

Presbytery of Los Ranchos
Student Guide to the Ordination Process

Welcome to the ordination process in the Presbytery of Los Ranchos. We recommend that you keep a folder with a record of all your interactions with the Committee on Preparation for Ministry (CPM) and keep this there. Also, you may find updated copies of this guide on the web at www.losranchos.org. Please don't be intimidated by the length of this document; it's all information you will be glad you have someday. We have tried to answer every question you may have about the process for preparation for ordination in the Presbytery of Los Ranchos. At the end of this guide, you will find a glossary and a list of additional resources.

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Overview of the Ordination Process

The ordination process begins with the Inquiry phase then proceeds to the Candidacy phase and through to being certified ready for examination for ordination, pending receipt of a call, taking a minimum of two years before ordination (*Book of Order* G-2.0602). Under extraordinary circumstances, that time period may be reduced by an affirmative action of three-fourths of the Presbytery to no less than one year (G-2.0602), but it would be highly unusual for the Presbytery of Los Ranchos to grant such an exception. On average, a person under care will work with the CPM for around four years before either being ordained or deciding against ordained ministry.

Timeline

This is a recommended timeline for a fulltime student; don't feel overwhelmed by this timeline. Part-time students should adjust the timeline according to their academic progress. Your CPM liaison will help you to stay on track. God has God's own timing. It is more important to follow God's leading than to adhere to a particular schedule.

Beginning the process (Usually prior to starting seminary):

- Talk to your Pastor and Session about beginning the Inquiry process.
- Complete Forms 1 (see appendix 10) and meet with your Session, **with a member of CPM present**.
- Do the vocational assessment with the professional designated by CPM.
- Meet with the CPM for approval to begin the Inquiry process.

First year under care:

- Pursue seminary studies. Appendix 4
- Take the Bible Content Exam (given twice a year). Appendix 5
- Explore internship options. Appendix 6
- Have your first annual consultation with your CPM liaison.

Second year under care:

- If you feel you are ready, apply to move to Candidacy.
- Continue seminary studies.
- Complete internship approved by CPM. Appendix 6
- Explore Clinical Pastoral Education (CPE) options. Appendix 6
- Have your annual consultation with your CPM liaison.

Third year under care:

- Complete CPE approved by CPM. Appendices 6 and 7
- Take ordination exams. Appendix 5
- After passing your ordination examinations, during your last school term, meet with the CPM for final assessment. Appendix 8
- After successful completion of final assessment, submit your PIF (see glossary) to CPM for approval to circulate.
- Have your third annual consultation with your CPM liaison.
- Complete your M. Div.

After the third year:

- Continue to circulate your PIF.
- Interview with Pastoral Nominating Committees.
- Annually, meet with your CPM liaison for an annual consultation.
- Receive a call.
- Be examined for ordination by the Presbytery.

Summary

What student does	What CPM does
Applicant	
<ul style="list-style-type: none"> *Active member of PC(USA) church at least 6 months *Meets with Pastor and then with Session to consider call to ministry. (Forms 1) *If Session endorses, takes vocational assessment. *Meets with CPM for approval to become Inquirer *Sets goals 	<ul style="list-style-type: none"> *Sends Representative to Session *Interviews student *Assigns CPM liaison
Inquirer	
Period of <u>exploration of call</u> to Ministry of Word and Sacrament G-2.0603	
<ul style="list-style-type: none"> *Seminary studies for MDiv *Exam: PCUSA Bible Content Exam *Annual appt w/ CPM liaison (Forms 3) 	<ul style="list-style-type: none"> *Liaison initiates annual appt and brings report to CPM for approval (Form 4)
Candidate	
Period of affirmation of call to Ministry of Word and Sacrament G-2.0604	
<ul style="list-style-type: none"> *When student & CPM liaison agree ready: *Provide answers to the 6 Questions for Candidacy document (see appendix 10) Meet with liaison, then Session for approval to propose move to candidacy *Meet with CPM for approval to continue *Questioned by Presbytery for approval to continue *Become Candidate (see page 8, item 4) 	<ul style="list-style-type: none"> *Liaison meets with Inquirer *Sends rep. to meet with Session *Interviews student *Helps question student at Presbytery
<ul style="list-style-type: none"> *Continue seminary with all required courses for grade (see page 16) *Church internship *Annual appointments w/ CPM liaison *After 2 years seminary, PCUSA ordination exams *Retake ordination exams until passed *CPE internship *Graduate with MDiv 	<ul style="list-style-type: none"> *Liaison checks files for transcripts & required courses *Pre-approves church internship *Liaison initiates annual appt and brings report to CPM for approval *Gives pre-permission for ordination exams *Pre-approves CPE internship
Final Assessment G-2.0607	
Certification of readiness for examination for ordination pending a call to Ministry of Word and Sacrament	
<ul style="list-style-type: none"> *Write statement of faith, exegesis, sermon *Meet with CPM: preach and be questioned *If approved, is considered "Certified Ready" for examination pending a call 	<ul style="list-style-type: none"> *Liaison checks file for fulfillment of all requirements *Interviews student; reads exegesis; *hears sermon
<ul style="list-style-type: none"> *May circulate PIF if approved by CPM 	<ul style="list-style-type: none"> *Pre-approves PIF before circulation *Liaison continues to meet annually
Receives a Call G-2.0607	
<ul style="list-style-type: none"> *Reads Statement of Faith for Presbytery and is questioned there 	<ul style="list-style-type: none"> *Presents Candidate at Presbytery for questioning

Some Useful Things to Know about the Ordination Process:

1. Your M.Div. must be completed at a theological institution accredited by the Association of Theological Schools acceptable to the committee. (G-2-0607c)
2. It is important that you keep the Presbytery's Stated Clerk's Office up to date on your contact information, mailing address, telephone number and email. We may have important information for you concerning the ordination process, or even potential grant money, but if we can't contact you in a prompt fashion, such information may not find you in time to benefit you. Be sure to respond within 24 hours to emails, calls or any communication from this office or from your CPM liaison.
3. The CPM usually meets the second Thursday of every month. Paperwork is due back into the Stated Clerk's office by noon the Thursday two weeks prior to the meeting to which the paperwork pertains, except for final assessment materials which must be submitted seven weeks prior to your final assessment appointment.
4. At any time, the CPM may impose supplemental requirements on any one under care of the CPM, including additional coursework, classes, supervised independent study, tutoring, personal counseling or spiritual direction.

General Help

1. Financial Aid

You may apply for financial aid as soon as you are officially an Inquirer. The CPM has limited funds to distribute each year for financial aid. Financial aid applications may be obtained from your liaison or by contacting the Stated Clerk's Office; they are due July 1. Aid awards, which are based on need, are considered and awarded once a year at the CPM's July meeting. Information about other sources of financial aid may be obtained from your seminary, from CPM and on the PC(USA) website.

Tips for filling out your financial aid application:

- If you have special circumstances, like a wedding coming up or a child in college, don't be hesitant to note that on the application.
- Be specific about the amount of debt that you have, including educational and credit card debt.
- Be reasonable about your expenses. Excessively large estimates of expenses may make you appear casual with your resources.

2. Travel Expenses

If you incur unusual travel expenses to meet with the committee, you may be reimbursed by the Presbytery. Keep any receipts and submit those with a completed expense report to the Stated Clerk's office. Note that the committee has the right to decline to reimburse expenses that it considers excessive.

3. Annual Consultations.

About a year after you are enrolled as an Inquirer, you will have your first annual consultation. You should have an annual consultation every year you are under care of the CPM. This is a meeting with your CPM liaison and one other member of CPM. Your Session liaison may also be invited to be present. Annual consultations are usually conducted in person but may be conducted by telephone if circumstances make an in-person meeting impractical.

Your CPM liaison will contact you to arrange a mutually convenient time and date about four weeks before the annual consultation is due. If you have not heard from your CPM liaison three weeks before your annual consultation due date or if there is a particular time that is going to be most convenient for you, feel free to contact your CPM liaison yourself.

You must complete and return Form 3 prior to the scheduled date of your annual consultation. Copies are available on line at the Presbytery website under CPM resources and are included below in Appendix 10.

After your annual consultation meeting, your CPM liaison will complete Form 4 and send you a copy for your approval and signature. After you return the signed copy to your CPM liaison, it will be submitted to CPM for approval and forwarded to both your Session and your seminary, if you are still enrolled in seminary.

Guide to Becoming an Inquirer

The Inquiry period is a time for you and the church to explore whether God is calling you to ordained ministry. It is wise to begin the Inquiry process as early as possible, even before starting seminary.

There are many steps to becoming an Inquirer: (G-2.0603)

1. Meeting with your Pastor:
 - The first step in exploring your call to ordained ministry is to discuss the matter with your Pastor and to let the Session of your church know of your interest.
 - You need to have been an active member of your PC(USA) congregation for at least six months before you are eligible to become an Inquirer.
2. Forms:
 - The next step is to contact the Stated Clerk's Office to obtain a copy of Form 1 and the Inquirer Packet, and to let the Presbytery know of your interest. You will want to make a tentative appointment for your first meeting with CPM at this time.
 - After you complete Form 1A and 1B provide the Clerk of your Session with a completed copy so that he or she can distribute it to the members of Session prior to your meeting with them.
3. Session meeting:
 - You will need to speak with your Pastor or Clerk of Session to set up a meeting with your Session. Notify the Stated Clerk's Office of the date and time of the Session meeting as soon as possible because a representative of CPM must attend the Session meeting.
 - At the Session meeting, the elders will discuss your sense of call with you and may ask you questions about your Form 1B. Then, they will ask you to leave the meeting while they discuss whether to endorse you to Presbytery.
 - After they have voted to endorse you, then they will assign you a Session liaison. You should keep this person apprised of your progress throughout the process.
 - The CPM representative will give to you and your Session an overview of the process of ordination, including the shared responsibilities for guiding and supporting the student along with the CPM. This includes the shared cost of the vocational assessment, the need for both session and CPM liaison to have regular contact, and the presbytery's requirements for completing internships.
4. After the Session meeting:

Check with the Clerk of your Session to make sure she or he will forward the signed Form 1D to the Stated Clerk's Office. This advises CPM that your Session has decided to endorse you and tells CPM who your Session liaison is. You are responsible for getting your completed Form 1 and college transcript(s) to the Stated Clerk's office before your first meeting with the CPM. The deadline for submitting materials is *noon* on the Wednesday two weeks prior to your appointment with the CPM. CPM may postpone your appointment if you do not turn in all of the required paperwork on time.

5. Vocational Assessment:

Once Session has voted to endorse you, you will be given the name of the psychologist who conducts the vocational assessments for the Presbytery. It is your responsibility to contact the psychologist and make the necessary appointments to complete the vocational assessment. You should ask the psychologist when the report will be available so that you can schedule your meeting with CPM after they have received a copy of this report.

6. Inquirer's Interview with CPM

- After you have completed the vocational assessment, you will come to CPM for an "Inquirer's interview." Contact your Pastor or Session liaison to accompany you to this meeting. At this time, we will discuss the vocational assessment and any questions raised by it. Then CPM will ask you to leave the meeting while it discusses whether to enroll you as an Inquirer. After the vote, CPM will invite you to return to the meeting and will inform you of its decision.
- CPM Liaison: If you are to be enrolled as an Inquirer, then CPM will assign you a liaison. This person will be your primary point of contact with CPM throughout the process. Bring any questions or concerns you have about the process, your call or life in general to him or her. You and your CPM liaison will also complete Form 2B and return it to CPM as soon as reasonable.

7. Seminary

If you have not already done so, you will need to select a seminary. CPM encourages those under care to attend a Presbyterian seminary, but attendance at other seminaries may be approved. Remember that your choice of seminaries must be approved by CPM even if you have begun—or even completed—your studies before you come under care.

8. Academic Requirements

You will find in Appendix 4 of this document the requirements for seminary classes, internships and ordination exams.

Guide to the Inquiry Phase

The Inquiry phase may last only a short time, or it may continue for years. This is influenced by one's personal readiness to move on to Candidacy, as well as the practical pressures of seminary ending and needing to find a call.

The purpose of the Inquiry phase is to determine with your Session and with the CPM whether or not God is calling you to ministry of the Word and Sacrament. There is no rush to leave the Inquiry phase but remaining there too long could delay the ordination process later on.

If you are already in the process of getting a Master of Divinity degree (M. Div.), moving on to Candidacy in a year is appropriate. About a year after you are enrolled as an Inquirer, you will have your first annual consultation. This meeting with your CPM liaison should help you to decide whether you are ready to apply to move to Candidacy. If you decide that you are not yet ready to move to Candidacy, you may remain an Inquirer until you are confident God is calling you to the ministry of Word and Sacrament.

Guide to Becoming a Candidate

When you, the CPM and your Session feel you are ready, you may seek Candidate status. Although there is no set amount of time you must spend as an Inquirer before seeking Candidate status, the CPM usually waits at least twelve months before allowing Inquirers to apply for Candidacy.

The purpose of the Candidacy phase is to further prepare you to become a Minister of the Word and Sacrament. (G-2-0604)

It is wise to move into the Candidacy phase prior to your third year of seminary. It is important to begin the Candidacy phase more than a year before your graduation date so that you will be free to accept a call as soon as you find one. You may not be ordained less than a year after you begin your Candidacy phase, no matter how long you have been an Inquirer, unless approved by a three-fourths vote of the Presbytery. (G-2.0602)

Also, although there is no specific amount of time set in the *Book of Order*, the CPM is unlikely to meet with you for the purpose of final assessment less than six months after you have been enrolled as a Candidate. Thus, waiting too long to become a Candidate can delay your being certified ready for examination for ordination, pending receipt of a call, which could delay your search for a call.

There are several steps to take in order to enter the Candidacy phase: (G-2.0605)

This process involves 4 meetings: with your CPM liaison, your Session, the CPM, and the Presbytery. For most people, it takes several months. Allow plenty of lead time.

1. Paperwork and meeting with CPM liaison

Usually one year after your first appointment with CPM and after at least 8 months as an Inquirer.

- Complete PCUSA Form 5 (A, B, C, D)¹ (including response to the 6 Questions for Candidacy, minimum 3 pages, maximum 7 pages, must be typed) and send a copy to your CPM liaison.
- Meet with your CPM liaison to discuss your answers to 5A and 5C and your progress as an Inquirer. If possible, bring your Session liaison and/or your Pastor to this appointment. Determine together whether your progress to this point affirms a call to ordination to the Ministry of Word and Sacrament and whether this is the time for you to move from Inquirer to Candidate status.
- Your liaison will write a summary of that consultation, including a recommendation with reasons to support, delay, or deny your proceeding to Candidacy. (Form 4)
- Reminder: Answer these 6 questions carefully; your responses will be presented during the appointment with CPM. With CPM, you will choose which two responses to share with Presbytery.

2. Session meeting

- Contact the Office of the Stated Clerk to schedule an appointment with CPM for after you meet with your Session; there can be a several-month wait for this appointment.
- Consult with your Pastor and CPM liaison to arrange a mutually convenient date for meeting with your Session to evaluate with them whether you are ready to become a Candidate. At least one CPM member must attend the meeting with Session.

¹ See Appendix 10 for Form 5

- Provide copies of Form 5A with answers to the 6 Questions for Candidacy for each member of Session before this meeting.
- At Session meeting, you will be examined by the Session using the answers to these 6 questions and other questions they may ask you. The discussion will focus on your sense of call and the responses to the questions that you provided. Then, they will ask you to leave the meeting while they discuss whether to endorse to Presbytery your move to Candidacy. After they have voted, they will invite you to return to the meeting and tell you their decision.
- If your Session endorses your move to Candidacy, then the Clerk of Session will mail page 2 of Form 5B to the Stated Clerk's office.

3. Meeting with CPM:

- After meeting with your Session and securing their endorsement, you are ready to meet with the CPM to begin the Candidacy phase of the process. If you have not yet scheduled an appointment with CPM, contact Stated Clerk's Office to schedule an appointment. The deadline for submitting to CPM your answers to Form 5A and your answers to the 6 Questions for Candidacy is two weeks prior to your scheduled meeting with CPM. CPM may postpone your appointment if you do not turn in all of the required paperwork on time.
- If possible, bring your Session liaison and/or your Pastor to this appointment.
- At your meeting with CPM, you will be asked about your academic progress, your internship experiences, if any, your sense of call and your responses to the 6 Questions for Candidacy. Then CPM will ask you to leave the meeting while it discusses whether to recommend to Presbytery your move to Candidacy. After the vote, CPM will invite you to return to the meeting and will inform you of its decision.
- If CPM has decided to recommend that Presbytery move you to Candidacy, then it will help you to select responses to two of the questions to be supplied to the members of Presbytery. Note that the response to question #2 is never one of the responses supplied to Presbytery.

4. Presbytery meeting:

- Be sure to invite your Pastor and Session liaison to accompany you to the Presbytery meeting. You might want to invite your family and friends also.
- At the meeting, you may be asked to briefly describe your faith journey and your sense of call. Members of Presbytery will then ask questions concerning what you have said and the responses to the two questions they have received. They are allowed to ask you also about your Christian faith, forms of Christian service undertaken, and motives for seeking the ministry. Expect a few questions.
- After the questioning is completed, you will be asked to leave briefly, while the members of Presbytery discuss and vote on the CPM recommendation that you be moved to Candidacy. After they vote, you will be invited to return to the meeting and the result will be announced to you. You will then be asked to respond to the following questions from the CPM Advisory Handbook:
 1. Do you believe yourself to be called by God to the ministry of the Word and Sacrament?

2. Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
 3. Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
 4. Do you desire now to be received by this presbytery as a candidate for the ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.)?
- Your family, friends, and church members will be invited to join you in front of the Presbytery while the Presbytery prays for you.
5. Meet again with your CPM liaison to prepare goals for the next 12 months, Form 4.

Guide to Being Certified Ready for Examination for Ordination, Pending Receipt of a Call

You must meet with CPM for Final Assessment before you can be Certified Ready for Examination for Ordination Pending Receipt of a Call (G-2.0607). It is a good idea for your Session liaison and/or Pastor to accompany you to this meeting with CPM.

Until you have met the requirements of G-2.0607a-d, you may not circulate your Personal Information Form (PIF) or otherwise enter into negotiation with a church concerning ordained ministry.

For Final Assessment you must submit

- an exegesis paper
- the full manuscript of a sermon that directly reflects the work done in your exegesis paper
- a one-page statement of faith, in your own words.

At the meeting with CPM you will be asked to preach your sermon (15 min.) and answer questions about your statement of faith. All papers for Final Assessment must be received by the Stated Clerk's Office seven weeks before your appointment with CPM. See Appendix 8 for detailed information regarding the papers required for Final Assessment.

Assuming you pass Final Assessment, this will be the last time you will be required to meet with the full committee. However, you continue under the care of the CPM until you are ordained. If this has not occurred within a year after Final Assessment, then your liaison will contact you for an annual. Of course, if you want guidance from CPM or your liaison, you may always contact your liaison or the Stated Clerk's Office.

In order to be Certified Ready to Receive a Call, you must:

1. Pass all five ordination exams or their equivalent set by the Presbytery.
2. Satisfactorily complete the required courses at a theological institution approved by the CPM.
3. Complete one unit of CPE approved by CPM.
4. Complete one internship approved by CPM.
5. Graduate from seminary or present a plan to complete a seminary degree. A complete transcript from your seminary is required showing all courses attempted and final grades. All courses required by CPM must have been taken for a letter grade.
6. Have an annual consultation for that year on file at the Stated Clerk's office.
7. Successfully complete Final Assessment at the CPM meeting.

Guide to Finding a Call

1. Once you have completed Final Assessment, you will need CPM to approve circulation of your Personal Information Form (PIF). You may submit it at your meeting for Final Assessment, or through your liaison after that date. CPM may make suggestions for changes before it approves submission of your PIF to Church Leadership Connection (CLC).
2. After you submit your PIF online, you may edit it only three times in a year, so be very careful that you are happy with your PIF before submitting it. This PIF is the primary way a church has to decide whether or not to contact you.
3. Don't feel you have to wait for churches to contact you. This is especially true when your PIF first begins to circulate, as it is only given to Pastor Nominating Committees (PNC) with which the computer matches you and in the geographic regions you selected. In other words, most of the churches looking for a pastor when you start looking for a church won't see your PIF until they are done with the PIFs they're already looking through, and request more.

Therefore, it's a good idea to browse through Church Information Forms (CIFs) of churches that are in the geographic region you selected when you submitted your PIF. When you find a church you are interested in, you can contact its PNC directly by sending an email copy of your PIF (email contact information is in the CIF).

To send a copy of your PIF, bring it up in your web browser, go to file, save as and save it as an html document, "*Your name's* PIF." Email this file as an attachment. Directly linking to your PIF will not work, as the CLC uses a secure web protocol and no one without a password may see your PIF from its link.

4. It is a good idea to keep communications open with churches that contact you, even if you may not initially have an interest in them. You never know when you will hit it off with the people, and it's good to have practice interviewing, both for you and the PNC.
5. It may take a while to find a church to which you feel called, so start early. Also, once you find a call, starting may be delayed by months because you must be examined for ordination before the Presbytery, which may only meet a few times a year. It is also important to note that because of the computer system the PC(USA) uses, it may be a couple of weeks before CLC allows your PIF to circulate, even after you have been Certified Ready.
6. Once you have found a call, usually you will be examined for ordination in the Presbytery calling you and ordained in the Presbytery of care, *i.e.* the Presbytery of Los Ranchos (G-2.0702). The process is different in each Presbytery, but you will have to answer questions before the Presbytery that examines you and may be asked to preach.

You may want to invite family and friends to accompany you that day. If you are examined in our Presbytery, your family, friends, and church members will be invited to join you in front of the Presbytery while the Presbytery prays for you.

Appendices

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Appendix 1: Glossary

- **Bible Content Exam:** One of the five ordination examinations. Given separately twice a year (the first Friday in February and the Friday before Labor Day), this exam is a one hundred question multiple choice test encompassing the entire Bible. A score of 70 is passing. You do not need CPM permission to take this exam.
- **Book of Order:** Part of the Constitution of the Presbyterian Church. This book covers form of government (G), worship (W), discipline (D). Among other matters, it governs how Presbyterian bodies work and how the labor of the church is divided between them.
- **Candidate:** A Candidate is someone who has a sense that God is definitely calling them to ordained ministry and is moving actively in that direction. One must be a Candidate for at least a year before being ordained.
- **Certified Ready for Examination for Ordination, pending receipt of a Call (“Certified Ready”):** At this stage in the ordination process, the Candidate is fully endorsed by the CPM and has completed all requirements for ordination, save receiving and accepting a call. You must be Certified Ready in order to circulate your PIF or enter into negotiations with a church concerning ministerial services.
- **Church Information Form (CIF):** The ecclesial counterpart to the PIF, the CIF is a standardized form that all churches seeking an ordained minister must complete.
- **Church Leadership Connection (CLC):** The website which ordained ministers and those Certified Ready use to find churches and vice versa.
- **Clinical Pastoral Education (CPE):** Experience-based theological education that combines the practice of pastoral care with qualified supervision and peer group reflection. One unit equals 400 hours.
- **Committee on Preparation for Ministry (CPM):** A committee elected by the Presbytery whose task is to prepare those called by God into the ministry for their positions in the church. Functionally, this entails guiding seminary students through the ordination process of the PC(USA) and providing spiritual and, if needed, financial support.
- **Final Assessment:** The meeting with CPM at which CPM decides whether to certify you ready for ordination pending receipt of a call. All papers for Final Assessment must be received in the Stated Clerk’s office seven weeks prior to your appointment with CPM. See Appendix 8 of this document for detailed information regarding the papers required for Final Assessment.
- **Inquirer:** An Inquirer is one who is trying to discern whether or not they are called to ordained ministry in the PC(USA). The Inquiry phase is designed to allow the church and anyone who thinks that God may be calling him or her into ordained ministry to explore that call to determine whether this is indeed what God desires for him or her. The Inquiry phase normally lasts at least a year but may be shorter.
- **Liaison:** A liaison is a person who supports and shepherds you through the ordination process, and is your advocate, and guide. The session will appoint a liaison to you to be your link to the session

and the CPM will appoint a liaison to be your link with the CPM. The liaison does not need to be a currently serving elder but must be an elder. The student may have multiple liaisons throughout their process as people roll off of committees and session.

- **Master of Divinity (M. Div.):** This is a multi-year seminary degree most commonly pursued by students interested in pursuing ordained ministry.
- **Ordination Exams (Ords):** A set of five exams required for ordination in the PC(USA), including the Bible Content exam, usually taken during the first year of theological education, and examinations in Bible Exegesis, Theological Competence, Worship and Sacraments, and Church Polity, usually taken after two years of theological education. These exams are graded on a national level by PC(USA) pastors and elders. A Candidate must pass all five exams in order to be ordained.
- **Pastor Nominating Committee (PNC):** A committee formed in a church without a pastor or associate pastor for the purpose of calling a pastor or associate pastor.
- **Personal Information Form (PIF):** A standardized application for all PC(USA) Minister of the Word and Sacrament positions disseminated nationally online as well as through local presbyteries.
- **Under Care:** After you meet with the CPM, and are officially enrolled as an Inquirer, you begin a covenant relationship with the Presbytery and the CPM. This relationship lasts until you are released from it either by exiting the ordination process by choice or by a decision of the Presbytery, or by accepting a call and being ordained. This language reflects the nurturing aspect of the relationship between the CPM and the Inquirer or Candidate.

Appendix 2: Contact Information

Contact Info:

If you have any questions about the ordination process that aren't answered here, or if you'd like to talk about exploring your call, feel free to contact your liaison or the Moderator of CPM anytime. If you need to set up an appointment with the CPM for any reason, contact the Stated Clerk's Office or the CPM secretary.

CPM Moderator:

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cbridgeman@losranchos.org
(714) 956-3691 ext. 125 (office)
(714) 956-1940 (FAX)

Appendix 3: Online and Print Resources

Resources:

Ministry Loves Company: A Survival Guide for Pastors by John T. Galloway, Jr. and John M. Buchanan

Let Your Life Speak: Listening for the Voice of Vocation by Parker J. Palmer

Online resources

- Presbytery of Los Ranchos website www.losranchos.org/resources. Click on Resources then scroll down to “Committee on Preparation for Ministry.”
- PC(USA) Home Page – www.pcusa.org
- PC(USA) Preparation for Ministry – www.pcusa.org/prep4min
- PC(USA) Preparation for Ministry Forms – Request all forms from the Presbytery office – 714/956-3691 ext. 125 or cbridgeman@losranchos.org
- PC(USA) Bible Content and Ordination Exams – www.pcusa.org/exams
- PC(USA) Church Leadership Connection (PIF Forms) – <http://oga.pcusa.org/section/mid-council-ministries/clc/call-seekers/>
- The Association for Clinical Pastoral Education (CPE) – <http://www.acpe.edu>
- Downloadable and searchable versions of the *Book of Order* and the *Book of Confessions* are available online. www.pcusa.org
- Find out more about PC(USA) scholarships for seminary at <http://www.pcusa.org/financialaid/programfinder/theological.htm>

Appendix 4: Academic Requirements

1. The Committee on Preparation for Ministry (CPM) is willing to assist each Inquirer/Candidate in designing a course of study suited to the needs of that person. Such course of study may include experiences that will give the Inquirer/Candidate adequate knowledge of Presbyterian polity and Reformed theology, as well as exposure to other theological traditions. Each presbytery sets requirements in addition to those listed in the *Book of Order*.

2. Presbytery of Los Ranchos Inquirers/Candidates will pass, with **letter grade**, seminary courses in:
 - a. Biblical Studies: 1 academic year² in each testament.
 - i.e. OT: Overview, Pentateuch, Prophets, Writings.
 - NT: Gospels, Act-Rev., Pauline/Johannine Epistles.
 - b. Biblical Theology: 1 course (3 sem/4 qtr units)
 - i.e. NT theology, OT theology, Hermeneutics³
 - c. Systematic/Historical Theology: Academic year⁴
 - d. Ethics: 1 course (3 sem/4 qtr units)
 - e. Greek: Academic year⁵ to include exegetical work in the language.
 - f. Hebrew: Academic year⁶ to include exegetical work in the language.
 - g. Church History: Academic year⁷
Must include early church history, Reformation and Presbyterian history
 - h. Reformed Worship and the Sacraments: 1 course
 - i. Pastoral Theology/Pastoral Care & Counseling: 1 course
 - j. Homiletics and preaching at least 4 sermons with evaluation: 2 courses minimum
 - k. Presbyterian polity
 - l. Presbyterian history May be covered by other courses. Course syllabus required to establish that class meets criteria. See Appendix 7 for how to seek this permission from CPM.
 - m. Reformed Confessions/Creeds - May be covered by other courses. Course syllabus required to establish that class meets criteria. See Appendix 7 for how to seek this permission from CPM.
 - n. Christian Education/Spiritual Formation: 1 course

- Unless any one of the above required courses is given for pass/fail only, it **shall be taken for a letter grade**.
- Permission may be granted by CPM to take electives pass/fail.
- **Alternate courses** must be approved by the CPM before they are taken.
- The student will be expected to maintain at least a **B (3.0) average** in all seminary work.
- **The student will arrange** for the seminary to **send a transcript of grades** to the Presbytery's Office of the Stated Clerk **at least annually**.

² One academic year is 6 semester or 12 quarter units in the subject.

³ "Close reading of the text" in Princeton catalog.

⁴ One academic year is 6 semester or 12 quarter units.

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

Appendix 5: Ordination Exams

1. You must pass the five PC(USA) ordination exams. Take the **Bible Content Exam** your **first year of seminary**. The exam will be offered twice a year on the first Friday of February and the Friday before Labor Day. This is the only exam for which you do not need CPM's permission. **You do need to register in advance** for this and all the exams. Registration for all of the standard ordination examinations is now completed through an online process.

<http://oga.pcusa.org/section/mid-council-ministries/prep4min/standard-ordination-exams/>

2. **Permission from CPM is required** in order to take the other four ordination exams: Worship and Sacraments, Polity, Reformed Theology, and Biblical Exegesis in Greek or Hebrew. Appendix 7 in this document explains how to seek CPM's approval to take exams. These exams are given twice a year: the weekend before Labor Day weekend and the fourth Friday and Saturday in January.

3. Normally students take the **four ordination exams the summer prior to their third year of seminary**. Before taking these exams, you must complete the course designed to prepare you for the exam (polity or confessions, etc.) and the equivalent of 2 years of full-time seminary education. It is strongly recommended that you also complete parish internship or other church experience before taking the exams.

4. If you have a documented disability or feel you need special accommodations, you should include an explanation with your request to CPM. All special accommodations must be approved by CPM and recommended to the Office of Examinations.

5. You must include payment when registering for your exam application.

6. **If you take the exams and fail to pass** one or more exams, you must register again to take the exams you failed, securing permission from CPM and paying any fees.

7. **The process for approval for re-taking a failed exam** is explained in Appendix 7 of this document.

8. In the event you cannot pass one or more ordination exams after diligent effort and several attempts, you might qualify for a substitute examination under our Alternative Examination for Candidates policy. Your liaison can supply you with a copy of the policy if you think you might qualify.

9. For more information about the ordination exams, look on the web at: www.pcusa.org/exams.

Appendix 6: Internships

Guidelines for Internships for the Presbytery of Los Ranchos

1. All of those under care of the Presbytery of Los Ranchos are required to do at least two internships: one in Clinical Pastoral Education (CPE) and the other in a PC(USA) parish setting.
2. The CPM will need to pre-approve the choice of each of these two internship sites. Approval is usually sought through the CPM liaison. Additional internships may be required if the student undertakes an internship which CPM did not approve.

Usually a parish site different from the student's home church or work experience is expected; for example, those who come from a large church background, should plan to do internship in a small church, or those who have extensive experience working with youth, should seek an internship which centers on work with adults.

3. It is the student's responsibility to get evaluations from internships, including CPE, to the CPM. These evaluations are required before a candidate can be Certified Ready to Receive a Call.

Clinical Pastoral Education (CPE)

Clinical Pastoral Education (CPE) is a national multi-faith theological educational organization. CPE is a process in which pastors integrate personal experience, faith tradition, sacred insights, theology, and psychology in the crucible of human living. CPE aims to prepare pastors for in-depth ministries in settings of significant human encounters. Students must start planning for CPE early; the programs fill up early and often require applications six or more months in advance.

The thirty-five Accredited Centers of the Pacific Region are located in parishes, university medical centers, community hospitals, Veterans Administration hospitals and on the streets of the Inner City. **Accredited programs are listed at <https://www.acpe.edu/>.**

Los Ranchos requires 1 unit of CPE, which is 400 hours of supervised spiritual care to persons in crisis or change. The CPE process includes: Group Interaction, didactic instruction, focused reading, clinical experience, verbatims and evaluation.

The majority of CPE students enter CPE to meet seminary and ordination requirements. Persons desiring ministries in institutional settings or careers in pastoral supervision take additional units of CPE. The College of Chaplains requires four units of CPE for recognition as a Board-Certified Chaplain.

Parish Internships

Designing a Parish Internship

Candidates are encouraged to undertake field education in a congregation unlike their current/home church and, in some cases, in a cultural or economic setting unlike his/her own.

Los Ranchos Presbytery's CPM expects parish internships to provide experience in the breath of pastoral ministry. Central to such ministry internships is direct involvement in as many aspects of Presbyterian

congregational life and ministry as possible. This includes **direct participation in all aspects of congregational life, including** worship, mission, education and nurture, membership care, evangelism, facility management and congregation and staff events. A “depth experience” in one aspect of pastoral ministry (such as “youth ministry” or “pastoral care”) may be approved by CPM if it also includes the breadth of experiences on the following form. Working with the internship mentor/supervisor, the student is expected to include the experiences listed on the following form in designing their schedule.

Proposals are expected to include a **weekly meeting** between the supervisor and the intern to review the experiences and learning that is occurring.

A shadowing program is strongly recommended as part of the internship design, whereby the intern spends periods of time in shadowing/following the supervising pastor. This should be scheduled in advance, and may not necessarily be an average day, but one which would include as many of the ministries listed on this form as possible.

Please note: No Inquirer or Candidate who has not been previously ordained as a ruling elder may serve as moderator of a session, administer the Sacraments, or perform a marriage service. An Inquirer or Candidate previously ordained as a ruling elder may be authorized by the Presbytery to preside at the Lord's Supper when invited by a session. (See G-2.0606)

For pre-approval of internship, the student presents the CPM liaison with this completed form, including the answers to the four questions. The liaison seeks pre-approval from the CPM.

PARISH INTERNSHIP PRE-APPROVAL FORM

Submit this completed form to your CPM liaison before formalizing the internship relationship. CPM may require you to make changes in the proposal, including a change in the internship to a different church.

Student name _____ Proposed dates _____ -- _____

Supervising pastor's name _____ Position _____

Supervisor's email _____ Supervisor's phone _____

Internship church name _____

Church address _____

Indicate on each blank below the approximate number of hours to be included in that activity. In granting approval for an internship proposal, the CPM anticipates that **most of the following ministry experiences** will be included. While most parish internships are expected to total 400 hours, the hours listed in these blanks may total less than 400.

WORSHIP MINISTRY AND PREACHING MINISTRY:

- _____ Assist in planning all aspects of several worship services
- _____ Share in worship leadership on a regular basis, including as many aspects of worship leadership as possible and allowable.
- _____ Meet with Worship Committee as possible, to observe the various issues with which they deal.
- _____ Discuss sermon preparation with supervising pastor.
- _____ Preach a sermon and evaluate the sermon with supervising pastor and member(s) of congregation. If possible, videotape the preaching for purposes of critiquing.
- _____ Observe and assist as appropriate in celebration of Baptisms and Communion.

PASTORAL CARE MINISTRY:

- _____ Hospital, nursing home, and/or in-home calls
- _____ Discuss with pastor experiences of hospital, nursing home, and in-home calls
- _____ Learn how the Board of Deacons provides care for the congregation.

SESSION AND DEACON MEETINGS AND MINISTRY:

- _____ Attend a minimum of two Session and Deacon meetings.
- _____ Observe new officer training/orientation event.
- _____ Observe the preparation of the Session or Deacon meeting agenda.

MEMORIAL SERVICE MINISTRY (or Funeral Service if held at Funeral Home):

- _____ Observe meeting with family and planning the memorial worship service.
- _____ Observe details of the entire planning process involving the service.
- _____ If possible, assist in a memorial and graveside committal service.
[If there are no deaths in the congregation during the internship, arrange to fulfill these experiences in another congregation]

MEMBERSHIP AND EVANGELISM MINISTRY:

- _____ Attend a meeting of the Membership and Evangelism committee/s
- _____ Attend a meeting of the Mission Committee
- _____ Attend or be part of a particular mission outreach event or project.

CHRISTIAN EDUCATION AND NURTURE MINISTRY:

- _____ Be involved in general planning of overall Christian Education ministry.
- _____ Be a teacher or primary leader in at least one area of educational ministry.
- _____ Be involved in one youth retreat experience (off campus) if possible.
- _____ Attend at least one Christian Education Committee meeting

WEDDING MINISTRY:

- _____ Visit with supervising pastor about all aspects of wedding ministry.
- _____ Assist in or observe a wedding rehearsal and wedding service.
[If there are no weddings during the internship, arrange to fulfill these experiences in another congregation]

BUDGETING AND FINANCIAL SUPPORT MINISTRY:

- _____ Discuss budget process with supervising pastor.
- _____ Attend Budget Committee meeting.
- _____ Learn about monthly financial reports.
- _____ Learn about stewardship emphasis program in use in that congregation.

CHURCH STAFF MINISTRY:

- _____ Attend church staff meetings whenever possible.
- _____ Meet weekly with supervising pastor.
- _____ Shadow a pastor for at least the equivalent of 3 days.

LENGTH OF TIME:

Recommended: 400 hours. 15 hours/week for 9 months or summer full time.

For Internship Pre-Approval Submit to CPM liaison this completed form along with the answers to the following questions on a separate sheet of paper:

1. Why are this church and this mentor a good choice for you and your internship experience?
2. How is this church different from your home church/present church?
3. What is the detailed job description for this internship? Include your responsibilities, work schedule, supervision schedule, potential shadowing activities, etc.
4. What strengths and gifts do you bring to this church? What are you hoping to learn in this internship?

After Completion of Internship, to receive credit from Los Ranchos for a church internship, send to the Office of the Stated Clerk

- a letter of evaluation and successful completion from the Supervising Pastor/Mentor
- this above checklist with notations by the Supervising Pastor
- the following evaluation

INTERNSHIP EVALUATION SUMMARY

To be completed by the intern's supervisor upon completion of term of service and returned to CPM
Using the following five-point scale, please evaluate your intern's ministry with you during the past year: 5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor

1. ____ How well did your intern accept supervision and guidance?
2. ____ How well did your intern take initiative in accomplishing assignments?
3. ____ How well did your intern perform assignments?
4. ____ How well did your intern manage time in terms of balancing personal health with job demands?
5. ____ How would you characterize your intern's relationships with other staff?
6. ____ How would you characterize your intern's relationships with church members?
7. ____ How well did your intern adapt to the unique climate/character of your congregation?
8. ____ How well did your intern integrate seminary learning into actual practice?
(e.g. teaching, pastoral care, leading groups, preaching, writing, etc.)
9. ____ How would you characterize your intern's ability to shift leadership style according to groups?

THE FOLLOWING ARE OPEN ENDED ALLOWING YOU TO USE YOUR OWN WORDS TO RESPOND

Please feel free to use additional pages.

1. What strengths did you observe in your intern?
2. Where are the "growing edges" for this person? (Need to work on these)
3. Specific example of where this intern indicated readiness to become an ordained pastor?
4. Specific example of where this intern experienced a "learning moment" on the road to ministry?
5. Why would you welcome (or not welcome) this person as a member of your staff?
6. What one area of ministry would you recommend this intern focus on? (Could be because it is a gift they need to cultivate—or a challenge that could be an obstacle to successful ministry)
7. What advice would you give to the Committee on Preparation for Ministry for helping this individual move toward ordination?

Appendix 7: Guidelines for CPM Approvals

Approvals must be secured in advance, prior to beginning CPE, internships, etc. Requests must be in writing and should be emailed to both the Assistant to the Stated Clerk and your liaison. Your liaison will present the request to CPM and advocate for you; it is to your advantage to keep your liaison fully informed. Requests must be received at least 1 week before the scheduled CPM meeting.

Include in approval request:

1. For Clinical Pastoral Education (1 unit from accredited site required)

- a. CPE center, location and accreditation status by ACPE
- b. CPE supervisor
- c. Dates of the program (start and completion dates)

2. For Internship (400 hours required)

- a. Internship organization, location, address
- b. Supervisor with credentials and contact information
- c. Supervisory schedule (weekly, bi-weekly, etc.)
- d. Dates of the internship (start and completion dates)
- e. Job description with total number of hours (FT/PT with hours per week) detailing responsibilities. Use form Appendix 6 of this document.

3. To Take Ordination Exams (must have completed the equivalent of 2 full-time years of theological study and the course for preparation for your particular exam)

- a. Examinations are taken online, three times a year, on days determined by the Office of General Assembly.
- b. Which ORDS you have passed and which ORDS you are taking
- c. In order to receive approval for re-taking a failed exam, you must send to the Stated Clerk's Office your graded original exam and a written plan outlining remedial steps to ensure passage of the exam. The plan should include:
 - a. a realistic self-appraisal aimed at the deficiencies revealed by the failure of the examination
 - b. a specific plan for overcoming those deficiencies through a program of independent study, coaching, and/or additional academic work.

4. To Circulate PIF

- a. Date of successful completion of Bible Content and ORDS exams
- b. Start date of Candidacy Phase
- c. Confirmation in final year of school

5. Alternate Educational Plans

- a. Rationale for alternate plan
- b. Copy of course syllabus or equivalent
- c. Professor contact information and credentials
- d. Form of evaluation and credits

Appendix 8: Final Assessment Paperwork

FORMAT FOR PAPERS

Your exegesis paper and sermon reflect the standards ordinarily expected by seminary professors. This includes:

1. Typewritten, double-spaced
2. Complete footnoting (use style you used in seminary)
3. Complete bibliography
4. Correct grammar, spelling, and sentence structure

REQUIRED PAPERS

1. Exegesis Paper (*Have the text approved by CPM moderator before starting.*)
 - a. Select a passage which excites you, intrigues you, and which will be helpful in your ministry.
 - b. Ordinarily it is best to select a passage that is not controversial or obscure.
 - c. The passage should be three to six (3-6) verses in length and represent a complete periscope.
 - d. **Have the text approved by CPM moderator.**
 - e. The paper is to be between 15-20 pages in length (double-spaced).
 - f. Closely follow the attached "Detailed Guidelines for Exegesis Paper."

2. Sermon (*a full manuscript of the sermon*)
 - a. The sermon should directly reflect the work done in your exegesis paper.
 - b. The sermon should reflect the central theological idea and bridge the gap between what the text originally meant and what it means today. Application of the text to the contemporary world should be made.
 - c. A brief statement should accompany the sermon describing the context and setting for the sermon. (i.e., type of church, event, etc.)
 - d. The sermon should be no more than 15 minutes in length and will be preached to CPM. When you preach to CPM, use your usual preaching style. For example, if you usually preach from an outline, preach that way for the committee.

3. Personal Statement of Faith
 - a. The statement is to be limited to one side of paper (8-1/2 x 11) with 1/2" margins.
 - b. It is to be typed single-spaced in readable type (12 pt. Times New Roman or Arial)
 - c. As a summary of your core beliefs as you complete your preparation for ministry, it should demonstrate your theological perspective within the confessional heritage of our Reformed tradition.
 - d. The statement should be carefully thought out and represent what you personally believe. It should be your own and should strike a balance between traditional language and personal wording
 - e. Include mention of the key doctrines of the Reformed faith, including at least these topics:

Trinity	Jesus Christ	Holy Spirit
Church	Sacraments	Scripture
Salvation	Christian life and hope	

- f. This Personal Statement of Faith forms the basis for the CPM's examination of your theological views. When you meet with CPM for final assessment, you will be expected to support your written statements with articulate theological reflection. While there are a variety of theological perspectives represented in our church and our confessions, the CPM will want you to place yourself theologically within our biblical and confessional tradition.
- g. The CPM will review your written statement and may make suggestions for clarification and/or revision.
- h. When you have received a call and are ready to be examined by the Presbytery, the last version reviewed by the CPM will be circulated to the members of Presbytery and may be read aloud.

DETAILED GUIDELINES FOR EXEGESIS PAPER

Follow these directions carefully and in order; they are not suggestions. Make it easy for CPM to follow you by showing your work, numbering and heading the 12 major parts as below.

1. Begin with prayer

Dependence upon the illumination of the Holy Spirit is absolutely fundamental to correct interpretation of Scripture.

2. Read the text in its original language(s)

Reading the text several times in the original language provides an excellent overview of the passage and is the foundation for faithful interpretation.

3. Compare the text in various translations

Comparing various English translations can provide clues to different ways in which the Church has interpreted the passage. Are there discrepancies in wording, word order, and progression of thought? Do these changes imply different meanings?

4. Provide a complete translation in your own words.

5. Establish boundaries of the passage (pericope)

Based upon the preliminary reading of the passage in the original languages and various English translations, the boundaries of the text you have chosen may need adjustment. The goal is to establish a recognizable beginning and ending for a cohesive, self-contained unit.

6. Determine authorship

What does your research lead you to conclude about the authorship of this passage? Who wrote the text? Is the author anonymous? Is there evidence that the work has been shaped by more than one author or by an editor? Is the authorship disputed? If the author is known, how did he/she influence the text? Are there indications that the text has been shaped in a particular way by the author(s) or editor(s)?

7. Consider the historical and social context

Understanding the historical and social context for the text is essential for faithful interpretation. It is important to know as much as we can about what the passage meant and how it was used at the time it was written. What bearing do the following considerations have on the interpretation of the text?

- a. Social setting
- b. Customs

- e. Economics
- f. Geography

- c. Religious/theological setting
- d. Politics

g. Date of composition

8. Consider language and literary form

Scripture cannot be correctly understood apart from studying the nuances of language and literary form in the original languages. Examine the passage in light of the literary elements listed below and indicate briefly how they shape the meaning of the text.

- a. Genre: narrative, poetry, prose, speech, hymn, parable, prophecy
- b. Structural patterns and style
- c. Grammatical ambiguities or anomalies
- d. Studies of terms you find particularly important for the interpretation you are developing

9. Determine the relationship of the text to other Scripture

A text must be considered as it relates to the whole of Scripture and not in isolation. The text is studied as it relates to

- a. its immediate context, i.e., the book in which it occurs
- b. its context in the broader biblical tradition

How does the context shape the interpretation of this passage?

10. Identify the theological significance of the text

Summarize in one or two simple sentences the central idea of the text as shown by your work in sections 1-9 of this paper.

Then discuss briefly

- a. how the text is used by other biblical writers (where appropriate)
- b. how the community of believers has interpreted it

11. Determine setting

Describe the setting and congregation of the church in which you would preach a sermon based on this text.

- a. How does this text speak to individuals in that church?
To the congregation as a whole?
- b. How does this passage help the Church understand and practice the love and justice of Jesus Christ?

12. Make application

After determining what the text originally meant, the text is then applied to the contemporary setting.

- a. What does the text mean today?
 - 1. to individuals?
 - 2. to the community of believers?
 - 3. to the world?
- b. How does the passage call us to respond?
 - 1. to God?
 - 2. to each other?
 - 3. to the world?

Appendix 9: Dissolving the Covenant Relationship/ Removal from Rolls

This policy addresses a growing concern in this Presbytery with persons under care who fail to correspond with their liaison, fail to respond to inquiries from CPM or fail to make reasonable progress toward ordination. After the CPM and the Inquirer or Candidate has engaged in a process of discernment of his/her call to ministry, the Inquirer or Candidate may wish to withdraw indefinitely from the process. When the person under care is not responsive, it is not possible for the CPM to engage with the Inquirer and Candidate in the process of discernment of his/her call to ministry. Therefore, after a period of discernment and assessment, the covenant relationship may be dissolved by Presbytery, upon the recommendation of CPM, under the following circumstances:

1. Release from Covenant Relationship at Request of Inquirer/Candidate

Inquirers and Candidates under the care of the Presbytery of Los Ranchos may request or be given a release from Covenant Relationship. If no charges are pending against the individual and there is no information suggesting grounds for deletion, the Committee on Preparation for Ministry may recommend to Presbytery that the person's name be removed from its role of active Inquirers/Candidates by 'Release from Covenant Relationship'. The records of such individuals will be maintained for at least 10 years without additional review by the committee. An individual so released may, at any time within ten years, request restoration to covenant relationship status and, if granted by the presbytery, would resume their standing (or its equivalent) as of the date of their release.

2. Dissolving the Covenant Relationship

a. Dissolution Before Final Assessment

1. Failure to meet annual contact expectation

- To remain in the covenantal relationship, “under care, “annual consultation using Form 3 and Form 4 is expected.
- Inquirers/Candidates shall go no longer than two years without either an annual consultation, which is recorded in the CPM minutes, or an interview with CPM.

2. Lack of contact

- When the Inquirer/Candidate does not respond to contacts by the CPM liaison, the liaison should request help from the home church of the Inquirer/Candidate, either through the Pastor, Session liaison or church secretary.
- If an Inquirer/Candidate has not responded to CPM’s contacts for one year, a letter will be sent to his/her last known address and to his/her church of membership, advising of the intent of CPM to remove him/her from the roll of Inquirer or Candidate at the next committee meeting.

3. Failure to progress toward ordination over a three-year period

- If CPM deems that an Inquirer or Candidate has not made reasonable progress toward ordination in the last three years, then it will review the Inquirer or Candidate’s progress toward ordination. The Inquirer or Candidate will be given at least 30 days notice of the committee’s intent to review their status of “being under care.” The individual’s home church

will be copied on this notice.

- In reviewing the case, CPM could determine the conditions under which the individual could continue in the process or could determine to remove the name from the roll of Inquirer or Candidate.

b. Dissolution After “Certified Ready to Receive a Call”, for failing to meet regular contact expectation

All Candidates who have completed Final Assessment are expected, at a minimum, to

- have an annual consultation, using Form 3 and Form 4, with his/her CPM liaison
- meet with CPM every three years to discuss and gain guidance for her/his sense of call, activity in a local church, steps followed to pursue a call and personal circumstances that are affecting the pursuit of a call.

c. Re-entry following dissolution

- If an Inquirer/Candidate who is removed from the process later decides to re-enter the process, the minimum requirements will be completion of Form 1, completion of Form 2A/B—for those withdrawing as Inquirers—or Form 5A/B—for those withdrawing as Candidates, a vocational assessment and a meeting with CPM.
- CPM will evaluate each case individually and may impose additional requirements.

Presbytery of Los Ranchos
Student Guide
Forms for Use in the Preparation for Ministry Process

You can locate fillable forms at:

- PC(USA) Preparation for Ministry – www.pcusa.org/prep4min
- Presbytery of Los Ranchos website www.losranchos.org/resources. Click on Resources then scroll down to “Committee on Preparation for Ministry.”

Initial application forms

Form 1A	Application to be enrolled by Presbytery as an Inquirer
Form 1B	Questions for Reflection
Form 1C	Financial Planning for Theological Education
Form 1D	Session Evaluation and Recommendation

Forms for enrolling an Inquirer

Form 2A	Report of Consultation regarding application
Form 2B	Covenant Agreement and Inquirer Release

Forms for Consultations

Form 3	Pre-consultation report on development areas
Form 4	Report on Consultation

Forms for advancing to Candidacy

Form 5A	Application to be enrolled by Presbytery as a Candidate
	6 Questions for Candidacy
Form 5B	Session evaluation and recommendation for Candidate
Form 5C	Report of Consultation to become a Candidate
Form 5D	Covenant Agreement and Candidate Release

Date: _____

Form 1A

Application to be Enrolled by Presbytery as an Inquirer

Name of applicant: _____
(family) *(first)* *(middle/natal)*

Current address: _____
(street) *(city)* *(state)* *(zip)*

Main phone: _____ Alt phone: _____
(h/o/m) *(h/o/m)*

Email: _____

Permanent address: _____
(if same, write 'same') *(street)* *(city)* *(state)* *(zip)*

Gender: _____ Date of birth: _____ Race/Ethnicity: _____

Current church membership: _____
(name of church)

Address: _____
(street) *(city)* *(state)* *(zip)*

Date received as a member: _____ Number of members: _____

Have you ever applied to a presbytery to be enrolled as an inquirer or candidate? _____

If yes, was enrolled as: _____ in _____ presbytery

From _____ to _____

In what church occupation are you interested in at this time? _____
(e.g. pastor, youth minister, mission worker, educator)

Present or most recent school attended: _____

Location: _____ Date of graduation: _____

Applicant's Statement

I hereby apply to be enrolled by _____ Presbytery as an inquirer.
(presbytery name)

_____ I certify no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me.

_____ I am unable to make the above certification. I offer instead on the attachment a description of the complaint and/or outcome of the situation with explanatory comments.

I certify that the above statement and other information in this application are true and correct. I promise to participate diligently and wholeheartedly with the session and the presbytery in exploring my vocation.

Applicant's signature: _____
(date)

Date: _____ Name: _____

Family Situation

Current marital status: _____ Ages of any children in the home: _____

Are you and your household members open to the possibility of relocation in conjunction with theological studies and/or accepting a ministry position? _____

If you are limited in your ability to relocate, please describe on the following lines:

Church Background

Year of baptism: _____ Year of your confirmation/profession of faith: _____

Most recent church affiliations (include up to three):

Dates of participation:

Have you been ordained as a ruling elder in the PC(U.S.A.)? _____

Date: _____

Have you been ordained as a deacon in the PC(U.S.A.)? _____

Date: _____

Have you been ordained in another denomination? _____

Date: _____

If so, name of denomination: _____

Office: _____

List up to five areas of involvement in the life and mission of the church, either as a participant or leader, that are most significant in your sense of call to the role of teaching elder. Mark current involvements with an asterisk.

Area of involvement:

Role:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____ Name: _____

Academic Information

List the academic institutions you have attended, beginning with college, and supply the information requested in each column. If you are currently pursuing an educational program, indicate your academic classification in the final column.

Institution	Dates attended	Program/major	GPA	Diploma/degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Briefly describe your academic interests/gifts by completing the following table:

	Subjects in which you did your best academic work:	Subjects in which you did less well:
College:	_____	_____
Graduate school:	_____	_____
Professional school:	_____	_____
Other training:	_____	_____

Have you ever had an individualized educational program (IEP)? _____

If so, what accommodations did the IEP include?

On the space provided, list your academic honors, awards, special recognitions, sports, organizations and extracurricular activities that have been most meaningful:

Occupational History

Beginning with your current or most recent position, list all full time or part time jobs in which you have been employed. Include the five most, recent up to the past 20 years. Place a PT beside the title of part time jobs.

Job title	Dates	What did you enjoy most?	What did you enjoy least?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date: _____ Name: _____

Form 1A

References

References should include at least two of the following: someone from your church; a former employer; a peer; or a former professor or school administrator.

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

How long have you known this person, and in what capacity? _____

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

How long have you known this person, and in what capacity? _____

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

How long have you known this person, and in what capacity? _____

Date: _____

Form 1B

Questions for Reflection

Name: _____
(family) *(first)* *(middle/natal)*

Reflect on the following questions and then write responses in the space provided (limited to about 275 words).

1. Describe yourself as a person.

2. Describe briefly your understanding of what it means to you to be an inquirer. Please include the most important events, experiences and persons that have prompted you to apply to become an inquirer.

3. Write a brief statement of your personal faith describing what you believe about God, Jesus Christ, the Holy Spirit and your relationship to them.

Date: _____ Name: _____

Form 1B

4. What does it mean to you to be Presbyterian?

5. Describe your current spiritual practices and disciplines.

6. Who/what is your ideal/role model for ministry? What do you expect in your ministry? What aspect of ministry do you find least interesting?

Date: _____ Name: _____

Form 1B

7. What are you doing to maintain your physical and emotional health?

8. Comment on what have been/are some of your more meaningful interests and hobbies.

9. After completing and reviewing Form 1C of this application to be received as an inquirer, briefly discuss how you plan to finance your theological education.

Signature: _____

(date)

FINANCIAL PLANNING FOR THEOLOGICAL EDUCATION									
Name:						Date:			
On the following pages, enter descriptions in underlined fields and whole dollar amounts in shaded fields as needed. Other fields will automatically tabulate.									
ESTIMATED FINANCIAL RESOURCES									
		Monthly Total		Annual Total		Overall Totals		Projected Need	
Income									
Student earnings									
Spouse earnings									
Guaranteed income (Social Security, VA, etc.)									
Child Support payments received									
Other (specify):									
Other (specify):									
Total Income:		\$0		\$0					
Other Assistance									
Home Church/Congregational support									
Family/Friends support									
Presbytery support									
PCUSA scholarships/loans									
Foundations or Corporations grants									
Other (specify):									
Other (specify):									
Total Other Assistance:				\$0					
Current Assets									
Cash and savings									
Investments (CDs, stocks, etc.)									
Retirement savings (IRAs, 401ks, etc.)									
Real Estate									
Automobiles (value over any amount owed)									
Other (specify):									
Other (specify):									
Total Current Assets:						\$0			

Total Estimated Financial Resources:						\$0	
Name:							
ESTIMATED EXPENSES							
		Monthly Total	Annual Total	Overall Totals	Projected Need		
Educational Expenses							
Annual tuition							
Special academic programs (CPE, intern, etc.)							
Fees							
Books							
Other (specify):							
Other (specify):							
Total Educational Expenses:			\$0				
Living Expenses							
Rent/mortgage payment							
Utilities							
Food & household supplies							
Automobile (payments, insurance, fuel, etc.)							
Telecommunications (phone, cell, online, etc.)							
Clothing							
Incidentals							
Health insurance (only "out of pocket" expense)							
Other medical/dental							
Transportation:							
Dependent allowance							
Child Care							
Child Support payments							
Life insurance premiums							
Charitable donations							
Other (specify):							
Other (specify):							
Total Living Expenses:		\$0	\$0				
Total Estimated Expenses:						\$0	

	Totals:		0	0					
I certify that the information contained on all sheets of this form is a true and accurate statement of my financial circumstances and is made in good faith.									
Signature								Date	

*Session Evaluation and Recommendation
Regarding Enrollment as an Inquirer*

The session of _____
(name of church) (city) (state)
 met with _____ on _____ and submits its
(name of applicant) (date)
 report on the following pages.

The session endorses ____ / does not endorse ____ this applicant's request to be enrolled as an inquirer.

Liaison

The session has appointed the following ruling elder to act as a liaison with this individual and with the presbytery's committee, and to participate with the individual and the presbytery as they explore and evaluate his/her progress.

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

This report was prepared for the session by:

Name: _____
(title) (family) (first) (middle/natal)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

Report on Session's Consultation with Applicant

To assist the presbytery in reaching its decision regarding whether to enroll the applicant as an inquirer, please provide brief responses to the following issues for consideration when consulting with a prospective inquirer (see *Advisory Handbook*, pp. 68). Since this is the beginning of the process, primary attention should be given at this time to evaluating natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth during the period of inquiry.

1. What personal qualities are evidence of a healthy and vital faith in God through Jesus Christ?

Report of Consultation Regarding Application to become an Inquirer

The committee/commission of _____ met with
(name of presbytery)
_____ on _____ and
(name of applicant) *(date)*
submits the following report.

The committee/commission recommends ____ /does not recommend ____ the applicant to be enrolled by the presbytery as an inquirer.

Liaison

The presbytery’s committee has appointed the following person to act as a liaison with the inquirer and with the committee and participate with the inquirer and the committee as they explore and evaluate his or her progress.

Name: _____
(title) (family) (first) (middle/natal)

Main phone: _____ Alternate phone: _____
(h/o/m) (h/o/m)

Email: _____

Agreement on Further Growth Areas

We have reviewed and jointly agree to the growth objectives for the next review period, as reported below.

Signature of inquirer: _____ *(date)*

Signature of committee liaison: _____ *(date)*

Signature of committee moderator: _____ *(date)*

Indicate the stage of theological education for which this report applies: _____

Growth Objectives

- A. In the area of education for ministry

Date: _____ Name: _____

Form 2A

B. In the area of spiritual development

C. In the area of interpersonal relations

D. In the area of personal growth

E. In the area of professional development

Covenant Agreement and Inquirer Release

I, _____ have read and discussed the goals and responsibilities of both inquirers and the presbytery with it's committee/commission. I do hereby wish to be enrolled in the preparation for ministry process of the Presbyterian Church (U.S.A.) (hereinafter "Church") with the understanding that I subject myself to the guidance, counsel and disciplines of the Church as represented by the presbytery and its committee/commission overseeing preparation for ministry. I fully agree and understand that the decision of the presbytery's committee/commission regarding my suitability for ministry may involve questions and/or inquiries that are both personal and private, and I hereby release the Church and its committees, agents and representatives from any claims, causes, or actions, which may arise from said inquiries and answers received to such inquiries or any uses made of such answers. Further I grant permission to the presbytery's committee/commission to contact any person listed by me as a reference or any other person not so listed to discuss my "suitability for ordered ministry" (G-2.0603).

I covenant with God, the session, and the presbytery to rely upon the grace of God; to maintain a Christian character and conduct; and to be diligent and faithful in pursuing my call and in preparing for the ministry of the Word and Sacrament. By my signature, I hereby certify that this covenant agreement and release is fully understood by me, and I sign it understanding that I will be bound by its terms.

Signature of inquirer: _____
(date)

Signature of witness: _____
(date)

The session covenants to be a faithful partner with you in this relationship and to support, to care and to nurture you with love as you discern your call to the ministry of the Word and Sacrament.

Signature of the moderator of session: _____
(date)

Signature of witness: _____
(date)

The presbytery covenants to be a faithful and just partner with you in this relationship and to support, to guide, to nurture and to evaluate you with an understanding and sympathetic interest as you discern your call to the ministry of the Word and Sacrament.

Signature of the moderator of the presbytery's committee/commission: _____
(date)

Signature of witness: _____
(date)

Moderator of the presbytery's committee/commission will mail copies of this page to all parties signing document and the stated clerk of the presbytery.

Date: _____

Pre-consultation Report on Development Areas

Name: _____
(family) (first) (middle/atal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

Please return this form by _____ to _____ for your consultation
(date) (moderator of the presbytery's committee)
at _____ on _____.
(time) (date)

Current References for Progress in this Reporting Period

Name: _____
(title) (family) (first) (middle/atal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

In what capacity have you worked with this person? _____

Name: _____
(title) (family) (first) (middle/atal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

In what capacity have you worked with this person? _____

Name: _____
(title) (family) (first) (middle/atal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

In what capacity have you worked with this person? _____

Date: _____ Name: _____

Ordination Exams Update

If you have satisfied the requirement in the following examination areas, mark them with an "S"; otherwise, indicate when you intend to take the exam(s).

Bible content	_____	Bible Exegesis	_____	Polity	_____
Theology	_____	Worship & Sacraments	_____		

Reflections

If you have been enrolled in seminary during the reporting period, have your theological institution send to your committee/commission moderator a transcript of your grades and any reports on field education or internships.

In the sections below, please reflect on and respond briefly to the areas of growth objectives agreed upon at your last committee/commission consultation. In addition to the specific responses requested in each section, list the agreed upon growth objective(s) from the previous consultation (from either Form 2A or Form 4), indicate what particular things you have done to achieve each objective, and evaluate your progress in each area.

A. Education for Ministry:

Fill in the courses you have completed during the reporting period or are currently taking in the following areas:

Bible	_____	_____	_____
History	_____	_____	_____
Theology	_____	_____	_____
Practical	_____	_____	_____
Language/other	_____	_____	_____

B. Spiritual Development: Briefly describe your spiritual disciplines, including your participation in the worship and mission of a Presbyterian Church (U.S.A) congregation.

C. Interpersonal relations: Describe your relationship with your peers, authority figures, family, and others who are significant to you. What are the implications of those relationships for your ministry?

D. Personal Growth: Describe recent experiences of emotional impact, if any, and how you dealt with them. Comment on areas in which you believe you are growing and identify areas in which you feel the need for progress.

Date: _____ Name: _____

Form 3

E. Professional development: Describe your participation in field education or other experiences which have contributed to your professional development.

Looking Ahead

Please provide any information requested below which relates to your continuing progress in the preparation for ministry process.

A. List other issues which you wish to discuss with the committee including financial needs, family concerns, etc.

B. Indicate any exceptions and waivers (e.g. educational requirements, ordination exams, time requirements, additional presbytery requirements; G-2.0610) you would ask the presbytery and/or its committee/commission to consider, explaining your reasons for the request.

C. If this consultation covers the period of the second year of theological education, write a preliminary statement of faith.

Date: _____

Report on Consultation

Name: _____
(family) (first) (middle/natal)

Continuation of Preparation Phase

After reviewing this consultation report, the committee/commission of _____
(presbytery name)

declares that _____ is to be continued ___ /not to be continued ___ in the _____ phase.
(first name)

Signature of inquirer/candidate: _____
(date)

Signature of committee moderator: _____
(date)

Agreement on Future Work Areas

We have jointly reviewed the areas of growth since the last consultation and have agreed to the growth objectives for the future, as reported below.

Signature of inquirer/candidate: _____
(date)

Signature of committee liaison: _____
(date)

Signature of committee moderator: _____
(date)

Indicate the stage of theological education for which this report applies: _____

The committee moderator will copy and send all pages of this form to the inquirer/candidate, the moderator/clerk of the sponsoring session, and the theological institution (if enrolled).

1. Review of growth since the last consultation

- A. In the area of education for ministry

Date: _____ Name: _____

Form 4

B. In the area of spiritual development

C. In the area of interpersonal relations

D. In the area of personal growth

E. In the area of professional development

Date: _____ Name: _____

Form 4

2. Growth objectives agreed for the future

A. In the area of education for ministry

B. In the area of spiritual development

C. In the area of interpersonal relations

D. In the area of personal growth

E. In the area of professional development

Date: _____

Form 5A

Application to be Enrolled by Presbytery as a Candidate

Name of applicant: _____
(family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ *(h/o/m)* Alt phone: _____ *(h/o/m)*

Email: _____

Permanent address: _____
(if same, write 'same') (street) (city) (state) (zip)

Current church membership: _____
(name of church)

Church address: _____
(street) (city) (state) (zip)

Date enrolled as an inquirer: _____

In what church occupation are you interested in at this time? _____
(e.g. pastor, youth minister, mission worker, educator)

Present or most recent school attended: _____

Location: _____ Date of graduation: _____

Inquirer's Statement

I hereby apply to be enrolled by _____ as a candidate.
(presbytery name)

_____ I certify no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me.

_____ I am unable to make the above certification. I offer instead on the attachment a description of the complaint and/or outcome of the situation with explanatory comments.

I certify that the above statement and other information in this application are true and correct. If recommended to be a candidate for the ministry of Word and Sacrament, I promise in reliance upon the grace of God to participate diligently and wholeheartedly with the session and presbytery's committee/commission in matters which concern my preparation.

Inquirer's signature: _____ *(date)*

Date: _____ Name: _____

Form 5A

References for Outcomes of Inquiry

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

In what capacity have you worked with this person? _____

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

In what capacity have you worked with this person? _____

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

In what capacity have you worked with this person? _____

Review and prepare any specific materials your presbytery may require as “outcomes of inquiry,” and submit them along with this application.

If the presbytery requires a formal endorsement from the session for advancement to candidacy, have the clerk submit a Form 5B.

6 Questions for Candidacy

1. A statement of your understanding of Christian vocation in the Reformed tradition and how does it relate to your sense of call.
2. A statement of personal faith which incorporates your understanding of the Reformed tradition.
3. An analysis of at least one concept from your personal faith statement regarding what it suggests about God, humanity, and their interrelationships.
4. A statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church.
5. A statement of self-understanding which reflects the Inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health.
6. A statement of your understanding of the tasks ministers of the Word and Sacrament perform, including an awareness of your specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed.

*Session Evaluation and Recommendation
Regarding Enrollment as a Candidate*

The session of _____
(name of church) *(city)* *(state)*

met with _____ on _____.
(name of applicant) *(date)*

The session endorses _____ / does not endorse _____ this applicant's request to be enrolled as a candidate.

*Attach a letter explaining rationale for the session's action in light of the inquirer's
"suitability for ordered ministry" (G-2.0603).*

Liaison

The session has appointed the following ruler elder to act as a liaison with this individual and with the presbytery's committee, and to participate with the individual and the presbytery as they explore and evaluate his or her progress.

Name: _____
(title) *(family)* *(first)* *(middle/natal)*

Current address: _____
(street) *(city)* *(state)* *(zip)*

Main phone: _____ Alt phone: _____
(h/o/m) *(h/o/m)*

Email: _____

This report was prepared for the session by:

Name: _____
(title) *(family)* *(first)* *(middle/natal)*

Main phone: _____ Alt phone: _____
(h/o/m) *(h/o/m)*

Email: _____

Report of Consultation Regarding Application to become a Candidate

The committee/commission of met with _____ met with
(presbytery)
 _____ on _____ and
(name of applicant) (date)

submits the following report.

The committee/commission recommends ____/does not recommend ____ the applicant to be enrolled by the presbytery as a candidate.

Liaison

The presbytery’s committee has appointed the following person to act as a liaison with the candidate and with the committee and participate with the inquirer and the committee as they explore and evaluate his or her progress.

Name:

_____ (title) (family) _____ (first) _____ (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ (h/o/m) Alt phone: _____ (h/o/m)

Email: _____

Agreement on Further Growth Areas

We have reviewed and jointly agree to the growth objectives for the next year, as reported below.

Signature of inquirer: _____ (date)

Signature of committee liaison: _____ (date)

Signature of committee moderator: _____ (date)

Indicate the appropriate stage of theological education for which this report applies: _____

Date: _____ Name: _____

Form 5C

Growth Objectives

A. In the area of education for ministry

B. In the area of spiritual development

C. In the area of interpersonal relations

D. In the area of personal growth

E. In the area of professional development

Covenant Agreement and Candidate Release

I, _____ have read and discussed the goals and responsibilities of both candidates and the presbytery’s committee/commission on preparation for ministry. I do hereby wish to be enrolled in the preparation for ministry process of the Presbyterian Church (U.S.A.) (hereinafter “Church”) as a candidate with the understanding that I subject myself to the guidance, counsel and disciplines of the Church as represented by the presbytery and it’s committee/commission overseeing preparation for ministry. I fully agree and understand that the decision of the presbytery’s committee/commission regarding my fitness and readiness for ministry may involve questions and/or inquiries that are both personal and private and hereby release the Church and its committees, agents and representatives from any claims, causes, or actions, which may arise from said inquiries and answers received to such inquiries or any uses made of such answers. Further, I grant permission to the presbytery’s committee/commission to contact any person listed by me as a reference or any other person not listed to discuss my “fitness and readiness for a call to ministry requiring ordination” (G-2.0604).

I covenant with God, the session, and the presbytery to rely upon the grace of God; to maintain a Christian character and conduct; and to be diligent and faithful in pursuing my call and in preparing for the ministry of the Word and Sacrament. By my signature, I hereby certify that this covenant agreement and release is fully understood by me and I sign it understanding that I will be bound by its terms.

Signature of candidate: _____ (date)

Signature of witness: _____ (date)

The session covenants to be a faithful partner with you in this relationship, and to support, to care and to nurture you with love as you continue your preparation for the ministry of the Word and Sacrament.

Signature of the moderator of the session: _____ (date)

Signature of witness: _____ (date)

The presbytery covenants to be a faithful and just partner with you in this relationship, and to support, to guide, to nurture and to evaluate you with an understanding and sympathetic interest as you continue your preparation for the ministry of the Word and Sacrament.

Signature of the moderator of the presbytery’s committee/commission: _____ (date)

Signature of witness: _____ (date)

Moderator of the presbytery’s committee/commission will copy and mail copies of this page to all parties signing document and the Stated Clerk of the presbytery.