

APPLICATION TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE

PRESBYTERY _____

NAME OF APPLICANT: _____
(LAST) (FIRST) (MIDDLE/MAIDEN)

SOCIAL SECURITY NUMBER: _____ / _____ / _____

CURRENT MAILING ADDRESS _____
(STREET OR PO BOX)

(CITY) (STATE) (ZIP CODE)

CELL: _____ HOME PHONE: _____

E-MAIL: _____

GENDER: _____ DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

CHURCH OF MEMBERSHIP: _____
(NAME OF CHURCH)

(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. REVERENCE COULD BE A PASTOR, ELDER, SEMINARY STAFF, OR MENTOR.

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? _____

Date: _____

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? _____

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 THE AREAS IN WHICH GROWTH IS NEEDED. (G-14.0303g)

THE SESSION OF _____
(NAME OF CHURCH) (CITY, STATE OF CHURCH)

MET WITH _____ ON _____
(NAME OF INQUIRER) (DATE)

AND SUBMITS THE FOLLOWING REPORT:

_____ **ENDORSES**
THE SESSION _____ **THE APPLICANT TO BE ENROLLED BY THE 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: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

CELL PHONE #: _____ E-MAIL: _____

THIS REPORT WAS PREPARED FOR THE SESSION BY: _____

(POSITION) (PHONE #)

CELL PHONE #: _____ 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: _____ DATE: _____

*Stated Clerk of presbytery will copy and mail pages 26 - 28 to:
Office of Resourcing Committees on Preparation for Ministry
Presbyterian Church (USA)
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. (G14.0306a(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)

Form 5A

- 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.*