



Presbytery of Milwaukee Commission on Pastoral Ministry's Advisory Flow Chart and Appendices for Ordination to the Ministry of Word and Sacrament in the Presbyterian Church (USA)

Introduction, General Links, and Contacts

The Commission on Pastoral Ministry (CPM) of the [Presbytery of Milwaukee](#) oversees preparation for ordination to the ministry of word and sacrament. This document is intended to describe CPM's normal operations and is for Pre-Inquirers, Inquirers, Candidates and those who assist them in preparation for ordained ministry. It is a living document that is amended when needed to reflect the workings of CPM. Additional resources may be found on the [CPM page](#). Information on preparation for ministry can also be found in G-2.06 in the *Book of Order*.

Denominational resources regarding discernment, the ordination process, process forms, and ordination exams may be found on the PC(USA)'s [Preparation for Ministry pages](#).

Submissions: All completed forms, transcripts, LeaderWise reports, and other submissions should be sent via email to the Rev. Ann Gibbs, Associate for Ministry Vitality, agibbs@pbymilwaukee.org.

Questions may be directed to the [moderator of CPM](#) or Rev. Gibbs at the Presbytery office: 414-292-2740.

Stage 1a: Becoming an Inquirer

The inquiry phase is meant to be a time of exploration, questioning, and growth in the discernment process. The applicant must be an active member of a PC(USA) congregation for a minimum of 6 months. Enrollment of the inquirer will be effective as of the meeting date set by CPM.

- Applicant completes [Form 1A, Form 1B, and Form 1C](#) and submits them to their Session. The Moderator of the Session will then reach out to Rev. Gibbs and the moderator of CPM for further information and support on the ordination process and requirements.
- Session interviews applicant.
 - Session appoints a liaison (*See Appendix 2 and 3 for Session and liaison responsibilities*)
 - Session makes recommendation to CPM via [Form 1D](#).
- Applicant submits [Form 1A, Form 1B, and Form 1C](#) to CPM and requests date for CPM interview.¹
- CPM interviews applicant to recommend a psychological evaluation through LeaderWise.
 - CPM appoints a liaison. (*See Appendix 4 for CPM liaison responsibilities*)
 - CPM meets with Inquirer's Session to review the ordination process.
- Applicant completes psychological evaluation through LeaderWise,
 - The cost of the evaluation is evenly split between the Inquirer, CPM, and the Inquirer's Session.

¹ Those applying to the PC(USA) Study Grant program MUST be enrolled as an inquirer and endorsements submitted by June 1 annually. For more information about the Study Grant, go to [Study Grant](#).

- Request that final evaluations be submitted to CPM through Rev. Gibbs.
 - Rev. Gibbs and CPM liaison mediate with applicant to discuss LeaderWise report and create synopsis for review of full commission.
- CPM meets with applicant for discussion on LeaderWise assessment and votes to enroll the applicant as an Inquirer under care of the Presbytery of Milwaukee. Liaison completes [Form 2A and Form 2B](#) with Inquirer.
 - Inquirer will complete the [Safe Gatherings](#) training, as required for all ministers and leaders of the presbytery.

Stage 1b: As an Inquirer

- Inquirers communicate with Session and CPM liaisons periodically with updates on their development and any specific needs.
- Inquirer and CPM meet each year for an Annual Consultation.
 - Inquirer completes [Form 3](#) and submits it to CPM prior to Annual Consultation.
 - Inquirer requests for current transcript from theological educational institution be sent to CPM.²
 - Inquirer requests evaluation from any field education experiences be released to CPM.
 - CPM and Inquirer meet and complete [Form 4](#) together.
- Inquirer begins formal theological studies toward earning a Master of Divinity (*see Appendix 5 for a list of course requirements*) and completing Field Education and Clinical Pastoral Education (CPE) requirements (*see Appendix 6 for field education and CPE requirements*).
- Inquirer takes the Bible Content Exam.³
 - The exam is proctored twice annually: the first Friday in February and the Friday before Labor. Please see the [Bible Content Exam](#) page on the PC(USA) website for registration dates, locations, and online registration.
 - Study resources: [Practice Exams](#), [Quizlet Flash Cards](#), [Masters of Interpretation blog](#)

Stage 2a: Becoming a Candidate

The purpose of the candidacy phase is to provide a time for further development toward full readiness for ordained ministry, and for both CPM and the candidate to address issues of experience, integration, competency, and vocational call. At least one year is required in the candidacy phase.⁴

- Inquirer completes [Forms 5A](#) and submits it to Session.
- Session interviews Inquirer.
 - Session makes recommendation to CPM via [Form 5B](#).

² The transcript does not need to be official, but should be sent directly from the school.

³ This exam is designed to be taken early in the M.Div. program and inquirers should not delay taking the exam in order to complete all biblical studies courses before taking the exam. Passing the exam is not required, though strongly encouraged, for advancement to candidacy.

⁴ Typically, inquirers move to candidacy toward the end of their middler M.Div. year. Inquirers should have already developed a robust theology and display signs of strong vocational development.

- Inquirer submits [Form 5A](#) to CPM and requests date for CPM interview.
 - Candidate submits a one-page Statement of Faith Journey and a draft Statement of Faith (See *Appendix 7 and 8 for Statement of Faith Journey and Statement of Faith guidelines*)
- CPM interviews Inquirer and makes recommendation to the Presbytery on enrollment as a Candidate.
 - CPM completes [Form 5C](#) with Candidate.
 - CPM requests examination of Inquirer to be included in upcoming Presbytery meeting.
 - CPM provides Inquirer's Statement of Faith Journey for the Presbytery meeting papers. (The Statement of Faith is only shared with CPM, which will work with Inquirer on their draft.)
- Inquirer appears before Presbytery.⁵
 - Presbytery examines Inquirer and votes on CPM's recommendation to enroll Inquirer as a Candidate in the Presbytery.
 - Presbytery Stated Clerk completes [Form 5D](#) with the Candidate.

Stage 2b: As a Candidate

- Candidate continues formal theological education and earns a Master of Divinity (if not already completed.)
- Candidate completes Field Education and CPE, if not already done.
- Candidate and CPM meet each year for an Annual Consultation.
 - Candidate completes [Form 3](#) and submits it to CPM prior to Annual Consultation
 - Candidate requests for current transcript from theological educational institution be sent to CPM⁶
 - Candidate requests evaluation from any field education experiences be released to CPM.
 - CPM and Candidate meet and complete [Form 4](#) together.
- Candidate takes Senior Ordination Exams.
 - The four senior ordination exams are offered quarterly. Please see the [Exam Schedule](#) and [registration link](#).
 - *Study Resources:*
 - [Pittsburgh Theological Seminary](#)'s library provides study resources and old examinations with sample responses for review.
 - <https://equip.pcusa.org/login/index.php>
 - Exam transcripts will automatically be provided to CPM.
 - Candidate consults with CPM liaison and make plan to retake any exams as needed.

Stage 3: Certified Ready to Receive a Call

- Candidate meets with CPM for a final assessment to review ordination requirements and discuss the call process. The Candidate's file should include:
 - Forms 1A, B, and D, 2A and B, 3, 4, 5A, B, C, and D
 - LeaderWise assessment

⁵ Questions are limited to the Inquirer's faith journey, sense of vocation, and general preparation for ministry. Theological or doctrinal questions are not allowed.

⁶ The transcript does not need to be official, but should be sent directly from the school.

- Field education and CPE evaluation(s)
 - Current official transcripts and evidence of anticipated or past seminary graduation with completion of CPM's required courses
 - Ordination exam transcript showing all five exams successfully completed
 - Final Statement of Faith
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- Candidate provides a draft copy of their Personal Information Form ([PIF](#)) or resume and/or CV if seeking a call to a validated ministry.

 - Candidate will provide CPM with a video recorded sermon, which members of CPM will watch prior to, or when, meeting with the Candidate. If a video recording cannot be provided, Candidates may also preach for CPM at its meeting.

 - Once approved by CPM as Certified Ready to Receive a Call, candidates may circulate a PIF or otherwise seek an ordainable call. Candidates will remain in contact with CPM liaison throughout the search process and will continue to meet with CPM for an annual consultation.

 - Once a call is secured, the candidate will communicate with CPM as to when and under what Presbytery candidate will be examined for ordination. Together with the Stated Clerk, CPM will ensure proper transfer of standing for examination by ordaining Presbytery.

Appendices

- Appendix 1** List of forms (with links)
- Appendix 2** Session Responsibilities
- Appendix 3** Session Liaison Responsibilities
- Appendix 4** CPM Liaison Responsibilities
- Appendix 5** Course Requirements
- Appendix 6** Field Education and Clinical Pastoral Education Requirements
- Appendix 7** Guidelines for Statement of Faith Journey
- Appendix 8** Guidelines for Statement of Faith
- Appendix 9** Criteria for Evaluation
- Appendix 10** Leaving the Preparation for Ministry Process (G-2.0609)

APPENDIX 1

List of Forms (with links)

- [Form 1A:](#) Application to Be Enrolled by Presbytery as an Inquirer
- [Form 1B:](#) Questions for Reflection
- [Form 1C:](#) Financial Plan for Theological Education
- [Form 1D:](#) Session Evaluation and Recommendation Regarding Enrollment as an Inquirer
- [Form 2A:](#) Report of Consultation Regarding Application to Become an Inquirer
- [Form 2B:](#) Covenant Agreement and Inquirer Release
- [Form 3:](#) Pre-consultation Report on Development Areas
- [Form 4:](#) Report on Consultation
- [Form 5A:](#) Application to Be Enrolled by Presbytery as a Candidate
- [Form 5B:](#) Session Evaluation and Recommendation Regarding Enrollment as a Candidate
- [Form 5C:](#) Report of Consultation Regarding Application to Become a Candidate
- [Form 5D:](#) Covenant Agreement and Candidate Release
- [Form 6:](#) Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination

APPENDIX 2

Session Responsibilities

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

Exploring the Call to Ministry of teaching elder

The local church is provided with a challenge and an opportunity when a member of the congregation approaches the pastor and session to express the possibility that she or he has been called to ministry. It is the session's responsibility to provide a supportive relationship through which to explore with the member the personal implications and suitability of a full-time church vocation.

Such awareness and experience emerges through prayerful examination of the member's personal faith, through his/her motivation and experience within the congregation, and through a shared assessment of all the responsibilities and gifts needed for ministry. These are important first steps in discerning whether the member is called by the Holy Spirit to the ministry of teaching elder.

Offering Support to Inquirers and Candidates

The pastor, session and congregation communicate with and support the member throughout the entire period of preparation. This can be a deeply meaningful experience for all involved. In all matters relating to preparation, the member will be under the oversight (care) of Presbytery. To facilitate this relationship, this document provides for appointment of one elder from the church to act as liaison with the individual and with the CPM throughout the process.

It is important that the session contact the member and his/her family at significant times during the preparation process, such as annual and special consultations with CPM, appearances before Presbytery, academic examination periods, ordination examination periods, when a call is being negotiated, and when ordination takes place.

Providing financial assistance is another very tangible expression of support. The Session should consider budgeting to assist with the member's seminary tuition, room and board and books and supplies. The session is also asked to pay part of the fee for the required career counseling.

The pastor and session may provide valuable support and learning by offering the inquirer or candidate opportunities to preach and lead worship.

Initiating the Preparation Process and the Inquiry Phase

The session or pastor should contact the CPM Moderator when a church member indicates a desire to pursue his/her sense of call to the Ministry of teaching elder. A session meeting for orientation to the preparation process will be scheduled and a representative from the CPM will participate. The session will interview the applicant and hear his/her request to become enrolled as an inquirer and will make a recommendation to the CPM regarding this request (Forms 1A, B and D). If the recommendation is positive, the session should then consider what assistance it will provide to the member during the

inquirer and candidacy phases. As part of the covenant between the member and the session, the session and the member should have clear understandings of the financial, spiritual and other support the session will provide to the member as part of its covenant to be a faithful partner to the member and to care for and nurture the member with love as the member pursues the call to ministry of teaching elder. The CPM recommends that these understandings be communicated to the CPM during the member's first meeting with the CPM.

If the session or CPM decides not to accept the member for enrollment as an inquirer, the session will continue to provide support, counsel and guidance to the individual as he/she seeks to discover an appropriate occupational expression of Christian vocation. During the inquiry phase, the session will participate with the inquirer and the CPM in an evaluation of the inquirer's growth and progress. When an inquirer desires to become a candidate, the session will participate with the inquirer in a review of evidence indicating readiness to proceed to candidacy. This evidence may include personal interviews with the inquirer, CPM consultation reports, and the inquirer's clear demonstration of adequate promise for ministry along with the inquirer's application for candidacy, and the six statements. The session will make a decision as to whether to recommend to CPM and Presbytery that the inquirer proceed to candidacy (Forms 5A and B).

The Candidacy Phase

When the inquirer is ready for admission to candidacy, the session will provide a report and the pastor will make a statement, if requested, when the inquirer is examined by the CPM. After the inquirer is received by Presbytery as a candidate, the session will continue to provide support to the candidate and his/her family, and maintain the liaison relationship with both the candidate and the CPM.

The session will continue to receive and review reports of each annual consultation with the candidate and the CPM, and act as advocate for as long as needed.

As an advocate, the session may call the CPM to accountability in fulfilling any of its responsibilities.

When notice is received of the Candidate's ordination, it is the session's responsibility to remove the Candidate's name from the church roll.

APPENDIX 3

Session Liaison Responsibilities

The CPM requires the appointment of an elder (or a group of persons including at least one elder) to act as liaison with the Inquirer/Candidate and with the CPM. This elder will represent the session and participate with the Inquirer/Candidate and the CPM as they explore and evaluate his/her progress in the preparation for ministry.

Outlined below are some of the ways in which such liaisons may be helpful.

- Remember your Inquirer/Candidate in prayer.
- Learn the background of the Inquirer/Candidate and become acquainted in ways that seem natural to you and the Inquirer/Candidate. Maintain in contact through calls, emails, and notes of encouragement and support.
- Share with the CPM, especially at the time of an annual consultation, any areas of need of the Inquirer/Candidate — whether financial or personal.
- Keep the congregation aware of its Inquirers/Candidates through prayer in worship on a regular basis, inclusion in the bulletin or newsletter, and celebrating when the Inquirer is received by the presbytery as a Candidate.

In a word, be a friend who offers a sense of personal, moral, and spiritual interest in and support of the Inquirer/Candidate in all aspects of training for the ministry of the Word and Sacrament. In so doing, you will also grow in faith and grace.

APPENDIX 4

CPM Liaison Responsibilities

The CPM liaison is the key to the effective work of the CPM and is the continuing liaison with individual inquirers and candidates. The primary tasks of the liaison are to act as a contact person, serve as an advocate and resource for the Inquirer/Candidate, and explain the process. The liaison will also communicate the CPM's concerns to the Inquirer/Candidate, and when appropriate, to the home church pastor and the session liaison. The CPM liaison will lead the discussion during the Inquirer/Candidate's Annual Consultation.

Liaison responsibilities may include, but are not limited to:

- Explain the process, functioning, and expectations of the CPM to your Inquirer/Candidate.
- Put a human face on the process. The liaison is the primary person to communicate the care and concern of Presbytery.
- Help Inquirer/Candidate get in touch with his/her strengths and weaknesses. Be honest and kind.
- Initiate communication with Inquirer/Candidate at least twice a year and meet face-to-face whenever possible. Always respond to communications from an Inquirer/Candidate.
- Work with Inquirer/Candidate on completion of necessary forms throughout the process.
- Have conversations with the Inquirer/Candidate prior to each of his or her meetings with the CPM in order to be able to inform the CPM of the Inquirer/Candidate's strengths and weaknesses and inform the Inquirer/Candidate of possible concerns of the CPM. Make sure the Inquirer/Candidate knows the time and place of his or her next meeting with the CPM, what documents are required for the meeting and when these documents are to be submitted to the CPM.
- Be the Inquirer/Candidate's advocate at points of tension with the CPM. Interpret whenever necessary.
- Check in with the Inquirer/Candidate periodically on progress made in growth goals, requirements for ordination, required coursework, field education, CPE, ordination exams, and other documents required from CPM. Work with Inquirer/Candidate in preparing all documents and forms required for each meeting with the CPM or the Presbytery.
- Follow-up each meeting with a conversation. At times, there may be personal matters that the liaison may choose not to share; however, matters relevant to the Inquirer/Candidate's future ministry must be shared.
- If requested, the liaison may also assist the candidate in preparing a PIF.
- Pray for your Inquirer/Candidate.

APPENDIX 5

Course Requirements

The CPM requires Inquirers and Candidates to show successful completion of the following courses as part of their theological education:

- Hebrew language course
- Hebrew (Old Testament) exegesis course
- Greek language course
- Greek (New Testament) exegesis course
- Reformed Theology
- Church History
- Worship and Sacraments
- Presbyterian Polity
- Pastoral Care
- Faith Formation

Field Education and Clinical Pastoral Education Requirements

Field Education

Field education is ordinarily completed during the second year of theological education, either during the Inquiry or Candidacy phase.

Inquirers/Candidates may select their field education site based on their sense of vocation and expand knowledge and experience in a wide range of ministry needs. In most cases, Field Education can not be completed in an Inquirer/candidate's congregation of care.

Field Education must be completed with a qualified on-site supervisor who will serve as a mentor and guide. Inquirers/Candidates are encouraged to work with Field Education office of their theological institution in selecting a site.

Inquirer/Candidates and supervisors complete a learning covenant that describes the expectations and goals of the field education experience. Written evaluations by both supervisor and Candidate should be sent to CPM at the conclusion of the experience.

The time commitment of field education is a minimum of two semesters (nine months) part-time (10-15 hours per week) or three months full-time (40 hours per week)

Clinical Pastoral Education (CPE)

CPE is typically completed during the Candidacy phase, often done during the summer after the second year of theological education or at a time thereafter; however, Inquirers are eligible to complete CPE.

Inquirers/Candidates are required to complete 1 unit of CPE. The Association of Clinical Pastoral Education (ACPE) website provides additional information about CPE and a searchable [list of CPE sites](#). Field education offices at theological institutions may be able to refer Inquirers/Candidates to specific CPE programs, though each CPE site has its own application timeline and process.

After completing one unit CPE, Inquirer/Candidate provides full final evaluation (including Inquirer/Candidate's own self-review and CPE supervisor's review) to CPM. Evaluations for any additional units of CPE that Inquirers/Candidates pursue should also be sent to CPM.

Statement of Faith Journey Guidelines

The Statement of Faith Journey is a 1-page statement written by an Inquirer that provides a brief biography and description of the Inquirer's sense of call to ministry. The Statement of Faith Journey will be included in the presbytery papers for the meeting when the Inquirer will be voted on to advance to Candidacy.

The statement should include:

- Summary of the Inquirer's spiritual journey in various contexts and congregations, including their personal and cultural background as it relates to ministry
- "Key moments" in the Inquirer's life where a call to ministry was deeply sensed
- Service to the church
- Articulate an understanding of Christian vocation in the Reformed tradition and how it relates to the Inquirer's personal sense of call

Inquirers are encouraged to work with their CPM liaison in completing the statement.

APPENDIX 8

Statement of Faith Guidelines

The purpose of the “Statement of Faith” is for the Inquirer/Candidate to reflect theologically on specific areas and to state in a concise form his/her faith related to those specific areas. A statement of faith should incorporate an understanding of the Reformed tradition.

Writing a Statement of Faith should begin early in the preparation process. The Inquirer/Candidate is urged to discuss it with the CPM liaison, a professor, pastor, or other significant persons in his/her life. The statement should also reveal something of the personhood of the individual so clear personal manifestations such as “When I receive communion the church becomes....” will be included.

When a liaison assists an Inquirer/Candidate in the preparation of a Statement of Faith, it will be helpful to ask some personal questions, such as: “Where are you in terms of Jesus, the cross, your faith, the Holy Spirit?” and “How do you live out your faith?”

The liaison will discuss general areas with the Inquirer/Candidate. To provide an outline of topics for such a statement could, in itself, color the theological assumptions of the statement, therefore the following are only suggestions:

- The Nature of God; The Experience of God; Sin and Evil
- Life and Work of Jesus; Jesus’ Humanity and Divinity; Christology and Atonement
- The Holy Spirit
- The Church and Its Ministry
- The Sacraments
- The Bible
- The Ministry and Mission of the Church in the World

The Statement of Faith will be the basis by which CPM and Presbytery conduct their oral examinations of the candidate. Clichés that might distract a reader should be avoided, and language should be chosen for clear understanding, since both laypeople and ministers will read the statement. When meeting with the CPM, the Candidate will have the opportunity to discuss it, defend it, explain it, and (sometimes) change it. The Statement of Faith should be no longer than one page, single spaced.

APPENDIX 9

Criteria for Evaluation

The following criteria are intended as general evaluative guidelines and should not be used legalistically.

Criteria for evaluating applicants for Inquiry:

Acceptance into Inquiry indicates a possibility that an individual is “suited for ordained ministry.” (*Book of Order* G-2.0603)

The goals of the application period are to:

- determine whether the person has at least basic potential for ordained ministry;
- begin to question the nature of call;
- begin to discern the nature of the applicant’s vocation, whether to ministry of teaching elder or to another calling;
- prepare the applicant for the highly evaluative period of inquiry and candidacy; and offer suggestions for further exploration of vocation and development in the event the applicant is not accepted.

Expectations during the time of application include:

Evidence of spiritual development

- Through vital, searching faith in God as revealed in Jesus Christ;
- Commitment to biblical faith;
- Exploration of personal spirituality and disciplines; and
- Active participation in a congregation of the PC(USA).

Readiness for education toward ministry

- With intellectual ability for ministry;
- Academic interest, motivation and proficiency;
- Capacity to deal with abstract ideas and symbols; and an understanding of the dynamics of a worshipping community, particularly in the context of a PC(USA) congregation

Healthy interpersonal relations

- Exhibited by positive qualities of compassion, listening skills and caring, realistic sense of self
- Sensitivity to one’s environment (roles and culture)
- Ability to communicate with and listen to others
- Ability to maintain relationships

Personal readiness

- As shown through a reasonable level of emotional health and self-awareness
- Commitment to personal growth, including knowledge and use of tools for self-assessment
- Appropriate openness to counsel
- Strong sense of personal integrity
- Flexibility
- Awareness of personal limits
- Ability to finance theological education without inordinate debt

Professional readiness

- Sense of call to serve God as a minister of teaching elder
- Awareness of the larger church (presbytery, synod, general assembly) and its mission and commitment to participation in the PC(USA)
- Awareness of the covenantal relationship and mutual accountability that Presbyterians have to one another
- Sense of the importance of “equipping the saints” and ability to motivate others
- Beginning awareness of the tasks of, and one’s suitability for, ministry of teaching elder
- Awareness of one’s own gifts, skills and areas where growth is needed

Means of assessment

- Written information provided by the applicant and church (Forms 1 and 2) conversations with the pastor/clerk of the home church endorsement by the session of the home congregation
- Interviews with CPM
- Interviews with personal references in a variety of appropriate contexts (college/seminary, family, friends, employers, and church) academic transcripts (college and seminary, other)

Goals of the inquiry period are to:

- Determine whether the Inquirer is highly likely to finish developing the skills and gifts for ministry of teaching elder
- Assess the Inquirer's skills, gifts and development (strengths and weaknesses)
- Determine whether those gifts, skills and abilities best suit the ministry of teaching elder or another calling
- Decide whether to proceed to candidacy, continue in the inquiry phase, or leave the process and explore a more suitable calling

Criteria for evaluating applicants to Candidacy

Acceptance into Candidacy indicates a high probability that an individual is suited for ordained ministry.

Expectations

Education for ministry

- Will be demonstrated through evidence of intellectual ability and capacity to integrate academic learning and practical experience in ministry
- Academic interest, motivation and proficiency
- Ability to deal with abstract and concrete issues appropriately.
- Ability to articulate one’s faith vis-à-vis the Reformed tradition
- Seminary training including an appropriate balance of courses, both academic and practical.

Spiritual development will be shown by:

- The ability to articulate one’s faith, personal experience, essential elements of the Reformed tradition, and their interrelation
- Evidence of strong personal faith in God, revealed in Jesus Christ, and experienced through the Holy Spirit
- Response to faith through service to the church and the world
- Continuing exploration of and participation in a lively spiritual life, which includes prayer
- Participation in a worshipping community and experience in a PC(USA) congregation

- Understanding of the relationship between faith and the issues faced by people in the contemporary world

Interpersonal relationships

- Evidence of qualities of compassion, caring and empathy
- Clarity about one's own values, gifts and priorities matched with an appreciation of those gifts in others
- Sensitivity to one's setting and the ability to perform successfully in a variety of environments (school, church, other field education, home etc.)
- Understanding of and effective response to issues of authority, roles and expectations
- Effective communication skills in one-to-one and small and large group settings
- Ability to deal productively with conflict, failure and pain (one's own and others')
- Ability to maintain appropriate relationships, acknowledge limits and set boundaries

Personal growth will be evidenced by

- Attention to mental health, including emotional stability, authenticity, a sense of humor, energy, motivation, comfort with self and others, appropriateness, and a healthy managing of anxiety
- Openness to learning, self-exploration, and counsel
- A fairly high degree of self-actualization; understanding one's self-image and others' perceptions
- commitment to continued personal growth, knowledge of and appropriate use of tools for growth (e.g. counseling, reading, mentors, spiritual advisors, prayer etc.)
- Ability to set priorities (pursue challenging goals, acknowledge realistic limits, and manage time effectively)

Professional development is evidenced by:

- An understanding of the larger church (presbytery, synod, general assembly) and its mission, polity and theology, and a commitment to participate in the PC(USA)
- Commitment to the covenantal relationship and mutual accountability in the PC(USA)
- Demonstrated leadership (initiative, self-confidence, organizational and communication skills) and ability to motivate others and cultivate leadership
- Clear sense of call and appropriateness of vocational choice, which includes compatibility of interests and gifts with those, required for ministry of teaching elder
- Basic ability to think objectively about the church in specific settings such as the home church, field education, the seminary community
- Experience in and understanding of the practice of worship in the Reformed tradition

The Means of Assessing Readiness for Candidacy will be:

- Academic transcripts (college, seminary, other), enrollment in a Presbyterian seminary or a seminary accredited by the Association of Theological Schools (ATS)
- Seminary field education supervisor's evaluation and CPE supervisor's evaluation (if CPE has been completed at the time of applying for Candidacy)
- Interviews by CPM
- Endorsement by the session (Forms 5A and B)
- Conversations with or recommendations of the seminary
- Conversations with the pastor/clerk of the home church
- Interviews with personal references (persons in a variety of appropriate contexts such as college/seminary, field education supervisors, family, friends, employers, and/or home church)
- Written information provided by the applicant and home church (including annual growth goals, Forms 3 and 4)

- Usually, successful completion of the Bible Content Examination
- Examination of the Inquirer with respect to his or her Christian faith, forms of Christian service undertaken and motives for seeking the ministry.

Goals of the Candidacy Period are to:

- Determine whether the candidate is ready to receive a call and be ordained to ministry of teaching elder, and if not, how the person can further prepare for ordination or identify another vocation
- Identify areas of strength, weakness, continued growth and development
- Identify plans for transition into ministry

CRITERIA FOR EVALUATING READINESS FOR MINISTRY:

Approval for readiness for ministry certifies FULL PREPARATION for ordained ministry.

Expectations for certification of readiness are:

Evidence of full education for ministry with sufficient fluency in the Christian and Reformed traditions, including Scripture and theology. Awareness of the scope and tasks of ministry of teaching elder.

- completion of seminary training, required course work and receipt of an MDiv degree (or its equivalent as approved by the CPM and Presbytery) before the final examination for ordination by a presbytery takes place

Spiritual development

- An articulate expression of personal faith compatible with the Reformed tradition, especially as seen in the confessional documents of the church
- A responsible, continuing struggle with difficult areas of faith such as sin, evil, the sovereignty of God, individual freedom, corporate responsibility, the atonement, etc.
- Continuing growth in personal spiritual disciplines and mission
- Authentic faith (beliefs and commitments practiced, coherence between theology and life, and ability to interpret life through the lens of theology)

Interpersonal relations

- Evidence of increasing depth of sensitivity, compassion and empathy
- Ability to evaluate and articulate one's own values, gifts and priorities and to identify and appreciate those of others
- Healthy interdependence with maturing balance between self, family, friends and community, especially in the areas of authority, responsibility and needs
- Ability to analyze one's setting including history, location/culture, personalities, dynamics/conflicts, spiritual and emotional health
- Well-developed communication skills, oral and written, for a variety of settings (counseling, preaching, teaching, writing and administration)
- Ability to deal productively with conflict, failure and pain (one's own and others')
- Ability to maintain appropriate relationships, acknowledge limits and set boundaries

Personal growth

- Will be shown by maturity and integrity demonstrated by trustworthiness, openness, flexibility, healthy level of self-esteem, sufficiently low levels of defensiveness and anxiety and an appreciation of one's role, expectations and context
- Commitment to the life-long pursuit of growth and self-discipline
- Balance in life with a commitment to work and play, and activities beyond the work place
- Self-motivation and ability to set priorities to pursue challenging goals, acknowledge realistic limits, and manage one's time effectively
- Ability to assume responsibility for physical, emotional, spiritual and financial health

Professional development

- Commitment to the church, its people, mission, theology and polity, and to ministry of teaching elder
- Commitment to being an active presbyter, with some ideas about how to be involved in the life of the presbytery
- Ability and commitment to communicate the mission of the church and inspire faithful discipleship in others
- Ability to articulate and share the faith in the practice of ministry of teaching elder and the ability to discern and discuss theological issues in the life of the church and the world
- Affective skills for ministry of teaching elder which include preaching, worship planning and leadership, teaching, counseling, administration, polity, etc. ability and commitment to serve the people with energy, intelligence, imagination and love.

The means of assessing readiness for ministry will be:

- Successful completion of the five standard ordination examinations (Bible Content, Polity, Theology, Worship and Sacraments, and Biblical Exegesis and Sermon) *Book of Order* G-2.0607.d
- Statement of Faith (one page)
- Sermon review and exegesis paper
- Transcripts from college and seminary showing satisfactory grades and successful completion of a MDiv degree from a Presbyterian seminary or an accredited theological institution
- LeaderWise report
- Evaluations from field education and CPE supervisors
- Interviews and conversations with the CPM liaison
- Conversations with the home pastor
- Interviews with personal references
- written information provided by the candidate including annual review consultation goals (Forms 3 and 4)
- Review by the CPM, which will certify readiness to receive a call and be ordained as Minister of teaching elder

APPENDIX 10

Leaving the Preparation for Ministry Process (G-2.0609)

At any time during the process it may be determined that an Inquirer or Candidate will not continue.

If the Inquirer/Candidate decides to leave the process, the pastor and session should be informed of the decision. A request to be removed from the presbytery roll of Inquirers and Candidates should be presented in writing to the CPM Moderator. The CPM will submit the request and the reason to presbytery for a vote. If affirmed, the Inquirer/Candidate's name will be removed and Form 7 will be signed by the Stated Clerk and sent to the Denomination's Office of Resourcing CPMs.

The CPM may decide that it is not in the best interest of all that an Inquirer or Candidate continue in the process. This would ordinarily take place within the context of an annual review and would be recorded on Form 4. The CPM moderator will inform the pastor and session liaison of the recommendation. Presbytery will be informed of the action taken at its next meeting. Prior to taking such action, the CPM shall make a reasonable attempt to give the candidate or inquirer an opportunity to be heard concerning the proposed removal.

A session may also determine that the preparation process of an Inquirer or Candidate is not proceeding appropriately and may discontinue the covenant relationship and remove the person from the care of the session. The recommendation of the session must be sent to Presbytery through the Stated Clerk. An opportunity for the Inquirer/Candidate or the members of the session to meet with the CPM may be granted.