



Presbytery of San Diego



Committee on Preparation for Ministry
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**Scheduled
Date**

Activity

**Date
Completed**

Enter the scheduled date for each event at the left and the date completed at the right.

1. CONTACTING THE SAN DIEGO PRESBYTERY

The Stated Clerk of the Presbytery of San Diego and/or the chair of the Committee on Preparation for Ministry (CPM) is contacted by an individual or a session to advise him/her that an individual is interested in possibility of becoming an ordained minister of the Word and Sacrament in the Presbyterian Church (U.S.A.) (PC(USA)). A representative from the Committee explains to the potential applicant (you) the initial steps of the process and schedules a meeting with the applicant and the Session of the applicant's church. You must have been a member of that church for at least 6 months (*Book of Order (BoO) G-14.0403*).

_____ Contact
made

_____ Meet CPM
rep.

_____ CPM rep.
explains

You will be provided with a copy of this checklist, which identifies the steps in the process and gives you a convenient way to schedule events and record their completion. ***It is in your benefit to use and maintain this list.***

BoO citations are to the 2009/2011 edition. The Constitution of the PC(USA) (Part I, Book of Confessions, and Part II, BoO) is available online at <http://www.pcusa.org/oga/constitution.htm>.

2. MEETING WITH YOUR SESSION:

Prior to meeting with your Session, you must accomplish the following items and deliver them to the Clerk of Session:

- Complete Form 1, *Application for Enrollment as an Inquirer: Background Information for Session and CPM*
- Complete Form 2A, *Application to be Enrolled by Presbytery as Inquirer*
- Complete Form 2B, *Covenant Agreement Between Inquirer, Session, and CPM; and Inquirer Release*
- Secure names and contact information for three (3) references
- Secure transcripts from college(s) attended.

_____ Delivered

_____ Complete

Note: Forms cited here and in other parts of this checklist are available at the PC(USA) website <http://www.pcusa.org/preg4min/forms.htm>

Meet with your Session, which will designate an elder from your church to be your liaison with the Session and a liaison between the Session and the CPM (*BoO G-14.0413*).

_____ Conclude
Session

_____ Meet
Session

Your Session liaison is: _____ actions

Name _____ E-mail: _____

Complete forms with Session _____
Following your meeting with the Session, send copies of the above-listed, completed forms to the Stated Clerk in the Presbytery office, as described in step 3, below. _____
Ready to send

3. INITIAL MEETING WITH THE CPM

Send _____
The completed Form 1 with attached references and transcripts and Forms 2A and 2B must be received by the Presbytery office no later than two weeks prior to your CPM interview. Be sure your Session completes its portion of Forms 1 and 2B prior to sending them to the Presbytery office. _____
Confirm received

1st Meet _____
Meet with CPM for an initial visit. During this interview, you will be questioned in several areas including, but not limited to the following to facilitate the CPM in meeting its responsibilities under *BoO* G14.0412: _____
Meet

- a. Faith journey
- b. Sense of call
- c. Personal and spiritual development
- d. Participation in home church
- e. Awareness of Reformed theology, Presbyterian heritage and polity
- f. The Bible and confessions
- g. Plans for completing your education including formal seminary courses and practical training
- h. Financial needs
- i. Leadership experience
- j. Physical and emotional health
- k. Personal relationships.

CPM will discuss with you at this meeting about what it means to be a Minister of Word and Sacrament versus various other Christian vocations.

4. ENROLLING AS AN INQUIRER

If the CPM finds that all the above paperwork of applicant and the Session is in order, and if the meeting with the applicant demonstrates that there is sufficient reason to encourage him/her to explore the call to ministry, the CPM will enroll him/her as an Inquirer (*BoO* G-14.0404). This action generally is effective on the date of the initial meeting with CPM.

Your enrollment as an inquirer starts a 2-phase covenant relationship between the Presbytery and you, as an individual preparing to become a Minister of Word and Sacrament (*BoO* G-14.0401). The process for this relationship can be found in the *Preparation for Ministry Manual*, Part I of the *Preparation for Ministry in the Presbyterian Church (U.S.A.) Advisory Handbook* (*BoO* G-14.04012) [available online at <http://www.pcusa.org/prep4min/cpm.htm>]. _____
CPM enrolls as Inquirer

The CPM will assign a liaison to be your point of contact. Your liaison is:

Name

E-mail:

Your liaison may change from time to time depending upon the length of time you are enrolled with the Presbytery and that individual's term of service on CPM. If you ever have any question about who your liaison is, or have been unable to contact your liaison, immediately contact the Chair of the Committee or the Stated Clerk of the Presbytery.

It is your responsibility to keep the CPM (preferably through your liaison) informed of any significant events that might impact your activities or status under the care of the Presbytery of San Diego in its carrying out the responsibilities cited at *BoO* G-0412. Review this checklist and be prepared to ask your liaison any questions you might have regarding the content or timing of any of the steps herein. Your liaison will coordinate with you to schedule each future meeting with the CPM and Presbytery. **Remember, many of those meetings are mandatory under the *BoO* and may not be waived.**

Action taken to enroll the applicant (you) as an Inquirer will be documented on the Form 2A. CPM and you sign Form 2B acknowledging the new covenant relationship. The Presbytery will be informed of your enrollment at its next stated meeting.

Form 2A will be submitted to Louisville, by the Presbytery, upon your being enrolled as an Inquirer.

Please note the following with regard to this process:

In general, Presbytery-required classes may not be taken pass/fail. In cases where an exception is made due to extenuating circumstances, a letter from a professor will be required, stating the grade that would have been earned had the class been taken for a grade.

A psychological assessment, done by a professional to whom you have been referred by CPM, must be completed prior to applying for Candidacy [see step 6, below]. CPM may cover up to half of the cost of this assessment out of funds budgeted by the Presbytery for this purpose. This assessment should include couple counseling when the Inquirer is married.

Only Inquirers or Candidates who have completed at least two-thirds (2/3) of the required seminary course work may request permission to take ordination exams other than the Bible Content Examination pursuant to *BoO* G-14.0431.

5. MEETING WITH CPM FOR ANNUAL CONSULTATIONS

Each person under the care of the CPM is required to submit an annual report (BoO G-14.0421). The CPM (or representatives of the CPM) normally meets with each candidate and inquirer on an annual basis following receipt of those reports. The first annual consultation should occur between 8 and 12 months after becoming an Inquirer and consultations shall occur each subsequent year until throughout the covenant relationship with the Presbytery. **It is your responsibility to coordinate with your CPM liaison to submit a written report and arrange a subsequent meeting date for each consultation. Failure to meet this requirement may result in removal from the roll of inquirers or candidates (BoO G-14.0463).**

1st Consult.

2nd Consult.

3rd Consult.

4th Consult.

The following forms must be received by the CPM liaison at least two weeks prior to the scheduled consultation meeting or phone conference.

- Completed Form 3, *Pre-Interview Annual Consultation Report*
- Completed Form 4, *Report of Annual Consultation* (parts 1 & 2 only).

It is also your responsibility to keep the Session of your home church informed about your progress (BoO G-14.0413). Your session liaison may observe any of the Annual Consultations if you and the liaison agree that it is desired. However, the liaison should not respond to any questions that are not specifically directed to her/him.

6. PREPARING FOR CANDIDACY

After at least one year of Inquiry, but not prior to the first Annual Consultation, an Inquirer may apply to become a Candidate (BoO G-14.0403 & G-14.0473). **It is the responsibility of the Inquirer** to initiate this phase of the process. This may be done through the Inquirer's Session liaison or through his/her CPM liaison. The following steps are required prior to meeting with the CPM to examine your readiness to proceed to the candidacy phase of the process:

Initiate

Assessment completed

Forms 5A & B compl.

Meet Session

Send forms

- Prior to applying for candidacy, you must have completed your psychological assessment and CPM must have received the report.
- Complete Form 5A, *Application to be Received by Presbytery as a Candidate*, paying special attention to the six questions for reflection included in the form. Included in these six questions is the Inquirer's Statement of Faith, which is expected to be about one page in length. The completed Form 5A, including the answers to the 6 questions, accompanied by Form 5B, *Covenant Agreement Between Candidate, Session and CPM; and Candidate Release*, must be sent to the Session of the church where the Inquirer is under care.

- Meet with your Session to be endorsed for Candidacy. No Inquirer may meet with the CPM for Candidacy application prior to being endorsed by that Session
- Session must complete Forms 5A and 5B and forward them to the Stated Clerk of the Presbytery, in their entirety, to be received at least two weeks prior to your scheduled annual consultation meeting with the CPM.

- Prepare your personal statement of call for presentation to the CPM during its examination, a prepared statement (about one page in length)

Application received

Confirm received

Session received

Session complete forms

Confirm received

describing your faith journey and sense of call to Ministry of Word and Sacrament.

- ❑ Schedule a meeting with CPM. Plan to meet with CPM at one of its regularly scheduled, monthly meetings, in advance of a stated meeting of the Presbytery, in sufficient time to enable your examination by the Presbytery being included on its agenda. The schedule for Presbytery meetings is available on the Presbytery website. (See step 7, below.)

Liaison
scheduled

7. ENROLLING AS A CANDIDATE

You must meet with the CPM for an examination to determine readiness to proceed from the inquirer phase to the candidate phase of the process.

CPM meet

Becoming a Candidate is an act of the Presbytery. Should the CPM recommend your enrollment as a Candidate, you will be presented to the Presbytery for examination.

CPM
recommend

Presbytery
meeting
scheduled;
exam on
agenda

The examination ordinarily will occur at a meeting of the Presbytery. You will read your statement of call. Following your successful examination by the Presbytery, you will be enrolled as a Candidate (*BoO* G-14.0405), effective that day.

CPM
enrolls as
Candidate

Refer to the “Expected Outcomes of Inquiry” and “Admission to Candidacy” paragraphs in the *Preparation for Ministry Manual* for a more complete description of what is expected from you at the CPM and Presbytery meetings.

Following the Presbytery’s affirmative vote, you and the Chair of CPM will sign the Form 5B to acknowledge the new covenant relationship. It will be submitted to Louisville by the Stated Clerk.

8. PREPARING FOR THE FINAL ASSESSMENT

In the final year of theological education (or later), a Candidate may be examined by the CPM and certified “ready for examination for ordination, pending a call” (*BoO* G-14.0450). If the CPM concurs, the Candidate may also be released to circulate his/her personal information form (PIF) and begin to negotiate a call. The PC(USA) Louisville office notifies the chair of CPM when the PIF is ready to be certified in the PC(USA) system. A Candidate may not enter into negotiations for service until either: (i) passing the Final Assessment; or (ii) receiving special permission to negotiate for service pursuant to *BoO* G-14.0440.

Submit

The following items are required for a Final Assessment and shall be submitted by you, to be received by the Presbytery Stated Clerk at least two weeks prior to the scheduled meeting with CPM:

- ❑ Copy of your ordination examinations from all five areas of examination—these exams must be successfully completed prior to your being certified ready for examination for ordination, pending a call, unless an exception is granted by the Presbytery (*BoO* G-0472)
- ❑ Statement of faith (one page maximum)
- ❑ Personal reflection on each of the ordination vows (*BoO* W-4.4003) and the Presbytery’s *Essential Tenets and Reformed Distinctives* [may be downloaded at <http://www.presbyterysd.org/resources.htm>]

Confirm
received

- ❑ Completed forms for an Annual Consultation [see step 5, above]
- ❑ Field education or internship evaluations since your last Annual Consultation
- ❑ Current transcripts from theological institution and/or grades indicating that work is being done toward the completion of degree
- ❑ Documentation of satisfactory completion of:
 - ❖ Greek (*BoO* G-14.0450c)
 - ❖ Hebrew (*BoO* G-14.0450c)
 - ❖ New Testament exegesis using Greek (*BoO* G-14.0450c)
 - ❖ Old Testament exegesis using Hebrew (*BoO* G-14.0450c)
 - ❖ Course in PC(USA) Polity (Presbytery requirement)
 - ❖ Course in Reformed theology (*i.e.*, creeds and confessions) (Presbytery requirement)
 - ❖ Course in Reformed Worship (Presbytery requirement)
 - ❖ Coursework in systematic theology (Presbytery requirement)
 - ❖ One unit of clinical pastoral education (CPE)
 - ❖ Field education or internship with a PC(USA) church other than your home church (Presbytery requirement)
 - ❖ Satisfactory psychological assessment
 - ❖ Copy of complete exegesis using either Greek or Hebrew and an accompanying sermon (to be used in step 9, below)
 - ❖ Optional PIF in the form you might send to a Pastor Nominating Committee.

9. CERTIFYING A CANDIDATE READY FOR ORDINATION EXAMINATION

The CPM conducts a Final Assessments with each Candidate, who appears before the entire Committee. This is no sooner than one (1) year after being enrolled as a Candidate (*BoO* G-14.0403). All of the documentation submitted under step 8, above, is made available to the entire Committee.

Meet CPM

Certified
ready
pending call

Anticipate your meeting with CPM will require at least two (2) hours and include questions by the Committee members to:

- ❑ Determine your professional readiness to begin ministry
- ❑ Assess your self-understanding of your role as a pastor
- ❑ Discuss of your personal (and family, if applicable) readiness to enter into a life of ministry
- ❑ Review your statement of faith
- ❑ Discuss your understanding of the process and steps to seek a call
- ❑ Listen to, and provide a critique of, a sermon of about 15 minutes.

Your session liaison may observe the Final Assessment if you and the liaison agree that it is desired. However, the liaison will not respond to any questions that are not specifically directed to him/her.

Refer to the “Expected Outcomes of Candidacy” and “Requirements to be Certified Ready for Examination, Pending a Call” paragraphs in the *Preparation for Ministry Manual* for a more complete description of what is expected from you at the CPM meeting.

Successful completion of the Final Assessment will be documented by CPM on a Form 6, Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination.

10. SEEKING A CALL

Following a successful Final Assessment, a Candidate remains in a covenant relationship with the Presbytery, under care of CPM, until she/he has received and accepted a call, transferred to another presbytery, or withdrawn from the process [steps 11, 12 and 13, below]. In this regard, CPM will remain in contact with a Candidate to determine his/her progress toward receiving a call. Seeking a call is an active process for which a Candidate can sometimes use the advice and counsel of the CPM.

<hr/> <p>1st awaiting Call</p>	<p>You should make an annual contact (e-mail or telephone report to your CPM liaison) to advise the CPM that you remain active in seeking a call and report on the work you are doing while awaiting a call. You will be expected to meet with the CPM or its representatives for an Annual Consultation at least once every 18 months. The following forms must be received by the CPM liaison at least <u>two weeks</u> prior to the scheduled consultation meeting or phone conference.</p>	<hr/> <p>Meet</p>
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<hr/> <p>2nd waiting call</p>	<ul style="list-style-type: none"><input type="checkbox"/> Completed Form 3, Sections III, IV, V B–E, and VI<input type="checkbox"/> Completed Form 4, parts 1 & 2.	<hr/> <p>Meet</p>
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<hr/> <p>3rd awaiting call</p>	<p>Your Annual Consultations will address:</p> <ul style="list-style-type: none"><input type="checkbox"/> Your progress in circulating your PIF<input type="checkbox"/> Responses received to inquiries you made regarding calls and possible areas of improvement to increase the likelihood of receiving a call<input type="checkbox"/> Your personal commitment to ministry and continued sense of call<input type="checkbox"/> Service in church-related work [identify on Form 3]<input type="checkbox"/> Actions you are taking to retain and improve upon your theological education [identify on Form 3]<input type="checkbox"/> Advice that you request CPM provide in the process while awaiting your first call.	<hr/> <p>Meet</p>
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CPM will assist you during the Annual Consultations while awaiting a call by addressing the following types of issues:

- Your continued self-understanding of your role as a pastor
- Understanding congregations that you might serve
- Assisting you in establishing an appropriate pastoral style
- Prepare you to deal with conflicts that may emerge in a congregation
- Your continued well being (and that of your family) while continuing to seek a call.

11. RECEIVING A CALL

A Candidate that receives a call is examined for ordination and installation by the Committee on Ministry (COM). If the call is to a church or work outside the geographic bounds of this Presbytery, the COM for the presbytery in which the call is located will conduct that examination (*BoO* G-14.0481). A Candidate notifies the CPM when the call process has progressed to the point of meeting with a COM and the outcome of an examination.

_____ Call received	<p>You should notify your CPM liaison or the Stated Clerk of the Presbytery upon receiving notification that a COM will conduct an examination for ordination. Upon satisfactorily completing an ordination examination and receiving and accepting a call, notify the CPM in writing of the scheduled date for your ordination. No further action then will be required on your part.</p> <p>The Stated Clerk of the Presbytery in which you are ordained will notify your session of that event (<i>BoO</i> G-14.0483). If it is other than this Presbytery, the stated clerks of the calling and receiving presbyteries are notified. You will be removed from the Presbytery's roll of candidates effective the date of your ordination.</p> <p><i>Form 7B, Report of Withdrawal or Removal of Inquirer or Candidate, or Ordination of a of a Candidate, to be completed by CPM and submitted by the Stated Clerk to Louisville to report removal from the roll of candidates by reason of having been ordained.</i></p> <p>12. TRANSFERRING TO ANOTHER PRESBYTERY</p> <p>An Inquirer or Candidate may desire to transfer the covenant relationship from the Presbytery of San Diego to another presbytery of the PC(USA) as a result of relocation or other valid reasons (<i>BoO</i> G-14.0461). Should this occur, the Candidate or Inquirer should contact the presbytery in which residing to determine if that presbytery's CPM will accept a transfer. That discussion should also include identification of the church to which the Inquirer or Candidate desires to transfer membership (and session of care). If the provisional receiving presbytery approves the transfer (including church membership), the Candidate or Inquirer contacts his/her CPM liaison in writing to advise them of the desire for a transfer.</p> <p>The CPM will discuss the transfer with the receiving presbytery. The CPM will act on the request for transfer at its next stated meeting and approve the transfer if:</p> <ul style="list-style-type: none"><input type="checkbox"/> The receiving presbytery is willing to assume the covenant relationship and oversight of the Candidate or Inquirer;<input type="checkbox"/> Any monetary obligations to the Presbytery or a member-church of the Presbytery have been met; and<input type="checkbox"/> There are no questions of discipline or other similar reasons to hold the transfer in abeyance.	_____ Date CPM notified
_____ Liaison Notified	<p>You should discuss the possibility of your transferring the covenant relationship with your CPM liaison as soon as there is a reasonable reason to believe a transfer is desired. Your liaison will help you understand the steps involved to help you avoid missteps should you desire to proceed. Submit to the CPM a request in writing that includes the pertinent information regarding the provisional receiving presbytery and church after you have made contacts and received concurrence on the receiving side of the action.</p>	_____ Discussed
_____ Decision made	<p>The Stated Clerk of the Presbytery of San Diego will complete and</p>	_____ Transfer requested

forward to the receiving presbytery Form 7A, *Certificate of Approval of Transfer* and the entire CPM file for that individual. The receiving presbytery's stated clerk will complete the form and forward it to Louisville, with a copy to the Stated Clerk of the Presbytery of San Diego. Upon receipt of the completed Form 7A, the Candidate or Inquirer will be removed from the Presbytery's roll of same.

Transfer
complete

The above-described process will be followed in a mirror image sequence for a candidate or inquirer wishing to transfer the covenant relationship to this Presbytery. The CPM will advise the individual desiring to transfer the documentation that will be required to be submitted at least two weeks prior to meeting with the Committee.

NOTE: Failure to follow this process will result in forfeiture of standing as an inquirer or candidate pursuant to *BoO* G-14.0461.

13. WITHDRAWAL FROM CPM PROCESS FOR INQUIRERS AND CANDIDATES

There are only three ways to dissolve the covenant relationship that has been established between a Candidate or Inquirer and the Presbytery: (i) successful ordination; (ii) transfer to another presbytery; or (iii) withdrawal by either of the following means:

- a. A candidate or inquirer may decide that she/he should withdraw from the covenant relationship (*BoO* G-14.0463). Such action may be taken only after consultation with the CPM. The Candidate or Inquirer first should notify his/her liaison that the action is being contemplated and the reason therefore. The liaison will, after consultation with the CPM, schedule a time for the individual to meet with the Committee.
- b. The Presbytery may also, with sufficient reason, remove an individual's name from roll of candidates and inquirers (*BoO* G-14.0463). Such action will be taken only after:
 - The individual's liaison (or other appropriate representative of CPM) has made contact with the individual and any known parties of interest (including the session of care) and advising him/her that such action is contemplated;
 - The individual and other parties of interest she/he identifies are given time on the docket of a CPM meeting to hear why the action should not be taken; and
 - The individual meets with CPM or declines the opportunity to meet.

Following the meeting(s) with the individual, upon the decision to do so, he/she will be removed from the roll of candidates or inquirers, as applicable. The action and reason therefore will be reported to the individual's session and, if appropriate, educational institution in which enrolled.

Form 7B will be completed by CPM recording withdrawal and submitted to Louisville.

14. SUSPENSION OF THE CPM PROCESS FOR CANDIDATES

Candidates may under extenuating circumstances petition the CPM to suspend the CPM process. In such instances, the candidate should write a letter to the Stated Clerk of the Presbytery requesting that the CPM, at its next stated meeting, interview the candidate concerning the reason the suspension is requested. When the CPM concurs with the request, a release from the Covenant Relationship will be granted if:

- No charges are pending against the individual
- There is no information suggesting grounds for deletion as described in step 12, above.

If the CPM concurs with the request, the request will be recommended to the Presbytery at its next stated meeting. If the Presbytery approves the request, such individual's records will be maintained for a period of five (5) years without additional review by CPM.

Within the 5-year period, the individual may request restoration of the covenant relationship. The request should be submitted by letter to the Stated Clerk of the Presbytery. The individual will be invited to meet with the CPM as soon thereafter as possible. The interview for enrolling as a candidate (step 7, above) or final assessment (step 9, above), as completed by the individual prior to suspending the covenant relationship, will be conducted. If the interview is successful, the relationship will be restored at the same point as such time as it was suspended.

If a request to restore the relationship is not received within the 5-year period, the candidate will be automatically removed from the roll per step 13, above.