



Episcopal Diocese of Arizona
COMMISSION ON MINISTRY

Due Dates for COM Paperwork

March 15th - FORM 1 Submit Declaration of Intent to the diocese along with Baptism and Confirmation/Reception * Certificates. Make a copy of Form 1 for your Priest-in-charge

By April 15th - All Parish Discernment Team members, priest-in-charge and Discerner have registered for the PDT Training.

First Saturday in May- Training of the Parish Discernment Team (PDT) via Zoom

On October 1st, the following items need to be submitted to the diocese by the congregation:

Parish Discernment Team Report - **FORM 2a**

Nomination of Aspirant by Vestry and Priest - **FORM 2b**

Priest's Confidential Letter of Recommendation to the Bishop and COM - **FORM 2c**

On October 1st, the following items need to be submitted by the aspirant:

Payment of Fee for Psychological Evaluation/Oxford Background Check \$1000.00 (Note: this is typically a cost shared with the congregation; and also if there are extreme circumstances of need, you can apply to the Diocese for financial assistance.)

FORM 2d Copy of Spiritual Autobiography from the PDT meeting

FORM 2e

FORMS 3 and 4 and makes copies for the medical doctor and psychologist

October 1st - After submitting forms 2, 3 and 4, contact Dawn Jackson at dawn@azdiocese.org to start your Oxford Background Check

November - Psychological testing will be scheduled.

November 15th - **FORM 5** and related documents are due.

Submit your copy of your Certificate for Safe Church, Safe Communities (See your local congregational Safe Church administrator or Maria Felix at maria@azdiocese.org.)

December 15th - Medical Evaluation is due to the Diocese. Have your doctor complete the medical evaluation forms on the COM Website, please provide them with their copy of **FORM 4**.

January and February

Interviews with Bishop Reddall and COM

*Must be confirmed or received in the Episcopal Church at least one year before submitting Form 1

All forms are available on www.azdiocese.org

****Note: If a date falls on a weekend, the diocesan staff will process the paperwork the following week.***

NO EMAIL submissions please. Keep a copy of all the forms you submit for your records!

Please mail all of your forms to:

The Right Reverend Jennifer A. Reddall, Bishop of Arizona & Commission on Ministry
114 West Roosevelt Street, Phoenix, Arizona 85003
Please refer questions to Nadine Cole COM@azdiocese.org or 1-602-428-7578

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