



## 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 2-6 (and 7-10, 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.***

***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: \_\_\_\_\_  
(STREET OR PO BOX)  
*(If SAME, WRITE SAME)*

\_\_\_\_\_  
(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? \_\_\_\_\_

**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.

**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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 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.***

**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.

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

- 2. Other assistance**

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

- 3. Assets**

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

**ESTIMATED EXPENSES FOR ACADEMIC YEAR**

**1. Educational expenses**

Annual tuition  
(\_\_\_\_\_courses x tuition rate)  
Special academic programs or study  
(Please explain)  
Fees  
Books

**Total for Academic Year**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)

**Monthly Total**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total**

**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	_____	_____
<b>Total Principal</b>	_____	_____

**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. _____	_____	_____

**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**

***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?

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\**Preparation for Ministry Manual*, page 24.

***SESSION EVALUATION AND RECOMMENDATION***

THE SESSION OF THE \_\_\_\_\_ CHURCH OF \_\_\_\_\_  
(NAME OF CHURCH)  
\_\_\_\_\_  
(CITY) (STATE) MET WITH \_\_\_\_\_  
(NAME OF APPLICANT)  
ON \_\_\_\_\_ AND SUBMITS THE FOLLOWING REPORT:  
(DATE)

\_\_\_\_\_ ENDORSES  
THE SESSION THE APPLICANT TO BE ENROLLED BY THE PRESBYTERY  
AS AN INQUIRER.  
\_\_\_\_\_ DOES NOT ENDORSE

**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 12) to Presbytery Committee on Preparation for Ministry at the following address:

\_\_\_\_\_  
\_\_\_\_\_

*(This page is 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.***

**APPLICATION TO BE ENROLLED BY PRESBYTERY AS AN INQUIRER**

NAME OF APPLICANT: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

SOCIAL SECURITY #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ FORMER/CURRENT OCCUPATION: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(STREET OR PO BOX)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

CELL #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL \_\_\_\_\_

PERMANENT MAILING ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(IF SAME, WRITE IN SAME) (STREET OR PO BOX)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

GENDER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ ETHNIC ORIGIN: \_\_\_\_\_

CHURCH OF MEMBERSHIP: \_\_\_\_\_  
(NAME OF CHURCH)

\_\_\_\_\_  
(ADDRESS) (CITY AND STATE OF CHURCH)

DATE RECEIVED INTO MEMBERSHIP: \_\_\_\_\_ APPROXIMATE NUMBER OF MEMBERS: \_\_\_\_\_

HAVE YOU EVER APPLIED TO A PRESBYTERY TO BE ENROLLED AS AN INQUIRER OR CANDIDATE?

\_\_\_\_\_ NO  
\_\_\_\_\_ YES IF YES, WAS ENROLLED AS \_\_\_\_\_  
(INQUIRER OR CANDIDATE)

IN \_\_\_\_\_ PRESBYTERY FROM \_\_\_\_\_ TO \_\_\_\_\_

IN WHAT CHURCH OCCUPATION IS APPLICANT INTERESTED AT THIS TIME? (e.g., PASTOR, YOUTH LEADER, MISSION WORKER, ETC.) \_\_\_\_\_

PRESENT SCHOOL ATTENDING: \_\_\_\_\_

EXPECTED YEAR OF GRADUATION: \_\_\_\_\_

**APPLICANT'S STATEMENT**

I HEREBY APPLY TO BE ENROLLED BY THIS PRESBYTERY AS AN INQUIRER FOR (CHECK ONE)

\_\_\_\_\_ MINISTRY OF THE WORD AND SACRAMENT  
\_\_\_\_\_ OTHER \_\_\_\_\_  
(SPECIFY)

I HAVE NOT BEEN ACCUSED OF SEXUAL MISCONDUCT AND HAVE NOT BEEN ARRESTED IN THE PAST. \_\_\_\_\_ OR \_\_\_\_\_  
(YES) (No)

**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 EXPLORING MY VOCATION.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**CPM EVALUATION AND RECOMMENDATION**

THE CPM OF \_\_\_\_\_ PRESBYTERY OF \_\_\_\_\_  
(CITY) (STATE)

MET WITH \_\_\_\_\_ ON \_\_\_\_\_  
(NAME OF APPLICANT) (DATE)

AND SUBMITS THE FOLLOWING REPORT:

THE CPM \_\_\_\_\_ ENDORSES  
THE APPLICANT TO BE ENROLLED BY THE PRESBYTERY  
AS AN INQUIRER.  
\_\_\_\_\_ DOES NOT ENDORSE

**LIAISON**

THE CPM HAS APPOINTED THE FOLLOWING COMMITTEE MEMBER 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: \_\_\_\_\_  
(TITLE) (FIRST) (LAST)

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(STREET OR PO BOX)

CELL PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL \_\_\_\_\_

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**REPORT OF ENROLLMENT AS AN INQUIRER BY PRESBYTERY**

\_\_\_\_\_ WAS ENROLLED AS AN INQUIRER BY  
(NAME OF APPLICANT)

\_\_\_\_\_ ON \_\_\_\_\_  
(NAME OF PRESBYTERY) (DATE)

SIGNATURE OF STATED CLERK: \_\_\_\_\_

*Stated Clerk of presbytery will copy and mail pages 11, 12,13 to:  
Office of Resourcing Committees on Preparation for Ministry  
Presbyterian Church (U.S.A.)  
100 Witherspoon Street - Mezzanine  
Louisville, KY 40202-1396  
and  
Presbytery Committee on Preparation for Ministry  
and  
the Inquirer  
and  
Clerk of Session of Inquirer's Church*

*(This page to be detached and retained by Inquirer.)*

***GOALS AND RESPONSIBILITIES OF INQUIRERS***

- 1) Continuing active participation in the life and mission of the Church.  
(G-14.0303b,g {4}), (G-14.0306a)
- 2) Participating 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.  
(G-14.0309)
- 3) Giving diligent attention to educational and developmental 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) Fulfilling 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) Taking 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) Responding 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) Participating responsibly in annual consultations. (G-14.0309)
- 8) Attending to constitutionally prescribed procedures for transferring to another presbytery, if such transfer is anticipated. (G-14.0311)
- 9) When appropriate, applying to become a Candidate through the session of one's church.(G-14.0305a)
- 10) Meeting with the session and present statements (G-14.0303g {1-6}) required at the conclusion of the Inquiry Phase.
- 11) Meeting with the Committee on Preparation for Ministry regarding application for Candidacy.  
(G-14.0305d)

**GOALS AND RESPONSIBILITIES**  
**OF THE COMMITTEE ON PREPARATION FOR MINISTRY**

- 1) Providing for session orientation to the preparation for ministry process used in the presbytery. (G-14.0303c)
- 2) Supporting and guiding the Inquirer with understanding and sympathetic interest. (G-14.0306a(2))
- 3) Providing regular, open, candid, and sensitive communication and evaluation of Inquirer's progress in preparation for ministry of the Word and Sacrament, and expecting same from the Inquirer.
- 4) Providing specific written descriptions of requirements and time line for meeting Inquirer's responsibilities to this particular presbytery. (please attach a copy)
- 5) Giving guidance to the Inquirer regarding: course of study, familiarity with the Bible and with the confessions, practical training and plans for education including the choice of institutions, the Inquirer'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)
- 6) Receiving from the Inquirer the annual written report concerning progress in studies and service to the church, including a report from the Inquirer's institution of learning. (G-14.0308)
- 7) Checking with the Inquirer 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.
- 8) Conducting annual consultations and preparing jointly with the Inquirer 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 Inquirer's records and information regarding progress in preparation for ministry of the Word and Sacrament.
- 9) Processing requests promptly for exceptions, transfers, and transfers of credentials as agreed to by the Committee and the Inquirer.
- 10) Meeting with the Inquirer, upon recommendation by the session, 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 Phase as set for in G-14.0305b and G-14.0303g {1-6}.
- 11) Making a decision regarding whether to recommend to presbytery that the Inquirer proceed to Candidacy Phase. (G-14.0305c)



***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 20 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*

***PRE-INTERVIEW ANNUAL CONSULTATION REPORT***  
***GROWTH AND DEVELOPMENT IN THE LAST 12 MONTHS***

FOR: \_\_\_\_\_  
(NAME OF INQUIRER/CANDIDATE)

\_\_\_\_\_  
(CURRENT MAILING ADDRESS) (CITY) (STATE)

PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PLEASE RETURN THIS FORM BY** \_\_\_\_\_ **TO** \_\_\_\_\_  
(DATE) (MODERATOR)

**FOR YOUR ANNUAL CONSULTATION AT** \_\_\_\_\_ **AM/PM ON** \_\_\_\_\_  
(TIME) (DATE)

**AT** \_\_\_\_\_  
(LOCATION)

**I. ATTACHMENTS**

HAVE YOUR THEOLOGICAL INSTITUTION SEND THE FOLLOWING TO YOUR CPM MODERATOR:

- A. TRANSCRIPT OF YOUR GRADES
- B. FIELD EDUCATION OR INTERNSHIP REPORT WHERE APPLICABLE

**II. INFORMATION UPDATE**

A. HAVE YOU PASSED THE BIBLE CONTENT EXAM? \_\_\_\_\_ YES \_\_\_\_\_ NO

B. WHEN WILL YOU TAKE THE ORDINATION EXAMS? \_\_\_\_\_

ORDINATION EXAMS: IF YOU HAVE PASSED, MARK WITH A "P." OTHERWISE, INDICATE YEAR YOU INTEND TO TAKE:

\_\_\_\_\_ BIBLE CONTENT \_\_\_\_\_ WORSHIP & SACRAMENTS \_\_\_\_\_ THEOLOGY \_\_\_\_\_ POLITY  
\_\_\_\_\_ BIBLE EXEGESIS

**III. CURRENT REFERENCES** (OPTIONAL BUT USEFUL WHEN AN INQUIRER/CANDIDATE HAS BEEN LIVING OUTSIDE THE BOUNDS OF THE PRESBYTERY FOR AN EXTENDED TIME. REFERENCES COULD INCLUDE SEMINARY FACULTY STAFF, PASTOR OR ELDER FROM INQUIRER'S/CANDIDATE'S CHURCH, OR MENTOR.)

**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?** \_\_\_\_\_

**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?** \_\_\_\_\_

**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?** \_\_\_\_\_

**IV. ON A SEPARATE SHEET OF PAPER, PLEASE EVALUATE GROWTH OBJECTIVES AGREED UPON AT THE LAST CONSULTATION (ATTACHED) IN THE FOLLOWING MANNER:**

- A. LIST GROWTH OBJECTIVE.
- B. INDICATE SPECIFICALLY WHAT YOU HAVE DONE TO ACHIEVE EACH OBJECTIVE.
- C. EVALUATE YOUR PROGRESS.

**V. REFLECT ON AND RESPOND BRIEFLY IN THE FOLLOWING AREAS IN THE LIGHT OF LAST YEAR'S AGREED UPON OBJECTIVES.**

**A. EDUCATION FOR MINISTRY**

FILL IN THE COURSES YOU HAVE TAKEN OVER THE PAST 12 MONTHS IN THE FOLLOWING AREAS:

BIBLE	_____	_____	_____
HISTORY	_____	_____	_____
THEOLOGY	_____	_____	_____
PRACTICAL	_____	_____	_____
LANGUAGE/OTHER	_____	_____	_____

**B. SPIRITUAL DEVELOPMENT**

BRIEFLY DESCRIBE YOUR SPIRITUAL DISCIPLINES, INCLUDING YOUR PARTICIPATION IN THE WORSHIP AND MISSION OF A PRESBYTERIAN CONGREGATION.

C. **INTERPERSONAL RELATIONS**

DESCRIBE YOUR RELATIONSHIP WITH YOUR PEERS, AUTHORITY FIGURES, FAMILY, AND OTHERS WHO ARE SIGNIFICANT TO YOU. WHAT ARE THE IMPLICATIONS OF THOSE RELATIONSHIPS FOR YOUR MINISTRY?

D. **PERSONAL GROWTH**

DESCRIBE RECENT EXPERIENCES OF EMOTIONAL IMPACT, IF ANY, AND HOW YOU DEALT WITH THEM.

COMMENT ON AREAS IN WHICH YOU BELIEVE YOU ARE GROWING AND IDENTIFY AREAS IN WHICH YOU FEEL THE NEED FOR PROGRESS.

**E. PROFESSIONAL DEVELOPMENT**

DESCRIBE YOUR PARTICIPATION IN FIELD EDUCATION OR OTHER EXPERIENCES WHICH HAVE CONTRIBUTED TO YOUR PROFESSIONAL DEVELOPMENT.

**VI.** LIST OTHER ISSUES WHICH YOU WISH TO DISCUSS WITH THE COMMITTEE INCLUDING FINANCIAL NEEDS, FAMILY CONCERNS, ETC.

**VII.** REQUEST FOR EXCEPTIONS AND WAIVERS (G-14. 0313) (E.G., EDUCATIONAL REQUIREMENTS, ORDINATION EXAMS, TIME REQUIREMENTS, ADDITIONAL PRESBYTERY REQUIREMENTS). INDICATE YOUR REASONS FOR THIS REQUEST.

**VIII.** IF THIS ANNUAL CONSULTATION COVERS THE TIME PERIOD OF THE SECOND YEAR OF THEOLOGICAL EDUCATION, WRITE A PRELIMINARY STATEMENT OF FAITH (G-24.0309 C- (3) AND ATTACH IT TO THIS REPORT.

**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: \_\_\_\_\_  
(NAME OF INQUIRER/CANDIDATE)

ON: \_\_\_\_\_  
(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

**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***

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

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: \_\_\_\_\_

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 OF CHURCH)

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

\_\_\_\_\_ ENDORSES

**THE SESSION HIS/HER REQUEST TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE.**

\_\_\_\_\_ DOES NOT ENDORSE

**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)

\_\_\_\_\_ (PHONE #)

CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*Session will copy and mail pages 27-29 to Presbytery CPM and Stated Clerk*  
**REPORT OF ENROLLMENT AS A CANDIDATE BY PRESBYTERY**

\_\_\_\_\_ WAS ENROLLED AS A CANDIDATE BY  
(NAME OF INQUIRER)

\_\_\_\_\_ ON \_\_\_\_\_  
(NAME OF PRESBYTERY) (DATE)

SIGNATURE OF STATED 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*

*(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. (G-14.0309)
- 3) Give diligent attention to educational and developmental 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 responsibly in annual consultations. (G-14.0309)
- 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), (G-14.0401), (G-14.0402)

***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-14.0310)
- 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 the Candidate, 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.*

***SUMMARY REPORT OF FINAL ASSESSMENT OF CANDIDATE'S  
READINESS TO BE EXAMINED FOR ORDINATION***

NAME OF CANDIDATE: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: \_\_\_\_\_ PHONE : \_\_\_\_\_  
(STREET OR PO BOX)  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

FAX#: \_\_\_\_\_ CELL#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PRESBYTERY OF CARE: \_\_\_\_\_

NAME OF MODERATOR OF COMMITTEE  
ON PREPARATION FOR MINISTRY: \_\_\_\_\_

NAME OF CPM LIAISON: \_\_\_\_\_

**CERTIFICATION OF READINESS**

A FINAL ASSESSMENT OF THE ABOVE NAMED CANDIDATE'S READINESS TO RECEIVE A CALL, AS OUTLINED IN G-14.0305j {1-6} OF THE BOOK OF ORDER, WAS CONDUCTED BY THE COMMITTEE 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-14.0310 OF THE *BOOK OF ORDER*, AND IS NOW CERTIFIED AS READY, PENDING A CALL, TO BE EXAMINED FOR ORDINATION.

SIGNATURE OF MODERATOR OF CPM: \_\_\_\_\_

DATE OF CPM REPORT TO PRESBYTERY: \_\_\_\_\_

**ENCLOSURES AND ADDITIONAL INFORMATION**

*(SEND TO A CALLING PRESBYTERY)*

- 1) When requested by the calling presbytery, send a summary of the Final Assessment of the above named candidate's "readiness in all respects to receive a call," as provided in G-14.0310 a.
- 2) Summary of the issues and recommendations of each of the previous annual consultations.
- 3) Transcripts of satisfactory grades at a regionally accredited college and theological institution.
- 4) Official statement of satisfactory grades in the five examinations covered by the Presbyteries Cooperative Committee on Examinations for Candidates.
- 5) The candidate's statement of personal faith to be presented to the presbytery.
- 6) Written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose.
- 7) Summary of any additional agreements or requirements (if any) established between presbytery's committee and the candidate.
- 8) Exceptions and/or waivers (if any) which have been approved by presbytery and/or synod action (G-14.0313 a,b,c).
- 9) In order to ensure confidentiality and rights of privacy, Candidate's psychological tests and career counseling observations are not automatically to be transferred to a calling presbytery. Should such reports be requested they may be released to the appropriate person/committee of the calling presbytery only with written authorization by the Candidate.

*CPM will copy and mail page 35 to:*

*Stated Clerk of the Calling Presbytery  
For Referral to Appropriate Committee  
and  
Retain a Copy for Candidate's File*

**CERTIFICATE OF APPROVAL  
TRANSFER OF COVENANT RELATIONSHIP TO ANOTHER PRESBYTERY**

**PRESBYTERY APPROVAL OF TRANSFER**

THIS IS TO REPORT THAT \_\_\_\_\_ PRESBYTERY,  
ON \_\_\_\_\_ TOOK THE ACTION INDICATED BELOW REGARDING  
(DATE)  
\_\_\_\_\_  
(NAME OF INQUIRER/CANDIDATE) SOCIAL SECURITY # \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

TRANSFER OF COVENANT RELATIONSHIP TO \_\_\_\_\_  
PRESBYTERY (G-14.0311).

\_\_\_\_\_  
(SIGNATURE OF STATED CLERK)

*Stated Clerk of transferring presbytery should mail this completed form along with the file folder and contents to the Stated Clerk of the receiving presbytery.*

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**PRESBYTERY RECEIPT OF TRANSFER**

THIS IS TO REPORT THAT THE COVENANT RELATIONSHIP OF THE ABOVE-NAMED PERSON HAS BEEN  
TRANSFERRED TO \_\_\_\_\_ PRESBYTERY AND THE  
INQUIRER/CANDIDATE WAS DULY ENROLLED ON \_\_\_\_\_  
(DATE)

CURRENT ADDRESS OF ENROLLEE IS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE#: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF STATED CLERK)

*Stated Clerk of receiving presbytery to copy and mail to: Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Mezzanine, Louisville, Kentucky 40202-1396.*

**REPORT OF ORDINATION OF CANDIDATE OR  
WITHDRAWAL OR REMOVAL OF INQUIRER OR CANDIDATE**

This is to report that \_\_\_\_\_ Presbytery on \_\_\_\_\_ took the action indicated below regarding \_\_\_\_\_, SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Date)  
(First Name, Middle/Maiden Name, Last Name of Inquirer or Candidate)

whose current address is: \_\_\_\_\_.

PHONE#: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CERTIFICATION**

Candidate was certified as to be ready for examination for ordination, pending a call: \_\_\_\_\_ (date).

**CALL**

Called by: \_\_\_\_\_ Position: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Presbytery: \_\_\_\_\_ Synod: \_\_\_\_\_

**EXAMINATION**

Candidate was examined for ordination by the Presbytery of Call/Care on: \_\_\_\_\_ (date).

(Circle one)

**RELEASE**

Candidate was released to accept the call on: \_\_\_\_\_ (date).

**ORDINATION** (G-14.0314, G-14.0401, and G-14.0406)

*Please complete Section A, or Section B, or Section C:*

- A. Candidate is to be ordained by Presbytery of Care and installed by the Presbytery of Call:**  
Ordained on: \_\_\_\_\_ (date) and dismissed to \_\_\_\_\_ Presbytery for installation on \_\_\_\_\_ (date). (G-14.0404b)
- B. Candidate is to be ordained and installed by Presbytery of Call:**  
Ordination on \_\_\_\_\_ (date). \_\_\_\_\_ Presbytery released the candidate for installation on \_\_\_\_\_ (date). (G-14.0404b)
- C. Candidate is to be ordained and installed by Presbytery of Care:**  
Ordination on \_\_\_\_\_ (date).

**WITHDRAWAL OR REMOVAL**

Inquirer/Candidate \_\_\_\_\_ withdrew from the preparation for ministry process (G-14.0312)  
\_\_\_\_\_ was removed

**SIGNATURE OF STATED CLERK:** \_\_\_\_\_

*Stated Clerk will copy and mail to Office of Resourcing Committees on Preparation for Ministry, Presbyterian Church (U.S.A.), 100 Witherspoon Street - Mezzanine, Louisville, KY 40202-1396.*

## *Description of Forms Used in the Preparation for Ministry Process*

- Form 1: Application for Enrollment as an Inquirer: Background Information for Session And CPM (pages 1-13)**  
The potential Inquirer's first written communication to the Session and the Presbytery's Committee on Preparation for Ministry, along with Session's evaluation and recommendation. This form provides basic information regarding the applicant's background, identity, and interests. Included in the form are questions for reflection by both applicant and Session.
- Form 2A: Application to be Enrolled by Presbytery as Inquirer (pages 14-17)**  
To be completed by the applicant seeking to be enrolled. The CPM action regarding the application as well as that of the Presbytery are recorded on this form. Upon completion, Stated Clerk of presbytery sends the form to the Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Mezzanine, Louisville, Kentucky 40202-1396.
- Form 2B: Covenant Agreement Between Inquirer, Session, and CPM; and Inquirer Release (pages 18-19)**  
A signed acknowledgement of the new covenant relationship entered into by the Inquirer, the Session and the Committee on Preparation for Ministry. The Inquirer Release sets in motion an understanding that permits the CPM to secure information necessary to make responsible decisions and recommendations.
- Form 3: Pre-Interview Annual Consultation Report (pages 20-23)**  
This report, completed by the Inquirer/Candidate before each Annual Consultation, evaluation progress in accomplishing previously agreed-upon goals and objectives. This form requests a listing of completed courses, and includes specific questions to be addressed in each of the five growth areas.
- Form 4: Report of Annual Consultation (pages 24-25)**  
A summary report of the Annual Consultation, completed by the CPM and the Inquirer/Candidate, that indicates developmental progress in the five key areas along with growth objectives agreed to for the next year. Designed for use by enrollees before, during and after theological education. Completed report is sent to enrollee, theological institution, and sponsoring Session.
- Form 5A: Application to be Received by Presbytery as a Candidate (pages 26-32)**  
Upon completion, this form is sent by Stated Clerk of Presbytery to the Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Mezzanine, Louisville, Kentucky 40202-1396.
- Form 5B: Covenant Agreement Between Candidate, Session and CPM; and Candidate Release (pages 33-34)**  
A signed acknowledgement of the new covenant relationship entered into by the Candidate, the Session and the Presbytery Committee on Preparation for Ministry.
- Form 6: Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination (pages 35-36)**  
This form, completed by the CPM, acknowledges that the CPM of the Candidate's presbytery has conducted a final assessment of the candidate's preparation and readiness to begin ministry; and that he/she has successfully completed all of the denomination's and the Committee's requirements and is ready to be examined for ordination. Also included on the form is a description of the information to be sent to a calling Presbytery, when requested.
- Form 7A: Certificate of Approval of Transfer (page 37)**  
Form used in the transfer of an enrollee from one presbytery to another; completed and signed by Stated Clerk of transferring presbytery and Stated Clerk of receiving presbytery, who copies and mails to Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Mezzanine, Louisville, Kentucky 40202-1396.
- Form 7B: Report of Withdrawal or Removal of Inquirer or Candidate, or Ordination of a Candidate (page 38)**  
Form used to report to the Office of Resourcing Committees on Preparation for Ministry particular action of the Presbytery Committee relative to the withdrawal, removal, or ordination of enrolled persons.

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

## Checklist of Completion of Steps in the Preparation for Ministry Process

(Based on the Preparation for Ministry Manual Flow Chart)

**Step 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) \_\_\_\_\_
- \_\_\_ Applicant has been an active member for at least 6 months (date of membership) \_\_\_\_\_

**Step 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) \_\_\_\_\_

**Step 3: CPM meets for session orientation.**

- \_\_\_ To interpret the preparation process including time requirements, financial considerations, denominational and presbytery expectations; discuss the meaning of call and ministry in the Reformed tradition; view the CPM video "Preparation for Ministry," if appropriate; and provide copies of the Manual, forms, appropriate resources, presbytery and CPM policies

**Step 4: Session interviews applicant, makes recommendation to CPM/presbytery, chooses session liaison.**

- \_\_\_ Session interviews applicant and makes a decision whether to receive the applicant as an inquirer
- \_\_\_ Form 2A (Application to be Enrolled by Presbytery as an Inquirer) is completed by applicant and session
- \_\_\_ Session sends Form 2A to CPM (date received by CPM) \_\_\_\_\_

**Step 5: CPM interviews applicant and makes recommendation on enrollment as an inquirer. CPM liaison appointed.**

- \_\_\_ CPM arranges date to meet with applicant (date) \_\_\_\_\_
- \_\_\_ CPM distributes copies of completed Form 1 to all CPM members
- \_\_\_ CPM reviews/discusses with applicant the following goals of the interview: nature and theology of call; discernment of the nature of applicant's sense of vocation; determination whether applicant has potential and qualities necessary for professional ministry; preparation of the applicant for highly evaluation process lasting more than 1 year
- \_\_\_ CPM decides whether to recommend to presbytery enrolling applicant as an inquirer
- \_\_\_ CPM determines who will attend presbytery meeting to report recommendation to presbytery

**Step 6: Presbytery enrollment of inquirer.**

- \_\_\_ CPM schedules with stated clerk time on the docket for presentation of recommendation to presbytery at its meeting on (date) \_\_\_\_\_
- \_\_\_ CPM/representative meets with presbytery to present recommendation
- \_\_\_ CPM completes and submits Form 2A to stated clerk for signature and transmitting to the Office of Resourcing CPMs in Louisville

**Step 7: Review of preparation process and progress. Develop covenant agreement for guidance, goals, consultations, and reports.**

- \_\_\_ CPM discusses with inquirer the goals and responsibilities of inquirer/CPM and completes Form 2B (Covenant Agreement Between Inquirer, Session, and CPM; and Inquirer Release)
- \_\_\_ CPM appoints liaison
- \_\_\_ CPM reviews with inquirer the preparation for ministry process including the following presbytery requirements:

- \_\_\_\_\_
- \_\_\_ CPM and inquirer estimate timelines for completing steps in the preparation for ministry process

**Step 8: Inquirer applies to become a candidate through session.**

- \_\_\_ CPM sends Form 5A (Application to be Received by Presbytery as a Candidate) to inquirer for completion and submission to session (date sent) \_\_\_\_\_
- \_\_\_ Inquirer completes Form 5A and schedules meeting with session

**Step 9: Session confers with inquirer. Reviews evidence of inquiry phase and makes recommendation to CPM/presbytery.**

- \_\_\_ CPM communicates with session liaison information session requests to determine inquirer's progress
- \_\_\_ Session meets with inquirer and decides whether to recommend continuation of inquiry phase, withdrawal from the process, or moving to candidacy; completes Form 5A and submits the form to CPM

**Step 10: CPM confers with inquirer, reviews evidence of inquiry phase, and makes recommendation regarding candidacy.**

- \_\_\_ CPM receives Form 5A from session (date received) \_\_\_\_\_
- \_\_\_ CPM, session liaison, and inquirer schedule to meet (date) \_\_\_\_\_
- \_\_\_ CPM reviews Book of Order requirements for completion of inquiry phase (G-14.0303g)
- \_\_\_ CPM decides whether to recommend to presbytery continuation of inquiry phase, removal from the \_\_\_\_\_ process, or enrollment as a candidate
- \_\_\_ CPM completes Form 5A if enrollment is recommended

**Step 11: Presbytery receives CPM recommendation and examines inquirer. Presbytery receives and enrolls as candidate.**

- \_\_\_ CPM schedules with stated clerk time on the docket for presentation of the inquirer and the CPM's recommendation at the presbytery meeting (date) \_\_\_\_\_
- \_\_\_ CPM prepares inquirer for examination by presbytery and determines information to be given to presbytery
- \_\_\_ CPM plans brief service of worship to follow enrollment and, if requested, plans for recommendation of a commission for service of reception in candidate's congregation
- \_\_\_ CPM (usually the Moderator) presents the inquirer to presbytery

**Step 12: Review of preparation process and progress. Develop covenant agreement for guidance, goals, consultations, and reports.**

- \_\_\_ CPM reviews with candidate progress in meeting course requirements, including competency in Hebrew and Greek; presbytery requirements; expected outcomes of candidacy; and requirements for certification for a call; and estimates new timelines for completion of steps in the preparation process
- \_\_\_ CPM establishes new covenant with candidate and completes Form 5B (Covenant Agreement Between Candidate, Session and CPM; and Candidate Release)

**Step 13: Presbyteries' Cooperative Examinations.**

- \_\_\_ CPM and candidate complete "Authorization to Write Ordination Exams" for submission to the Office of Examination Services
- \_\_\_ CPM receives copies of completed exams from candidate, reviews comments of readers, and files copies in File Folder (Form 8)
- \_\_\_ CPM reviews with candidate completion of denomination and presbytery requirements, the final assessment, preparing and circulating the PIF, examination by presbytery and ordination, and the first call

**Step 14: CPM conducts final assessment of candidate's readiness to receive a call.**

- \_\_\_ CPM schedules with candidate a time, date, and place for final assessment
- \_\_\_ CPM conducts final assessment reviewing all requirements for ordination, and presents summary of assessment to presbytery (date) \_\_\_\_\_

**Step 15: CPM certifies candidate ready to receive a call and reports to presbytery.**

- \_\_\_ CPM certifies candidate ready to receive a call, and completes Form 6 (Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination) and reports to presbytery (date) \_\_\_\_\_

**Step 16: CPM approves circulation of PIF to explore obtaining a call.**

- \_\_\_ CPM reviews presbytery policy for approving circulation of PIF and completes "Approval to Circulate PIF" form for candidate to include with PIF

**Step 17: Negotiation for service/call.**

- \_\_\_ CPM monitors candidate's progress in negotiating a call and reviews completion of requirements

**Step 18: Examination and ordination.**

- \_\_\_ CPM prepares candidate for presbytery examination by suggesting possible questions, providing rehearsal, preparing questions CPM may want to pose on floor of presbytery
- \_\_\_ CPM consults with stated clerk of presbytery and stated clerk, Committee on Ministry, and CPM of presbytery of call regarding location of examination and ordination
- \_\_\_ CPM submits to stated clerk Form 7B (Report of...Ordination of a Candidate) for signature and transmitting to the Office of Resourcing CPMs in Louisville

**Withdrawal or removal of Inquirer/Candidate:**

**Date:** \_\_\_\_\_

**Withdrawal/Removal (circle one)**

**Reason**