

# DIOCESE OF ARIZONA

## Checklist for Holy Orders: Priesthood

**Full Name of Applicant (print):** \_\_\_\_\_

### Phase 1 toward Postulancy

Description or Action	Form #	Date Signed, Received, or Occurred
Meet with Rector or Priest in Charge		
Read “A Guide for Discernment: The Ordination to the Priesthood” from <a href="http://www.azdiocese.org">www.azdiocese.org</a>		
Begin meetings with Parish Discernment Committee		
Form “Gift of Gathering Group” (may be waived based on previous experience) , see “Guide for Discernment” page 19		
Attend Day of Information.		
Declaration of Intention to Apply for Postulancy – Contact and Personal Reference Information	1	
Nomination by the Priest and Congregation <i>with attached:</i>	2	
Letter of Personal Recommendation by the Sponsoring Priest	Letter	
Report of Parish Discernment Group	Letter	
Submit Waiver of Confidentiality	3	
Submit HIPAA Release	4	
Completed Background Check - Submitted by Oxford		
Completed Psychological Exam – Submitted by Doctor		
Completed Medical Exam – Submitted by Doctor		
Application for Postulancy – General Information, Employment History	5 Pg 1	
Application for Postulancy – Education History, Transcripts	5 Pg 1	
Application for Postulancy – Essay Narratives 1 through 6	5 Pg 2	
Application for Postulancy – “PlanAhead Online” generated form via <a href="http://www.cpg.org/aspirants">www.cpg.org/aspirants</a>	5 Pg 2	
Nominee Meets with COM Shepherd		
Nominee Meets with COM		
COM Recommendation for Continuance: Yes _ -or- No _		
COM Recommendation Follow-up by COM Shepherd		
Follow-up by Bishop	Letter	
Nominee submits Gift of Gathering essay, see “Guide for Discernment” page 19		
Aspirant Meets with COM with Bishop Present		
COM with Bishop Recommendation for Continuance: Yes _ -or- No _		
COM Recommendation Follow-up from COM Shepherd		
Follow-up by Bishop if Nominee is not granted Postulancy	Letter	

## DIOCESE OF ARIZONA

### Checklist for Holy Orders: Priesthood

#### **Postulancy**

Description or Action	Form #	Date Signed, Received, or Occurred
Nominee Meets with Bishop		
Nominee Admitted to Postulancy by Bishop	Letter	
Standing Committee Notified of Postulancy by Bishop	Letter	
Postulant Meets with Bishop to Finalize Formation Plans		

#### **Candidacy**

Description or Action	Form #	Date Signed, Received, or Occurred
Postulant's Application for Candidacy to Standing Committee	6	
Priest and Congregation Reaffirm for Candidacy	7	
COM Statement of Formation Progress	Letter	
Seminary Transcripts Received, If Applicable		
Postulant Meets with Standing Committee		
Standing Committee Recommendation to Bishop: Yes _ -or- No _	Letter	
Postulant Admitted to Candidacy by Bishop	Letter	

#### **Ordination to Diaconate - Transitional**

Description or Action	Form #	Date Signed, Received, or Occurred
Completed Sexual Misconduct Prevention Training		
Completed Anti-racial Training		
Completed CPE Training (one unit)		
Application for Diaconal Ordination to Standing Committee	8	
Priest and Congregation Reaffirm for Diaconal Ordination	9	
COM Statement of Formation Progress	Letter	
Seminary Recommendation by Dean of Seminary, if Applicable	Letter	
General Ordination Exam Scores and Recommendation		
Candidate Meets with Standing Committee		
Standing Committee Recommendation to Bishop: Yes _ -or- No _	Letter	
Ordination Date Set by Bishop	Letter	

## DIOCESE OF ARIZONA

### Checklist for Holy Orders: Priesthood

#### **Ordination to Priesthood**

Description or Action	Form #	Date Signed, Received, or Occurred
Deacon's Application for Diaconate Ordination to Standing Committee	10	
Priest and Congregation Reaffirm for Priesthood Ordination	11	
Medical Examination, if not current within 36 months. Submitted by Doctor		
Psychological Examination, if not current within 36 months. Submitted by Doctor		
Background Check, if not current within 36 months.		
COM Statement of Formation Progress	Letter	
Deacon Meets with Standing Committee		
Standing Committee Recommendation to Bishop: Yes _ -or- No _	Letter	
Bishop Assigns Curacy		
Ordination Date Set by Bishop	Letter	
Bishop Assigns Priest Mentor		

#### **Ember Day Letters - Date Received**

Year 1	Year 2	Year 3	Year 4