Welcome!

- Welcome to the application and discernment process of the Diocese of Arizona.

- Please note that all of the FORMS will be found on the Commission on Ministry website: http://azdiocese.org/commissions/ministry.html.

- ALL FORMS should be mailed to: The Right Reverend Kirk Smith, Bishop of Arizona and Commission on Ministry 114 West Roosevelt, Phoenix, Arizona 85003

- Please refer questions to Janet Beason: jhbeason43@msn.com
+ First Step:

- 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.
- Deadline for submitting FORM 1 is **June 15, 2018**. Reminder to mail it to the Diocese!

+ Next Step is the Parish Discernment Committee (PDC)

- Parish Discernment Committee (PDC):
  - The priest-in-charge will need to establish a Parish Discernment Committee.
  - Priest-in-charge will need to schedule training for the PDC with The Rev., Dr. Gil Stafford.
  - PDC is usually composed of five to seven members; one should be from the Vestry and also include members who do not know the Aspirant well.
  - Contact The Rev. Stafford no later than **June 30, 2018** to schedule training.
**PDC continuation**

- 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 Sponsoring Priest by the deadline set by the Sponsoring Priest…no vote taken and no requirement for consensus.

- If the PDC report finds that the Aspirant is prepared to move forward and the Sponsoring Priest and the Vestry agree, the Vestry signs and submits FORM 2 (pg. 1).

**COM Shepherd**

- Role of the COM Shepherd
  - In September the aspirant will be assigned a COM Shepherd.
  - The Shepherd will get to know the aspirant in a deeper way and answer questions about the COM process.
  - The Shepherd should make contact by the end of September or the first part of October.
Next Deadline – Nov. 1, 2018

- FORM 2 items need to be submitted by November 1, 2018 including:
  1. Nomination of Aspirant by Vestry and Priest (FORM 2 Pg. 1)
  2. Parish Discernment Committee Report (FORM 2 Pg. 2)
  3. Priest’s Confidential Letter of Recommendation to the Bishop
  4. Payment of the $725.00 fee for the Psychological Evaluation
  5. Spiritual Autobiography from the PDC

- Please note: The PDC Report needs to be submitted to the Priest before the October Vestry Meeting.

- This will impact the timing of other parts of the evaluation process (e.g., medical and psychological). Please email the COM Secretary when forms are mailed.

Application Fee

- The sponsoring parish is to pledge financial support and encouragement according to the canons.

- In cases of financial need, a request to the Bishop for waiver of the application fee must accompany FORM 2 in lieu of a check.
Deadline for Forms 3 and 4 – Nov. 1st

- FORM 3, the Waiver, and FORM 4, HIPAA, must be submitted by Nov. 1st. Please retain two copies of these forms for the medical doctor and for the psychologist.

- After FORMS 1 – 4 are submitted, the COM secretary will submit your name to the Diocesan psychologist. There is one in Phoenix and one in Tucson.

- The nominee should complete the “Life History Questionnaire” and “Behavioral Survey Questionnaire” prior to meeting with the psychologist.

- 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 Exam

- Nominee should have a medical exam by his/her physician.
  - Nominee gives a copy of FORM 3 to his/her physician.
  - The doctor should complete the “Medical Examination Form” and submit it to the Diocese by Dec. 15, 2018

Regional Discernment Committee

- During the month of November the nominee will be scheduled by the COM Secretary to meet with the Regional Discernment Committees (RDC).
- There are two Regional Discernment Committees, one in Phoenix and one in Tucson.
**FORM 5 Deadline – Dec. 15, 2018**

- **FORM 5** is the Application for Postulancy
  
  - Make sure to select the correct form, because the Priest and Deacon's forms are different.
  
  - Please include:
    - Copies of your transcripts.
    - Resume or outline of your employment history
    - Copies of your baptismal and confirmation certificates
    - Answers to the essay questions
  
  - Deadline is **December 15, 2018**

**Interviews with the Bishop and the COM**

- After FORM 5 is submitted, the nominee needs to arrange a pre-interview with the Bishop by contacting Cathy Black at the Diocesan Office. This needs to happen before you meet with the COM.

- The nominee will be informed of day and time for an interview with the COM. Interviews will be scheduled for **January and February of 2019**.

- After interview, Bishop decides whether to make the Nominee a Postulant based on reports by the COM and health evaluations.
Interviews with the Bishop and the COM [continued]

- COM Shepherd notifies the Nominee if he/she is recommended to continue in the discernment process.

- Bishop sends letter to Nominee about his decision.

- If the Nominee is not recommended for Postulancy, the COM Shepherd can work with the Nominee to process the information and to explore what this means for his/her own Baptismal calling.

Background Check

- After being named a postulant, the Nominee completes a background check.

- As with the psychological evaluation, the Diocese is the “client” and receives the report.

- 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

- Diocesan Website
  - All deadlines, forms and reading list are on and can be downloaded from the Diocesan website: [http://azdiocese.org/commissions/ministry.html](http://azdiocese.org/commissions/ministry.html)
  - Questions? Contact Janet Beason at: [jhbeason43@msn.com](mailto:jhbeason43@msn.com)
  - Also contact your COM Shepherd.

Thank you for Visiting!