

2015 Committee on Preparation for Ministry Policies and Procedures

On behalf of the Committee on Preparation for Ministry of Holston Presbytery, we welcome you to the process of ministerial preparation. What follows is some helpful information on the general requirements for the process and the particular requirements of Holston Presbytery. (Note that additional requirements of Holston Presbytery are denoted with an '*'.) In addition to these requirements, Holston has adopted the guidelines of the *Preparation for Ministry Advisory Handbook (rev. 9/07)*, Section 1.V-1.VI (available online at the Holston Presbytery website or by request).

Forms referenced for each stage of the process can be found online at www.pcusa.org/prep4min/cpmform.htm

Please refer to G-2.06 in the Book of Order, and to the PCUSA website at www.pcusa.org/prep4min for a detailed explanation of these requirements.

This document, along with other information, can be found at <http://holstonpresbytery.org/pastors/ministry-prep>

The preparation for ministry process in the PCUSA consists of two stages, Inquiry and Candidacy, each of which begins with the Session of your home church.

§1. Inquirer (G-2.0602, G-2.0603):

- A. You must be a member of a congregation for a minimum of 6 months before you can petition the Session to begin the process of preparation for ordained ministry. After completing Form 1 and Form 2, you will meet with the Session of your home church for endorsement of your inquiry. In order to then schedule your meeting with the CPM, you will need to make sure that all of the following are sent to the CPM Moderator *at least* three weeks prior to the meeting:
 - i. Complete copies of Forms 1 & 2, including the signed endorsement of your Session
 - ii. (Form 1, p.11) and your responses to Questions 1-9 (Form 1, p.5).
- B. (*)Your Inquirer year is a good time to make plans to complete a unit of Supervised Ministry (minimum of 400 hours) in a PCUSA Congregational setting or a basic unit of Clinical Pastoral Education (minimum 400 hours). (Both must be completed during the course of the process). The report from this supervised ministry or CPE experience must be submitted to the CPM Moderator upon completion.
- C. (*)It is also the expectation of the CPM that during the course of your ministerial preparation, you will:
 - i. Maintain regular involvement in the life of a PCUSA congregation
 - ii. Complete class work in the areas of Reformed Theology, Presbyterian Polity, Biblical languages and exegesis, and Reformed Worship and Sacraments.

§2. Candidate (G-2.0604):

- A. After completing a minimum of one year as an Inquirer, you may apply to the Session of your home church to begin the move to Candidacy. Complete and submit Form 5 to your Session to schedule the interview. Once approved by your Session, please be in touch with the CPM Moderator to be placed on the agenda for an upcoming meeting. *Before* you can meet with the CPM, you must submit all of the following to the CPM Moderator no later than three weeks prior to the meeting.

- i. Complete copies of Form 5, including your responses to Questions 1-6 (Form 5, p.27) and the signed endorsement of the Session (Form 5, p.34)
 - ii. (*)A copy of your psychological assessment. Each candidate must schedule and complete a psychological assessment and have the report submitted to the CPM Moderator *prior to* the meeting. Please note that this process can often take 6-8 weeks to complete, so plan accordingly. *The arrangements for this evaluation are the candidate's responsibility. You may obtain a copy of the guidelines and approved testing centers from your liaison or the CPM Moderator.*
 - iii. A copy of your supervised ministry evaluation from a congregational field placement or CPE.
- B. After meeting with the CPM for your candidacy interview, you will be placed on the agenda for the next upcoming Presbytery meeting to appear on the floor for examination. You will receive details about this at your CPM interview. You should plan to be present all day for the meeting, as the location of the CPM report on the agenda will vary.
- C. (*)Your Candidacy year is a good time to make plans to complete a basic unit (400 hours) of Clinical Pastoral Education or your congregational supervised ministry (400 hours). *Both these reports must be submitted to the CPM Moderator before your Final Assessment can be scheduled.*

§3. Final Assessment (G-2.0607):

After at least one year as a Candidate, and not before the spring semester of your final year of Seminary, you may petition the CPM for a Final Assessment. The successful completion of your final assessment will result in your certification as ready to be examined for ordination. BEFORE you can be scheduled for a final assessment, your CPM file must be complete, including ALL the following items:

- A. Successfully completed ordination exams, consisting of the following:
 - a. Bible Content – taken during the first year of seminary
 - b. Senior Ordination Exams (Biblical Exegesis, Theological Competence, Worship and Sacraments, and Polity) taken only after completion of two years of seminary and completion of a unit of supervised ministry or CPE.
- B. Submission of an exegesis and accompanying written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof as a part of the appearance of the candidate.
- C. A final transcript showing conferral of a Bachelor's degree from an accredited institution.
- D. A final transcript from your seminary or theological institution. *You may, with the approval of the CPM, apply for a final assessment in the spring semester of your final year of theological education, prior to the availability of a final transcript. It is then your responsibility to make sure that a transcript is sent immediately upon graduation. This is the only exception to the list of requirement.*
- E. Final Report from a unit of Supervised Ministry (400 hours) in a PCUSA

congregation.

- F. Final Report from a completed unit of CPE (400 hours) at an accredited facility.

§4. Annual Consultation:

- A. In addition to your meetings with the CPM for inquiry, candidacy, and a final assessment, every inquirer and candidate must complete an Annual Consultation in person for each calendar year you are under care of the committee, until such time as you are removed from the process by:
 - i. Withdrawal by the Candidate (Form 7b)
 - ii. Removal by the Presbytery (Form 7b)
 - iii. Completion of the Preparation for Ministry process with a call to the ministry of the Word and Sacrament.

Please note: This includes the time after you are certified ready and prior to receiving a call. There are NO EXCEPTIONS to this requirement in the Book of Order, and failure to complete this requirement may result in dismissal from the process.

- B. (*)The annual consultation must be completed in person during each calendar year. Committee meeting dates are publicized at the end of the preceding calendar year, and candidates are encouraged to plan ahead to meet with the committee at one of the stated meetings.
- C. At least three weeks prior to the annual retreat, the following items must be submitted to the CPM Moderator:
 - i. Completed copies of Form 3
 - ii. A transcript from your most recent semester, if applicable.

§5. Time Requirements:

It is ordinarily expected that the preparation for ministry process will be completed in no less than two and no more than six years' time, with no less than one year and no more than four years spent in either the inquiry or candidacy phase. Exceptions to this require the approval of the CPM and do not forego the annual consultation requirement.

_____ (signed) _____ (date)

By signing above, I indicate that I have received a copy of this handout. Furthermore, I understand that compliance with these requirements is my responsibility.

Name of Liaison: _____

Email/Phone: _____