



Episcopal Diocese of Arizona
COMMISSION ON MINISTRY
STEPS IN DISCERNMENT FOR HOLY ORDERS
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 parish:

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

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 parish 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

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

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