

Presbytery of Prospect Hill Committee on Preparation for Ministry (CPM) Policy Summary

- *Preparation for Annual Evaluations and Presbytery Examinations (Page 3)*
 - All materials must be submitted no less than one week prior to your meeting with the committee or Presbytery. For each annual evaluation you must submit a new “Form 3.”
- *Inquiry/Candidacy*
 - Submit form 5 a week prior before examination to become a candidate
 - 1 year of Inquiry & Candidacy before you are certified ready
- *Presbytery Financial Support*
 - Travel to and from Committee Evaluations and Presbytery Examinations: (Page 3-4)
 - The CPM will pay 1/3 of your travel expenses including airfare, mileage, food, and etc. We highly recommend that your congregation of care also pay 1/3 of your travel expenses. Students are expected to contribute at least 1/3 of their own travel expenses.
 - Bible Content and Senior Ordination Exams: (Pages 4 & 6)
 - The CPM will pay 1/2 of your Bible Content and Ordination exams the first time that you take them.
 - Career Development Testing: (Page 6)
 - The CPM will pay 1/2 of your Career Development Testing.
 - Scholarships (Page 4)
 - Scholarships are available to help cover the cost of seminary expenses. Applications must be sent no later than July 1st annually to the moderator of the CPM.
- *Field Education (Pages 5)*
 - The CPM expects every Inquirer/Candidate to complete two full units of Supervised Vocational Ministry (SVM) training, ideally with at least one of those units being spent full time. The CPM also expects the Inquirer/Candidate to experience these preparatory experiences outside their home congregations (exceptions are rarely permitted).
 - One SVM unit must be done in a licensed CPE program (exceptions are rarely permitted).
 - All copies of your SVM and CPE evaluations must be submitted to the CPM moderator no later than one week before your next annual evaluation.
- *Additional Resources*
 - Additional Resources on the ordination process including ordination exams on our Presbytery website’s CPM page.

Presbytery of Prospect Hill Committee on Preparation for Ministry (CPM) Policies

I. Overall Policies

A. Introduction

The following policies are reaffirmations and/or supplements to the policies listed in the *Book of Order*. They are to guide the Presbytery of Prospect Hill's inquirers, candidates, and churches as they work together to develop leaders to serve the church.

B. Responsibility of the Inquirer/Candidate

The inquirer/candidate is responsible for the information in the *Book of Order*, G-2.06.

It is the responsibility of the inquirer/candidate to communicate with the CPM on a regular basis, keeping them informed of his/her address, email address, telephone number, and other pertinent information.

C. Responsibility of the CPM Moderator

While the entire committee is responsible for discernment, prayer, and support of those under care, the moderator is responsible for maintaining regular communication between inquirers, candidates, sessions, committee members, internship supervisors, and the larger Presbytery. These responsibilities include informing the inquirer/candidate of all CPM decisions and making reports to the Presbytery of Prospect Hill, the inquirer's/candidate's session, and others as required by the *Book of Order*.

D. Responsibility of CPM Liaison

The liaison is a member of the CPM who is assigned to a particular inquirer/candidate. The liaison is responsible to keep in contact with the inquirer/candidate to bring the CPM all pertinent information from the individual, to inform the committee and candidate of upcoming steps in the preparation process, to remind the inquirer/candidate that their materials are due at least a week before meeting with the committee, and to seek to keep communication channels open between the inquirer/candidate and other individuals and groups, and to counsel with him/her as necessary.

E. Responsibility of the Session and Session Liaison

In order to reinforce the role of the session in the care and nurture of an inquirer/candidate, the CPM recommends that the session take its responsibilities, both in the recommendation and in continuing support of the inquirer/candidate, very seriously.

In order to assure the above, the session is to select an elder who will serve as a session liaison to the inquirer/candidate who will make it his/her responsibility to keep in contact with the inquirer/candidate and to bring to the session all pertinent information from the inquirer/candidate. The CPM also recommends that the session

liaison remain the same person and continue to communicate with the session when he/she is no longer serving on the session.

The session is asked to inform the CPM moderator of the name, address, telephone number, and email address of the liaison.

F. Confidentiality

The committee on Preparation for Ministry affirms the fact that confidentiality is a necessary part of the covenant relationship that is established in this process. All paperwork and forms will be kept confidential, with the exception of forms/information that is required to be shared outside of the CPM (i.e. forms that are sent to the Session, Presbytery, or PC(USA) national offices). This commitment to confidentiality is especially important in regards to the personal information that is part of the career assessment report, CPE evaluation, transcripts, and Field Education evaluations. No information from these reports will be shared outside of the CPM without the agreement (written if possible) of the individual and the CPM.

G. Annual Consultation

All inquirers and candidates are required to have an annual consultation. This consultation will be scheduled between the candidate and the committee and each year the inquirer or candidate must submit form 3 one week prior to the consultation.

H. Required Meetings

Some of these meetings may be attended via video conference at the discretion of the CPM.

- Enrollment as Inquirer
- Introduction at Presbytery Meeting
- Annual Evaluation and Application for Candidacy
- Examination at Presbytery Meeting
- Annual Evaluation and Application to be Certified Ready to Receive a Call
- Examination at Presbytery Meeting

H. Papers and Forms Presented to the CPM

All papers and forms are to be submitted to the moderator no later than 1 week prior to the meeting at which the inquirer/ candidate is scheduled to appear. Every annual consultation includes form 3 which is available on the Presbytery website, www.prospecthillpresby.org. In order to be enrolled as an inquirer, the interested individual must submit form 1 prior to your meeting with the committee. When moving from inquiry to candidacy, the person under care must also submit form 5 and their career development evaluation in addition to form 3.

I. Travel Costs for Annual Consultation and Other Required Presbytery Events

One third of the travel expenses for the inquirer or candidate to attend their annual consultation and other required Presbytery events will be paid by the Presbytery of Prospect Hill.

The home church of the inquirer/candidate is also encouraged to support the inquirer/candidate by providing an additional third of travel expenses throughout the ordination process. This support should include scholarships & gifts, letters, prayers, etc. Inquirers and candidates are expected to contribute at least 1/3 of their travel expenses.

J. Scholarships

Scholarship funds are available for inquirers and candidates through the Presbytery of Prospect Hill.

Inquirers/Candidates wishing to apply for scholarships for the following year should submit the application found on our CPM website no later than July 1st annually to the moderator of the CPM.

II. **INQUIRY STAGE**

A. Choice of Seminary

It shall be normative for an inquirer/candidate under care of the Prospect Hill Presbytery to attend one of the PC(USA) seminaries. This will encourage a sense of involvement with and support of the PC(USA) and will continue to relate the inquirers/candidates to the deep historical roots of the Presbyterian denomination.

If an inquirer/candidate desires to attend a non-Presbyterian seminary, the CPM must approve attendance at that seminary. The seminary the inquirer/candidate wishes to attend must fulfill the following criteria:

- a. The seminary is a member of, and fully accredited by the American Association of Theological Schools.
- b. The seminary must offer courses that provide scholarly preparation for pastoral ministry
(Greek, Hebrew, exegesis, reformed theology, and ecclesiastical history).
- c. The seminary must provide opportunities for supervised pastoral training (counseling, field placement, internships, reformed worship, homiletics, and education).
- d. The seminary must encourage the inquirer's/candidate's loyalty and support of the PC(USA) and offer instruction (course or tutorial) in the polity, history, and education.

The CPM will also seek to offer opportunities through distance learning at PC(USA) seminaries, CRE training events, and other courses to help inquirers/candidates at non-PC(USA) seminaries receive training and learning as noted in (d.) above.

B. Bible Content Exam

Inquirers are strongly encouraged to take the Bible Content Exam as soon as possible after enrolling in seminary. The Bible Content exam is generally offered in February and before Labor day each year. It is the inquirer's responsibility to apply to take this exam and to see that the results are sent to the moderator of the CPM and the committee may use the exam results to guide inquirers and candidates in their course work selections. The CPM will pay one half of the first Bible content exam taken and the student is expected to pay the other half.

Fees

The Presbytery of Prospect Hill will pay half the administrative fees for the Bible Content exam once per inquirer/candidate.

C. Educational Requirements

General Course Requirements

Successful completion of classes covering the following subjects are required during the seminary education of an inquirer/candidate:

- Hebrew
- Old Testament Exegesis
- Greek
- New Testament Exegesis
- Church History
- Reformed Theology
- Preaching
- Pastoral Care and Counseling
- Christian Education
- Presbyterian Church (USA) Polity

The CPM reserves the right to require additional courses, in order to best prepare the inquirer or candidate for ministry.

Supervised Practice of Ministry/Field Education

All inquirers and candidates are expected to complete their respective seminary's requirement for field education. The CPM does reserve the right to require a greater amount of field education if the student's seminary requires a minimal amount. The minimum acceptance amount of field education is two placements, ideally with at least one being a full time placement (either the academic year or a summer). It is the responsibility of the inquirer to communicate their seminary's field education requirements to the CPM at the beginning of the seminary education. If an inquirer/candidate chooses to do a full-time one year internship during their seminary education, it may be considered as a fulfillment of their education requirement for the Presbytery of Prospect Hill.

At least one placement must be in a church setting and ordinarily a placement in a student's home church is not encouraged. If an inquirer/candidate does serve with their home church, the CPM ordinarily requires a further internship in a different setting.

It is the responsibility of the inquirer/candidate to submit all copies of supervised ministry evaluations to the CPM moderator. Copies will be shared with the committee.

Clinical-Pastoral Education

All inquirers and candidates are required to complete one basic unit of Clinical Pastoral Education (CPE) as part of their training for ministry. In order for a CPE program to be accepted, it should be ACPE accredited, although exceptions are occasionally granted in extreme circumstances. A copy of the final CPE evaluation is to be submitted to the CPM moderator at the completion of the unit. Copies of this evaluation will be shared with the committee.

D. Career Development Testing

Inquirers are required to attend a career development center for evaluation, preferably prior to entering seminary or during their first year of seminary. The normal career development center is:

North Central Career Development Center
516 Mission House Lane NW
New Brighton, MN 55115
612-636-5120

There are many other facilities that are recognized and are experienced with the assessment required by the PC(USA). Most are located in close vicinity to PC(USA) seminaries and this list can be provided at the request of the inquirer.

Inquirers are responsible for signing the necessary releases so that the results of their career assessment will be sent to the moderator of the CPM. Copies of this report will be shared with the committee.

The CPM will pay for half of the cost of the testing procedures and mileage to the nearest approved center. It is suggested that the home church consider paying other expenses such as lodging.

No inquirer will be advanced to the candidacy phase without this assessment being completed.

E. Moving to Candidacy

In order for an Inquirer to be moved into Candidacy, they must express their intention to both the CPM Moderator and their liaison.

In addition, each Inquirer must:

- Submit form 3, form 5, & their career development evaluation.
- Demonstrate completion of Bible Content Exam.
- Demonstrate in word and deed a recognizable call to ministry.
- Pass evaluation by both the Committee and before the Presbytery.

III. CANDIDACY STAGE & FINAL STEPS

A. Ordination Exams (*Final Year Exams*)

Candidates are required to obtain approval of the CPM before they can take the ordination exams in Polity, Biblical Exegesis, Theology, and Worship. Permission to take these exams will ordinarily be given at the time of the annual consultation prior to the beginning of the student's final year in seminary. *Following receiving permission, candidates are encouraged to use their discretion in scheduling their exams according to their needs. It is the candidate's responsibility to apply to take these exams through the PC(USA) exam website.*

Fees

The Presbytery of Prospect Hill will pay half the administrative fees for the Final Year exams once per inquirer/candidate.

Preparatory Materials

Preparatory materials for exams are available on the Presbyterian (USA) website at www.pcusa.org and also at our CPM's page at <http://www.prospecthillpresby.org>.

B. Final Assessment and Examination for Ordination

Candidates under care of the Presbytery of Prospect Hill will have a final assessment with the CPM focusing upon an individual's readiness to complete the ordination process and enter the ordained ministry. Requirements for this assessment are:

Statement of Faith

The statement of faith submitted at the end of the candidacy phase must be typed and not longer than one side of an 8 1/2 x 11 page. It should be single-spaced and should be sensitive to the use of inclusive language. The candidate is responsible sending the final version to the CPM moderator electronically, one week prior to the final assessment.

The statement of faith should be an exposition of what the candidate believes, incorporating aspects of their faith experience, as well as reflecting their understanding of the Reformed Tradition. The following areas should be included but not limited to in the statement.

- God
- Jesus Christ
- The Holy Spirit
- Atonement
- The Sacraments
- The authority of Scripture
- The nature and mission of the Church
- Discipleship

Sermon

The Candidate will lead the committee in a 20-30 minute service of worship, which will include a sermon. A copy of the service and of the sermon manuscript or outline should be submitted electronically to the moderator of the CPM one week prior to the committee meeting at which it would be preached. A written exegesis will also be submitted, but should not be longer than 5 pages.

Dossier/PIF Circulation

Candidates are encouraged to begin writing their Personal Information Forms (PIFs) no later than the summer before their senior year in seminary. Candidates must submit the final copy to the moderator of the CPM for approval prior to their final assessment.

The moderator will not ordinarily approve PIFs for circulation until the candidate has passed all five ordination exams. Exceptions may be granted only by vote of the full committee. The committee moderator or that person's designee must provide digital permission before acceptance of the PIF for circulation in the Church Leadership Connection (CLC).

Examination in Presbytery of Call

The above requirements relate to the final assessment by the Presbytery of Prospect Hill CPM. If a candidate has accepted a call to a church in a different Presbytery, there may be additional requirements for examination/admittance into that Presbytery. If a candidate accepts a call to a church within the Presbytery of Prospect Hill, the statement of faith and sermon prepared for the final assessment may also be used for the examination before Presbytery.

IV. Conclusion

In conclusion, the CPM wants to emphasize the cooperative nature of the covenant relationship. It is our hope and desire that this process is affirming and encouraging to both the inquirer/candidate and the members of the CPM. It is our desire as well that when words of challenge or conviction might be necessary, that those are communicated in a spirit of Christian love and concern.