

## Responsibilities of Holston CPM Members:

1. **Attend Meetings** – The CPM generally convenes 4-5 times a year, about 6 weeks before the stated Presbytery meetings, primarily to meet with inquirers and candidates in the process of ministerial preparation. Most meetings will be held at the Holston Presbytery Office. Once a year, we have a day-long retreat to facilitate the completion of candidates' annual consultations as well. This retreat is generally held on a Saturday in September.
2. **Stay in touch with inquirers and candidates** – Each CPM member will be assigned several inquirers and/or candidates for whom you will serve as a liaison. A liaison is a candidate/inquirer's first point of contact with the CPM to assist in the process. Each CPM meeting will include a time for liaisons to update the committee on any matters of interest regarding those whom they serve.
3. **Annual Consultations** – Although many annual consultations are completed at the fall retreat, some inquirers/candidates are unable to make it for a variety of reasons. If an Inquirer or Candidate wishes to conduct this interview at a time other than the annual consultation retreat, such a request must be approved by the CPM prior to making further arrangements. If approved, the liaison and another member of the CPM may make arrangements with the candidate to meet at another time, or convene over the phone as a last resort.
4. **Pray** for the inquirers and candidates, and the work of the committee.

More information on the process of preparation for ministry can be found online at the PCUSA website (<http://www.pcusa.org/prep4min>), in your current copy of the *Book of Order* (G-14.0400), and on the Holston Presbytery website (<http://holstonpresbytery.org/pastors/ministry-prep>).

About 1-2 weeks before we meet, keep an eye out in your e-mail for important information, including an agenda and relevant paperwork. It is generally expected that this material will be reviewed prior to the meeting, as much of it will form the basis of our conversations with inquirers and candidates.