



Foothills Presbytery

Inquirer/Candidate Guide to the Ordination Process

*for use by Inquirers/Candidates and Sessions
in Foothills Presbytery, PC (USA)*

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To review the PC (USA) Advisory Handbook on Preparation for Ministry:
<http://oga.pcusa.org/media/uploads/prep4min/handbook/p4mah2011-13rel1-4.pdf>

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Welcome

Welcome to the ordination process in Foothills Presbytery. The Committee on Preparation for Ministry (CPM) is pleased that you have begun to explore God's call in your life. The CPM is here to help you discern your gifts for ministry, to pray with and for you, to encourage you—sometimes to challenge you—and to help you follow appropriate steps in your formation for service in Christ's church.

The Reformed Tradition teaches us that God's call to be a disciple is also a call to be a minister. As God's people, we are all to serve as ministers, using our gifts and talents to serve God's Kingdom and the world, regardless of our chosen vocations. However, the CPM is charged with the specific duty of guiding those disciples who are called by God to the ordered ministry (G-2.0102) of presbyter as a teaching elder: the ministry of Word and Sacrament (G-2.0501). Your call is not a solitary or isolated call. In the Reformed Tradition, we believe that God reveals the call to ministry in two unique but related ways. The first and most personal is the summons – that inner sense that God is inviting you to enter the pastoral order. (That you are reading this Guide is a good indication that you have already experienced this summons.) In order for you to be effective in the service of Christ's church, we believe that you need to have a real and discernable prompting from God. Sometimes this summons can be difficult to put into words, but the process of exploring the pastoral vocation in community helps you articulate and sharpen this inner sense of call.

The second way God reveals a sense of call to the pastoral order is through an outward affirmation or the ecclesiastical call. This is the validation by those around you that the summons you heard is of God. We believe that calling individuals as teaching elders to the ministry of Word and Sacrament is a function of the collective church's wisdom and guidance from the Holy Spirit. God uses your friends, colleagues, family, pastors, church members, and committees to recognize gifts you may have for the ministry. The Committee on Preparation for Ministry and your church Session will serve in helping you determine if becoming a teaching elder to the ministry of Word and Sacrament is or is not your way of living out God's calling upon your life. As you prepare yourself for ministry, we will pray for you, help you discern your gifts for ministry, provide opportunities for your spiritual formation, help refine the sense of call you are stating, and guide you toward a ministry where together we discern where God is leading you.

We recommend you refer to this guide often and keep a folder with a record of all your interactions with the Committee on Preparation for Ministry. Also, you may find updated copies of this guide on the web at www.foothillspresbytery.org. Please do not be intimidated by the length of this document. It is all information you will be glad you have. We have tried to answer every question you might have about the process for preparation for ordination in Foothills Presbytery. At the end of this guide, you will find a glossary and a list of additional resources which may be helpful for you to use in becoming familiar with terminology at the beginning of your preparation for ministry journey.

Blessings on your journey!

The Committee on Preparation for Ministry

Overview of the Ordination Process

The ordination process begins with the Inquiry phase, proceeds to the Candidacy phase, and concludes with being certified ready for examination for ordination, pending receipt of a call. The whole process takes 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-2.0610). Requests of this nature are highly unusual exceptions. On average, a person under care will work with the CPM for several years before either being ordained or deciding against ordained ministry.

Timeline

This is a recommended timeline for a fulltime student; do not 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 with your Pastor about beginning the Inquiry process.
- Call the Presbytery to seek guidance on the steps involved.
- Complete the appropriate forms prior to meeting with your Session.
- Meet with your Session after they have been through an Orientation with a CPM representative and read your completed forms.
- Sign releases for References to submit information on you to CPM.
- Do the vocational assessment with the professional agency designated by CPM.
- Sign release waiver for background checks. The following checks are usually run.
 - SS# Verification
 - Credit Report
 - Motor Vehicle Record in appropriate state(s)
 - Lexis Nexis National Criminal File Plus which includes National Sexual Offender Registry
- Meet with the CPM for approval to begin the Inquiry process.

*** The PC (USA) Office of Preparation for Ministry/Examinations provides a set of forms you will use throughout the process in conjunction with the standard process of preparation for the ministry of the Word and Sacrament. Because these forms are updated often, please always refer to this link for the most current forms available: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>*

First year under care:

- Pursue seminary studies. Appendices 6, 7 and 8
- Take the Bible Content Exam (offered twice a year). Appendix 9
- Explore internship options. Appendix 8
- Have your first Annual Consultation with your CPM Liaison and Session Liaison.

Second year under care:

- If you feel you are ready, apply to move to Candidacy.
- Continue seminary studies.

- Complete internship pre-approved by CPM. Appendix 8
- Explore Clinical Pastoral Education (CPE) options. Appendix 8
- Have your Annual Consultation with your CPM Liaison and Session Liaison.

Third year under care:

- Complete CPE pre-approved by CPM. Appendices 8 and 11
- Take ordination exams. Appendix 9
- After passing your ordination examinations, meet with the CPM for Final Assessment during your last school term. Appendix 11
- After successful completion of Final Assessment, submit your PIF online to CLC.
- Complete your third Annual Consultation with your CPM Liaison and Session Liaison.
- Complete your theological education with the Master of Divinity degree.

After the third year:

- Continue to circulate your PIF.
- Interview with Pastor Nominating Committees.
- Meet annually with your CPM Liaison and Session Liaison for an Annual Consultation.
- Receive a call.
- Be examined for ordination by the calling 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 submits Forms 1A, B, and C and transcripts to Session for review. • Meets with Session to consider call to ministry. • If Session endorses, takes vocational assessment. (<i>Session assigns a Session Liaison and submits Forms 1A-D, 2B, and transcripts to CPM.</i>) • Signs releases for three References to answer questions and send to CPM. • Signs release waiver for background checks. • Meets with CPM for approval to become Inquirer • Sets goals. 	<ul style="list-style-type: none"> • Sends CPM representative to Session meeting for Orientation to Preparation for Ministry process. • Reviews Forms 1 A-D, 2B, transcripts and vocational assessment. • Interviews applicant with Session Liaison and/or pastor. • If CPM endorses as an Inquirer, assigns CPM Liaison. • Administers background checks. • Completes 2A and 2B and sends to all parties.
Inquirer Period of <u>exploration of call to ministry</u> of Word and Sacrament G-2.0603	
<ul style="list-style-type: none"> • Engages in seminary studies for MDiv. • Registers and takes PC(USA) Bible Content Exam. • Submits Form 3 and meets with CPM Liaison (<i>and Session Liaison</i>) for Annual Consultation. 	<ul style="list-style-type: none"> • CPM Liaison initiates appointment for Annual Consultation. • If Annual Consultation takes place via skype, CPM Liaison reports to CPM using Form 4. • If CPM approves Annual Consultation, Inquirer continues and Form 4 is sent to all parties.
Transition to Candidacy	
<ul style="list-style-type: none"> • When student and CPM Liaison agree ready: • Submits Form 5A including responses to 6 questions to Session. (<i>Session reads prior to meeting with Inquirer.</i>) 	<ul style="list-style-type: none"> • CPM Liaison confers with Inquirer regarding readiness for Candidacy. • Upon request CPM Liaison reviews Form 5A with responses prior to Inquirer meeting with Session.

<ul style="list-style-type: none"> • Meets with Session for endorsement to Candidacy. • If Session endorses, schedules meeting with CPM. (<i>Session submits forms 5A, responses, 5B & 5D to CPM.</i>) • Meets with CPM for approval to be recommended to Presbytery for Candidacy. • Meets with Presbytery for examination to be a Candidate. • If Presbytery approves, signs register of Candidates. 	<ul style="list-style-type: none"> • CPM Liaison attends Session meeting upon invitation of Inquirer and/or Moderator of Session. • CPM Liaison leads CPM interview of Inquirer requesting recommendation for Candidacy. • If CPM recommends Candidacy, signs Form 5D. • Helps question Inquirer at Presbytery meeting. • If Presbytery approves, completes Forms 5C and sends to all parties.
Candidate Period of affirmation of call to ministry of Word and Sacrament G-2.0604	
<ul style="list-style-type: none"> • Continues seminary studies with all required courses for grade. • Engages in Presbyterian Church (USA) parish internship. • Submits Form 3 and meets with CPM Liaison (<i>and Session Liaison</i>) for Annual Consultation. • After completion of 2 full time years of seminary, requests permission to take ordination exams. • Registers for and takes ordination exams. • If any ordination exams are failed, request to re-take. • Arranges to take a full unit of CPE in an accredited program. • Graduates from seminary with MDiv. 	<ul style="list-style-type: none"> • CPM Liaison checks files for transcripts & required courses • Pre-approves PC(USA) parish internship • CPM Liaison initiates appointment for Annual Consultation with Candidate and Session Liaison. • CPM Liaison reports to CPM using Form 4. • If CPM approves, gives permission to take ordination exams. • CPM Liaison brings request for re-taking any ordination exams to CPM. • 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"> • Writes statement of faith, exegesis, sermon, responses to ordination questions, PIF for review. • Contact presbytery to confirm they have the following in your file: statement of faith, exegesis, sermon, responses to ordination questions, PIF, MDIV transcripts, CPE evaluation, and PC (USA) Internship evaluation. • Meets with CPM: may preach and is questioned • If approved, is considered “Certified Ready” for examination pending a call 	<ul style="list-style-type: none"> • CPM Liaison checks file for fulfillment of all requirements • Reads FA papers; may hear sermon; interviews Candidate.
<ul style="list-style-type: none"> • May circulate PIF when approved by CPM • Submits Form 3 and meets with CPM <i>Liaison (and Session Liaison)</i> for Annual Consultation. 	<ul style="list-style-type: none"> • Approves PIF before circulation • CPM Liaison initiates appointment for Annual Consultation with Candidate and Session Liaison. • CPM Liaison reports to CPM using Form 4.
Receives a Call G-2.07	
<ul style="list-style-type: none"> • Submits statement of faith and preaches for calling Presbytery and is examined there. 	<ul style="list-style-type: none"> • Upon request sends copies of any papers from Candidate’s CPM file to calling Presbytery.

Policies for Responsibilities of the Inquirer/Candidate in the Ordination Process:

Your M. Div. must be completed at a theological institution accredited by the Association of Theological Schools in order to be acceptable to the committee. (G-2.0607c)

It is your responsibility to keep the Presbytery's Associate Executive for Vocations & Education office informed of changes in your contact information, mailing address, telephone numbers and email. We may have important information for you concerning the ordination process, or even potential grant money. If we cannot contact you in a prompt fashion, such information may not find you in time to benefit you. Be sure to respond within 24-48 hours to emails, calls or any communication from this office, from your CPM liaison, or from the CPM Chairperson. We will do our best to do the same for you.

CPM maintains a single master file for each Inquirer and Candidate. This file is kept confidential and used for the purpose of CPM and its oversight of the Inquirer/Candidate. **Please send forms for on-going communication with the Committee on Preparation for Ministry to the Presbytery office address below to the attention of the CPM Chairperson, or the Associate Executive for Vocations & Education, or the Administrative Assistant.** Electronic or written signatures are acceptable when received from your email address on file.

Send completed ordination exams with readers' comments to the Presbytery address.
All supervisory documents such as evaluations, letters, and recommendations related to career and personal counseling, internships, and CPE **should also be mailed by the Supervisor directly to the Presbytery address.**

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Keep in mind the CPM has many persons under its care and in order to give sufficient time to each person, the committee needs to receive the necessary forms and related papers **at least two weeks prior** to its meeting with an Inquirer or Candidate. Final Assessment papers must be submitted two weeks prior to your Final Assessment appointment.

To schedule a meeting with the CPM, please contact the Chairperson of CPM. The CPM normally meets the fourth Thursday of each month at noon.

To move to Candidacy or ask for extraordinary circumstances (G-2.0610) for any reason takes Presbytery approval after meeting with the CPM. Please note the schedule for Presbytery meetings and plan ahead accordingly.

Please refer to the presbytery dates on the presbytery website main page at www.FoothillsPresbytery.org

To request financial aid, you must be under care as an Inquirer or Candidate. The CPM has limited funds to distribute each year for financial aid. Awards for aid, which are based on need, are considered twice a year—at the CPM’s August and December meetings. Information about other sources of financial aid may be obtained from your seminary, from CPM and on the PC(USA) website. Deadlines for various scholarships are subject to change and it is your responsibility to stay aware of any changes. (See also Appendix 8.)

****\$\$ Foothills Presbytery uses Form 1C as the financial aid application at Inquiry and Form 1C must be received by the Presbytery office prior to any requests for aid by July 1 for the Fall Semester and by November 1 for the Spring Semester.** Requests may be made by email to the Associate Executive or the Administrative Assistant or by mail or fax to the presbytery office. A **Foothills Presbytery request for Financial Aid Form** must also be completed at each semester’s request. Specific standards for the CPM’s grants are as follows:

- A. Priority will be given to Inquirers/Candidates who are in an ongoing process toward the award of a Master of Divinity degree or programs pursuant of a Christian Education degree.
- B. Priority will be given to Inquirers/Candidates intending to respond, upon graduation, to a call to the Pastoral ministry in a PC(USA) parish, or to serve as a PC(USA) Educator.
- C. Priority shall be given to students at PC(USA) Seminaries. A student’s home church shall be encouraged to include their students’ seminaries in their Benevolence Budget.

Tips for filling out your financial aid application:

- If you have special circumstances regarding your theological education expenses, do not be hesitant to note that on the application.
- Be specific about the amount of your debt - credit card debt counts.

- Be reasonable about your expenses. Excessively large estimates of expenses may make you appear casual with your resources.

To request taking the senior ordination exams, send email to the CPM Chairperson. Consult Appendices 7 and 9 regarding Ordination Exams, pre-approval to take them, registration instructions and deadlines, and if you need to re-take them.

If you have questions regarding the preparation for ministry process, contact your CPM Liaison first. This person is your advocate with the CPM and will keep an alternate file of your information to stay up to date on your status. If you still have questions, contact the CPM Chairperson or Presbytery staff.

At any time, the CPM has the authority to impose supplemental requirements on anyone under care of the CPM, including requirements such as but not limited to additional coursework, classes, supervised independent study, tutoring, personal counseling or spiritual direction.

Responsibilities of the Home Church and Session

Your church of membership has primary responsibility of the validation of your “external call.” **The Session of your church must endorse you at two key points in the process toward ordination—1) at the application for Inquiry and 2) at the application for Candidacy.** In fact, endorsement requires the commitment of Session to be in close covenant relationship with you so fair and accurate evaluation of character, growth, and leadership potential is possible.

Session endorsement is accomplished at application to both Inquiry and Candidacy by meeting and interviewing you and by providing full and substantial written responses to questions in Forms 1D, 2A, B (at Inquiry) and Forms 5A, B (at Candidacy).

To maintain regular contact with you as an Inquirer/Candidate, the Session shall assign a Session Liaison to report on your progress through the preparation process and to bring to Session’s attention any needs or concerns that might arise.

The endorsing church, through its Session, is the primary locus of care and support for the Inquirer/Candidate throughout the entire process. The Session is also responsible for providing pastoral, material and financial care as it is able.

The Session Liaison is expected to be familiar with the current *Book of Order* portions that pertain to the Ordered Ministries (G-2.01), to the order of Teaching Elders (G-2.05), to the Preparation for Ministry (G-2.06) and the Ordination (W-4.4000). The Session Liaison is also expected to attend periodic training offered by CPM related to the ordination process since he or she serves as a key participant in the Annual Consultations with the Inquirer/Candidate. This Guide is also available to the Session Liaison to aid him or her in the nurture and care of the Inquirer/Candidate.

(Sessions should be aware that an Inquirer/Candidate may not transfer his or her church membership without prior discussion and approval with CPM. G-2.0608)

Responsibilities of the Committee on Preparation for Ministry

The CPM is primarily an oversight committee guiding an Inquirer/Candidate through the process of preparation and providing critical assessment at important junctures along the way. (G-2.0605)

The CPM strives to be supportive of each person under its care, responding with care to each one's particular circumstances and needs as well as hopes and desires. **However, being a committee of the presbytery, charged with the constitutional responsibilities of preparing persons for ordered ministry, the CPM is firmly committed to all PC(USA) *Book of Order* requirements as well as any additional Foothills Presbytery requirements.** While the CPM desires to be as supportive as possible, it is not the function of the CPM to serve in a pastoral capacity to those under its care. That function must rest with the church of membership throughout the process.

At the same time, the CPM functions as a gatekeeper for the Church responsible for assuring that only qualified and capable persons enter into the ordained ministry in the PC(USA). The CPM seeks to encourage and nurture those gifts which will serve the Church well, while at the same time challenging those weaknesses which may be detrimental to the Church. Since this is a process of discovery and discernment, **all potential Inquirers/Candidates must be aware that the CPM may not ultimately recommend each person for ordination as a teaching elder for the ministry of Word and Sacrament.** It is possible the CPM could recognize other gifts better suited for non-ordained service to the Church.

The CPM shall assign one of its members as a CPM Liaison at the beginning of the Inquiry phase. The CPM Liaison shall be the primary link and point of communication to the CPM. The CPM Liaison and Inquirer/Candidate should establish means of communication to develop a relationship as soon as possible.

The CPM Liaison and the Session Liaison are key persons involved in the care and oversight of the Inquirer/Candidate. Together, these Ruling Elders and Teaching Elders give the Inquirer/Candidate many opportunities to experience the mutual expectation of responsibility in the life and mission of the Church. This mutual expectation of responsibility is most evident in the Annual Consultations.

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 between you and the committee. Your Session Liaison is also invited to be present. Annual Consultations are usually conducted in person, but may be conducted by telephone conference call or Skype if circumstances make an in-person meeting impractical. However, **Annual Consultations may not be long distance two years in a row.**

Your CPM Liaison will contact you to schedule your meeting. If you have not heard from your CPM Liaison three weeks before your Annual Consultation due date, feel free to contact your CPM Liaison to schedule this appointment. You will need to do some preparation for each Annual Consultation.

For each Annual Consultation you should complete Form 3 and email it to the following persons:

- your CPM Liaison
- your Session Liaison
- the CPM Chairperson
- the Presbytery Administrative Assistant.

This insures that your Form 3 will be added to your permanent file as well as safeguards against any technology issues.

After your Annual Consultation meeting, Form 4 will be filed and a copy 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:

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 Presbytery office to let the Presbytery's CPM know of your interest. You will need to schedule a time to meet with them to review the process and acquire Presbytery forms such as the Reference Form, Applicant Process & Checklist, and CPM Education Checklist. There are now four separate PC(USA) forms to the application for enrollment as an inquirer: Form 1A, 1B, 1C, and 1D. You may access the PDF version of each form simply by clicking on the specific form designation at this link: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>
- After you complete Forms 1A, 1B and 1C, provide the Clerk of your Session with a completed copy so he or she is able to distribute it to the members of Session prior to your meeting with them.

3. Applicant's interview with the Session:

- **A representative of CPM will need to meet with the Session to provide an Orientation prior to your meeting with the Session.**
- After the Orientation, you will need to speak with your Pastor or Clerk of Session to set up a meeting with your Session.
- At the Session meeting, the elders will discuss your sense of call with you and may ask you questions about your Forms 1A, 1B and 1C. Then, they will ask you to leave the meeting while they discuss whether to endorse you to Presbytery's CPM.
- If the Session votes to endorse you, then they will assign you a Session Liaison. You should keep this person apprised of your progress throughout the preparation process.

4. After the Session meeting:

- Ask the Clerk of your Session to notify you once he or she has sent the signed Form 1D and Form 2B to the Presbytery office to the attention of the CPM Chairperson. This advises CPM that your Session has decided to endorse you and tells CPM who your Session Liaison is.
- You are responsible for sending your original completed Forms 1A, 1B and 1C. You are also responsible for ensuring that your college transcript(s) and career assessment and psychological testing reports are sent to the Presbytery office.
- As your permanent file is begun and items are added, you will be notified by the Presbytery staff. **When all necessary documents have been received, you may contact**

the CPM Chairperson to schedule your first meeting with the CPM. The deadline for submitting materials is *noon* on the Thursday two weeks prior to the Thursday you are scheduled to meet with the CPM. CPM may postpone your appointment if your required paperwork has not been received 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 prior to your meeting with the CPM.
- It is appropriate for you to request your home church's financial support for the assessment as this can be a costly expense.
- You should ask the psychologist when the report will be available so you are able to schedule your meeting with CPM after they have received a copy of this report. You will need to sign a release waiver for the CPM to receive this report from the psychologist.

6. Background Checks:

- Applicant signs a Disclosure and Authorization Form for Foothills Presbytery to administer background checks as a part of the application to Inquiry process. The Form may be obtained by contacting the Associate Executive at the Presbytery office. The following checks are usually run: SS# Verification ; Credit Report; Motor Vehicle Record in appropriate state(s); and Lexis Nexis National Criminal File Plus which includes National Sexual Offender Registry.
- Foothills Presbytery will run various background checks as it deems necessary. The disclosure also indicates Foothills Presbytery may run other checks as it determines prior to and throughout your course of being under care by its Committee on Preparation for Ministry or under its employment with the Church. For more information about these background checks and the service used for them, you may visit this LexisNexis website <https://screenow.lexisnexis.com/pub/> .

7. Applicant's Interview with the CPM for Inquiry:

- After you have completed the vocational assessment, you will meet with the CPM for an "Inquirer's interview." Contact your Pastor and Session Liaison to accompany you to this meeting. At this time, the CPM will discuss your application, the vocational assessment and any questions you may have. Then the CPM will ask you to leave the meeting while it discusses whether to enroll you as an Inquirer. After the vote, the 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 the CPM will also assign you a CPM Liaison. This person will be your primary point of contact with the 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 2C and sign it. Then the CPM will file and forward copies of it to all parties.

8. Seminary:

If you have not already done so, you will need to select a seminary. The CPM encourages those under care to attend a Presbyterian Church (USA) seminary, but

attendance at other seminaries may be approved. **Remember your choice of seminaries must be approved by the CPM even if you have begun—or even completed—your studies before you come under care.** See Appendix 4 for more detailed policy.

9. Foothills Presbytery's Requirements:

You will find in Appendix 5 Academic Requirements and Appendix 6 Internships which include specifics about expectations and pre-approvals for courses and parish and CPE internships.

Guide to the Inquiry Phase (G-2.0603)

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 graduating from seminary and the need 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 the order of teaching elder. 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 probably appropriate. About a year after you are enrolled as an Inquirer, you will have your first Annual Consultation. This meeting should help you to decide whether you are ready to apply to move to Candidacy. If you decide you are not yet ready to move to Candidacy, you may remain an Inquirer until you are confident God is calling you to ordained ministry.

Guide to Becoming a Candidate (G-2.0604)

When you, the CPM, and your Session determine 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.

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 you will be available to accept a call as soon as possible. You may not be ordained less than a year after you begin your Candidacy phase, no matter how long you have been an Inquirer. An exception to this 12 month rule may only be granted for you by a three-fourths vote of the Foothills Presbytery. (G-2.0610)

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 may 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:

This process involves a conversation with your CPM Liaison and 3 meetings: with your Session, with the CPM, and with the Presbytery. Usually, it takes several months. Allow plenty of lead time.

1. Conversation with your CPM Liaison:

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

- Read and complete the following and send to your CPM Liaison.
 - Read *Book of Order* G-2.01 Ordered Ministries of the Church
 - Read *Book of Order* G-2.05 Teaching Elders: The Ministry of Word and Sacrament
 - Complete Form 5A including written responses to these 6 questions:
 - 1) A statement of his/her understanding of Christian Vocation in the reformed tradition and how it relates to his/her sense of call;
 - 2) A statement of personal faith which incorporates an understanding of the reformed tradition;
 - 3) An analysis of at least one concept from the personal faith statement regarding what it suggests about God, Humanity, and their interrelationships;
 - 4) A statement about 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 his/her understanding of the task ministries of the Word and Sacraments perform, including an awareness of his/her specific gifts for ministry of the Word and Sacraments and of areas in which growth is needed.
 - Read the ordination questions in the *Book of Order* (W-4.4000)
- With your CPM Liaison discuss your responses to Form 5A, the ordination questions, and your progress as an Inquirer. Determine together whether your preparation to this point affirms a call to ordination as a teaching elder in the church and whether this is the time for you to move from Inquirer to Candidate status.

2. Inquirer's interview with Session for Candidacy endorsement:

- Contact the CPM Chairperson to indicate your plans to meet with your Session and to schedule an appointment with the CPM following your meeting with your Session. Several months may pass between these two appointments.
- Consult with your Pastor, your Session Liaison, and your CPM Liaison to arrange for a mutually convenient date to meet with your Session to evaluate with them whether you are ready to become a Candidate.
- Provide the Clerk of Session your original Form 5A with answers to the six required questions above for distribution to each member of Session for them to read prior to your meeting with them.
- At the Session meeting, you will be examined. The discussion will focus on your sense of call and the responses to Form 5A 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 voting, they will invite you to return to the meeting informing you of

their decision.

- If your Session endorses your move to Candidacy, then the Clerk of Session will mail Form 5A, the responses to the six questions, Form 5B and Form 5D to the CPM Chairperson at the presbytery address.
3. After the Session meeting:
- 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 the CPM, contact the CPM Chairperson to schedule an appointment. The deadline for submitting Form 5A, the responses to the six questions, Form 5B and Form 5D is noon on the Thursday two weeks prior to the Thursday you are scheduled to meet with the CPM. If you do not turn in all of the required paperwork on time, the CPM may postpone your appointment.
4. Inquirer's examination with CPM for Candidacy recommendation:
- If possible, bring your Session Liaison and/or your Pastor to this meeting with the CPM.
 - At your meeting with the CPM, you will be asked about your academic progress, your internship experiences, your sense of call, and your responses to the six questions listed above. Then the CPM will ask you to leave the meeting while they discuss whether to recommend to Presbytery your move to Candidacy. After the vote, the CPM will invite you to return to the meeting informing you of its decision.
 - If the CPM has decided to recommend that Presbytery move you to Candidacy, then your statement of faith will be included in the Presbytery meeting docket.
5. Inquirer's examination with Presbytery for Candidacy:
- Be sure to invite your Pastor, Session Liaison, and CPM 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 briefly to describe your faith journey and your sense of call. Teaching Elders and Ruling Elders commissioned to Presbytery will then ask questions concerning your faith journey and your written statement of faith. They are also allowed to ask you about your Christian faith, forms of Christian service undertaken, and motives for seeking the ministry. Expect a few questions.
 - After the examination is completed, you will be asked to leave the room, 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 be informed of their decision. If approved by presbytery, 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 as a teaching elder 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.)?
- A charge and prayer will be offered for you and any others approved for candidacy.

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

As a Candidate's seminary experience nears completion, so do the last steps in the journey of preparation for becoming a teaching elder for the ministry of Word and Sacrament. Two steps complete the preparation process at this point.

Negotiation for Service (G-2.0607)

A Candidate, in his or her final year of seminary, should prepare for Negotiation for Service. The requirements for this step in the process toward ordination include the following:

- Completed two full years of theological education or its equivalent
- Has had an Annual Consultation within the last 12 months
- Successfully completed all senior ordination exams
- Received approval of the CPM—For a Foothills Candidate, a PIF must be reviewed by the CPM for approval prior to circulation.

Permission to circulate your PIF does not certify you ready for examination for ordination.

The Candidate must first receive written permission from the CPM to circulate his/her PIF or to discuss a potential call with a particular church. In such cases, the CPM will require the Candidate to make explicitly clear to the church all requirements not yet completed, explaining to the church the steps being taken to fulfill those requirements.

Final Assessment (G-2.0607)

You must meet with the CPM for your Final Assessment before being Certified Ready for Examination for Ordination Pending Receipt of a Call. It is a good idea for your Session Liaison and/or Pastor to accompany you to this meeting with CPM.

For Final Assessment you must attest to and submit the following:

Denominational requirements (G-2.0607a-d)

- a) A candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
- b) A transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
- c) A transcript from a theological institution accredited by the Association of Theological Studies acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
- d) Satisfactory grades, together with the examination papers in the areas covered by any standard ordination examination approved by the General Assemble. Such examinations shall be prepared and administered by a body created by the presbyteries.

Foothills Presbytery requirements

- a) An original written exegesis paper
- b) The full manuscript of a sermon which directly reflects the work done in your exegesis paper
- c) Written responses expanding upon affirmative answers to ordination questions found at W-4.4000.
- d) Evidence of satisfactory completion of educational courses and internship requirements noted in Appendices 5 and 6
- e) A one page statement of faith, in your own words
- f) A Personal Information Form if not already approved under Negotiation for Service
- g) Documentation of any exceptions or waivers which have been approved by the Foothills Presbytery according to Appendix 9 and G-2.0610.

At the CPM meeting you may be asked to preach your sermon and answer questions about your statement of faith. All papers for Final Assessment must be received by the Presbytery office two weeks before your appointment with CPM. See Appendix 10 for detailed information regarding the papers required for Final Assessment.

Assuming you pass your 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 your status of being Finally Assessed, then your CPM Liaison will contact you for an Annual Consultation. Of course if you want guidance from CPM, you may always contact your CPM Liaison, the CPM Chairperson, or the Associate Executive for Vocations & Education.

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. G-2.0607
2. Satisfactorily complete the required courses at a theological institution approved by the CPM. Appendices 7 and 8
3. Complete one unit of CPE in an accredited program approved by CPM. Appendix 8
4. Complete one internship in a PC(USA) parish approved by CPM. Appendix 8
5. Graduate from seminary or present a plan to complete a seminary degree. A complete transcript from your seminary is required. It must show your graduation date and all courses attempted and final grades. G-2.0607c All courses required by CPM must have been taken for a letter grade unless a waiver was approved and is on file. Appendix 11
6. Have an Annual Consultation for that year on file at the Presbytery office. (pages 10-11)
7. Successfully complete your Final Assessment at the CPM meeting. G-2.0607

Guide to Finding a Call

1. If you have successfully completed your Final Assessment, circulate your PIF through Church Leadership Connection (CLC).
2. After you submit your PIF online, you may edit it only three times in a year, so make sure you are satisfied with your PIF before submitting it. This PIF is the primary way a church has to decide whether or not to contact you.
3. Do not 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 in the geographic regions you selected. In other words, most of the churches actively searching for a pastor when you begin to search for a church will not see your PIF until they are finished with the PIFs in their present batch.

Therefore, it is a good idea to browse through Church Information Forms (CIFs) of churches which are in the geographic regions you selected when you submitted your PIF. When you find a church in which you are interested, 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, because the CLC uses a secure web protocol requiring a password.

4. Keeping open communications with churches who contact you is a good idea, even if you may not initially have an interest in them. You never know when you will connect with the people. This provides good practice interviewing, both for you and the PNC.
5. Finding a church to which you sense a call may take a while, so do not delay making contacts. It is important to note that because of the computer system the PC(USA) uses, it may take a couple of weeks before CLC allows your PIF to circulate - even after you have been Certified Ready. Also, once you receive a call, beginning your ministry may be delayed for a few months because you must be examined for ordination before the calling Presbytery, which may meet only a few times a year.
6. Once you receive a call, you will ordinarily be examined for ordination and ordained in the calling Presbytery. (G-2.0702)
7. You will be examined by the calling presbytery and because each presbytery has different ways of examining candidates, you should seek written clarification of the calling presbytery's process for examination. At this point in the process the Associate Presbyter for Vocations and Education Mary Morrison and/or Executive Presbyter George Wilkes can be of valuable assistance in communicating with your presbytery of call as well as the Board of Pensions to make sure everything is "decent and in order."

If you are called to a church within Foothills Presbytery you will first meet with the presbytery's Examinations Commission at its stated monthly meeting. Then you will preach at the next stated presbytery meeting and the Examinations Commission will lead your floor examination asking you questions in at least each of the following areas: Christian faith and views in theology, the Bible, the Sacraments, and the government of the church. Teaching Elders and Ruling Elders may also ask questions of you in these areas. You may want to invite family and friends to accompany you that day. It is especially appropriate that the PNC and other members of the calling congregation be invited to support you.

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Appendix 1: Glossary

- **Annual Consultation:** The meeting with your CPM Liaison and another CPM member each year to gauge your growth in key areas throughout the preparation for ministry process. Your Session Liaison is also welcomed at these meetings.
- **Bible Content Exam:** One of the five ordination examinations. The exam is offered twice a year on the first Friday of February and the Friday before Labor Day. It is a one hundred question multiple choice test encompassing the entire Bible. A score of 70 is passing.
- **Book of Confessions.** *Part One of the Constitution of the Presbyterian Church (USA).* This book includes early creeds, Reformation era confessions and catechisms, and modern confessions.
- **Book of Order:** *Part Two of the Constitution of the Presbyterian Church (USA).* This book includes the Form of Government, the Directory for Worship, and the Rules of Discipline and additional information in appendices. It governs how Presbyterian bodies work and how the labor of the church is divided between them.
- **Candidate:** A Candidate is someone who has completed the Inquiry phase and has a sense that God is definitely calling him or her to the ministry of Word and Sacrament. One must actively move toward completing ordination requirements and 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.
- **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 PC(USA) web feature where Candidates who are Certified Ready upload their PIF and search CIFs for available positions.
- **Clinical Pastoral Education (CPE):** Experience-based theological education that combines the practice of pastoral care with qualified supervision and peer group reflection in a clinical setting. One unit equals 400 hours. Accrediting bodies are Association of Clinical Pastoral Education (ACPE) and the College of Pastoral Supervision and Psychotherapy (CPSP).
- **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 the Candidate ready for ordination pending receipt of a call. It is a final review of the two or more years of preparation, based on prayerful reflection and on evidence that God has called the Candidate to ordained ministry and that the Candidate has appropriately developed in response to that call to be a Minister of Word and Sacrament in the PC(USA).
- **General Assembly (GA):** The highest governing body in the PC(USA) which sets the national standards for ordination to the ministry of Word and Sacrament. Oversight for the preparation for ministry process and ordination examinations and support for the CPM are provided through the GA’s Office of Vocation.
- **Inquirer:** An Inquirer is one who is discerning whether or not he or she is 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 representative of the Session and a representative of the CPM who will accompany you and advise you on your journey of preparation. Consider your Session Liaison and CPM Liaison to be your advocates and support network in the preparation process. They give you an experience of working with elders and ministers in the PC(USA).
- **Master of Divinity (M. Div.):** This is a three year seminary degree most commonly pursued by students interested in preparing for ordained ministry.
- **Ordination Exams (Ords):** A set of five written exams required for ordination in the PC(USA). The Bible Content exam is usually taken during the first year of theological education. The other four examinations are sometimes called senior ordination exams because they are taken during your final year of seminary. They are Biblical Exegesis, Theological Competence, Worship and Sacraments, and Church Polity and are taken after two full-time 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.
- **Opportunities Search:** PC(USA) web feature of CLC to search for various available church positions.
- **Pastor Nominating Committee (PNC):** A committee elected by a congregation that is searching for a pastor or associate pastor. The PNC is the search committee that reviews PIFs of interested Candidates for the purpose of calling a pastor or associate pastor.
- **Personal Information Form (PIF):** A standardized application for all PC(USA) Ministers of the Word and Sacrament to define their hopes for a position in a church or other PC(USA) agency. PIFs are circulated through the CLC matching system to churches that are searching for pastors. Presbytery Executives can also search PIFs online to match them with churches in their presbytery that are searching for pastors.
- **Pre-approval:** In relation to internships in a parish and CPE, pre-approval means that CPM has knowledge of and has voted upon the intended internships prior to your experience in a parish or CPE program. Also in relation to requests to take courses pass/fail instead of for a letter grade, and means that CPM has knowledge of and has voted upon your requests prior to your participation in such class(es).
- **Presbyterian Information Number (PIN):** A code number for every church and presbytery in the PC(USA). You will need the PIN for Foothills Presbytery when you complete your PIF.
- **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 covenant relationship for the ordination process by choice or by a decision of the Presbytery, or by accepting a call and being ordained. Being “under care” reflects the nurturing aspect of the relationship between the CPM and the Inquirer or Candidate.

Appendix 2: CPM Contact Information

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 CPM Liaison or the CPM Chairperson or CPM Presbytery staff at anytime. If you need to set up an appointment with the CPM for any reason, contact one of the CPM Chairs: Rev. Chris Berardi or Rev. Peggy Swann.

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Appendix 3: Print and Online Resources

Foothills Presbytery Resource Center

Bibliography on Becoming a Pastor

The following books are suggested for your reading in discerning your call to ministry.

- 253 Insights **Insights from the underside : an intergenerational conversation of ministers** . Elizabeth, NJ. : Broadmind Press, 2008.
- 264 Liturgy Vol_40.2 **Ordination and Christian vocation : Call to worship, vol. 40.2**. Louisville, KY: Office of Theology and Worship, Presbyterian Church (U.S.A.), c2006.
- 254.05137 Ordination **The ordination vows and study guide**. Louisville, KY: Presbyterians for Renewal, 1998.
- 253 Power **The power to comprehend with all the saints : the formation and practice of a pastor-theologian** . Grand Rapids, Mich.: William B. Eerdmans Pub. Co, c2009.
- 253.2 Chatham Chatham, James O. **Is it I, Lord? : discerning God's call to be a pastor** . Louisville, Ky. : Westminster John Knox Press, c2002.
- 253 Galloway Galloway, John T. **Ministry loves company : a survival guide for pastors** . Louisville, Ky. : Westminster John Knox Press, c2003.
- 250 Nouwen Nouwen, Henri J. M. **Creative ministry**. Garden City, N.Y. : Image Books, 1978, c1971.
- 253.2 Peterson Peterson, Eugene H. **Working the angles : the shape of pastoral integrity** . Grand Rapids, Mich. : W.B. Eerdmans, c1987.
- 253 Purves Purves, Andrew. **The crucifixion of ministry : surrendering our ambitions to the service of Christ** . Downers Grove, Ill.: IVP Books, c2007.
- 254.05137 Rice Rice, Howard L. **The ordination questions : a study for church officers** . [Louisville, Ky.] : Geneva Press, c1996.

Online resources

- Foothills Presbytery Home Page - www.FoothillsPresbytery.org
- PC(USA) Home Page – www.pcusa.org
- PC(USA) Preparation for Ministry – <http://gamc.pcusa.org/ministries/prep4min/>
- PC(USA) Preparation for Ministry Forms – <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>
- PC(USA) Bible Content and Ordination Exams – <http://oga.pcusa.org/section/mid-council-ministries/prep4min/standard-ordination-exams/>
- Bible Content practice exams – <http://www.whitneyhq.com/biblecontent/>
- Dr. Yung Suk Kim’s suggestions for studying tips for PC(USA) ordination exams <http://www.youaregood.com/ordination.htm>
- The Association for Clinical Pastoral Education (ACPE) – <http://www.acpe.edu>
- The College of Pastoral Supervision and Psychotherapy (CPSP) – <http://www.pastoralreport.com>
- PC(USA) Church Leadership Connection (PIF Forms) – www.pcusa.org/clc/forms.htm
- Downloadable and searchable versions of the *Book of Order* and the *Book of Confessions* are available online at <http://oga.pcusa.org/constitution.htm> .
- Find out more about PC(USA) Financial Aid and scholarships for seminary at <http://gamc.pcusa.org/ministries/financialaid/graduatetheological-programs/> 800-728-7228, ext 5735 or finaid@pcusa.org
- PC(USA) Getting Into Shape Fiscally – <http://www.pensions.org/portal/server.pt?open=514&objID=84443&mode=2>
- Auburn Seminary’s research on Seminary Debt. Watch the 30 minute video mentioned on this page: “Student Loans and Seminary Costs: How to keep from mortgaging your future” <http://www.auburnseminary.org/finance-and-student-debt?page=0,1#>

Appendix 4: Session Liaison Responsibilities

Foothills Presbytery CPM expects the session of the church of membership to appoint a ruling elder to act as liaison with the Inquirer/Candidate and with presbytery's Committee on Preparation for Ministry (CPM) and to participate with the Inquirer/Candidate and the CPM as they explore and evaluate his or her development in the preparation for ministry process. (G-2.0601, 2.0605)

The role of Session Liaison has some on-going responsibilities to support this covenant relationship and some particular responsibilities during the Inquiry, Candidacy, and Ordination phases of the preparation for ministry process.

Primary Relational Responsibilities

- Learn the background of your Inquirer/Candidate, if you do not already know it: Parents, siblings, school, college, interests and abilities, birthday, name of spouse (if married), name(s) of child(ren) (if any), proposed seminary, progress toward ordination, financial needs, etc.
- Remember your Inquirer/Candidate in prayer.
- Visit, write, phone, or Skype to introduce yourself and to develop the covenant relationship.
- Write your Inquirer/Candidate on special occasions (e.g. birthdays or anniversaries, before ordination exams, ...).
- Become acquainted in ways that seem natural to you and the Inquirer/Candidate.
- Attend trainings offered by CPM to become acquainted with the preparation for ministry process so you are aware of requirements that involve you and the Session in order to be supportive and able to provide encouragement to the Inquirer/Candidate at particular times in the process (Annual Consultations, meetings with the CPM, meetings with the Presbytery, written ordination examinations, ...)
- Connect with your Inquirer/Candidate's CPM Liaison and get to know one another to support, encourage, and guide together.
- Take an interest in the Inquirer/Candidate's academic, field education, and other formal preparation requirements to be able to actively participate in Annual Consultation(s).
- Initiate conversation with your Session on the possibility of providing financial assistance or other tangible support to your Inquirer/Candidate.
- Consider, with your Session, the possibility of assisting in the payment of necessary expense incurred by the Inquirer/Candidate in relation to visits for Annual Consultations, meetings with the full CPM, and meetings with the Presbytery.
- Communicate any pastoral care needs of the Inquirer/Candidate to the pastor and Session.
- Be aware of when your Inquirer/Candidate will be home and communicate with the pastor and Session to include the Inquirer/Candidate in worship leadership.
- Identify ways to keep the congregation aware of the Inquirer/Candidate's progress in their preparation to become a teaching elder in the ministry of Word and Sacrament.
- Be aware of the role of the spouse of the Inquirer/Candidate and try to be supportive, sensitive and understanding of the spouse's needs as well. Let the CPM Liaison know if

there are ways the CPM might better assist the wives/husbands of Inquirers/Candidates in preparing for their new roles.

During the Inquiry Phase (G-2.0603)

- Attend with the Applicant the first meeting before the CPM to be received as an Inquirer. Be prepared to make a brief statement to the CPM on behalf of the Applicant.
- Communicate with your Session the results of the CPM meeting using **Form 2A – Report of Consultation regarding application**. (You will receive a PDF copy of this after the CPM meeting.)
- Participate in the Annual Consultation with the CPM. "In person" meetings are preferred, however Skype is an option for persons living away from the Greenville area.
- Discuss with your Session the Inquirer's goals for the upcoming year as reflected in **Form 4 – Report of Annual Consultation**. (You will receive a PDF copy of this after the Annual Consultation.)
- Be aware of when the Inquirer will be home and communicate with the pastor and Session to include the Inquirer/Candidate in worship leadership.
- Support your Inquirer/Candidate in the process to move from Inquiry to Candidacy by conversing with the CPM Liaison about steps in this process.
- Work with the Moderator and Clerk of Session to schedule the required meeting of the Session to review the Inquirer for Candidacy and endorse him or her. See **Form 5A – Application to be enrolled by Presbytery as a Candidate, Form 5B – Covenant Agreement and Candidate Release, and Form 5D - Covenant Agreement and Candidate Release**. <http://oga.pcusa.org/section/mid-council-inistries/prep4min/forms-advancing-candidacy/>

During the Candidacy Phase (G-2.0604)

- Attend the CPM meeting with the Inquirer to be moved to Candidacy. Be prepared to make a brief statement to the CPM on behalf of the Inquirer.
- Attend Presbytery meeting where Inquirer is examined for Candidacy.
- Communicate with your Session the results of the CPM and Presbytery meetings.
- Participate in the Annual Consultation(s) with the Candidate, the CPM Liaison, and one other CPM member.
- Discuss with your Session the Candidate's goals for the upcoming year as reflected in **Form 4 – Report of Annual Consultation**.
- Support your Candidate in the process to move toward ordination by conversing with the CPM Liaison about next steps in the process.
- When the Candidate has completed the preparation for ministry requirements as noted in G-2.0604, communicate to your Session that the Candidate will soon be ready for Final Assessment in order to begin searching for a call. Encourage your Session to pray.

During the Final Assessment (G-2.0607) and the Ordination Phase (G-2.07)

- When your Candidate is Certified Ready to Receive a Call, maintain support and encouragement through conversation and prayer.
- When your Candidate has been examined and approved by the calling Presbytery inform your Session and congregation about the upcoming ordination date, place, and time to celebrate this step on the journey of ministry of Word and Sacrament.

Appendix 5: CPM Liaison Responsibilities

Rationale: The *Book of Order* provides for the presbytery to have oversight of Inquirers and Candidates under its care as individuals proceed through a process of preparation to become a teaching elder in the ministry of Word and Sacrament. (G-2.0601, 2.0605) One part of that oversight by Foothills Presbytery is through the appointment of a CPM member to act as liaison with the Inquirer/Candidate. The CPM Liaison is the bridge with the CPM and the Inquirer/Candidate and with the CPM and the Session Liaison.

Just as the CPM's role is to serve the Church as both gatekeeper and nurturer of the Inquirer/Candidate in the preparation to become a teaching elder in the ministry of Word and Sacrament, so too the CPM Liaison functions to communicate both accountability and blessing to the Inquirer/Candidate.

The role of CPM Liaison has some on-going responsibilities to support this covenant relationship and some particular responsibilities during the Inquiry, Candidacy, and Ordination phases of the preparation for ministry process.

Primary Relational Responsibilities

- Learn the background of your Inquirer/Candidate, if you do not already know it: Parents, siblings, school, college, interests and abilities, birthday, name of spouse (if married), name(s) of child(ren) (if any), proposed seminary, progress toward ordination, financial needs, etc.
- Remember your Inquirer/Candidate in prayer.
- Visit, write, phone, or Skype to introduce yourself and to develop the covenant relationship.
- Write your Inquirer/Candidate on special occasions (e.g. birthdays or anniversaries, before ordination exams, ...).
- Become acquainted in ways that seem natural to you and the Inquirer/Candidate.
- Stay aware of the preparation for ministry process so you are up to date regarding the requirements and are comfortable leading the Annual Consultations with your Inquirer/Candidate, his/her Session Liaison, and CPM members.
- Connect with your Inquirer/Candidate's Session Liaison and get to know one another to support, encourage, and guide together.
- Actively engage in conversation regarding the Inquirer/Candidate's academic, field education, and other formal preparation requirements, giving guidance along the way.
- As appropriate, communicate any pastoral care needs of the Inquirer/Candidate to the pastor and Session as this area of support still belongs to the home church since the Inquirer/Candidate is a member of that congregation.
- Be aware of when your Inquirer/Candidate will be home and find out if he or she is leading in worship and try to attend that service of worship. It is helpful for CPM members to hear those under care preach, teach, and lead in order to assess gifts and abilities, strengths and weaknesses.

- Pay attention to the spouse of the Inquirer/Candidate and try to be supportive, sensitive, and understanding of the spouse's needs as well. Inform the CPM if there are ways to better assist the spouse and the Inquirer/Candidate in preparing for their new roles.

During the Inquiry Phase (G-2.0603)

- After being appointed a CPM Liaison for a new Inquirer, begin a “back-up” file with a copy of all forms which indicate progress along the journey or endorsements by Session or CPM or Presbytery. Forms 1A, 1B, 1D, 2A, and 2B should begin the file. **Form 1C- Financial Planning for Theological Education** should not be kept in the “back-up” file. Add to this file other forms and reports as the Inquirer/Candidate journeys toward ordination.
- Review the goals for the next year indicated on **Form 2A – Report of Consultation regarding application** and use these goals to guide your conversation in communication with the new Inquirer.
- Maintain monthly contact with the Inquirer as questions about the process begin to unfold once he/she has had time to read through Foothills Presbytery Inquirer/Candidate Guide to the Ordination Process, the CPM Handbook, and the CPM Forms. Getting off to a good start and understanding the language of the process is important to doing that—refer them to the Glossary in Appendix 1.
- Make contact with the Session Liaison to review the Annual Consultation Outline and their role in the process.
- After eight months, point out the **Guide to Becoming a Candidate** (pages 14-16) of the Inquirer/Candidate Guide. Talk with the Inquirer and ask if he/she is ready to move to Candidacy.
- If the answer is “No,” then affirm the Inquirer and schedule a date for the first Annual Consultation. The Annual Consultation should be at the twelve month mark. Communicate with the Session Liaison and one other CPM member about the date, time, and place for the Annual Consultation.
- Plan to lead the Annual Consultation. Seek support and guidance in advance of the AC if this is your first time leading. Make sure to refer to the Annual Consultation Outline. Use the Assessing Inquirers and Candidates form with the Session Liaison, other CPM member and yourself each completing one to record the Inquirer's intangible qualities needed for ministry. Use this assessment tool after every Annual Consultation.
- Lead the Annual Consultation, completing **Form 4 – Report of Annual Consultation** to use as your report at the next CPM meeting.
- After the Annual Consultation, send a copy of completed Form 4 to the presbytery office to be distributed to the CPM.
- Inform the CPM Chairperson that you need to be on the agenda of the next CPM meeting to report on the Annual Consultation.
- Report at the CPM meeting and afterwards communicate approval of the Annual Consultation and any other CPM recommendations to the Inquirer and Session Liaison.
- Maintain contact with the Inquirer and during the second year of Inquiry raise the question again about readiness to move to Candidacy.

The transition to Candidacy

Prior to the Inquirer meeting with the Session:

- For detailed information on the steps refer to *Guide to Becoming a Candidate* (pages 14-16) of the Inquirer/Candidate Guide and to pages 8-10 of the CPM Handbook, Part One.
- Have *the* intentional conversation with the Inquirer discussing the following:
 - G-2.01 Ordered Ministries of the Church
 - G-2.05 Teaching Elders: The Ministry of Word and Sacrament
 - the Inquirer's written responses to the six questions for Candidates:
 - and the expectations of affirmative responses to the ordination questions at W-4.4000
- Support your Inquirer in the process to move from Inquiry to Candidacy by sharing with the Session Liaison about steps in this process that involve the Session.
- Inform the CPM about the Inquirer's meeting date with the Session to move to Candidacy.

At the CPM and Presbytery meetings:

- When the Inquirer and his/her Session Liaison meets with the CPM, welcome and make room for them, and sit next to the Inquirer.
- At the CPM meeting, pray for the Inquirer and this important step in the journey toward ordination.
- Follow up with the Inquirer on any recommendations by the CPM.
- When the Inquirer is examined before presbytery, make arrangements to meet him/her and any family members and the Session Liaison and invite them to sit with you.
- At the presbytery meeting, be prepared to offer a prayer or charge if asked by the CPM.

During the Candidacy Phase (G-2.0604)

- Review with the Candidate any remaining academic, field education, or other formal preparation requirements. Ordination exams are one area to discuss. Encourage the Candidate to view the online videos about ords—there are three that can be found at <http://gamc.pcusa.org/ministries/prep4min/online-trainings/>. (See also G-2.0602)
- When the Candidate is interning in a PC(USA) congregation or serving in a Clinical Pastoral Education (CPE) setting, take time to discuss what he/she is learning about ministry and the self. Discuss how boundaries are established and maintained. Ask about growing edges and challenges.
- Prepare to lead the next Annual Consultation(s) with the Candidate, the Session Liaison, and one other CPM member.
- Lead the Annual Consultation, completing *Form 4 – Report of Annual Consultation* to use as your report at the next CPM meeting. Use the Assessing Inquirers and Candidates form with the Session Liaison, other CPM member and yourself each completing one to record the Candidate's intangible qualities needed for ministry. Note areas of growth compared to previous assessments using this form.
- After the Annual Consultation, send a copy of completed Form 4 to the presbytery office to be distributed to the CPM.
- Inform the CPM Chairperson that you need to be on the agenda of the next CPM meeting to report on the Annual Consultation.

- Report at the CPM meeting and afterwards communicate approval of the Annual Consultation and any other CPM recommendations to the Candidate and Session Liaison.
- Maintain contact with the Candidate during the year.

The transition to Final Assessment

Prior to the next possible date for an Annual Consultation:

- When the Candidate has completed the preparation for ministry requirements as noted in G-2.0604, (usually in the final year of seminary and once all ordination examinations have been completed successfully), raise the question about readiness for Final Assessment.
- Refer the Candidate to the *Guide to Being Certified Ready for Examination for Ordination, Pending Receipt of a Call* (pages 17-18) of the Inquirer/Candidate Guide.

Prior to the Final Assessment meeting with the CPM:

- Offer to read and review any written work for Final Assessment prior to it being submitted to the full CPM.

At the CPM meeting for Final Assessment:

- When the Candidate, his/her Session Liaison, and pastor meet with the CPM, welcome and make room for them, and sit next to the Candidate.
- At the CPM meeting, pray for the Candidate and this important step in the journey toward ordination.
- After the CPM meeting add copies of all Final Assessment papers and *Form 6-Summary Report of Final Assessment* to the “back-up” file.
- Follow up with the Candidate on any recommendations by the CPM.

During the Final Assessment (G-2.067) and Ordination Phase (G-2.07)

- When your Candidate is Certified Ready to Receive a Call, maintain support and encouragement through conversation and prayer.
- When your Candidate has been examined and approved by the calling Presbytery inform the CPM about the upcoming ordination date, place, and time to celebrate this step on the journey of becoming a teaching elder in the ministry of Word and Sacrament.
- Bring closure to the covenant relationship with the new teaching elder and the Session Liaison.
- After ordination and installation has taken place, turn in the “back-up” file to the presbytery office.

Appendix 6: Seminary Selection

1. To achieve the best educational preparation of inquirers and candidates under the care of the CPM of Foothills Presbytery, and to be consistent with the PC(USA) heritage, the following standards are established for seminary selection.

- A. Inquirers and candidates under the care of CPM are expected to attend one of the PC(USA) theological seminaries, which are listed below. Minimum academic requirements of the Foothills Presbytery CPM are met by the curricula and classes offered at these seminaries. For more information about a particular PC(USA) seminary, contact the Office of Theological Education or visit the school's web site.

List of PC(USA) Seminaries:

<u>Austin Presbyterian Theological Seminary</u>	Austin, Texas
<u>Columbia Theological Seminary</u>	Decatur, Georgia
<u>University of Dubuque Theological Seminary</u>	Dubuque, Iowa
<u>Louisville Presbyterian Theological Seminary</u>	Louisville, Kentucky
<u>McCormick Theological Seminary</u>	Chicago, Illinois
<u>Pittsburgh Theological Seminary</u>	Pittsburgh, Pennsylvania
<u>Princeton Theological Seminary</u>	Princeton, New Jersey
<u>San Francisco Theological Seminary</u>	San Anselmo and Pasadena, California
<u>Johnson C. Smith Theological Seminary</u>	Atlanta, Georgia
<u>Union Presbyterian Seminary</u>	Richmond, Virginia and Charlotte, North Carolina

- B. A student wishing to attend a non-PC(USA) seminary must petition the CPM for approval. The petition must contain compelling reasons for selecting a non-PC(USA) seminary. The non-PC(USA) seminary under consideration must meet the following standards, as determined by the CPM:
1. The seminary must offer courses in Reformed Theology of acceptable academic standards.
 2. The seminary must offer a means to prepare the student in polity standards of the PC(USA).
 3. The seminary must have at least one faculty member who is a teaching elder or ruling elder in the PC(USA).
 4. The seminary must facilitate the student in meeting PC(USA) requirements for an internship in a PC(USA) parish, and in completing a CPE course accredited by ACPE or CPSP.
 5. The seminary must conform to polity prescriptions for diversity and inclusivity as described in the PC(USA) Book of Order F1.0403 – Unity in Diversity.
 6. The seminary degree curriculum must be comparable to degree curricula at PC(USA) seminaries.

Appendix 7: 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 Church (USA) polity and Reformed theology, as well as core competencies deemed appropriate by CPM. Each presbytery sets requirements in addition to those listed in *Book of Order* (G-2.0607c).
2. Foothills Presbytery Inquirers/Candidates will pass, with **letter grade** (unless granted a waiver—See Appendix 9), seminary courses in:
 - a. Biblical Studies: 1 academic year¹ 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, Hermeneutics²
 - c. Language and Exegesis
 - Greek: Academic year³ to include exegetical work in the language.
 - Hebrew: Academic year⁴ to include exegetical work in the language.
 - d. Systematic/Historical Theology: Academic year⁵
 - to include Reformed Theology, i.e., Calvin, Barth, Reformed Creeds/Confessions
 - e. Church History: Academic year⁶
 - to include early church history, Reformation and Presbyterian history
 - f. Practical Theology:
 - Homiletics and preaching at least 4 sermons with evaluation: 2 courses minimum
 - Pastoral Care & Counseling: 1 course
 - Ethics: 1 course (3 sem/4 qtr units)
 - g. Presbyterian Courses
 - Reformed Worship and the Sacraments: 1 course
 - Presbyterian Church (USA) polity
 - h. Christian Education/Spiritual Formation: 1 course
 - Unless any one of the above required courses is given for pass/fail only or you receive a waiver from the CPM, 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.
 - Ordinarily the student will be expected to maintain at least a **B (3.0) average** in all seminary work. The CPM will work with a student when this is difficult to maintain.
 - **The student will arrange for the seminary to send a transcript of grades to the Presbytery office at least annually to be added to the student's permanent file.**

¹ One academic year is 6 semester or 12 quarter units.

² “close reading of the text”

³ One academic year is 6 semester or 12 quarter units.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

Appendix 8: Internships

Guidelines for Internships for Foothills Presbytery

All of those under care of the Foothills Presbytery are required to do at least two internships: one in Clinical Pastoral Education (CPE) and the other in a PC(USA) parish setting.

The CPM will need to pre-approve the choice of each of these two internship sites. Pre-approval is usually sought through the CPM Liaison. Additional internships may be required if the student undertakes an internship which CPM did not pre-approve.

The CPM does not allow the Inquirer/Candidate to engage in an internship in his or her congregation of care (home church). A parish site that is different from the Inquirer/Candidate's home church or work experience is encouraged; for example, those who come from a large church 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. **Pre-approval is required per this Appendix.**

It is the student's responsibility to authorize in writing the release of supervisory evaluations from internships, including CPE, to the CPM. **Supervisors should send the evaluations directly to the Presbytery office.** These evaluations are required to be reviewed by CPM 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.

Foothills Presbytery Inquirers/Candidates are required to participate in an accredited program of CPE. The Association of Clinical Pastoral Educators and the College of Pastoral Supervision and Psychotherapy are the two national accrediting bodies for CPE programs. You may search their websites to find accredited programs. You may also check with local hospitals and ask about their accreditation as well as check with your seminary field placement office. Programs are often difficult to get into so plan ahead to find out about availability and schedules.

Association of Clinical Pastoral Educators (ACPE) www.acpe.edu

College of Pastoral Supervision and Psychotherapy (CPSP) www.pastoralreport.com

Foothills Presbytery 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. Fees (usually about \$500) are determined by the Center. In some cases the payment is made directly from the Seminary to the Center if your CPE is taken for academic credit.

Parish Internships

Designing a Parish Internship

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

Foothills Presbytery's CPM expects parish internships to provide experience in the breadth 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, finance/budgeting, 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. In considering the previous education, internships or work experience of the student, CPM may add to requirements for specific learning experiences or excuse the student from some of those listed on the Parish Internship Preapproval Form.

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: G-2.0606 Service in Covenant Relationship

... 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.

For pre-approval of internship, the student presents the CPM Liaison with this completed Parish Internship Pre-Approval Form, including the answers to the four questions. The CPM Liaison seeks pre-approval from the CPM. If the internship is approved, the CPM Liaison notifies the Inquirer/Candidate and the Form is filed.

After Completion of Internship

To receive credit from Foothills Presbytery CPM for a church internship, the Inquirer/Candidate sends the following to the CPM Chairperson at the Presbytery office address

- **a letter** of evaluation and successful completion from the Supervising Pastor/Mentor
- **the Pre-Approval checklist of activities** with notations by the Supervising Pastor
- **the Internship Evaluation Summary completed by the Supervisor** (also having been discussed with the Intern)
- **the Intern's written responses to the following questions** (also having been discussed with the Supervisor)

**Foothills Presbytery Committee on Preparation for Ministry
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 below the approximate number of hours to be included in that activity. The CPM anticipates that **most of the following ministry experiences** will be included. While most parish internships are expected to total approximately 400 hours, the hours listed in these blanks may total less than 400. **(Check one: _____ 15 hours/week for 9 months or _____ full-time for summer)**

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 _____ # of sermons and evaluate the sermons 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:

- _____ Make 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 Board of Deacon meetings.
- _____ Observe new officer training/orientation event.
- _____ Observe the preparation of the Session or Board of 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 grave side committal service.

[If there are no deaths in the congregation during the internship, discuss and plan a memorial service with Supervising Pastor and become familiar with resources to guide you.]

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

(continued)

MEMBERSHIP AND EVANGELISM MINISTRY:

_____ Attend a meeting of the Membership and Evangelism committee/s.

MISSION AND OUTREACH MINISTRY:

_____ Attend a meeting of the Mission Committee.

_____ Attend or be part of a particular mission outreach event or project.

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, discuss and plan a wedding service with the Supervising Pastor and become familiar with resources to guide you.]

BUDGETING AND FINANCIAL SUPPORT MINISTRY:

_____ Discuss budget process with supervising pastor.

_____ Attend a Budget/Finance 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.

Intern shall submit to CPM Liaison this completed form along with the answers to the following questions on a separate sheet of paper:

For Intern's Request for Internship Pre-Approval

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?

For Intern's Evaluation after Completion of the Internship

1. Why was this church and this mentor a good choice for you and your internship experience?
2. How was this church different from your home church/present church?
3. What did you learn about pastoral ministry from your internship? Include details about your responsibilities, work schedule, supervision schedule, potential shadowing activities, etc.
4. What strengths and gifts did you offer to this church? What else would you like to learn about pastoral ministry within a congregational setting?

Foothills Presbytery Committee on Preparation for Ministry
INTERNSHIP EVALUATION SUMMARY

To be completed by Supervising Pastor upon completion of term of service, discussed with the Intern and returned to CPM Chairperson at the presbytery office address.

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 9: Ordination Exams

1. You must pass the five PC(USA) ordination exams. **Take the Bible Content Exam your first year of seminary.** The cost is \$100 each time you take it. The Bible Content examination is given twice yearly - the first Friday in February at 10 a.m. and the Friday before Labor Day at 10 a.m. You must score 70 or above to pass. This is the only exam for which you do not need CPM's permission to take. You can register for the Bible Content Exam online at <https://exams.pcusa.org/>.
2. **To request taking the four senior ordination exams, send an email to the CPM Chairperson.** All of the senior ordination exams (Biblical Exegesis, Theology, Worship & Sacraments, Polity) need CPM pre-approval. After CPM has granted pre-approval for you to take the senior ordination exams, complete the online registration and payment with credit card. Then the CPM Chairperson will be able to go online and approve you for the exams requested. The cost is \$100 per exam each time you take it.
3. **Appendix 9 in this document explains how to seek CPM's pre-approval to take ordination exams.**
4. The senior ordination exams in the areas of Theology, Worship and Sacraments, Church Polity, and Bible Exegesis are offered four times a year at the end of January, April, July, and October, usually on the last full weekend of those months.
5. Normally students take the **four senior 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 a PC(USA) parish internship or other church experience before taking the exams.
6. **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 at GA.
7. You must include payment using a credit card online when you register for exams.
8. **Every time you take the ordination exams,** your tests will be returned to you by the General Assembly's Office of Vocation which oversees the exams process. You have two weeks to evaluate your tests and the readers' comments, and make copies for yourself. **Then you must submit the tests to the Presbytery Office to the attention of the CPM Chairperson.** Failure to do so may result in denial of permission to retake any exams which were not passed.
9. **If you take the exams and fail to pass** one or more exams, consult with your CPM liaison about registering again to take the exams you failed, securing permissions from CPM again and paying the registration fees again.
10. **The process for pre-approval for re-taking a failed exam** is explained in Appendix 9 of this Guide. CPM may or may not approve you to re-take exams.
11. **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 the Alternate Means for Ordination Examination for Candidates policy fulfilling G-2.0610.
12. For more information about the ordination exams, look on the web at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/standard-ordination-exams/>

Appendix 10: Financial Aid

This appendix contains information regarding financial aid sources which the Inquirer/Candidate may explore to assist in paying for his or her theological education. The information provided here is by no means a complete listing of all sources available. The Inquirer/Candidate is encouraged to establish and maintain contact with the financial aid office of the seminary where he or she is enrolled in order to stay aware of and apply for scholarships, grants, and loans as they become available and needed.

**** Students are encouraged to do their own research into whether or not the following scholarships are available each year and for other possible sources of financial aid.*

Potential scholarships include:

Presbyterian Church (USA)

PC(USA) offers scholarships, grants, and loans to those pursuing a theological education. Visit <http://gamc.pcusa.org/ministries/financialaid/scholarships-grants-and-loans/>.

**Financial Aid for Studies
Presbyterian Church (USA)**
100 Witherspoon Street
Louisville, KY 40402
1-800-728-7228 (ext. 5735)
finaid@pcusa.org

Presbyterian Study Grant and Supplemental Grants for Seminary Students

The Board of Pensions of the PC(USA) is pleased to offer this pilot program that can help mitigate transitional expenses for eligible families of college freshmen.

For theological students preparing to serve in a PC(USA) congregation. The Presbyterian Church (U.S.A.) theological grant programs include:

- Presbyterian Study Grant
- Racial Ethnic Supplemental Grant
- Native American Supplemental Grant
- Presbyterian Women — Women of Color Grant

Eligible applicants must be full time M.Div. or M.A.C.E. students attending a PC(USA) related seminary. M.Div. students must be enrolled as Inquirers or Candidates by PC(USA) presbyteries before the application deadline to be considered for an award.

Supplemental Grants are awarded to Presbyterian Study Grant (PSG) selected students with need who meet the restrictions for the supplemental grants.

For **Guidelines, Criteria, Awards and Application** information please visit the following link:
<http://www.presbyterianmission.org/ministries/financialaid/presbyterian-study-grant/>

Theological Student Loan

In May 2010 the General Assembly Mission Council authorized changes to the existing Theological Student Loan program that will allow the Office of Financial Aid for Studies to forgive loans made to seminary graduates in part-time or temporary called positions serving Presbyterian churches. The program will open for application on April 15. Eligible applicants will be graduates of an ATS-accredited seminary with educational debt who are serving a Presbyterian Church (U.S.A.) congregation in a part-time or temporary called position. The applicant will be eligible for a \$3,000 to \$5,000 forgivable loan to be applied to their educational debt. The loan will be forgiven upon completion of an 18-month period of service. The loan is renewable with a maximum lifetime benefit of \$15,000.

This program was developed to complement the Board of Pension's Tuition Assistance program, and seeks to serve applicants who are not eligible for that program.

For criteria, range of award, and deadline information, visit the site at:
<http://www.pcusa.org/news/2011/4/19/financial-aid-studies-announces-new-theological-st/>

Omaha Presbyterian Seminary Foundation – Apollos Program

The mission of the Omaha Presbyterian Seminary Foundation is to seek, develop and support excellence in Christian leadership through the Presbyterian Church (USA).

The Apollos Program derives its name from the young man from Alexandria who was fervent in the scriptures and eloquent in proclaiming the gospel but who needed additional education. Fortunately, he had two friends who were interested in helping him. They arranged for his further education so that he could proclaim the whole truth (Acts 18:24-26).

The Foundation provides scholarships to gifted students in any of the ten Presbyterian Church (USA) seminaries. Four named scholarships are given each year at a \$6,000 annual level. Additional scholarships are awarded for \$3,000 per year based upon available funds. Our goal is to help those chosen by God and under the care of their Presbyteries to excel as they respond to God's call. Visit <http://omahapresbyterianseminaryfoundation.org/Apollos-Scholarships.html> for more detailed information.

The Fund for Theological Education

<http://www.fteleaders.org/> and <http://fteleaders.org/grants-fellowships>

The church and the world need gifted leaders. You need money and support. FTE offers fellowships to first and second-year seminary students with proven gifts for leadership and a call to pastoral ministry who are pursuing a Master of Divinity degree. Visit the website and contact the FTE office for more information.

Madison Avenue Presbyterian Church David H. C. Read Preacher/Scholar Award

<http://www.mapc.com/outreach/scholarship/>

Deadline: January 31 **Amount:** typically \$20,000.00

Description: This annual award honoring the Madison Avenue Church's former Senior Minister, The Rev. Dr. David H.C. Read (1910-2001), was established by the congregation of Madison Avenue Presbyterian Church to help develop talented preachers for the future by recognizing excellence among third year seminarians who show outstanding promise as preachers and scholars and are committed to entering parish ministry.

Qualifications:

- Must be registered at a member school of the Association of Theological Schools in the U.S. and Canada, in good standing there, and currently in the third (final) year of a Master of Divinity (MDIV) degree program.
- Applicant must be scheduled to graduate By June
- Only two students may be nominated by each member school each year. It is the student's responsibility to obtain the nomination of his or her school.
- Up to four finalists will be chosen; The winner will receive \$20,000; Remaining finalists will receive \$1,000 each.
- The award must be used by the winner personally, and cannot be donated to another individual or organization. The award may also be accepted on an honorary or partly honorary basis if desired.
- Please be sure to submit the Award Application sheet with all your other application materials. Your application will not be considered if the Award Application sheet or any other required materials are missing.

First Presbyterian Church, Shreveport, LA Seminary Scholarships

You do not have to be a member of First Presbyterian in Shreveport to apply.

An educated clergy and laity has been an important part of the Reformed tradition ever since John Calvin's Geneva, and Christian education has long been one of the core values of this church. Through bequests to the Legacy Fund by Jessie White Hotson, Gertrude Mai Marks, and others and by gifts in memory of Edward L. McGuire, Jr., Ruth W. Knighton, Ruth and Edwin Staman, and others, First Presbyterian Church has been able to give scholarships to many seminary students over the years to assist them on the path to becoming Presbyterian pastors.

Preference is given to Presbyterian students attending Presbyterian-related theological schools. For more information about how to apply and deadlines, visit <http://www.fpcshreveport.org>

The Lydia Fund Scholarship

The Lydia Fund is a scholarship program for women who have experienced God's call to become ordained pastors in the PC(USA) and who have a vision of spiritual renewal within the denomination.

Administered by the Network of Presbyterian Women in Leadership (NPWL), under the umbrella of Presbyterians For Renewal, the Lydia Fund seeks to equip evangelical women for leadership in the PC(USA).

Scholarship recipients are selected nationally each year and may be given the opportunity to attend a General Assembly as part of the Presbyterians For Renewal (PRF) Team. For more information please visit their site at:

<http://www.smu.edu/Perkins/financial/outside/FinancialResources/lydia>

Speer Education Fund

Westminster Presbyterian Church

1502 West 13th Street

Wilmington, DE, 19806

www.wpc.org

Speer Education Fund Deadline: April 20

The intention of the Speer Education Fund is to assist needy candidates who otherwise might not be able to pursue preparation for the Presbyterian ministry. Grant funds are available to second and third year seminary students who are under the care of a Presbytery, which are renewable. Preference will be given to members of Westminster Church, New Castle Presbytery, and to students at Presbyterian seminaries. In selection, emphasis will be focused on candidates who will commit to parish service. Recipients who do not receive ordination will be expected to repay funds without interest.

Order of the Eastern Star

ESTARL (Eastern Star Training Awards for Religious Leadership), is a scholarship fund for those who are going to school for the purpose of religious training. Each state administers their own ESTARL program. Those wishing to apply for an ESTARL Scholarship should contact the Grand Secretary of the state or province in which they reside.

http://www.easternstar.org/oes_charity.html

SC Grand Secretary is Mary F. Coggins. Email her at mcoggins10@yahoo.com.

Also please be sure to check with your seminary about scholarship information they may have in addition to those above.

Appendix 11: Guidelines for CPM Pre-Approvals

Pre-approvals must be secured in advance, prior to beginning CPE, internships, etc. Requests must be in writing and should be emailed to both the CPM Liaison and Associate Executive for Vocations & Education and Administrative Assistant. Your CPM Liaison will present the request to CPM and advocate for you; it is to your advantage to keep your CPM Liaison fully informed. Requests must be received at least 2 weeks before the scheduled CPM meeting.

Include in pre-approval request:

1. For CPE (1 unit from accredited site required)

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

2. For PC(USA) Parish 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 (See Appendix 7 for details. Inquirers/Candidates must have completed equivalent of 2 full-time years of theological education and the course for preparation for your particular exam.)

- a. Date and location of proctored examinations
- b. Which ORDS you have passed and which ORDS you are taking
- c. In order to receive pre-approval for re-taking a failed exam, you must send to the Presbytery office your graded original exam and a written plan outlining remedial steps to ensure passage of the exam. The plan should include:
 - 1) a realistic self-appraisal aimed at the deficiencies revealed by the failure of the examination
 - 2) a specific plan for overcoming those deficiencies through a program of independent study, coaching, and/or additional academic work.

4. For Alternate Educational Plans

- a. Rationale for not taking a course for letter grade and description of an alternate plan
- b. Copy of course syllabus or equivalent
- c. Professor contact information and credentials
- d. Form of evaluation and credits

5. To Circulate PIF

- a. Dates of successful completion of Bible Content and ORDS exams
- b. Start date of Candidacy Phase
- c. Date of last Annual Consultation
- d. Confirmation of final year of seminary

Appendix 12: 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
 - 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 pericope.
 - d) The paper is to be between 15-20 pages in length (double-spaced).
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 may 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. Written responses expanding upon affirmative answers to ordination questions found at W-4.4000.
4. Statement of Faith
 - a) This statement, written in your own words, should fit on one side of paper (8 ½ x 11) with ½” 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. Include mention of the key doctrines of the Reformed faith, including at least these topics:

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

- e) This 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 expects you to place yourself theologically within our biblical and Reformed confessional tradition.
 - f) The CPM will review your written statement and may make suggestions for clarification and/or revision.
 - g) Your final statement of faith is what you should include in your PIF when you begin to circulate it after being Certified Ready to receive a call. Please note that the space in the PIF for your Statement of Faith is limited and the word count may need to be reduced.
5. Completed PIF including your Statement of Faith (which has a limited word count)
Links: <http://www.pcusa.org/resource/pif-part-i-word-document/> and
<http://www.pcusa.org/resource/pif-part-ii-word-document/>
6. Please check with the Presbytery office to ensure the following papers have been received:
- a) Presentation of a transcript showing satisfactory grades at a regionally accredited college or university, together with a diploma.
 - b) Presentation of a transcript from a theological institution accredited by ATS acceptable to the presbytery, the transcript showing satisfactory grades, and presentation of a plan to complete the theological degree including Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts
 - c) Original copies of all ordination exams and results
 - d) Evaluation by your supervisor from your Clinical Pastoral Education (CPE)
 - e) Evaluation by your supervisor from your internship in a PC(USA) parish setting

Appendix 13: Dissolving the Covenant Relationship/ Removal from Roll

This policy addresses a concern with persons under care who fail to correspond with their CPM Liaison, fail to respond to inquiries from CPM or fail to make reasonable progress toward ordination. After the CPM and the Inquirer/Candidate have engaged in a process of discernment of his/her call to ministry, the Inquirer/Candidate may wish to withdraw indefinitely from the process. Unfortunately, if a person under care is not responsive, it is not possible for the CPM to engage with the Inquirer/Candidate in the process of discernment of his or 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 (G-2.0609).

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

Inquirers and Candidates under the care of the Foothills Presbytery 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 and 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, 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.

II. 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.
- An Inquirer/Candidate 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 CPM Liaison should request help from the home church of the Inquirer/Candidate, either through the Pastor, Session Liaison or Clerk of Session.
- 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 a 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 conditions under which the individual could continue in the process or could determine to recommend removal of the name from the roll of Inquirers and Candidates.

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 or her CPM Liaison, one other CPM member, and Session Liaison
- meet with CPM every two years to discuss 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.
- In reviewing the case where a Candidate fails to meet the above contact expectations, CPM could determine conditions under which the individual could continue in the process or could determine to recommend removal of the name from the roll of Inquirers and Candidates.

C. Re-entry following [removal] 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.