PATH TOWARD ORDINATION OF TEACHING ELDER

"In all your ways acknowledge God and God will direct your path.
Proverbs 3:6

1. Applicant is an active member of a sponsoring congregation for at least 6 months.
____ Form 1 (Application for enrollment as an Inquirer is received by session (date) _____
____ Date of membership_____

2. Session notifies CPM of applicant
____Session notifies CPM (date)___ and CPM arranges to meet with session (date)_____
____CPM determines who will meet with session (name)_____

3. CPM meets for session orientation
____ To explain the meaning of a call and the process/expectations.

4. Session interviews applicant, makes recommendation to CPM/Presbytery, and chooses a liaison.
____Form 2a (Application to be Enrolled by Presbytery as an Inquirer) is completed by applicant and session.

5. CPM interviews applicant and makes recommendation on enrollment as an Inquirer & CPM liaison is appointed.
____ CPM arranges to meet with applicant (date)
____Form 1 is distributed to CPM members
____Applicant should be prepared to discuss nature & theology of call; discernment of the nature of the call, and other topics as are fitting to understand the process.
____Applicant will receive a copy of the Preparation Notebook provided by CPM. The notebook will include all forms for The Presbytery & CPM as well as Presbytery scholarships available.

6. Inquirer is enrolled in seminary and has informed the CPM.
____ Inquirer has signed documents with seminary to disclose pertinent information about preparation to the CPM.
____Inquirer is enrolled and CPM informs the Presbytery
____CPM submits form 2A to the Stated Clerk for signature and transmitting to the Louisville

7. Review of preparation process and progress. Develop a covenant agreement for guidance, goals, consultations and reports.
_____CPM discusses with Inquirer the goals and responsibilities of Inquirer/CPM and complete form 2B (Covenant Agreement between Inquirer, Session and CPM)
____CPM appoints liaison
____CPM reviews with inquirer the preparation for ministry process and presbytery requirements.

8. After year one of seminary
___Inquirer will travel to the nearest approved center for a complete "Career Assessent/Phyc. Eval"
(Presbytery pays 1/3, church of care pays 1/3 (if possible), Inquirer pays 1/3
___Inquirer takes the Bible Content Exam
___Inquirer meets with CPM for Annual Consultation

9. Inquirer applies to become a candidate
___Inquirer completes Form 5A and submits to CPM.
___Inquirer interviews with CPM
___If interview is satisfactory, CPM votes that Inquirer becomes a Candidate.
(Individuals must be a Candidate for no less than one year.)

10. Presbytery is informed of Inquirer becoming Candidate
___This is reported by the CPM chair or other CPM member assigned to give the report at the next Presbytery meeting.

11. Candidate completes seminary classes

12. Candidate takes the Standard Ordination exams all or in any order the Candidate chooses
___Polity
___Worship & Sacrament
___Exegesis
___Theology

13. Candidate prepares to be certified ready to receive a call
___Candidate preaches for CPM
___Candidate is interviewed by CPM
___CPM certifies Candidate ready to receive a call

14. Ordination of Teaching Elder
___Candidate prepared and circulated Personal Information Form (FPI)
___Upon receiving a call, candidate is ordained.

CONGRAGULATIONS AND GOD BLESS!!!!!!!!!!

HELPFUL INFORMATION ALONG THE JOURNEY

- Communicate with your liaisons – CPM and Session
- Communicate with your "home" church.
- Be active in a congregation while attending seminary
- Have your paperwork completed in a timely manner.
- Enjoy the journey. God has called you in a special way.

Roles and Responsibilities of Participants

I. The Inquirer and Candidate

A. Role of Inquirers and Candidates

Responding to God's call to ministry is an exhilarating and demanding experience. The ministry of the Word and Sacrament is particularly challenging to prepare for and to fulfill. It stretches every human capacity and touches every dimension of life.

As a person discerns his or her call and begins the process of preparation for ministry, the counsel and guidance of the pastor and session of the home church are available, along with that of presbytery and the theological institution.

The denomination has designed the process of preparation for ministry to enable one to participate fully in discerning the type of ministry for which she or he is best suited and to plan and evaluate one's own preparation and development in consultation with the presbytery's Committee on Preparation for Ministry. Although demanding, the process is not intended to be simply a series of imposed requirements; its focus is, rather, on the covenant relationships between persons who are deeply committed to the church and those who are preparing for ministry. As an individual enters into these relationships and assumes responsibility for moving through the process according to the guidelines provided, and maintains regular and open contact with the persons and committees involved, he or she can expect a rich and rewarding experience.

This manual and the printed resources described in the Resources section are available through the presbytery's Committee on Preparation for Ministry. The first section of the manual (pages 2-16) includes the theological background and overview of the preparation for ministry process. This section will help one clarify his or her responsibilities throughout the process. It should be read with reference to the first section and to Chapter 14 of the Book of Order.

B. Responsibilities of Inquirers and Candidates

1. Before the Process Begins

- Participate actively in the life and mission of the Church.
- Initiate discussions of a sense of call with pastor, college chaplain or other spiritual advisor, or persons whose opinions one respects.
- Be an active member of a Presbyterian Church (U.S.A.) congregation for at least six months.

2. Phase 1: Inquiry (G-14.0404)

To begin the process, indicate to the session the desire to explore the implications of becoming a minister of the Word and Sacrament (page 7, 1a). At least six months of active church membership is required before this step can be taken (G-14.0403).

Complete and submit to the moderator of session Form 1, "Application for Inquiry."

- Upon approval of the session, request to be enrolled by presbytery as an Inquirer (page 7,1d)

Complete Form 2A, "Application To Be Enrolled by Presbytery As An Inquirer," and send a copy with CPM's enrollment report to session for recording of endorsement.

- Participate in one or more interviews with the presbytery's Committee on Preparation for Ministry (page 7, 1e).

It is imperative that the roles, expectations, and responsibilities of Inquirer or Candidate and Committee members be made clear from the beginning. Discuss these issues and negotiate a covenant relationship with the Committee at the first interview or consultation.

Use Form 2B, "Inquirer Covenant Agreement and Release" which is available from the presbytery Committee on Preparation for Ministry, to formalize this relationship.

- Throughout the Inquiry Phase, consult at least once annually with presbytery's Committee on Preparation for Ministry to plan for and evaluate growth and development (G-14.0421).

Complete and return Form 3, "Pre-Interview Annual Consultation Report" to the Committee on Preparation for Ministry at least 14 days before each Consultation.

Working jointly with representative(s) of the Committee on Preparation for Ministry, complete Form 4, "Report of Annual Consultation."

See G-14.0421 for content and expectations of successive consultations.

- As requested by the Committee, participate in career counseling or psychological evaluation.
- Continue active membership and participation in a Presbyterian congregation.
- With the approval and under the guidance of the presbytery, engage in some form of service to the church or field education (G-14.0420).
- To complete the Inquiry Phase, meet with the session for a review of evidence indicating readiness to proceed to Candidacy.

Adequate promise for ministry must be demonstrated according to the expected outcomes of Inquiry (page 8) and any other requirements agreed to in previous consultations.

- Meet with presbytery's Committee on Preparation for Ministry for an evaluation of readiness to be recommended to presbytery for reception as a Candidate.

- Adequate promise must again be demonstrated (see page 8). The Inquiry Phase generally lasts a minimum of one year, but can continue for as long as is necessary to make the decision as to whether a person's God-given gifts will be best utilized through the office of minister of the Word and Sacrament.
- In case of termination of the covenant relationship with a person who decides against or is denied admission to Candidacy, other ways in which that person might express his or her vocation may be explored through a group discernment process with the aid of the session and the Committee on Preparation for Ministry (G-14.0463).

3. *Phase 2: Candidacy (G-14.0405)*

- For admission to Candidacy, apply to presbytery through the session and the presbytery's Committee on Preparation for Ministry (page 9).

Complete and submit Form 5A, "Application To Be Received As A Candidate" to session for review and recommendation to presbytery; Forms are available from the presbytery Committee on Preparation for Ministry.

- Appear before the presbytery to be examined with respect to Christian faith, forms of Christian service undertaken, and motives for seeking the ministry (page 9, 1e).
- If the examination is approved by presbytery, answer questions listed in page 9, 1f.

The Candidate and her or his session may request that a commission of presbytery conduct a service of reception in the presence of the Candidate's congregation (page 10, h).

- During Candidacy, maintain a relationship with the Committee on Preparation for Ministry through: consultations held at least annually, participation with committee to negotiate and review learning contracts, participation in reviews of growth and progress, and preparation of reports.

Form 3, "Pre-Interview Annual Consultation Report" must be submitted before each annual consultation to fulfill presbytery requirements.

See G-14.0421 for content and expectations of successive consultations.

- Continue active church membership (G-14.0411).

- With the approval and under the guidance of presbytery, engage in some form of service to the church or field education (G-14.0420).

- Successfully complete course requirements at a regionally accredited college or university and at a theological institution acceptable to the presbytery and accredited by the Association of Theological Schools. Requirements include

Hebrew and Greek exegesis of the Old and New Testaments using Hebrew and Greek texts (G-14.0450b-c).

- Successfully complete examinations in the five areas covered by Presbytery's Cooperative Committee on Examinations for Candidates (G14-0431).

- In the final year of theological education and before accepting a call, meet with the Committee on Preparation for Ministry for a final assessment of readiness to receive a call. This consultation focuses on the outcomes of Inquiry (page 8) and Candidacy (page 11, a-f) and includes each of the requirements as set forth in G-14.0450 (include exegesis and a sermon).

- Complete Personal Information Form (PIF) and receive approval from the Committee on Preparation for Ministry to explore obtaining a call. Submit the completed PIF to the Church Leadership Connection Office for circulation and participation in the denomination's procedures for exploring a call to service. Most theological institutions provide guidance for this process (pages 36-37).

- Complete examination for ordination, administered on the floor of the presbytery of call (See G-14.0482 and G-14.0481).

If the presbytery finds the call in order and determines that it is for the good of the whole church, it shall inform the person being called to its decision and shall proceed to present the call through the presbytery having jurisdiction over the candidate.

To be eligible for ordination, the Book of Order requires a relationship with the presbytery of at least two years, including at least one year as a Candidate (G-14.0403).

Remember that the church's session continues to act as an advocate during both the Inquiry and Candidacy Phases; through its moderator and presbytery commissioner(s) it can call the presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.

Candidacy continues until ordination, withdrawal, or removal (see page 10, 3 a,b,c and G-14.0463).

II. The Session

A. Role of Session

The pastor and session are responsible for communicating to all church members what is meant by "the ministry of all believers" and for helping members discern and fulfill their Christian vocation.

1. Developing Vocational Awareness

PREPARATION FOR MINISTRY PROCESS FORMS

Form	Title/Description	Process
APPLICATION FORMS: There are four forms to the application for enrollment as an inquirer.		
1A	**Application to be enrolled by Presbytery as an Inquirer** To be completed initially by the applicant seeking to be enrolled. Both the committee/commission overseeing preparation for ministry and the presbytery's actions regarding the application are recorded on this form. It provides basic information regarding the applicant's background, identity, and interests. This form includes a list of personal references.	▪ Filled out by applicant and given to Session. ▪ Signed by applicant.
1B	**Questions for Reflection** These questions are to be completed by the applicant as a basis for direct discussion first with the session of the applicant's home church and later with the presbytery's committee/commission overseeing preparation for ministry.	▪ Filled out by applicant and given to Session. ▪ Signed by applicant.
1C	**Financial Planning for Theological Education** Using basic information provided by the applicant, this spreadsheet automatically generates a projection of the applicant's financial resources and needs relative to the required seminary training.	▪ Filled out by applicant and given to Session. ▪ Signed by applicant.
1D	**Session Evaluation and Recommendations** This form is completed by the applicant's session and forwarded along with the other application forms to the presbytery's committee/commission overseeing preparation for ministry. The form includes questions that may guide the session's discussion with the applicant and provide support for its recommendation to the committee/commission overseeing preparation for ministry.	▪ Filled out by Session and given to CPM, along with Forms 1A, 1B and 1C, before applicant meets with Committee.
FORMS FOR ENROLLING AN INQUIRER: These forms are used by applicants and their committee/commission overseeing preparation for ministry when a decision has been made to recommend the applicant be enrolled by the presbytery as an inquirer.		
2A	**Report of Consultation regarding application** In addition to formulating its recommendation to the presbytery to enroll the applicant as an inquirer, the committee/commission overseeing preparation for ministry should also establish goals for the first year the new inquirer will be under care. This form records the growth objectives agreed to by the new Inquirer and the committee/commission overseeing preparation for ministry. The completed report is sent to the enrollee, the theological institution, and the sponsoring session.	▪ Filled out after CPM action to enrolling applicant as an inquirer. ▪ If enrolled, signed by inquirer, CPM liaison and CPM chair. ▪ Distributed to CPM members, inquirer, theological seminary, and Session.
2B	**Covenant Agreement and Inquirer Release** A signed acknowledgement of the new covenant relationship entered into by the inquirer, the session and the committee/commission overseeing preparation for ministry. The inquirer release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.	▪ Filled out after Form 2A is completed. ▪ Signed by inquirer, Session moderator, and CPM chair. ▪ Distributed to CPM members, inquirer, Session moderator, and Stated Clerk. ▪ Enrollment is reported to Presbytery. ▪ Form 7A is filled out.

Form	Title/Description	Process
FORMS FOR ANNUAL CONSULTATIONS: These are used to prepare for and report the outcome of a consultation. The same forms are used in the inquiry and candidacy phases as well as for consultations once a candidate has been "certified ready to be examined for ordination, pending a call."		
3	**Pre-consultation report on development areas** This report, completed by the inquirer/candidate before each consultation, evaluates progress in accomplishing previously agreed-upon goals and objectives. The form requests a listing of completed courses, and includes specific questions to be addressed in each of the five growth areas.	▪ First section filled out by CPM chair; balance filled out by inquirer or candidate. ▪ Sent to CPM before consultation.
4	**Report on Consultation** A summary report of the consultation, completed by the committee/commission overseeing preparation for ministry and the inquirer/candidate, that indicates developmental progress in the five key areas along with growth objectives agreed to for the next year. The completed report is sent to the inquirer/candidate, theological institution, and sponsoring session.	▪ Filled out after consultation with CPM. ▪ Signed by inquirer or candidate, CPM liaison and CPM chair. ▪ Distributed to CPM members, inquirer or candidate, theological institution, and Session.
FORMS FOR ADVANCING TO CANDIDACY: These forms are used by inquirers and their committee/commission overseeing preparation for ministry when a decision has been made to recommend the inquirer be advanced by the presbytery to candidate status.		
5A	**Application to be enrolled by Presbytery as a Candidate** To be completed initially by the Inquirer seeking to be advanced to candidacy. The recommendations of the session and the committee/commission overseeing preparation for ministry along with the action taken by the presbytery are recorded on this form.	▪ Filled out by inquirer and given to Session.
5B	**Session evaluation and recommendation for Candidate** This form is completed by the inquirer's session and forwarded to the presbytery's committee/commission overseeing preparation for ministry. The form includes questions that may guide the session's discussion with the inquirer and provide support for its recommendation to the committee/commission overseeing preparation for ministry. Attach a letter explaining rationale for the session's action in light of inquirer's suitability.	▪ Filled out by Session and forwarded to CPM along with Form 5A. ▪ If approved, applicant submits Statement of Motivation for Seeking the Ministry and is examined by Presbytery. ▪ Form 7A is filled out.
5C	**Report of Consultation Regarding Application to become a Candidate** A signed acknowledgement of the new covenant relationship entered into by the candidate and the committee/commission overseeing preparation for ministry. This form also establishes growth areas for candidate. The completed report is sent to the inquirer/candidate, theological institution, and sponsoring session.	▪ Filled out after consultation with inquirer. ▪ Signed by inquirer, CPM liaison and COM chair. ▪ Distributed to CPM members, inquirer, theological institution, and Session.
5D	**Covenant Agreement and Candidate Release** A signed acknowledgement of the new covenant relationship entered into by the candidate, the session and the committee/commission overseeing preparation for ministry. The candidate release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.	▪ Filled out after Form 5C is completed. ▪ Signed by candidate, Session moderator, and CPM chair. ▪ Distributed to CPM members, candidate, Session moderator, and Stated Clerk.

Form	Title/Description	Process
FORMS THAT COMPLETE WORK WITH THE CPM: These forms "complete" in different ways the work between a particular committee/commission overseeing preparation for ministry and an inquirer/candidate in the process of preparation for the role of teaching elder. They cover transfer of care to another presbytery's committee/commission overseeing preparation for ministry, withdrawal/removal from the process, certification of readiness to receive a call, and ordination to the role of teaching elder.		
6	**Summary Report of Final Assessment** This form, completed by the committee/commission overseeing preparation for ministry, acknowledges that the committee/commission overseeing preparation for ministry of the candidate's presbytery has conducted a final assessment of the candidate's preparation and readiness to begin ministry. It certifies that she/he has successfully completed all of the denomination's and the committee/commission overseeing preparation for ministry's requirements and so is ready to be examined for ordination. (Since this report may need to be shared with another calling presbytery, this form should be used by all presbyteries.)	▪ Filled out by CPM chair. ▪ Signed by CPM chair. ▪ Distributed to CPM members and shared with a calling presbytery. ▪ Form 7A is filled out.
7A	**Changing the Relationship of Care with the Presbytery** This form is used when anything changes within the process. Such as enrolling as an inquirer, advancing to candidacy, transferring covenant relationship, or being certified ready to receive call. It is completed and signed by the stated clerk who sends the form to the Office of the General Assembly at the address indicated. (This form should be used by all presbyteries.)	▪ Filled out by CPM chair. ▪ Signed by Stated Clerk. ▪ Distributed to CPM members, Stated Clerk and OGA.
7B	**Report of Conclusion of work with this Presbytery** This form is used to report the ending of the preparation for ministry process (through transfer, withdrawal, removal or ordination) to the Office of the General Assembly. (This form should be used by all presbyteries.)	▪ Filled out by CPM chair. ▪ Signed by Stated Clerk. ▪ Distributed to CPM members, Stated Clerk and OGA.

2/17/12

Date: _____ Form 1A

Application to be Enrolled by Presbytery as an Inquirer

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

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

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

Email: _____

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

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

Current church membership: _____
(name of church)

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

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

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

If yes, was enrolled as: _____ in _____ presbytery

From _____ to _____

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

Present or most recent school attended: _____

Location: _____ Date of graduation: _____

Applicant's Statement

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

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

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

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

Applicant's signature: _____ _____
(date)

Date: _____ Name: _____ Form 1A

Family Situation

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

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

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

_____

_____

_____

Church Background

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

Most recent church affiliations (include up to three): Dates of participation:

_____ _____

_____ _____

_____ _____

Have you been ordained as an elder in the PC(U.S.A.)? _____ Date: _____

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

Have you been ordained in another denomination? _____ Date: _____

If so, name of denomination: _____ Office: _____

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

Area of involvement: Role:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Date: _____ Name: _____ Form 1A

Academic Information

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

Institution	Dates attended	Program/major	GPA	Diploma/degree

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

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

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

If so, what accommodations did the IEP include?

_____

_____

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

_____

_____

Occupational History

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

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

Date: ______________ Name: ____________________________ Form 1A

References

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

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

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

Main phone: __________________ Home
(h/o/m)
Alt phone: __________________ Home
(h/o/m)

Email: ____

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

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

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

Main phone: __________________ Home
(h/o/m)
Alt phone: __________________ Home
(h/o/m)

Email: ____

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

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

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

Main phone: __________________ Home
(h/o/m)
Alt phone: __________________ Home
(h/o/m)

Email: ____

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

Form 1

APPLICATION FOR ENROLLMENT AS AN INQUIRER

Note to the Applicant:

The purpose of the questions in this application is to provide the Session and the presbytery's Committee on Preparation for Ministry (CPM) with background information that will help them to get to know you. It will be used as a basis for mutual discussion. In completing this form, please write legibly, using black ink.

Because there is great variety in age and experience of persons making application, this questionnaire is purposely broad in scope. Please use extra paper as needed to provide additional information you feel will give the fairest representation of yourself.

Be as accurate and candid as you can.

After completing pages 2-5 (and 6-9, if requested by your presbytery), make a copy for yourself and submit the original to the Clerk or Moderator of the Session of your home church. Also, please either attach or have official transcripts of all academic work completed beyond high school sent to the Clerk of Session.

PDS# 72-234-05-001
Rev. 3/05

Form 1
Date:_____

BACKGROUND INFORMATION FOR SESSION AND COMMITTEE ON PREPARATION FOR MINISTRY

PERSONAL INFORMATION

NAME:_____
(LAST) (FIRST) (MIDDLE)

SOCIAL SECURITY NUMBER:_____/_____/_____ DATE OF BIRTH: _____

CURRENT MAILING ADDRESS: _____
(STREET OR PO BOX)

_____
(CITY) (STATE) (ZIP CODE)

CURRENT PHONE #:_____ HOME #:_____ WORK #:_____

CELL PHONE #: _____ FAX #: _____ E-MAIL:_____

PERMANENT MAILING ADDRESS: _____
(IF SAME, WRITE SAME) (STREET OR PO BOX)

_____
(CITY) (STATE) (ZIP CODE)

PERMANENT PHONE #: _____

REFERENCES

REFERENCES SHOULD INCLUDE AT LEAST TWO OF THE FOLLOWING: SOMEONE FROM YOUR CONGREGATION; A FORMER EMPLOYER; A PEER OR A FORMER PROFESSOR OR SCHOOL ADMINISTRATOR.

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP:_____ PHONE #:_____ FAX #: _____ E-MAIL:_____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP:_____ PHONE #: _____ FAX #: _____ E-MAIL:_____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

PDS# 72-234-05-001
Rev. 3/05

Form 1
Date:_____

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP:_____ PHONE _____ FAX #: _____ E-MAIL:_____

HOW LONG HAVE YOU KNOW THIS PERSON? _____

FAMILY INFORMATION
(THIS SECTION IS OPTIONAL)

NAME OF SPOUSE (IF CURRENTLY MARRIED):_____

NAMES/BIRTH DATES OF CHILDREN: _____

_____

_____

PLEASE PROVIDE ANY FAMILY INFORMATION YOU CONSIDER PERTINENT TO YOUR APPLICATION.

ACADEMIC INFORMATION

LIST THE ACADEMIC INSTITUTIONS YOU HAVE ATTENDED, BEGINNING WITH HIGH SCHOOL, AND COMPLETE THE INFORMATION ASKED FOR IN EACH COLUMN. IF YOU ARE CURRENTLY PURSUING AN EDUCATIONAL PROGRAM, INDICATE YOUR ACADEMIC CLASSIFICATION.

INSTITUTION	DATES ATTENDED	PROGRAM OR MAJOR	ACADEMIC AVERAGE	DIPLOMA OR DEGREE

FILL IN THE TWO COLUMNS BELOW:

	SUBJECTS IN WHICH YOU DID YOUR BEST WORK	SUBJECTS IN WHICH YOU DID LESS WELL
HIGH SCHOOL		
COLLEGE		
GRADUATE SCHOOL		
POSTGRADUATE		

LIST ANY ACADEMIC HONORS, AWARDS, SPECIAL RECOGNITIONS, ORGANIZATIONS, SPORTS AND EXTRACURRICULAR ACTIVITIES. UNDERLINE THOSE WHICH HAVE BEEN MOST MEANINGFUL.

Form 1
Date:_____

OCCUPATIONAL HISTORY

LIST ALL THE FULL-TIME OR PART-TIME JOBS OR OCCUPATIONS IN WHICH YOU HAVE BEEN EMPLOYED AND PROVIDE THE INFORMATION REQUESTED IN THE APPROPRIATE LINES. INDICATE PART-TIME BY PUTTING PT NEXT TO THE JOB TITLE. *(ATTACH ADDITIONAL SHEET IF NECESSARY.)*

	CURRENT/MOST RECENT	NEXT MOST RECENT	SECOND MOST RECENT
JOB TITLE	_____	_____	_____
DATES OF EMPLOYMENT	_____	_____	_____
ASPECTS YOU ENJOYED MOST	_____	_____	_____
ASPECTS YOU ENJOYED LEAST	_____	_____	_____

CHURCH INFORMATION

YEAR OF YOUR BAPTISM:_____ YEAR OF YOUR PROFESSION OF FAITH:_____

CHURCH OF MEMBERSHIP:_____

APPROXIMATE NUMBER OF MEMBERS: _____ DATE JOINED:_____

OTHER CHURCHES JOINED: DATES OF MEMBERSHIP:

_____ _____

_____ _____

GIVE THE DATES OF YOUR ORDINATION TO THE OFFICES OF DEACON AND/OR ELDER, IF APPLICABLE:

LIST YOUR AREAS OF INVOLVEMENT IN THE LIFE AND MISSION OF THE CHURCH, BOTH AS A PARTICIPANT AND AS A LEADER. INDICATE CURRENT AREAS OF INVOLVEMENT WITH AN ASTERISK (*).

AREA OF INVOLVEMENT	PARTICIPANT	LEADER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Form 1
Date:_____

COMMUNITY INVOLVEMENT

LIST VOLUNTARY SERVICES, CIVIC AND SOCIAL ORGANIZATIONS OF WHICH YOU ARE OR HAVE BEEN A MEMBER AND INDICATE YOUR PARTICIPATION AND ROLE.

LIST ANY AWARDS OR RECOGNITION RECEIVED FOR BUSINESS OR PROFESSIONAL ACHIEVEMENT, COMMUNITY INVOLVEMENT/LEADERSHIP, ETC.

QUESTIONS FOR REFLECTION

REFLECT ON AND WRITE RESPONSES TO THE FOLLOWING QUESTIONS:*(ATTACH SEPARATE PAPER FOR YOUR ANSWERS.)*

1) DESCRIBE YOURSELF AS A PERSON.

2) DESCRIBE BRIEFLY YOUR UNDERSTANDING OF WHAT IT MEANS TO YOU TO BE AN INQUIRER. PLEASE INCLUDE THE MOST IMPORTANT EVENTS, EXPERIENCES, AND PERSONS THAT HAVE PROMPTED YOU TO BECOME AN INQUIRER.

3) WRITE A BRIEF STATEMENT OF YOUR PERSONAL FAITH DESCRIBING WHAT YOU BELIEVE ABOUT GOD, JESUS CHRIST, THE HOLY SPIRIT AND YOUR RELATIONSHIP TO THEM.

4) WHAT DOES IT MEAN TO YOU TO BE PRESBYTERIAN?

5) DESCRIBE YOUR CURRENT SPIRITUAL PRACTICES AND DISCIPLINES.

6) WHO/WHAT IS YOUR IDEAL (ROLE MODEL) FOR MINISTRY? WHAT DO YOU EXPECT IN YOUR MINISTRY? WHAT ASPECT OF MINISTRY DO YOU FIND LEAST INTERESTING?

7) WHAT ARE YOU DOING TO MAINTAIN YOUR PHYSICAL AND EMOTIONAL HEALTH?

8) COMMENT ON WHAT HAVE BEEN (ARE) SOME OF YOUR MORE MEANINGFUL INTERESTS AND HOBBIES.

9) HOW DO YOU PLAN TO FINANCE YOUR EDUCATION?

SIGNATURE: _____DATE:_____

Applicant: Mail pages 2-5 (and 6-9 if applicable) with attachments to Moderator or Clerk of Session of your home church.

Form 1
Date_____

ESTIMATED FINANCIAL RESOURCES

1. **Income:** Provide an estimate of your financial resources during your time of enrollment in seminary. If you and/or your spouse will keep the same job while you are enrolled in seminary, please list your current salary. If you are ending employment to begin seminary, estimate what you may earn during the academic year.

	Total Monthly
Student earnings	_____
Spouse earnings	_____
Other income (Social Security, Disability, VA, etc.)	_____
Child Support	_____
Other (Please specify)	_____
	_____
Total	_____

2. **Other assistance**

	Total for Academic Year
Home Church/Congregational support	_____
Family/Friends support	_____
Presbytery support	_____
PCUSA scholarships/loans	_____
Foundation or Corporations	_____
Other (Please specify)	_____
	_____
Total	_____

3. **Assets**

	Current Total
Cash and savings	_____
Investments (CDs, stocks, etc.)	_____
Retirement savings (IRAs, 401Ks, etc.)	_____
Real Estate	_____
Automobiles	_____
Other (Please specify)	_____
	_____
Total	_____

PDS# 72-234-05-001
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Form 1
Date_____

ESTIMATED EXPENSES FOR ACADEMIC YEAR

	Total for Academic Year
1. Educational expenses	
Annual tuition	
(_____courses x tuition rate)	_____
Special academic programs or study	
(Please explain)	_____
Fees	_____
Books	_____
Total	_____

	Monthly Total
2. Monthly living expenses	
Rent/mortgage/assessment	_____
Utilities	_____
Food and household supplies	_____
Automobile expenses	_____
Telephone	_____
Clothing	_____
Incidentals	_____
Health Insurance (do not include if deducted from paycheck)	_____
Other medical/dental expenses	_____
Transportation (please explain)	_____
Dependent allowance	_____
Child Care	_____
Child support payments	_____
Life Insurance	_____
Charitable donations	_____
Other (please explain)	_____
Other (please explain)	_____
_____	
Total	_____

Form 1
Date_____

OTHER INFORMATION

1. **Student (and spouse's or prospective spouse's) educational indebtedness**

Educational Loans – use principal amounts for both undergraduate and graduate education

	Student	Spouse
Federal Subsidized Stafford Loans (Undergraduate)		
Federal Unsubsidized Stafford Loans (Undergraduate)		
Federal Subsidized Stafford Loans (Graduate)		
Federal Unsubsidized Stafford Loans (Graduate)		
Federal Perkins Loans		
PCUSA Loans		
Loans from parents/family members		
Other Educational Loans		
Estimated total seminary loans that will be received upon graduation		
Total Principal		

2. **Student's (and spouse's or prospective spouse's non-educational indebtedness**
Include consumer, mortgage, revolving credit, etc.

		Balance Owed	Monthly Payment
a.			
b.			
c.			
d.			
e.			
f.			

3. **Non-seminary scholarships (grants) for which you have applied or received)**
Source of financial assistance

		Amount Fall Term	Amount Spring Term
a.			
b.			
c.			
d.			

Form 1
Date_____

Please comment on how you intend to meet your indebtedness and financial obligations while meeting your seminary financial responsibilities.

I certify that the information contained is a true and accurate statement of my financial circumstances and is made in good faith.

_____ _____
Signature **Date**

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SESSION CONSULTATION/RECOMMENDATION

Some issues for consideration when consulting with a prospective Inquirer. * Since this is the beginning of the process, primary attention should be given, at this time, to evaluating natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth during the period of inquiry.

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

2) How is that faith currently being expressed through the individual's participation in the worship, life, and mission of this congregation?

3) What various motivations impel the sense of call? (e.g., service to God and the world, compassion for God's children, guilt, the need for power and status)

4) What real and potential talents for ministry are evident in this individual? (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)

5) What is the level and adequacy of the individual's academic interest, ability, and motivation?

6) What is the evidence of his or her physical health and stamina?

7) What is the evidence of his or her emotional well-being?

8) What is the evidence of his or her self-discipline?

9) How does the individual plan to finance his or her education?

**Preparation for Ministry Manual*, page 24.

Form 1
Date _____

SESSION EVALUATION AND RECOMMENDATION

THE SESSION OF THE _____ CHURCH OF
(NAME OF CHURCH)

_____ MET WITH _____
(CITY) (STATE) (NAME OF APPLICANT)

ON _____ AND SUBMITS THE FOLLOWING REPORT:
(DATE)

THE SESSION

_____**ENDORSES**

_____**DOES NOT ENDORSE**

THE APPLICANT TO BE ENROLLED BY THE PRESBYTERY AS AN INQUIRER.

LIAISON

THE SESSION HAS APPOINTED THE FOLLOWING ELDER TO ACT AS LIAISON WITH THE INQUIRER AND WITH THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY, AND TO PARTICIPATE WITH THE INQUIRER AND THE COMMITTEE AS THEY EXPLORE AND EVALUATE HIS OR HER PROGRESS. (G-14.0306b)

NAME: _____
(FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE #: _____ CELL PHONE #: _____

FAX #: _____ E-MAIL: _____

THIS REPORT WAS PREPARED FOR THE SESSION BY: _____
(NAME)

_____
(POSITION) (PHONE #)

CELL PHONE #: _____ FAX: _____ E-MAIL: _____

Session will copy and mail completed form (pages 2-5 [6-9 if requested by your Presbytery] and page 11) to Presbytery Committee on Preparation for Ministry at the following address:

_____

_____

(This page & page 13 are to be detached and retained by session.)

GOALS AND RESPONSIBILITIES OF SESSION

1) Developing among church members an awareness of their Christian vocation and challenging them with responsible Christian stewardship of their talents. (G-10.0102d and G-10.0102g)

2) Encouraging persons with appropriate motivation and abilities to consider preparation for the ministry of the Word and Sacrament or other church occupations.

3) Contacting the Moderator of the Presbytery Committee on Preparation for Ministry when a church member indicates a desire to pursue his or her sense of call to the ministry of the Word and Sacrament. (G-14.0303c and G-14.0306a)

4) Meeting for orientation on the preparation process with representative(s) from the Committee on Preparation for Ministry. (G-14.0303c and G-14.0306a)

5) Interviewing applicants who request to be enrolled as Inquirers, and making a recommendation to the Presbytery's Committee on Preparation for Ministry regarding the application. (G-14.0303d)

6) Appointing an elder to be a liaison person with the applicant and the CPM if he or she is enrolled as an Inquirer by the Presbytery. (G-14.0306b)

*Note: **If the Session, the Committee, or the Presbytery decides not to accept the individual for enrollment as an Inquirer at this time, the Session continues to provide support, counsel, and guidance to the individual as he or she seeks to discover an appropriate occupational expression of Christian vocation.***

7) Providing support and care on an on-going basis to the Inquirer including the provision of financial support. (G-14.0306b)

8) Participating with the Inquirer and Presbytery's Committee in evaluating the Inquirer's growth and progress, receiving a copy of the Inquirer's Annual Report from the Committee. (G-14.0303f and G-14.0309b)

9) Meeting with the Inquirer to review evidence indicating his or her readiness to proceed to Candidacy. This evidence includes a personal interview with the Inquirer, all consultation reports, and the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes of the Inquiry Phase as set forth in G-14.0303g (1-6).

10) Making a decision regarding whether to recommend to Presbytery that the Inquirer proceed to Candidacy Phase. (G-14.0305b)

11) Providing support and making a statement to Presbytery, if requested, when the Inquirer is ready for admission to Candidacy Phase.

Note: ***If the Inquirer is not received by Presbytery as a Candidate at this time, the Session continues to support, counsel, and guide the individual as he or she seeks to discover an appropriate occupational expression of his or her Christian vocation.***

12) Upon approval of Candidacy by Presbytery, the Candidate and his or her Session may request that a commission of Presbytery conduct a service of reception in the presence of the Candidate's congregation. (G-14.0305h)

13) Providing continued support and pastoral care to the Candidate and his or her family, maintaining the liaison relationship with both the Candidate and the Presbytery Committee and considering the provision of financial support for the Candidate. (G-14.0306b)

14) Receiving and reviewing reports of each Annual Consultation. (G-14.0309b)

15) Removing the Candidate's name from the church roll when notice is received of his or her ordination.

Note: ***It is important to remember that the Session acts as an advocate for both Inquirers and Candidates and, through its moderator and Presbytery commissioner(s), can call the Presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.***

Form 2A

Report of Consultation Regarding Application to become an Inquirer

The committee/commission of _____ met with
(name of presbytery)

_____ on _____ and
(name of applicant) *(date)*

submits the following report.

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

Liaison

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

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

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

Email: _____

Agreement on Further Growth Areas

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

Signature of inquirer: _____ _____
(date)

Signature of committee liaison: _____ _____
(date)

Signature of committee moderator: _____ _____
(date)

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

Growth Objectives

A. In the area of education for ministry

Date: _____ Name: _____ Form 2A

B. In the area of spiritual development

C. In the area of interpersonal relations

D. In the area of personal growth

E. In the area of professional development

Form 2B

Covenant Agreement and Inquirer Release

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

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

Signature of inquirer: _____ _____
(date)

Signature of witness: _____ _____
(date)

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

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

Signature of witness: _____ _____
(date)

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

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

Signature of witness: _____ _____
(date)

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

COVENANT AGREEMENT AND RELEASE BETWEEN INQUIRER, CPM, AND SESSION; AND INQUIRER RELEASE FORM

After discussion of each of the Goals and Responsibilities of Inquirers, and each of the Goals and Responsibilities of the Presbytery Committee on Preparation for Ministry, the following Covenant Agreement and Release should be completed.

Copies of page 19 should be given to the Inquirer, the Session, Stated Clerk of presbytery and the original retained in the Inquirer's File Folder (Form 8).

COVENANT AGREEMENT AND INQUIRER RELEASE

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

I covenant with God, the Session, and the Presbytery Committee on Preparation for Ministry, to rely upon the grace of God, to maintain a Christian character and conduct; to be diligent and faithful in pursuing my call and in preparing for the ministry of the Word and Sacrament.

By my signature, I hereby certify that this Covenant Agreement and Release is fully understood by me and I sign it understanding that I will be bound by its terms.

Signature of Inquirer: _____ Date: _____

Signature of Witness: _____

The Committee on Preparation for Ministry covenants to be a faithful and just partner with you in this relationship; to support, to guide, to nurture and to evaluate you with an understanding and sympathetic interest as you pursue your call to the ministry of the Word and Sacrament.

Signature of the Moderator,
Committee on Preparation for Ministry: _____ Date: _____

Signature of Witness: _____

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

Signature of the
Moderator of Session: _____ Date: _____

Signature of Witness: _____

CPM will copy and mail this page to:
All parties signing document
and
Stated Clerk of Presbytery

PDS# 72-234-05-001
Rev. 3/05

Date: _____ Form 5A

Application to be Enrolled by Presbytery as a Candidate

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

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

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

Email: _____

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

Current church membership: _____
(name of church)

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

Date enrolled as an inquirer: _____

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

Present or most recent school attended: _____

Location: _____ Date of graduation: _____

Inquirer's Statement

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

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

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

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

Inquirer's signature: _____ _____
(date)

Date: ________________ Name: ______________________________ Form 5A

References for Outcomes of Inquiry

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

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

Main phone: ______________________ Home *(h/o/m)* Alt phone: ______________________ Home *(h/o/m)*

Email: ____

In what capacity have you worked with this person? ________________________

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

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

Main phone: ______________________ Home *(h/o/m)* Alt phone: ______________________ Home *(h/o/m)*

Email: ____

In what capacity have you worked with this person? ________________________

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

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

Main phone: ______________________ Home *(h/o/m)* Alt phone: ______________________ Home *(h/o/m)*

Email: ____

In what capacity have you worked with this person? ________________________

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

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

Form 5A
Date_____

APPLICATION TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE

PRESBYTERY _____

NAME OF APPLICANT:_____
(LAST) (FIRST) (MIDDLE/MAIDEN)

SOCIAL SECURITY #: _____/_____/_____

CURRENT ADDRESS:_____PHONE #:_____
(STREET OR PO BOX)

_____
(CITY) (STATE) (ZIP CODE)

CELL #:_____FAX#:_____ E-MAIL: _____

GENDER:_____DATE OF BIRTH: _____ETHNIC ORIGIN:_____

CHURCH OF MEMBERSHIP:_____
(NAME OF CHURCH)

_____
(ADDRESS) (CITY/STATE) (ZIP CODE)

DATE ENROLLED AS AN INQUIRER:_____
IN WHAT CHURCH OCCUPATION ARE YOU INTERESTED AT THIS TIME? (*e.g., PASTOR, YOUTH MINISTER, MISSION WORKER, ETC.*)_____
PRESENT SCHOOL:_____EXPECTED DATE OF GRADUATION: _____
FORMER/CURRENT OCCUPATION:_____

INQUIRER'S STATEMENT

IF RECOMMENDED TO BE A CANDIDATE FOR THE MINISTRY OF THE WORD AND SACRAMENT, I PROMISE IN RELIANCE UPON THE GRACE OF GOD TO PARTICIPATE DILIGENTLY AND WHOLEHEARTEDLY WITH THE SESSION AND THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY IN MATTERS WHICH CONCERN MY PREPARATION.

INQUIRER'S SIGNATURE:_____
(DATE)

REFERENCES

PLEASE IDENTIFY THREE PERSONS WHO COULD SPEAK TO YOUR PROGRESS IN MINISTRY OVER THE PAST YEAR. REFERENCE COULD BE A PASTOR, ELDER, SEMINARY STAFF, OR MENTOR.

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE #: _____ CELL#: _____ FAX#: _____

RELATIONSHIP: _____ E-MAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON: _____

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE#: _____ CELL#: _____ FAX#: _____

RELATIONSHIP: _____ E-MAIL: _____

Form 5A
Date_____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP: _____ PHONE #: _____

CELL #: _____ FAX #: _____ E-MAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON ? _____

SESSION EVALUATION AND RECOMMENDATION

BY THE END OF THE INQUIRY PHASE EACH INQUIRER SHALL DEMONSTRATE ADEQUATE PROMISE FOR MINISTRY BY PRESENTING:

1) A STATEMENT OF HIS OR HER UNDERSTANDING OF CHRISTIAN VOCATION IN THE REFORMED TRADITION AND HOW IT RELATES TO HIS OR 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 OF WHAT IT MEANS TO BE PRESBYTERIAN, INDICATING HOW THAT AWARENESS GROWS OUT OF PARTICIPATION IN THE LIFE OF A PARTICULAR CHURCH;
5) A STATEMENT OF SELF-UNDERSTANDING WHICH REFLECTS THE INQUIRER'S PERSONAL AND CULTURAL BACKGROUND AND INCLUDES A CONCERN FOR MAINTAINING SPIRITUAL, PHYSICAL, AND MENTAL HEALTH;
6) A STATEMENT OF HIS OR HER UNDERSTANDING OF THE TASK MINISTERS OF THE WORD AND SACRAMENT PERFORM, INCLUDING AN AWARENESS OF HIS OR HER SPECIFIC GIFTS FOR MINISTRY OF THE WORD AND SACRAMENT AND OF AREAS IN WHICH GROWTH IS NEEDED. (G-14.0303g)

THE SESSION OF _____ MET WITH
(NAME OF CHURCH) (CITY, STATE OR CHURCH)

_____ ON _____ AND SUBMITS THE FOLLOWING REPORT:
(NAME OF INQUIRER) (DATE)

THE SESSION _____ ENDORSES / _____ DOES NOT ENDORSE HIS/HER REQUEST TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE.

Session will copy & mail pages 26-28 to Presbytery CPM and Stated Clerk

Date_____

LIAISON

THE SESSION HAS APPOINTED (RE-APPOINTED) THE FOLLOWING ELDER TO ACT AS LIAISON WITH THIS INDIVIDUAL AND WITH THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY, AND TO PARTICIPATE WITH THE INDIVIDUAL AND THE COMMITTEE AS THEY EXPLORE AND EVALUATE HIS OR HER PROGRESS. (G-14.0306b)

NAME: _____ PHONE#: _____
(FIRST) (LAST)

CELL#: _____ FAX#: _____ E-MAIL: _____

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

THIS REPORT WAS PREPARED FOR THE SESSION BY: _____
(NAME)

_____
(POSITION) (PHONE #)

CELL #: _____ FAX#: _____ E-MAIL: _____

REPORT OF ENROLLMENT AS A CANDIDATE BY PRESBYTERY

_____ WAS ENROLLED AS A CANDIDATE BY
(NAME OF INQUIRER)

_____ ON _____
((NAME OF PRESBYTERY) (DATE)

SIGNATURE OF STATE CLERK: _____

Presbytery Stated Clerk will copy pages 26-28 and mail to: Office of Resourcing Committees on Preparation for Ministry, Presbyterian Church (U.S.A.), 100 Witherspoon Street - Mezzanine, Louisville, KY 40202-1396 AND The Candidate

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Rev. 3/05

(This page to be detached and retained by applicant)

GOALS AND RESPONSIBILITIES OF CANDIDATES

1) Continue active participation in the life and mission of the Church. (G-14.0303b,g(4)), (G-14.0306a(2))

2) Participate responsibly with the Committee on Preparation for Ministry in the goal setting, evaluation and decision making processes related to preparation for the ministry as carried out in preliminary interview(s), annual consultations, and other occasions requested by the committee. (G14.0309)

3) Give diligent attention to educational and development tasks involved in preparation for ministry of the Word and Sacrament as prescribed by the Constitution, and to such additional requirements as are determined in consultation with the Committee on Preparation for Ministry. (G-14.0303), (G-14.0304), (G-14.0305, (G-14.0310)

4) Fulfill the schedules and time requirements prescribed by the Constitution and the Committee on Preparation for Ministry. (G-14.0303), (G-14.0313c), (G-14.0401)

5) Take initiative in maintaining regular and open communication with the Committee regarding experiences, progress in preparation for ministry, and other issues pertaining to educational, spiritual, and personal development.

6) Respond promptly and responsibly to all communications, correspondence, requests for reports and information by the Committee, including pre-interview annual consultation reports, together with transcripts and signed field education/internship evaluations.

7) Participate in a final assessment regarding readiness to be examined for ordination.

8) Attend to constitutionally prescribed procedures for transferring to another presbytery, if such transfer is anticipated. (G-14.0311)

9) Participate in a final assessment regarding readiness to be examined for ordination.

10) Secure permission of CPM to submit the Personal Information Form to the Church Leadership Connection for circulation before entering negotiations with churches for ministerial service. (G-14.0309d)

11) Participate responsibly in the call and examination for ordination process as prescribed by the Constitution. (G-14.0314), (G14.0401), (G14.0402)

GOALS AND RESPONSIBILITIES OF THE COMMITTEE ON PREPARATION FOR MINISTRY

1) Supporting and guiding the Candidate with understanding and sympathetic interest. (G-14.0306a(2))

2) Providing regular, open, candid, and sensitive communication and evaluation of candidates' progress in preparation for ministry of the Word and Sacrament, and expecting same from the Candidate.

3) Providing specific written descriptions of requirements and time line for meeting candidate's responsibilities to this particular presbytery. (Please attached copy)

4) Giving guidance to the candidate regarding: course of study, familiarity with the Bible and with the confessions, practical training and plans for education including the choice of institutions, the candidate's financial needs, and service to the church. Giving guidance and instruction in the faith and polity of the church. (G-14.0308), (G-14.0306a(2))

5) Receiving from the Candidate the annual written report concerning progress in studies and service to the church, including a report from the Candidate's institution of learning. (G-14.0308)

6) Checking with the Candidate in advance when scheduling annual consultations and other meetings with the committee, with appropriate consideration of the person's schedule and responsibilities and adequate lead time to effectively complete and return preliminary reports.

7) Conducting annual consultations and preparing jointly with the Candidate a written report of each consultation, submitting copies to the individual, the sponsoring session, and to the theological institution (G-14.0309). Maintaining an accurate and appropriately comprehensive file of the candidate's records and information regarding progress in preparation for ministry of the Word and Sacrament.

8) Giving approval for the Candidate to take appropriate examination(s) administered by the Presbytery's Cooperative Committee on Examinations.

9) Promptly processing requests for exceptions, transfers, and transfers of credentials as agreed to by the Committee and the Candidate.

10) Scheduling and conducting a final assessment regarding readiness to be examined for ordination, ordinarily during the Candidate's last year of seminary. (G-14.0310d)

11) Reviewing the Candidate's Personal Information Form and giving approval to circulate. (G-14.0309d)

12) Promptly completing appropriate procedures for Candidate's examination for ordination. (G-14.0314), (G-14.0401), (G-14.0402), (G-14.0507)

(This page to be detached and retained by Session)

GOALS AND RESPONSIBILITIES OF SESSION

1) Developing among church members an awareness of their Christian vocation and challenge them with responsible Christian stewardship of their talents. (G-10.0102d and G-10.0102g)

2) Encouraging persons with appropriate motivation and abilities to consider preparation for the ministry of the Word and Sacrament or other church occupations.

3) Contacting the Moderator of the Presbytery Committee on Preparation for Ministry when a church member indicates a desire to pursue his/her sense of call to the ministry of the Word and Sacrament. (G-14.0303c and G-14.0306a)

4) Meeting for orientation on the preparation process with representative(s) from the Committee on Preparation for Ministry. (G-14.0303c and G-14.0306a)

5) Interviewing applicant, if the person requests to be enrolled as an Inquirer, and making a recommendation to the Committee on Preparation for Ministry regarding the application. (G-14.0303d)

6) Appointing an elder to be a liaison person with the applicant and the CPM if he/she is enrolled as Inquirer by the Presbytery. (G-14.0306b)

7) Providing support and care on an ongoing basis to the Inquirer including the provision of financial support. (G-14.0306b)

8) Participating with the Inquirer and Presbytery's Committee in evaluating the Inquirer's growth and progress and receiving a copy of the Inquirer's Annual Report from the committee. (G-14.0303f and G-14.0309b)

9) Meeting with the Inquirer to review evidence indicating his/her readiness to proceed to Candidacy. This evidence includes: personal interview with the Inquirer; all consultation reports; and the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes of Inquiry set forth in G-14.0303g(1-6).

10) Making a decision regarding whether to recommend to presbytery that the Inquirer proceed to Candidacy Phase. (G-14.0305b)

11) Providing support and making a statement to Presbytery, if requested, when the Inquirer is ready for admission to Candidacy.

Note: ***If the Inquirer is not received by Presbytery as a Candidate at this time, the session continues to support, counsel, and guide the individual as he/she seeks to discover an appropriate occupational expression of his/her Christian vocation.***

12) Upon approval of Candidacy by Presbytery, the Candidate and his/her session may request that a commission of Presbytery conduct a service of reception in the presence of the Candidate's congregation. (G-14.0305h)

13) Providing continued support and pastoral care to the Candidate and his/her family, maintaining the liaison relationship with both the Candidate and the Presbytery committee and considering the provision of financial support for the Candidate. (G-14.0306b)

14) Receiving and reviewing reports of each annual consultation. (G-14.0309b)

15) Removing the Candidate's name from the church roll when notice is received of his/her ordination.

Note: ***It is important to remember that the Session acts as an advocate for both Inquirers and Candidates and, through its moderator and Presbytery commissioner(s), can call the Presbytery's Committee of Preparation for Ministry to accountability in fulfilling its responsibilities.***

COVENANT AGREEMENT AND RELEASE BETWEEN CANDIDATE, CPM, AND SESSION; AND CANDIDATE RELEASE FORM

After discussion of each of the Goals and Responsibilities of Inquirers, and each of the Goals and Responsibilities of the Presbytery Committee on Preparation for Ministry, the following Covenant Agreement and Release should be completed.

Copies of page 34 should be given to theCandidate, the Session, Stated Clerk of presbytery and the original retained in the Candidate's File Folder (Form 8).

COVENANT AGREEMENT AND CANDIDATE RELEASE

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

I covenant with God, the Session, and the Presbytery Committee on Preparation for Ministry, to rely upon the grace of God, to maintain a Christian character and conduct; to be diligent and faithful in pursuing my call and in preparing for the ministry of the Word and Sacrament. By my signature, I hereby certify that this Covenant Agreement and Release is fully understood by me and I sign it understanding that I will be bound by its terms.

Signature of Candidate: _____ Date: _____

Signature of Witness: _____

The Committee on Preparation for Ministry covenants to be a faithful and just partner with you in this relationship; to support, to guide, to nurture and to evaluate you with an understanding and sympathetic interest as you pursue your call to the ministry of the Word and Sacrament.

Signature of Moderator,
Committee on Preparation for Ministry: _____ Date: _____

Signature of Witness: _____

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

Signature of the
Moderator of Session: _____ Date: _____

Signature of Witness: _____

CPM will copy and mail this page to all parties signing document and Stated Clerk of presbytery.

Form 4
Date:_____

REPORT OF ANNUAL CONSULTATION

G-14.0309c(1)(2)(3)

CHECK THE APPROPRIATE YEAR FOR WHICH THIS REPORT APPLIES:
____ PRIOR TO THEOLOGICAL EDUCATION
____ FIRST YEAR THEOLOGICAL EDUCATION
____ SECOND YEAR THEO. EDUCATION
____ THIRD YEAR THEOLOGICAL EDUCATION
____ SEMINARY GRADUATE

FOR: _____ ON: _____
(NAME OF INQUIRER/CANDIDATE) (DATE)

1. **REVIEW OF GROWTH IN THE LAST YEAR:** *(PLEASE ATTACH ADDITIONAL SHEETS AS NEEDED.)*

   A. IN THE AREA OF EDUCATION FOR MINISTRY

   B. IN THE AREA OF SPIRITUAL DEVELOPMENT

   C. IN THE AREA OF INTERPERSONAL RELATIONS

   D. IN THE AREA OF PERSONAL GROWTH

   E. IN THE AREA OF PROFESSIONAL DEVELOPMENT

2. **GROWTH OBJECTIVES AGREED TO FOR THE NEXT YEAR ARE:** *(PLEASE ATTACH ADDITIONAL SHEETS AS NEEDED.)*

   A. IN THE AREA OF EDUCATION FOR MINISTRY

   B. IN THE AREA OF SPIRITUAL DEVELOPMENT

   C. IN THE AREA OF INTERPERSONAL RELATIONSHIPS

   D. IN THE AREA OF PERSONAL GROWTH

   E. IN THE AREA OF PROFESSIONAL DEVELOPMENT

Form 4
Date:_____

AGREEMENT ON FURTHER WORK AREAS

THE COMMITTEE ON PREPARATION FOR MINISTRY AND _____
(NAME OF INQUIRER/CANDIDATE)

AGREE THAT IT WOULD BE USEFUL FOR FURTHER COURSES AND OR WORK TO BE DONE IN THE AREA(S) OF:

_____

_____

SIGNATURES:

INQUIRER/CANDIDATE: _____ DATE:_____

CPM LIAISON: _____ DATE:_____

CONTINUATION OF PREPARATION PHASE

AFTER REVIEWING THE ANNUAL CONSULTATION REPORT, THE COMMITTEE ON PREPARATION FOR MINISTRY

OF THE PRESBYTERY OF _____DECLARES THAT THE _____
(INQUIRY/CANDIDACY)

PHASE FOR _____
(NAME OF INQUIRER/CANDIDATE)

_____BE CONTINUED.

_____NOT BE CONTINUED.

SIGNATURES:

INQUIRER/CANDIDATE: _____ DATE:_____

CPM MODERATOR: _____ DATE:_____

CPM will copy and mail to:
Inquirer or Candidate
and
Moderator/Clerk of Inquirer's or Candidate's sponsoring session
and
Theological Institution

GUIDELINES FOR THE JOHNSON/CRAWFORD SCHOLARSHIP FUND

Authority for disbursement of the scholarship funds shall be at the discretion of the Committee on Preparation for Ministry.

Application for the funds shall be made by qualifying applicants. Eligible candidates for scholarships will be active students working toward a degree enrolled with the presbytery as inquirers or candidates. If funds are available they may also be used to assist elders training to be Lay Pastors or Lay Pastors for continuing education.

Receipts from offerings received at presbytery ordination and/or installation services shall be added to the scholarship fund.

No more than 6% of the total fund account balance can be distributed in any one calendar year for scholarships. Any change in this particular criteria shall require action by the Presbytery of Central Nebraska

SCHOLARSHIP APPLICATION FORM

Presbytery of Central Nebraska

Johnson/Crawford Scholarship Fund

FullName_____

MailingAddress_____

_____

Telephone _____

e-mail address_____

Social Security Number _____ _____ _____

Church Membership_____

Name of College or Seminary_____

Statement of Need:

Signature of Applicant_____

Date of Application_____

Form 5D

Covenant Agreement and Candidate Release

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

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

Signature of candidate: _____ _____
(date)

Signature of witness: _____ _____
(date)

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

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

Signature of witness: _____ _____
(date)

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

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

Signature of witness: _____ _____
(date)

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

Form 6

Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination

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

Presbytery of care: _____

Committee/commission moderator: _____

Committee/commission liaison: _____

Certification of Readiness

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

Signature of moderator of committee/
commission overseeing preparation for ministry: _____ _____
(date)

Enclosures and Additional Information

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

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

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

Form 7A

Changing an Inquirer's or Candidate's Relationship of Care with the Presbytery

On _____, _____ took the action indicated below
(date) *(presbytery name)*

regarding _____ born on _____.
(first, middle/natal, family name of inquirer or candidate) *(date of birth)*

Action: _____

Signature of stated clerk: _____ Date: _____

Please provide or update the following personal information regarding the inquirer or candidate:

Race/ethnicity: _____ Gender: _____

Most recent occupation: _____

Current address: _____

Permanent address: _____
(if same, write 'same')

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

Email: _____

Has the person previously applied to a presbytery to be enrolled as an inquirer or candidate? _____

If yes, name of presbytery: _____

Was the person enrolled under care? _____

If yes, dates of care: _____ Status at conclusion of relationship: _____

Church of membership: _____

Church address: _____

Date received as a member: _____ Congregational size: _____

Seminary: _____

Location: _____ Expected graduation date: _____

Stated Clerk will copy and mail to Office of the General Assembly
100 Witherspoon Street, Room 4429, Louisville, Kentucky 40202-1396.
Please keep the original on file in your presbytery.

Form 7B

Report of Conclusion of an Inquirer's or Candidate's Work with this Presbytery

On _____, _____ took the action indicated below
(date) *(presbytery name)*

regarding _____ born on _____.
(first, middle/natal, family name of inquirer or candidate) *(date of birth)*

Transfer (G-2.0608)
Transferred covenant relationship to: _____.
(presbytery)

Withdrawal or removal (G-2.0609)
Inquirer/candidate withdrew ☐ /was removed ☐ from the process on _____.
(date)

Ordination (G-2.07)
Confirmed "Certification of Readiness"
Candidate was certified ready for examination, pending a call, on _____.
(date)

Call
Called by: _____

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

Position: _____ Effective date: _____

Presbytery: _____

Examination
Candidate examined for ordination by presbytery of call ☐ /care ☐ on _____.
(date)

Approval of call
Candidate was approved to accept the call and proceed to ordination on _____.
(date)

Ordination and installation
Please complete section A, section B, or section C as appropriate.

A. Candidate is to be *ordained and installed by presbytery of call* on _____.
(date)

B. Candidate is to be *ordained by presbytery of care* and *installed by presbytery of call*:

Ordained by _____ on _____ and dismissed to
(presbytery name) *(date)*

_____ for installation on _____.
(presbytery name) *(date)*

C. Candidate is to be *ordained and installed by presbytery of care* on _____.
(date)

Signature of stated clerk: _____ _____
(date)

Stated Clerk will copy and mail to Office of the General Assembly
100 Witherspoon Street, Room 4429, Louisville, Kentucky 40202-1396.
Please keep the original on file in your presbytery.