

# **Committee on Preparation for Ministry (CPM)**

## **Inquirer & Candidate Manual (ICM)**

### **For Inquirers & Candidates Under Care of the San Fernando Presbytery**

**For Ordination as Teaching Elder  
(Minister of the Word and Sacrament)  
in the Presbyterian Church, (U.S.A.)**

Revised 07/2022 Rev 5 (Final)

# **Inquirer/Candidate Manual (ICM)**

## **Table of Contents**

<b><u>Topic</u></b>	<b><u>Page</u></b>
<b>Baseline Guidance &amp; Directives</b>	<b>3</b>
<b>General Requirements for Ordination</b>	<b>4 - 5</b>
<b>Part 1: Process to be accepted as an Applicant</b>	<b>6 - 7</b>
<b>Part 2: Process to be accepted as an Inquirer</b>	<b>8 - 9</b>
<b>Part 3: Process to be accepted as a Candidate</b>	<b>10-13</b>
<b>Recommended Internship Experiences for Candidates</b>	<b>11</b>
<b>Final Assessment for Certified Ready</b>	<b>14 - 15</b>
<b>Demonstration of Readiness to begin ministry Of the Word and Sacrament</b>	<b>16</b>
<b>Guidelines &amp; Criteria for Final Assessment Evaluation of Readiness for Ministry</b>	<b>17 - 18</b>
<b>Ordination Examination Information</b>	<b>19</b>
<b>Ordination Information</b>	<b>20</b>
<b>Ordination Service</b>	<b>21</b>
<b>Annual Consultation</b>	<b>22</b>
<b>Additional Information</b>	<b>23</b>
<b>CPM Liaison Status and Worksheet</b>	<b>24</b>
<b>Acceptance of Policies in CPM/ICM</b>	<b>26</b>
<b>Appendices</b>	<b>27</b>

## **Baseline Guidance & Directives**

The San Fernando Presbytery (PSF) has delegated to the Committee on Preparation for Ministry (CPM) the responsibility for preparing and guiding eligible individuals through the preparation for ministry process. Successfully completing the process enables the Candidate to be ordained a Teaching Elder in the Presbyterian Church (U.S.A.) and eligible to serve as a Minister of the Word and Sacrament in response to a Call to ordered ministry.

Guidance and requirements for the PSF process are consolidated within this **Inquirer & Candidate Manual (ICM)**. There are two supplementing resources the Inquirer/Candidate should be familiar with:

The **Book of Order (BOO) 2019-2021** of the Presbyterian Church (U.S.A.) outlines the process to become an ordained Teaching Elder in G-2.06.

In addition, the Presbyterian Church (U.S.A.) also provides the **Advisory Handbook on Preparation for Ministry (2017/V2.1)** through their office on Preparation for Ministry and can be downloaded from [www.pcusa.org](http://www.pcusa.org) or by calling (888) 728-7228.

The PSF has its own rules and delegations of authority identified in **The Standing Rules for the Presbytery of San Fernando** revised April 18, 2017. The CPM's delegated authorities and responsibilities are in Section 7.52 Committee on Preparation for Ministry (CPM).

If these resources present different guidance, or elicit questions, the Inquirer or Candidate should consult with their CPM Liaison for resolution.

For correspondence with Presbytery at Glendale Presbyterian Church:

Secretary of Presbytery Office  
Secretary of Presbytery Office  
125 S Louise St, Glendale, CA 91205  
(818) 891 4781  
<https://sfpresby.org/>

## **General Requirements for Ordination as a Teaching Elder in the Presbyterian Church (U.S.A.)**

### **Book of Order Requirements for Ordination (G-2.06)**

- Minimum two-year process from Inquirer to Certified Ready to Receive a Call (one year minimum as a Candidate) (G-2.0602)
- A transcript showing graduation, with satisfactory grades, at an accredited college or university (G-2.0607b)
- A transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery (G-2.0607c)
  - Showing a course of study including Hebrew and Greek,
  - Exegesis of the Old and New Testaments using Hebrew and Greek
  - Satisfactory grades...
- Successfully complete 5 Exams: Bible Content, Biblical Exegesis, Worship & Sacraments, Polity, Theology (G-2.0607d)

### **Waivers and Exceptions (G-2.0610)**

- The Presbytery may waive any requirement for ordination in G-2.06 with a 3/4ths vote of the Presbytery
- Alternate means to testing and exams (G-2.0607d) to ascertain the readiness of the Candidate for ministry can be accommodated for good and sufficient reasons after a 3/4ths vote by the Presbytery. Alternate means and rationale shall be documented in the Presbytery minutes.

### **San Fernando Presbytery Requirement for Ordination (CPM/ICM)**

- Presbytery Applicant Forms 1a-1c (Applicant)
- Session Evaluation and Recommendation From 1d.
- Active member of sponsoring church (Applicant)
- Faith Journey Statement (Applicant)
- Background Screening (Applicant)
- Psychological Evaluation (Inquirer))
- Presbyterian Coursework, if available from seminary
  - History
  - Creeds/confessions
  - Polity
  - Worship
- Sexual Harassment & Misconduct Training (Applicant/Inquirer)
- Two internships in two different parish settings (Inquirer/Candidate)
- Clinical Pastoral Education (CPE) (Inquirer/Candidate)

- Sense of Call Statement (Inquirer)
- ‘Six Statements’ (Inquirer)
- Personal Statement of Call (Candidate)
- Exegetical Paper & Sermon (Candidate)

The above are minimum requirements. Additional requirements are listed in the CPM/ICM and additional items may be assigned by the CPM to any Inquirer and Candidate under care. All requirements are related to the goal of developing five key personal disciplines areas:

- Education for Ministry
- Spiritual Development
- Interpersonal Relations
- Personal Growth
- Professional Development

To begin ordered ministry as a Presbyterian minister of the Word and Sacrament evidence of readiness shall include (G-2.0607) “a candidate’s wisdom, and maturity of faith, leadership skills, compassionate spirit, honest repute and sound judgement”. The CPM’s primary responsibility is to use a two-year process to assess the Candidate’s suitability to conduct and lead ordered ministry.

Additional clarification and information is available in the **Book of Order 2019-2021, Book’s of Order: 2015-2017, 2009-2011**, (Chapter 14 *Preparation for the Office of Minister of the Word and Sacrament*), **2005-2007**, and the **Advisory Handbook of Preparation for Ministry in the Presbyterian Church (U.S.A.) (2017/V2.1)**.

*Be mindful to keep copies of all your forms and statements for your own records.*  
All Forms requested below are in the CPM Appendix and available at <https://sfpresby.org/>.

## Part 1: Process to be accepted as an **Applicant**

You *must be an active member (work & worship)* in a church in the San Fernando Presbytery for six months in order to apply to be enrolled in the ministry preparation process.

Prospective Applicant should contact their Pastor or Session to start the process. Churches differ in the structure/process so prospective Applicant should follow their Session's policies.

Session should request **Forms 1a, 1b, 1c**, from Presbytery office. Prospective Applicant must complete and submit to their Pastor/Clerk of Session who will schedule a time to meet with their Session (or sub-committee) for an interview/examination. They will **Vote** whether or not to accept the application and continue the process. Seminary students should consider enrolling as an Applicant early in their educational journey.

Your Session will assign you a **Session Sponsor** who will be your local support person and interface between your Session and the CPM. They will accompany you to interviews with the CPM and give reports to the Session.

Ensure your **Forms 1a,1b,1c** are completed and, preferably, emailed to the Presbytery Office at Glendale Presbyterian Church (cmadden@sfpresby.org). It will forward to the CPM.

After your Forms have been received by the Presbytery Office and CPM, the Presbytery Secretary or CPM Chair will contact you regarding two required additional items:

The **Psychological Evaluation**. You will be sent the information necessary to schedule your Psych Eval which consists of a battery of psychological and vocational tests and interviews. The cost of the evaluation is shared equally by you, your church and the Presbytery. The cost of the Psych Eval is about \$1500. It takes 4-8 weeks for the testing process to be completed and the final report prepared. The final report will be reviewed with you by the evaluator. A copy of the report will be sent to you and the Presbytery Office for the CPM.

Your **Background Screening costs** ~\$15 which you will pay to the Presbytery Office

Upon receipt of your **Forms 1a, 1b, and 1c**, the CPM Chair will contact you to schedule your first interview with the CPM committee. The Chair may choose to hold the first meeting before the Psych Eval and Background Screening are completed.

Your first interview with the CPM committee will take place either via Zoom or at the Presbytery Office and can last up to one hour. The **Session Sponsor** should accompany you and may be asked to share the church's experience with you in ministry. The purpose is to introduce yourself to the CPM and to share your spiritual journey and sense of call to ordained ministry.

The CPM and your Session Sponsor will review your Forms 1a, 1b, 1c, draft Faith Journey Statement, and your Psychological Evaluation, to better gauge readiness and suitability to begin discerning a call to ordained Minister of the Word and Sacrament. If successful, you will be enrolled as an **Applicant**. Congratulations! What are the steps toward becoming an **Inquirer**?

# Process to Become an Applicant

The Preparation for Ministry Process



## Pre-Applicant \*

1. Collect College Transcripts
2. Work & worship at sponsoring church for six months
3. Complete PSF Forms in CPM/ICM
  - 1a Application to Inquirer
  - 1b Questions for Reflection
  - 1c Financial disclosure
4. Recognize Background Check & Psych Eval required for Inquirer
5. Prepare a digital photo
6. Read the CPM/ICM manual

## Sponsoring Church Session

1. Meet with prospective Applicant
2. Notify CPM possible Applicant
3. Consider an Elder Sponsor
4. Review Form 1d and possible recommendation to CPM
5. Prepare \$500 psyche eval fee

## CPM

1. Notified by Church Session of possible applicant
2. Consider a CPM Liaison
3. Prepare for accession of a new Applicant moving towards Inquirer

## Presbytery

No action required

*Applicant: You are willing to explore personal qualities of "wisdom and maturity" to assess your ability to lead ordered ministry.*



\*Much of pre-application is becoming familiar with the process for applying to the Presbytery, what information will be required to proceed into the next phases and if your heart is focusing on ministry of word and sacrament

## Part 2: Process to be accepted as an **Inquirer**

The following is for all those seeking to come under care of the CPM of the San Fernando Presbytery in order to explore a call to be ordained as a Teaching Elder or Minister of Word and Sacrament in the Presbyterian Church (U.S.A.). Many of these steps have been completed to be enrolled as an Applicant. However, there are some additional steps to complete before being accepted by the Presbytery as an “Inquirer”.

### Requirements to Become an **Inquirer**

#### **Applicant:**

- Complete their **Faith Journey Statement** and submit to Church Session and CPM
- Meet with their Church Session and be evaluated on the nine questions inherent in Session’s Report on Consultation, **Form 1d**.
- Ensure **Forms 1a, 1b, 1c**, are up to date and submitted to Session and CPM
- Prepare to be assessed by Session ~\$500 for Psych Evaluation & ~\$15 Background Screening

#### **Session:**

- If approved, signs **Form 1d**, recommending the Applicant be enrolled as an Inquire
- Assign a Session Sponsor
- Allocate ~\$500 for Psych Evaluation to Secretary/PSF.
- Assist Applicant complete Background Screening and submit to Secretary/PSF

#### **CPM:**

- If approved, CPM will make a recommendation to the Presbytery for an Inquirer vote. (Applicant must be present at Presbytery meeting to present Faith Journey Statement)
- CPM Chair, CPM Liaison and new Inquirer complete and sign **Form 2a**.
- CPM Chair, Session Sponsor and new Inquirer complete and sign **Form 2b**.
- A Background Screening and a Psych Eval must be favorably completed before the Inquiry phase is completed, (contact Secretary/PSF or CPM for more information).
- All members of the CPM will review the completed Psych Eval and offer suitability recommendations to the CPM prior to Presbytery enrolling applicant as “Inquirer”.

#### **Presbytery:**

- The Applicant will be scheduled to attend a Presbytery “Stated Meeting” and discuss their Faith Journey Statement. Familiarization questions from Presbytery members will be oriented towards your faith journey to assess certitude for advancement to Inquirer phase. The Presbyterian will not examine applicant on theology, polity or sacraments. The Presbytery will vote on whether to enroll you as an Inquirer under the care of the San Fernando Presbytery. If accepted as an **Inquirer**, you will be given further information about the Candidacy preparation process.



# Process to Become Inquirer

The Preparation for Ministry Process

## Applicant\*

1. Submit College Transcripts
  2. Six months of "work and worship" at sponsoring church (Form 1d)
  3. Complete & submit PSF Forms
    - 1a Application to Inquirer
    - 1b Questions for Reflection
    - 1c Financial Disclosure
    - 1d Session eval, recommendation
  4. Submit Background Screening forms
  5. Schedule Psychological Assessment (pays ~\$500 to church Session)
  6. Sign last page of "CPM Manual"
  7. Submit digital photo Secretary/PSF
  - 8 Complete "Faith Journey" statement
  9. Present "Faith Journey" statement to Session Sponsor
  10. Schedule Bible Content Exam
- Complete during Inquiry phase

\*Items above and in CPM/ICM manual should be submitted to the Session Sponsor/Pastor who will forward to Secretary/PSF and to Applicants CPM Liaison.

## Sponsoring Church Session

1. Interviews Applicant
2. Appoints a Session Sponsor
3. Session signs Form 1d and recommends to CPM
4. Session pays invoice for applicant's Psych Evaluation (~\$500)
5. Forward Faith Journey statement to CPM Chair, Secretary/PSF

1. Meet with Session Liaison
2. Orientation with Applicant
3. Review Faith Journey Statement
4. Appoint CPM Liaison
5. CPM review Psych Eval
6. Complete Forms 2a & 2b
7. Make recommendation to Presbytery for Applicant to move to Inquirer



Forms 3 & 4 at discretion of CPM



## Presbytery

1. Receives Applicants' materials
2. Receives CPM recommendation
2. Pays ~\$500 invoice for Psych Eval
4. Applicant attends Stated Meeting
5. Evaluates Applicant in person
6. Enrolls Applicant as 'Inquirer'
7. Submits for 7A notifying GAMC of new 'Inquirer' enrollment

*Inquirer: you have entered a covenant relationship to formulate your "suitability for ordained ministry".*



Inquirer phase nominally 1 Year

Complete Sexual Misconduct Prevention Training before internship.  
First Internship during the Inquiry Phase must be approved by CPM.

## Part 3: Process to be accepted as a **Candidate**

The following is for all **Inquirers** under care of the CPM of the San Fernando Presbytery when applying to become a **Candidate** for a Teaching Elder or Minister of Word and Sacrament in the Presbyterian Church (U.S.A.).

The Inquiry Phase usually takes at least one year and concludes when the CPM knows the **Inquirer** well enough to determine whether or not to recommend the Presbytery receive him or her as a Candidate. Furthermore, the Inquirer's Session must recommend Candidacy to the CPM.

### Requirements to Become a **Candidate**

#### **Inquirer**

- Complete Forms 5a and 5b and associated "Statements". Six Statements (The Appendix section contains guidelines on developing the Six Statements and attaching them on Form 5a). The Six Statements include:
  - Statement of Faith
  - Statement of Call
  - Concept Paper (write about a theological concept in your Statement of Faith)
  - Statement of Being Presbyterian
  - Statement of Self Understanding
  - Statement of Tasks of Ministers of Word and Statement
- Complete one internship. The CPM strongly recommends the Inquirer complete at least one internship before applying for Candidacy
- Meet with their Session Sponsor to request move to Candidacy
- Contact his/her CPM Liaison to discuss applying for Candidacy
- Work with CPM Liaison to get Forms and any other necessary information from the Presbytery Office.
- Prepare the Statement of Call as a one page single spaced, line numbered document

#### **Session:**

- Session Sponsor should contact the Pastor (unless another system already exists in that congregation) about scheduling a time to review the application and meet with the **Inquirer**. Forms 5a & 5b should be submitted to the Session in advance of the meeting,
- Approve the Candidacy application, Form 5a and sign Form 5b, endorsing the Inquirer's request to move to Candidacy.
- After meeting/approval by **Session**, **Inquirer** will submit all Forms to CPM at least two weeks prior to meeting with CPM.
- Contact the CPM Chair to report the recommendation.

#### **CPM:**

- **Inquirer** has met expected outcomes of the Inquiry Phase as listed in the CPM Manual and Book of Order. Nine Questions for Reflection on Form 1b and five Growth Objectives in Form 2a should be updated.
- Coordinate with Session Sponsor to schedule an Inquirer meeting with CPM.
- Meet with Inquirer to determine his/her readiness to proceed to Candidacy.

- If approved, CPM will make a recommendation to the Presbytery for a final vote at a Stated Meeting. (Inquirer must be present at Presbytery meeting to present statement of call and examination of that call). If approved, Inquirer will be received into Candidacy.

#### **Presbytery:**

- Inquirer will present their Statement of Call
- Examine Inquirer's Six Statements which includes the Statement of Call
- If accepted as mature in faith and called to become a Teaching Elder/Minister of Word and Sacrament, Inquirer will be received into **Candidacy**.

Note: Completing all the requirements and recommendations does not guarantee approval of the application for Candidacy. Each Inquirer and his/her journey through the ordination process is unique and applications are considered by the CPM on an individual basis.

## **Recommended Internship Experiences for Candidates**

The CPM of San Fernando Presbytery requires a minimum of two internships/field education experiences. They are to be completed in two different kinds of parish settings and with a full range of pastoral experiences.

An internship must do two things; provide ministry growth experience for the candidate, and give assistance to the pastor and the congregation. The goal is to help prepare the candidate for a call. In this way an internship must be more inclusive of all the pastoral roles, and satisfy more than a particular church need for a particular task.

Thus we are advocating this list of ministry experiences for our candidates. Many areas will fit naturally within the specific task of the internship. Other areas listed need only to be experienced once to give insight and understanding. The key is the awareness within the pastor-intern relationship and discernment of both giftedness as well as needs.

If a supervising pastor is unable to spend some time with the intern, and/or is unable to offer a variety of experiences, along with the primary areas of work, the internship will not have adequately helped the candidate be prepared for a call.

#### **NECESSARY...**

##### **\_\_\_\_\_ A primary area of ministry**

- set goals & design program/ministry
- determine evaluative process with pastor and Session Sponsor

##### **\_\_\_\_\_ Assist in Worship**

- attend worship planning meeting
- observe development of worship music

##### **\_\_\_\_\_ Preach a Sermon**

- discuss sermon prep with pastor
- evaluate afterward with pastor

##### **\_\_\_\_\_ Observe/Assist in Pastoral visitation**

- a home visitation      -a hospital visit

-a shut-in visitation    -an evangelistic visitation

\_\_\_\_\_ **Attend Session meetings**

-help moderate a session meeting    -help prepare a session agenda  
-share a devotional for the session    -observe/assist in Elder training  
-attend some session committee meetings

\_\_\_\_\_ **Attend a Deacon's meeting**

-observe/assist a deacon visit/project  
-observe/assist in deacon training

**BETTER YET.... ALSO**

\_\_\_\_\_ **Assist in a baptism**

-observe/assist in family meeting

\_\_\_\_\_ **Assist in Communion Service**

-memorize the "Words of Institution"  
-help prepare elements for a Service  
-observe/assist in directing elders for serving

\_\_\_\_\_ **Teach an adult class**

\_\_\_\_\_ **Teach a children's class**

-design a SS program  
-observe/assist SS teachers

\_\_\_\_\_ **Assist in a funeral service**

-observe/assist in planning with family  
-design a funeral service & discuss  
-observe/assist a graveside service

\_\_\_\_\_ **Assist in a wedding service**

-observe pre-marital counseling session  
-design a wedding service & discuss  
-assist/observe rehearsal

**FOR ADDED DIMENSIONS OF UNDERSTANDING...**

\_\_\_\_\_ **Meet with the church treasurer**

-discuss the annual budget of a congregation  
-learn about the monthly financial report  
-assist in the counting of the offering

\_\_\_\_\_ **Observe/assist secretarial staff**

-sorting through church mail  
-managing office machines & supplies  
-putting together church bulletin

\_\_\_\_\_ **Write out a weekly pastor's schedule**

\_\_\_\_\_ **Write out a yearly pastor's plan, including goals**

The CPM requires a written summary and evaluation of the internship by both the Candidate and the supervising Pastor. This is very important for the committee to adequately understand how best to support the candidate towards their ministry goal. Evaluation forms can be obtained from the Presbytery office. *Evaluations are to be submitted to the Candidate's CPM Liaison within three weeks of the completion of the internship.*



# Process to Become a Candidate

The Preparation for Ministry Process

## Inquirer\*

1.	Complete form 5a "Application to be enrolled by the Presbytery as a Candidate"
2.	Answer the Six Statements (CPM Appendix p 54 or 20052007 BOO, G-14.0303g (1-6))
3.	Write your "Statement of Call" as part of Six Statements



At least 1 year as a Candidate: Communally formulate a decision regarding Candidates "suitability for Ordered Ministry"

## Sponsoring Church Session

1. Receive & act upon Inquirer's request to become Candidate
2. Recommend Applicant with Form 5b
3. Sign Form 5D (Covenant Agreement & Candidate Release)
3. Write letter explaining Session's Rationale for their action (G-2.0603)
4. Continue to support

## CPM

1. Confer with Inquirer
  - a. Review Six Statements, and Statement of Call, Internships & Covenant to Ministry
2. Complete Form 5C (Report of Consultation)
3. Sign Form 5D (Covenant Agreement & Candidate Release)
4. Ensure progress on five Ordination Exams
4. Recommend to Presbytery



Forms 3 & 4 at discretion of CPM

## Presbytery

1. Receive CPM Recommendation
  2. **Examine Inquirer**  
Christian faith, Forms of Service, motives for ministry and **Six Statements**
  3. Review Covenant Agreement
  4. Receives Inquirer as Candidate
  5. Submits Form 7A notifying GAMC of new 'Candidate's enrollment
- Engaged in "full preparation" for a call to pastoral ministry requiring ordination.*



\*One Internship during Candidacy Phase must be approved by CPM.  
One Clinical Pastoral Education (CPE) approved by CPM before starting

## Final Assessment for **Certified Ready**

The following is for **Candidates** under CPM care seeking to be certified ready to receive a call as a Teaching Elder/Ordained Minister of the Word and Sacrament in the Presbyterian Church, (U.S.A.).

### Requirements to Become **Certified Ready**

- Minimum twenty-four months under care of CPM, including at least one year as a Candidate.
- Demonstrate readiness to begin ministry of the Word and Sacrament as required to fulfill the candidacy phase of preparation G-14.0450 a (see below).
- Undergraduate Degree from accredited college/university (final transcript & diploma)
- Masters of Divinity (MDiv) from accredited seminary, acceptable to Presbytery (final transcript with satisfactory grades, including Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts)
- Successful completion of 5 Ordination Exams (Bible Content, Biblical Exegesis, Worship & Sacraments, Polity, Theology)
- Exegetical Paper & Sermon (both written & preached)
- Two Internships (minimum, in two different kinds of parish settings and with a full range of pastoral experiences.
- CPE (accredited, usually hospital based)
- Presbyterian Understanding
  - Defend Presbyterian creeds/confessions, history, polity, worship
- Personal Statement of Faith (included in the Six Statements)
- Background Screening
- Psychological Evaluation
- Completion of Sexual Misconduct Prevention Training Seminar (Certificate)
- Presbytery and CPM Final Assessment evaluation.

### Process

- When all requirements have been completed, contact the CPM to schedule Final Assessment.
- Submit all final paperwork, including final Statement of Faith and Exegetical Paper/Sermon to the Presbytery office at least two weeks prior to meeting with CPM.
- CPM will meet with Candidate to determine if all the requirements have been met and will assess the Candidate in the areas of, but not limited to, theology, worship, polity, and ministerial skills.
- CPM will work with Candidate to either submit a video sermon or deliver an in-person sermon accompanied by an exegetical paper for evaluation.
- Session Sponsor should accompany Candidate to CPM Final Assessment.
- Candidate will attend a Presbytery Stated Meeting for a Final Assessment evaluation.
- If Candidate is approved, Presbytery will certify as ready to receive a call and eligible to circulate Personal Information Form (PIF).

# Process to Become Certified Ready To Receive Call

The Preparation for Ministry Process



## Candidate \*

1.	Submits all requirements from Inquirer and Candidacy
1.	Complete all five Ordination Exams
2.	Ensure PSF and CPM have <ul style="list-style-type: none"> <li>a. Final transcripts</li> <li>b. Written "Statement of Faith"</li> </ul>
3.	Submit Exegetical Paper and preached Sermon to CPM
4.	Prepare for Demonstration of Readiness and Final Assessment
5.	Submit personal Information Form (PIF) for review (Optional)

\* Candidacy continues until ordination, withdrawal or removal ...

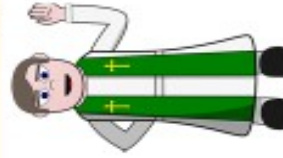
## Sponsoring Church Session

1. Review and assess all requirements submitted for Inquirer and Candidate
2. Satisfy steps in Demonstration of Readiness to begin Ministry of Word & Sacrament
3. Reviews "Statement of Faith"
4. Continue to support Candidate Until Ordained



## CPM

1. Receive written Exegetical Paper
2. Evaluate Preached Sermon
3. Complete Form 6 "Final Assessment Summary Report"
4. Determine that Demonstration of Readiness is satisfactory
5. Recommend Candidate is ready to receive "Call" and Ordination
6. Review Candidates' PIF (Optional)



## Presbytery

1. Receive CPM 'Final Assessment'
2. Examines Candidates' Statement of Faith
  - Has compatible theology
  - Understands ordination
  - Understands and commits to Word & Sacrament
3. Certify to GAMC Candidate is Ready to receive a Call (Form 7b)
4. Negotiates with COM of calling Presbytery for Service/Call
5. Respond to Call and Ordination



## **Demonstration of Readiness to begin Ministry of the Word and Sacrament**

### **BOOK OF ORDER 2005-2007 (G-14.0305, j. 1-6)**

By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin ministry of the Word and Sacrament by

- (1) presenting evidence of competence in the fields of theology, Bible, polity, and worship and Sacraments, ordinarily attested by completion of the requirements of G-14.0310; and evidence of ministerial skill attested in the supervised practice of ministry.
- (2) presenting evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth (G-11.0103n and G-14.0506, last sentence);
- (3) expressing theological views compatible with the confessional documents of the church.
- (4) expressing understanding of the meaning of the questions required for ordination (G-14.0405) informed by knowledge of the church in diverse settings;
- (5) revealing commitment to the ministry of the Word and Sacrament within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry;
- (6) presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof as a part of the appearance of the candidate as set forth in G-14.0402.



## **Presbytery and CPM Guidelines & Criteria for Final Assessment Evaluation of Readiness for Ministry**

Approval by Presbytery and CPM of a Final Assessment evaluation certifies full preparation & readiness for ordination with the assurance the Candidate can perform the tasks of ministry of Word and Sacrament.

### **1. Education for Ministry**

- Completion of seminary training and supervised Field Education/Internships
- Shows sufficient fluency in the Christian and Reformed Tradition including scripture, church history, and theology
- Shows awareness of the application of the Sacraments in the context of ministry
- Shows sufficient ability to share the faith in preaching and teaching

### **2. Spiritual Development**

- Ability to articulate personal faith, compatible with Reformed Tradition and the Confessions.
- Shows responsible awareness of continuing struggle with difficult areas of faith, such as sin, evil, sovereignty of God, individual freedom, corporate responsibility, etc.
- Demonstrates continuing growth in personal relationship with God, spiritual disciplines, and self care.
- Demonstrates authentic faith between one's own beliefs and daily life (ie: an ability to interpret life through the lens of theology).

### **3. Interpersonal Relations**

- Demonstrates increasing depth of sensitivity, compassion, and empathy for others.
- Ability to evaluate and articulate one's own values, gifts and priorities, and to identify and appreciate those of others.
- Has a healthy independence and maturing balance between self, family, friends and community between the areas of authority, responsibility, and needs.
- Ability to analyze ones' setting within location, culture, and history; including dynamics of financial & ethical situations.
- Shows an understanding of personalities, the dynamics of positive and negative conflict resolution, and emotional & spiritual health.
- Shows well-developed communication skills, both oral and written, for use in a variety of settings; counseling, teaching, writing, leadership of session, staff and committees.
- Ability to deal productively with conflict, failure & pain, (one's own and others').
- Ability to maintain appropriate relationships, acknowledge limits and set boundaries.

#### **4. Personal Growth**

- Shows maturity and integrity as demonstrated by openness, trustworthiness, flexibility, healthy self-esteem, with low levels of defensiveness and anxiety.
- Ability to see self realistically and understand own strengths and weaknesses; to balance responsibility with self care.
- Self motivated and ability to set priorities and pursue challenges manage one's time and adjust to varying needs.

#### **5. Professional Development**

- Demonstrates commitment to the church, its people, mission, theology and polity as its Minister of Word and Sacrament.
- Commitment to being an active Presbyterian.
- Ability to articulate and discuss theology & faith in the practice of ministry in the life of the church and the world.
- Demonstrates effective skills for preaching, teaching worship planning and leadership.
- A clear sense of vocation demonstrating ability to serve the people with energy, intelligence, imagination and most of all love.

## **Ordination Examination Information (Book of Order 2009-2011 G-14.0430)**

There are five Ordination Examinations: Bible Content, Open Book Bible Exegesis, Theological Competence, Worship & Sacraments, Church Polity. Successful completion of all five is required prior to Final Assessment. Go to: <https://exams.pcusa.org/open/> to see requirements and schedule.

### **Bible Content Examination**

Inquirers and Candidates are encouraged to take the Bible Content Exam in their first year of seminary. This exam is given online twice a year, in February and October. Registration is done by the Inquirer online in coordination with CPM and their proctors. This should be done well in advance and must be completed within the one-year Inquiry phase.

### **Theology, Biblical Exegesis, Worship & Sacraments, and Polity Examinations**

These examinations shall ordinarily be taken only after completion of two full years of theological education, or its equivalent, and shall be taken only upon approval by the CPM, which shall first attest that the Inquirer/Candidate has completed adequate academic preparation in each examination area and adequate supervised experience in the practice of pastoral ministry.

These exams are given in January and August each year. Inquirers/Candidates may take one or more exams at a time. Applications and payments must be submitted by the appointed deadlines. Applications can be downloaded from the PCUSA website and **MUST BE SIGNED** by the Director of CPM.

If the Inquirer/Candidate has special needs due to a learning disability (dyslexia, ADD, etc.), the Director of CPM may attach a letter to the application requesting special treatment. It is the responsibility of the Inquirer/Candidate and CPM Liaison to request such a letter from CPM.

***Original exams, with grader sheets, must be submitted to CPM within two weeks of their return to the Inquirer/Candidate. Inquirers/Candidates should keep copies for their own personal files.***

## **Ordination Information**

When a Candidate has passed final assessment and been certified ready to receive a call, he or she may be given permission to circulate a Personal Information Form (PIF) and enter into negotiations for service.

When a call has been extended, the Candidate is to contact the CPM.

The Presbytery of Call shall ordinarily examine the Candidate and if successfully completed, the Presbytery responsible for the Candidate's preparation shall ordinarily ordain the Candidate. Ordination services are typically held in the Candidate's home church. The Candidate should contact the church personally to arrange a date and time for the service.

Ordination services cannot be held sooner than two weeks following ordination trials.

An Ordination Commission consists of a minimum of two clergy, from different churches in the Presbytery, and three elders, from different churches in the Presbytery. The Commission must be approved by the Presbytery.

The collection of a special offering will be taken at all ordinations in the Presbytery. These funds will be used for assisting future Inquirers and Candidates under care of this Presbytery.

A sample bulletin draft for an ordination service can be found on the next page.

**Ordination Service**  
W-4.4000 (BOO 2009-2011)  
W-4.04 (BOO 2019-2021)  
Sample Draft

Sample Order of Worship for the Ordination of Candidates to the office of Minister of the Word and Sacrament.

Prelude

Processional of Ordination Commission & Candidate  
(with hymn or prelude)

Welcome by Presbytery Moderator

Call to Worship  
Hymn of Praise

Prayer of Confession (may include silent time)  
Assurance of Pardon  
Gloria Patri

Prayer of Illumination  
Scripture Reading(s)

Meditation/Sermon (10 minutes)

Present the Candidate  
Statement on Ordination  
Constitutional Questions  
Prayer of Ordination—Laying on of Hands  
Declaration of Ordination  
Charge to Ordinand (5-10 minutes)  
Present Symbols of the Office (robe, stole, etc)

Offering (bulletin should note that offering collected goes to CPM)  
    Offertory—Doxology—Prayer of Dedication

Closing Hymn  
Benediction by Newly Ordained  
(If the Lord's Supper is to be included, it should follow the offering.)

## **Annual Consultations (BOO 2005-2007 G-14.0309a)**

The Committee on Preparation for Ministry (CPM) is charged with conducting an Annual Consultation with all Inquirers and Candidates, including Candidates who have passed final assessment and are certified ready to receive a call. These consultations shall begin on the one-year anniversary date of the enrollment as an Inquirer (as the schedule allows) and shall continue annually until the end of the Candidacy phase (through ordination, withdrawal, or removal).

The purpose of the consultation shall be for the evaluation and nurture of the Inquirer/Candidate.

### **Process:**

- CPM shall construct and keep current a matrix of all active Applicants, Inquirers and Candidates. The matrix will have consultation dates, process status and contact information.
- A second matrix shall list contact information of those who have dropped out or deferred from the process. A member of CPM shall attempt contact each of these to ascertain current interest and possible re-installation.
- Active Inquirer/Candidate shall confirm through CPM Liaison the date of their scheduled consultation.
- Active Inquirer/Candidate shall submit **Form 3** and any other paper work requested, including internship evaluations and transcripts, at least two weeks prior to the consultation.
- Session Liaisons should accompany Inquirer/Candidate to the consultation.
- Following consultation, the CPM Liaison and the Inquirer/Candidate will complete **Form 4** and submit it to the CPM Director.

## **Annual Consultation Policy for Candidates Certified Ready to Receive a Call (Book of Order 2009-2011 G-14.0421)**

Those Candidates who have passed final assessment and been certified “ready to receive a call” remain under the care of the Committee on Preparation for Ministry (CPM) until they have been ordained to a called position. The presbytery shall require the candidate to submit an annual written report (**Form 3**) on progress in studies and service to the church two weeks prior. The presbytery shall conduct an annual consultation for the evaluation and nurture of the candidate. In no case shall a candidate be excused from these annual consultations.

Local Southern California residents will be expected to appear in person with the Committee on Preparation for Ministry for the Annual Consultation. Exceptions will be considered by the Committee.

Candidates residing outside the Southern California area will be expected to alternate their annual consultation; appearing every other year via Zoom and then in person.

*In addition* to **Form 3**, the San Fernando Presbytery requires all Candidates who are certified ready to receive a call to submit the **SFP Form 3 Addendum** and an **evaluation** of their current work by their supervisor (an evaluation form is available from the Presbytery office if needed).

## Additional Information

The Book of Order is an important guide for preparation for ministry. Read it and reference it throughout the process.

There is a supplemental Advisory Handbook for CPM that should be consulted along with the Book of Order. It is available through the denomination's web site: [www.pcusa.org](http://www.pcusa.org).

The Presbytery of San Fernando maintains a web site with information for all Inquirer's and Candidates. You can access the manual and all forms through links: [www.sfpresby.org](http://www.sfpresby.org).

Full-time seminary students who are Inquirers or Candidates may enroll for coverage under the Medical Plan offered through the Benefits Plan of the Presbyterian Church (U.S.A.). For more information, contact the Board of Pensions at 800-773-7752 or visit [www.Pensions.org](http://www.Pensions.org).

All Inquirers and Candidates are **required to attend** an approved Sexual Misconduct Prevention Training seminar. The **Sexual Misconduct Policy** of the San Fernando Presbytery **applies to all Inquirers and Candidates**. You can access the policy on the Presbytery website.

## CPM Liaison Status and Worksheet

Inquiry/Candidate \_\_\_\_\_

Date \_\_\_\_\_

### Pre-Applicant Checklist

**Yes/No    Date**

Prepare college transcripts		
Six-month Work, Worship & Membership at church		
Read CPM/ICM manual		
Prepare digital photo		
Review PSF forms 1a-1c		
Review Psyche Eval and Background Check reqt		
Meet with Session Sponsor		

### Applicant Checklist

**Yes/No    Date**

Submit college transcripts		
Complete forms 1a-1c		
Submit background screening form with fee		
Schedule Psych Eval and pay share of fee		
Sign last page of CPM/ICM manual		
Submit digital photo		
Complete and submit "Faith Journey" statement		
Schedule Bible Content exam		
Meet with Session Sponsor and complete form 1d		
Meet with CPM		
Meet with CPM liaison		



## CPM Liaison Status and Worksheet

Inquiry/Candidate \_\_\_\_\_

Date

### Inquirer Checklist

Yes/No    Date

Complete one internship approved by CPM		
Complete Sexual Misconduct Prevention Training		
Answer Six Statements (CPM/ICM p. 56)		
Write you Statement of Call		
Complete Application for "Candidate" (form 5a)		
Review Covenant Agreement		
Write a summary and evaluation of your internship		

### Candidate Checklist

Yes/No    Date

Complete one year as a Candidate		
Complete Demonstration of Readiness		
Complete second internship		
Complete CPE		
Complete five Ordination Exams		
Submit Final transcripts		
Submit Statement of Faith		
Submit exegetical paper and accompanying sermon		
Complete Final Assessment Eval with CPM & Presbytery		

## **Acknowledgment/Acceptance Of Policies Outlined in CPM/ICM Manual**

1. I have read the current Presbytery of San Fernando's Committee on Preparation for Ministry/ Inquirer Candidate Manual (CPM/ICM). I understand that the process of preparation for ordination in the Presbytery of San Fernando is governed by the policies outlined in the CPM manual.

2. I have visited the General Assembly web site to review the PC(USA) Advisory Handbook on Preparation for Ministry V2.1 2017. I have read Chapter 2 G-2.01 of the PC(USA) Book of Order (2019-2021) on *Ordered Ministry, Commissioning and Certification*.

3. I have read the Presbytery of San Fernando's Sexual Misconduct Policy, and I understand the definitions and procedures outlined therein and I will fulfill the required training before my first internship.

4. I understand the required Background Screening costs about \$15 and I will submit this amount with the "Background Screening Consent and Information Form".

5. I understand the Psychological Evaluation will cost about \$1500 and will be equally split among me, my Session and the Presbytery.

[All of the documents listed above can be accessed through the Presbytery of San Fernando's web site, under Resources and Links. Go to [www.sfpresby.org](http://www.sfpresby.org).]

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Print Name

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Signature

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Date

## **Appendices**

<b>Forms</b>	<b>Page</b>
<b>1a Application to be enrolled as Inquirer</b>	<b>28-31</b>
<b>1b Questions for Reflection</b>	<b>32-33</b>
<b>1c Financial Planning for Theological Education</b>	<b>34-36</b>
<b>1d Session Evaluation and Recommendation For Enrollment as Applicant leading to Inquirer</b>	<b>37-38</b>
<b>2a CPM Report of Consultation Regarding Application to become an Inquirer</b>	<b>39-40</b>
<b>2b Covenant Agreement and Inquirer Release</b>	<b>41</b>
<b>3 Pre-consultation Report on Development Areas</b>	<b>42-44</b>
<b>4 Report on Annual Consultation</b>	<b>45-46</b>
<b>5a Application to be Enrolled as a Candidate</b>	<b>47-48</b>
<b>5b Session Evaluation and Recommendation For Enrollment as a Candidate</b>	<b>49</b>
<b>5c Report of Consultation Regarding Application to become a Candidate</b>	<b>50-51</b>
<b>5d Covenant Agreement and Candidate Release</b>	<b>52</b>
<b>6 Final Assessment Summary report</b>	<b>53</b>
<b>Example of Background Screening form used by Presbytery</b>	<b>54</b>
<b>Statement of Faith outline</b>	<b>55</b>
<b>Six Statements</b>	<b>56</b>

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)

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: \_\_\_\_\_

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)

## *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:

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## *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:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## *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?

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

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## *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?

## 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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (h/o/m)

Email: \_\_\_\_\_

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

# 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.
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?
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: \_\_\_\_\_

# Form 1c

## 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
<b>Income</b>				
Student earnings				
Spouse earnings				
Guaranteed income (Social Security, VA, etc.)				
Child Support payments received				
Other (specify): _____				
Other (specify): _____				
<b>Total Income:</b>	\$0	\$0		
<b>Other Assistance</b>				
Home Church/Congregational support				
Family/Friends support				
Presbytery support				
PCUSA scholarships/loans				
Foundations or Corporations grants				
Other (specify): _____				
Other (specify): _____				
<b>Total Other Assistance:</b>		\$0		
<b>Current Assets</b>				
Cash and savings				
Investments (CDs, stocks, etc.)				
Retirement savings (IRAs, 401Ks, etc.)				
Real Estate				
Automobiles (value over any amount owed)				
Other (specify): _____				
Other (specify): _____				
<b>Total Current Assets:</b>			\$0	
<b>Total Estimated Financial Resources:</b>			\$0	

**Name:** \_\_\_\_\_

ESTIMATED EXPENSES

	Monthly Total	Annual Total	Overall Totals	Projected Need
<b>Educational Expenses</b>				
Annual tuition				
Special academic programs (CPE, intern, etc.)				
Fees				
Books				
Other (specify): _____				
Other (specify): _____				
<b>Total Educatioal Expenses:</b>		\$0		
<b>Living Expenses</b>				
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): _____				
<b>Total Living Expenses:</b>	\$0	\$0		
<b>Total Estimated Expenses:</b>			\$0	
<b>Total Income less Expenses:</b>				\$0

Name: \_\_\_\_\_

OTHER INFORMATION

<b>Indebtedness</b>					Applicant's (and spouse's or prospective spouse's) current indebtedness. Report principal amounts and related monthly payments.
Student Loans:	Combine Undergrad/Grad	Balance	Applicant Monthly	(Prospective) Spouse Balance of Monthly	Total Family Debt

	of Principal	Payment	Principal	Payment	
Fed. Subsidized Stafford					
Fed. Unsubsidized Stafford					
Federal Perkins Loans					
PC(USA) Loans					
Loans from parents/family					
Other educational loans					
Estimated future loans					
<b>Totals:</b>	0	0	0	0	

Non-educational:

List mortgage, credit cards, etc

<b>Totals:</b>	0	0	0	0	

Combined indebtedness totals:

0	0	0	0	
---	---	---	---	--

#### Assets

Non-seminary scholarships (grants) for which you have applied (mark with '\*') or have received.

Source of Assistance	Amount Fall Term	Amount Spring Term
<b>Totals:</b>	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

# Form 1d

## Session Evaluation and Recommendation

### For Enrollment as Applicant leading to 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 confirms the Applicant is a member of the sponsoring congregation and *has been active in the work and worship of the congregation for at least six months.* (G-2.0602).

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

### *Session Sponsor*

The Session has appointed the following Ruling Elder to act as a sponsor with this individual and with the Presbytery's CPM, 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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (h/o/m)

Email: \_\_\_\_\_

This report was prepared for the session by:

Name: \_\_\_\_\_  
(title) (family) (first) (middle/natal)

Main phone: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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. 76). 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?
2. How is that faith currently being expressed through the individual's participation in the worship, life, and mission of this congregation?
3. What motivations, whether positive or negative, impel the sense of call? Service to God and the world? Compassion for God's children? Guilt? A need for power and status?
4. What real and potential talents for ministry are evident in this individual (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)?
5. What is the level and adequacy of the individual's academic interest, leadership skills, cross-cultural competencies, emotional intelligence, and motivations?
6. What is the evidence of his or her physical health and stamina?
7. What is this evidence of his or her emotional well-being?
8. What is the evidence of his or her self-discipline?
9. Does the individual have a reasonable plan to finance his or her theological education?

**Form 2a** (Rev 1)  
**CPM Report of Consultation Regarding Application to become an Inquirer**

The CPM committee of \_\_\_\_\_ met with  
*(name of presbytery)*  
\_\_\_\_\_ on \_\_\_\_\_ and  
*(name of applicant)**(date)*

submits the following report.

The CPM committee recommends \_\_\_\_ /does not recommend \_\_\_\_ the applicant to be enrolled by the Presbytery as an Inquirer.

*CPM Liaison*

The Presbytery's CPM committee has appointed the following person to act as a liaison with the Inquirer and with the CPM committee and participate with the inquirer and the CPM 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 CPM liaison: \_\_\_\_\_  
*(date)*

Signature of CPM Chair: \_\_\_\_\_  
*(date)*

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

### *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



**Form 2b (Rev 1)**  
**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 Chair of the  
Presbytery's CPM committee: \_\_\_\_\_ (date)

Signature of witness: \_\_\_\_\_ (date)

*Chair of CPM will mail copies of this page to all parties signing document and the stated clerk of the presbytery.*

# Form 3 (Rev1)

## Pre-consultation Report on Development Areas

Name: \_\_\_\_\_  
(family) (first) (middle/natal)

Current address: \_\_\_\_\_  
(street) (city) (state) (zip)

Main phone: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (h/o/m)

Email: \_\_\_\_\_

Please return this form by \_\_\_\_\_ to \_\_\_\_\_ for your consultation.  
(date) (Director, CPM)

### Current References for Progress in this Reporting Period

Name: \_\_\_\_\_  
(title) (family) (first) (middle/natal)

Current address: \_\_\_\_\_  
(street) (city) (state) (zip)

Main phone: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (h/o/m)

Email: \_\_\_\_\_

In what capacity have you worked with this person? \_\_\_\_\_

## 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.

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; [BOO 2019-2021 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.

## Form 4 (Rev 1)

### Report on Annual Consultation

Name: \_\_\_\_\_  
*(family)**(first)**(middle/natal)*

### Continuation of Preparation Phase

After reviewing this consultation report, the CPM of \_\_\_\_\_  
*(presbytery name)*

declares that \_\_\_\_\_ is to be continued \_\_\_ /not 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 Director, CPM 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

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

**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

**Form 5a (Rev 1)**  
**Application to be Enrolled as a Candidate**

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)*

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 CPM in matters which concern my preparation.

Inquirer's signature: \_\_\_\_\_  
*(date)*

## References for Transition to Candidacy

Name: \_\_\_\_\_  
(title) (family) (first) (middle/natal)

Current address: \_\_\_\_\_  
(street) (city) (state) (zip)

Main phone: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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: \_\_\_\_\_ (h/o/m) Alt phone: \_\_\_\_\_ (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. For PSF that includes the “**Six Statements**” explained above on page 7 and in the Appendix below.

The PSF requires a formal endorsement from the Session for advancement to Candidacy. Please have the Clerk of Session submit Form 5B.

Attach a single page answer for each of the ‘Six Statements’ and submit with this Form 5a.



**Form 5b (Rev 1)**  
**Session Evaluation and Recommendation**  
**For 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).*

**Session Sponsor**

The Session has appointed the following ruler elder to act as a Sponsor with this individual and with the Presbytery's CPM, 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: \_\_\_\_\_

## Form 5c

### *Report of Consultation Regarding Application to become a Candidate*

The committee/commission of met with \_\_\_\_\_ met with  
\_\_\_\_\_  
(name of applicant) (presbytery) on \_\_\_\_\_ and  
(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: \_\_\_\_\_ Alt 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 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: \_\_\_\_\_

## ***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

## Form 5d

### *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 its 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 Chair of the  
Committee for Preparation of Ministry: \_\_\_\_\_ (date)

Signature of witness: \_\_\_\_\_ (date)

**Form 6 (Rev 1)**  
**Summary Report of Final Assessment of Candidate's**  
**Readiness to be Examined for Ordination**

Name of candidate:

\_\_\_\_\_  
(family name) (first) (middle/natal)

Presbytery of care: \_\_\_\_\_

CPM Chair: \_\_\_\_\_

CPM liaison: \_\_\_\_\_

**Certification of Readiness**

A final assessment of the above-named candidate's readiness to receive a call, as outlined in the Advisory Handbook's "Deciding about fitness and readiness" (pp. 44-45) and/or this presbytery's established policies, was conducted by the committee/commission on preparation for ministry. The committee has determined that the candidate has satisfactorily completed all of the requirements of the preparation for ministry process, as set forth in G-2.0607 of the Book of Order, and is now certified as ready, pending a call, to be examined for ordination.

Signature of Chair, CPM: \_\_\_\_\_  
(date)

**Enclosures and Additional Information**

When requested by the calling presbytery, send this summary report along with the following materials:

1. Summary of the issues and recommendations of each previous consultation.
2. Transcripts of satisfactory grades at any regionally accredited college and theological institution.
3. Official transcript showing evaluations in the five examination areas covered by the General Assembly along with copies of examination papers and evaluations.
4. Exceptions and/or waivers (if any) approved by presbytery for the candidate (G-2.0610).
5. Reports regarding the candidate's psychological tests and career counseling observations.

Both sending and receiving presbyteries should respect the sensitive nature of this information and treat it with the confidentiality it requires, sharing it only those persons who have a need to know in order to fulfill their responsibilities within the process.

## Example of Background Screening form used by Presbytery

### APPLICANT 4 – BACKGROUND SCREENING

To be submitted to the Presbytery with \$50 fee at the same time as Form 1.

#### Background Screening Consent and Information Form

**Applicant should complete all relevant information and sign and date the form.**

Applicant's Full Name (Printed) \_\_\_\_\_

Maiden Name or Other Names Used \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth\* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. The United Church of Christ Insurance Board and \_\_\_\_\_ (THE PRINCIPAL) abide by all applicable state and federal employment laws.

#### ADDRESSES (for the past 10 Years)

Present Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Please list all states and counties of residence since turning age 18: \_\_\_\_\_

Please circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY

I, \_\_\_\_\_, authorize \_\_\_\_\_ (THE PRINCIPAL) and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my service with THE PRINCIPAL.

I release the United Church of Christ Insurance Board, and THE PRINCIPAL and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The name above is my true & complete legal name. All information provided is true & correct to the best of my knowledge:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Are you applying for employment/service in California, Minnesota or Oklahoma? Yes \_\_\_ No \_\_\_

If so, do you want a copy of any Consumer Report prepared concerning you? Yes \_\_\_ No \_\_\_

I understand that California law requires the United Church of Christ Insurance Board and THE PRINCIPAL to give me a copy of any report requested within seven (7) days of the date the information was obtained and that failure to do so will expose the United Church of Christ Insurance Board and THE PRINCIPAL to liability (Section 1786.29).

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Our passion. Your protection.

## **Statement of Faith** - Guidelines for Writing the Statement of Faith

The purpose of the Statement of Faith is for the Inquirer/Candidate to reflect theologically on specific areas and to state in a concise form their faith related to those specific areas. A statement of faith should incorporate an understanding of the Reformed tradition.

Writing a Statement of Faith should begin early in the preparation process. The Inquirer/Candidate is urged to discuss it with the CPM liaison, a professor, pastor, or other significant persons in their life.

A Statement of Faith might include, but is not limited to:

The Nature of God

The Experience of God Sin and Evil Life and Work of Jesus

Jesus' Humanity and Divinity Christology and Atonement

The Holy Spirit, the Church and Its Ministry

The Sacraments

The Bible

The Ministry and Mission of the Church in the World

The Statement of Faith will be the basis by which CPM and Presbytery conduct their oral examinations of the Candidate. Clichés that might distract a reader should be avoided, and language should be chosen for clear understanding, since both lay people and ministers will read the statement. The Candidate will have the opportunity to discuss it, defend it, explain it, and (sometimes) change it.

The statement will be emailed out in advance of these discussions and examinations. Please type the statement single-spaced on one page, number the lines or paragraphs, and maintain adequate margins. The statement will be reproduced as submitted, so typing, spelling and grammar are important.

It is important, even with all of these guidelines, that preparation of the statement encourages you to think and struggle with what you believe. We hope you enjoy the process!

## **Six Statements - Guidelines for Inquirers' Pre-Candidacy Statements** [BOO 2005-2007 G-14.0303g (1-6)]

To fulfill the CPM's requirements that were formerly found in the Book of Order, Inquirers are to submit the following six one-page statements to the CPM for its review and approval as part of the process of advancing from Inquiry to Candidacy. This is to help clarify the Inquirer's understanding of call and suitability for Ministry of Word and Sacrament in the Presbyterian Church (USA). The requirement will be met when the CPM is satisfied with the form and content of the statements.

**Six Statements: By the end of the inquiry phase, each inquirer shall demonstrate adequate promise for ministry by presenting:**

**Statement of Call:** A statement of the Inquirer's understanding of Christian vocation in the Reformed tradition, how it relates to their sense of call, and why they feel called to ministry with specific examples. This statement will be the basis of Presbytery's examination at the time the Inquirer is presented to Presbytery for Candidacy.

**Statement of Faith:** A statement of personal faith that incorporates an understanding of the Reformed tradition. This should be considered the initial draft of the Statement of Faith that will be presented to Presbytery at the time of presentation for ordination examination.

**Concept Paper:** An analysis of at least one theological concept from the Statement of Faith regarding what it suggests about God, humanity, and their interrelationship.

**Statement on Being Presbyterian:** A statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular congregation.

**Statement of Self-Understanding:** A statement of self-understanding that reflects the ways the Inquirer has been shaped by their personal and cultural background and includes a concern for maintaining spiritual, physical and mental health.

**Statement of the Tasks of Ministers of Word and Sacrament:** A statement of the Inquirer's understanding of the tasks performed by Ministry of Word and Sacrament. Also included should be their specific gifts for this ministry and awareness of the areas in which growth is needed.