1. **July 31st - FORM 1** Submit Declaration of Intent to the Diocese and a copy to your priest in charge.

2. **August 15th** - Priest-in-charge appoints Parish Discernment Team (PDT) and needs to contact Janet Beason at jhbeason43@msn.com with the names and contact information.

3. **August 22nd** - Training of the Parish Discernment Team (PDT) via ZOOM

4. **November 30th** - the following items need to be submitted by the **parish**:  
   a. Parish Discernment Team Report – *(Form 2, Part 1)*  
   b. Nomination of Aspirant by Vestry and Priest *(Form 2, Part 2)*  
   c. Priest’s Confidential Letter of Recommendation to the Bishop and COM *(Form 2, Part 3)*  
   The following items need to be submitted by the **aspirant**:  
   d. Payment of Fee for Psychological Evaluation $800.00  
   e. Copy of Spiritual Autobiography from the PDT meeting  
   f. **FORMS 3 and 4** and also make copies for the medical doctor and psychologist

5. **January 7th and 8th** – Psychological testing

6. **January 20th** - **FORM 5** and related documents are due including: Baptismal & Confirmation Certificates, diplomas, transcripts, resume, the answers to the essay questions along with the Certificate for Safeguarding God’s People and Children

7. **February 1st** - Medical Evaluation is due to the Diocese. Set up your Medical Examination and have the doctor complete the medical evaluation forms on the COM Website.

8. **March or April** - Interview with Bishop Reddall will be scheduled

9. **April 23rd and 24th** – Interviews with COM

**All forms are available on** [www.azdiocese.org/commissions/ministry.html](http://www.azdiocese.org/commissions/ministry.html)  
**Please NO EMAIL submissions to the Diocese**  
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 Janet Beason at jhbeason43@msn.com. For questions about items received at the diocese, email Dawn Jackson at dawn@azdiocese.org.