

The Commission on Preparation for Ministry uses most of the standard forms provided by the Mid Council Ministries of the Office of the General Assembly of the PC(USA) to document the progress made by inquirers and candidates for ministry as teaching elders (Ministers of Word and Sacrament), with two modifications.

Below are links to the forms filled out by inquirers/candidates and/or their home church sessions. Other forms that may be used in the process but filled out by CPM members can be found here: <https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

CPM requests that inquirers and candidates submit their paperwork via email to the presbytery administrator **at least one week before the meeting** at which they are scheduled to appear. Sessions are kindly asked to submit their endorsements (forms 1D and 5B) via email to the presbytery administrator at their earliest convenience after the meeting at which the inquirer/candidate is voted upon. **An application to become an inquirer or candidate cannot be considered without the session's written endorsement.**

### **Enrolling as an Inquirer**

Form 1A (<https://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>): Application to be Enrolled as an Inquirer. The student should complete and email to the presbytery administrator.

Form 1B

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form1b.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form1b.pdf)): Questions for Reflection. The student should complete and email to the presbytery administrator.

Form 1C

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form1c.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form1c.pdf)): Financial Planning for Theological Education. IMPORTANT: use this form as a worksheet, and use the totals to answer Form 1C-Alt. The student does not need to send in Form 1C, but should retain it for their records should the committee leadership need to review it.

Form 1C-Alt ( ): Report to Committee on Financial Planning for Theological Education. IMPORTANT: the student uses the data from the spreadsheets on the standard Form 1C to answer the questions on *this* Alternate form, and they should send *this* form to the presbytery administrator.

Form 1D

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form1d.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form1d.pdf)): Session Evaluation and Recommendation. A responsible individual on session (including but not limited to the clerk or moderator) should complete this form. The written answers to the discussion items may be brief, as the potential inquirer's session liaison will be invited to speak to these questions at the meeting. At a minimum, the first page of this form (endorsement, liaison's contact info, and name of the person preparing the report) **MUST** be received by CPM **BEFORE** the meeting in order for the application to inquiry to be considered.

### **Annual Consultations (both Inquirers and Candidates)**

Inquirers/candidates who have not met with the whole committee in the past year need to meet with members of their CPM liaison team for an annual consultation on their progress. Liaisons and inquirers/candidates may determine their own time, place, and means (in person or virtually) for their meeting.

#### Form 3

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form3.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form3.pdf)): Pre-consultation Report on Development Areas. The inquirer/candidate should complete this form and provide it to their liaisons BEFORE a mutually-agreed deadline.

#### Form 4

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form4.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form4.pdf)): Report on Consultation. The CPM liaison will offer reflections (as brief or as lengthy as necessary) for Questions 1 & 2 and send them to the co-chairs, then offer an oral report on the consultation to the whole committee. Ordinarily the inquirer/candidate does not need to be present. The committee will then record the consultation as having been completed and follow up on any outstanding concerns raised by the inquirer/candidate or the liaison.

### **Advancing to Candidacy**

#### Form 5A

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form5a.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form5a.pdf)): Application to Be Enrolled by Presbytery as a Candidate. The potential candidate should complete this form and send it to the presbytery administrator.

Form 5A-Adnl (): Invitation to Reflections on Outcomes of Inquiry. These short essays (see instructions) should be written by the potential candidate and sent to the presbytery administrator.

#### Form 5B

([https://oga.pcusa.org/site\\_media/media/uploads/oga/pdf/mid\\_council\\_ministries/form5b.pdf](https://oga.pcusa.org/site_media/media/uploads/oga/pdf/mid_council_ministries/form5b.pdf)): Session Evaluation and Recommendation. After the session meeting with the potential candidate, a responsible person from the session (including but not limited to the clerk or moderator) should complete this form and send it to the presbytery administrator. The session liaison (or another session member) will be invited to speak briefly to the committee at the meeting. This form MUST be received by CPM BEFORE the meeting in order for the application to be considered.

### **Final Evaluation to be Certified Ready for a Call (CRC) or Certified Ready to Negotiate for Service (CRN)**

There are no standard forms to prepare for this meeting, but there is a significant amount of paperwork for the candidate, who needs to plan accordingly. The requirements (including page counts and time limits) are described more fully in the presbytery CPM Handbook. Required documents include:

- A written exegesis of a biblical text to be preached upon with attentiveness to the original languages,

- A sermon manuscript to be preached live (in person or online) to the whole committee,
- A Statement of Faith illustrating the candidate's understanding of their Reformed faith,
- Supervisor's final evaluations from supervised ministry internships and CPE placements, and
- A final transcript (official or unofficial) from the candidate's graduate school showing completion of the degree or closeness to graduation.

The transcripts of the candidate's standard PC(USA) ordination exams will be downloaded by the CPM co-chair from the national church's P4M database and kept on file.

NOTE: many seminaries and divinity schools will, upon request and as a courtesy, furnish transcripts to church judicatories at no charge, but this requires a release form be signed. Students are encouraged to take advantage of this option if offered and should consult with their institution's Registrar for details. Unaltered, unofficial transcripts that are clearly issued by the institution may be acceptable, but the committee reserves the right to request official transcripts issued at the student's expense (reimbursable from the student's individual fund).