal call and the Diocese's need to spread God's work and word.

### **Deadlines:**

See *Application Deadlines and COM Event Dates* found at

<https://azdiocese.org/commissions/ministry.html>