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An Overview of the Process

I. Introduction

Greetings to all in the community of faith through which God calls, prepares and empowers men and women for ministry!

Your participation

- as Inquirers and Candidates;
- as ministers, members of sessions and congregations;
- as college chaplains, campus ministers, career/vocational counselors, theological institution staffs and faculties;
- as members of presbytery and synod Committees on Preparation for Ministry;
- as presbytery, synod and General Assembly staffs

involves awesome, demanding and rewarding opportunities.

In 1981, the two parent denominations, the PCUS and the UPCUSA, appointed a Joint Task Force to devise a single candidacy process. The task force caught a fresh vision of what that process could be. As one member expressed it, "It's the vision of a new day in candidacy for a new denomination. The focus is growth; the method is flexible; the goal is competent ministry; the vision is fresh. Yet it all began with the unchanging truth that all Christians, whatever their occupations, share the call to be God's ministers. We hope you catch that vision, too."

The preparation for ministry process was designed through a careful process of planning, discussion and field-testing. Two successive proposals were written and rewritten in consultation with candidates, with representatives of local churches, presbyteries, synods and seminaries, with agency board members and denominational staffs, and with two successive General Assembly committees.

We are enthusiastic about the process. However, it will no doubt be fine-tuned only as we use it together. The process makes rigorous demands on inquirers and candidates, pastors and session members, presbytery, synod and denominational staffs.

This manual provides participants with an overview of the process and resources to help them get on board. The first section, the **Overview**, is meant to be read by all participants to help them gain a basic understanding of the process, its intentions and goals. The second section, **Roles and Responsibilities of Participants**, is organized in six parts; each part outlines detailed information concerning the responsibilities and tasks of one of the specific participants in the process. The remaining sections deal with **Related Issues** and **Resources** of interest to all participants. Issues that need particular interpretation and attention are highlighted. We encourage all who use this manual to adapt its suggestions within the limits prescribed in the Form of Government and to use supplemental resources and/or guidelines to meet the needs of individual participants and presbyteries. It is important to note that the entire preparation for ministry process is outlined in the Book of Order, and that this manual should not be used without reference to that

document. Be sure that the Book of Order that you use is the most current one available from the Office of the General Assembly.

II. Purposes of the Process

The purposes of the preparation for ministry process of the Presbyterian Church (U.S.A.) are as follows:

- to help all church members, whatever their occupations, discern and fulfill their Christian vocation; and
- to provide the best possible leadership for the church by assuring that persons who feel called to ministry of the Word and Sacrament receive the fullest personal and professional preparation for this office (G-14.0301).

III. Theological Background

The Presbyterian Church (U.S.A.) is firmly grounded in the Reformed tradition in its relationships with men and women who feel themselves called by God to be ministers of the Word and Sacrament. Both in exploring with these persons their sense of vocation and in all subsequent procedures leading to ordination, the Reformed understanding of the church underlies what the Book of Order calls "full preparation" for ministry (G-14.0301).

As Reformed Christians, Presbyterians understand the church as a community called into being by Jesus Christ. It is Christ who gives the church its faith and life, its unity and mission, its offices and ordinances, and Christ who is its head in all things (G-1.0100).

Presbyterians believe in the priesthood of all believers---that is, that all church members regardless of their occupational choice, are engaged in ministry. That is their Christian vocation (G-5.0102). Some among them may be called by the Holy Spirit, through the church, to the ministry of the Word and Sacrament. Thus the ministry of the Word and Sacrament is one among many occupations through which men and women express their God-given interests and abilities in life and daily work. Response to this calling, as to every other, is approached through a careful process of exploration and testing carried on within the community of faith during which gifts and motivations are evaluated in light of the needs of the church and the world.

The essential role of ministers of the Word and Sacrament is set forth in both the Bible and in the church's constitutional documents. Among its key concepts which have been proven valid by the church's experience through the years are the following:

- Ordained ministry is a gift of God to the church;
- Ordained ministers equip church members for their ministry by proclaiming the good news in Word and Sacrament, teaching faith, caring for people and, along with elders, by ensuring that the church's life is governed in an orderly way;
- The church actively seeks and ordains persons whose gifts and abilities equip them for the ministry of the Word and Sacrament; if a person ordained to this ministry is later called by God to other work, the church can release him or her from ordained office;

- A man or woman experiences God's call to ministry privately as an inner urgency. The church, however, experiences that call publicly as it affirms that individual's gifts for ministry and confirms God's call through the acts of ordination and installation.

The relationship between the church and those who feel called to be ministers of the Word and Sacrament carries important responsibilities for all involved.

- **For congregations**, it means educating all members in the biblical and Reformed understanding of Christian vocation and helping believers understand that the call of discipleship includes making responsible occupational choices. It also means nurturing and encouraging persons seeking to discern their call to the ministry of the Word and Sacrament.
- **For Inquirers and Candidates** who enter into the process it involves a sense of solemn obligation to God and to the church. In some cases this means that it is the individual's responsibility to recognize and accept the fact that she or he is called to a ministry other than the ministry of the Word or Sacrament.
- **For presbyteries**, it means developing effective means of testing and validating the calls of those seeking to become ministers of the Word and Sacrament, providing them with guidance and oversight, and bringing to active candidacy those with appropriate abilities and motivation. In order to ensure that this important work is effectively carried out, those chosen to serve on presbytery Committees on Preparation for Ministry need particular gifts, skills and commitment.
- **For theological institutions**, it means upholding the Reformed standards of an educated ministry by providing Scriptural, historical, doctrinal and ecclesiastical disciplines, as well as opportunities for students to develop personal and professional skills.
- **For all participants involved in the process of preparation for ministry**, it means relating to one another in continuing openness to God's grace, with mutual trust and respect based upon the assurance that God has given everyone gifts to use in the church's ministry. Integrity demands that each partner in the preparation process speak the truth with love to other partners at all times. It is important for partners to function in a way that reflects mutual accountability and honesty in all dealings with one another.

IV. Process Summary

The preparation for ministry process involves two phases: Inquiry and Candidacy. These two phases are designed to explore the call, evaluate the gifts, and support the preparation of men and women who feel themselves called to be ministers of the Word and Sacrament (G-14.0301). To do this effectively, each presbytery charges a Committee on Preparation for Ministry to work closely with those persons within its congregations who wish to prepare themselves for this ordained office. Since the model for the ministry of the Word and Sacrament is the ministry of Jesus Christ, it is the Committee's particular responsibility to help these individuals grow toward maturity in Christ.

Both the Inquiry Phase and the Candidacy Phase of the process nurture and test the individual's development in five key areas:

- **Education for Ministry**, which includes evaluation of the individual's academic potential and progress and reflection on the purpose of educational experiences and on their relation to preparation for the ministry of the Word and Sacrament;
- **Spiritual Development**, which provides a framework in which individuals can reflect on their personal faith journeys and their spiritual practices to discern the will of God in their lives;
- **Interpersonal Relations** which provide opportunities to reflect on how an individual relates to others, one's own leadership style, and what this means in terms of the ministry of the Word and Sacrament;
- **Personal Growth**, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship;
- **Professional Development**, to help persons develop specific skills that will enhance their effectiveness as ministers of the Word and Sacrament and as presbyters. To understand one's ministry context, the congregation, is important. Also needed is the ability to deal with conflict that may emerge in the congregation one serves.

During both the Inquiry Phase and the Candidacy Phase, the individual's progress is measured by specific expected outcomes formulated in light of these five growth areas. It is important that the expected outcomes be understood as essential goals rather than simply as minimum requirements to be met or papers to be written. These expected outcomes serve as the focus of ongoing consultations between the Inquirer or Candidate and the session and the presbytery's Committee on Preparation for Ministry.

The process of Inquiry and Candidacy is most effective when it reflects the biblical theme of the covenant relationship. That is, when it is both a response to God's faithfulness and an expression of the concern people have for one another. The process further affirms that all aspects of the church's life are based upon God's gracious promises and on the belief that God's self-giving love undergirds all that the church is and does. Throughout the entire process, all who are involved in the covenant relationship need to approach their tasks with seriousness and diligence, communicating openly and intentionally with each other.

A. Phase I: Inquiry

The purpose of Inquiry is to provide opportunities for the church and for those who believe they may be called to the ministry of the Word and Sacrament to explore and test that call together. To make this exploration as effective as possible, a network of caring, supportive relationships is initiated---first, between the Inquirer and the church session, then with the presbytery through its Committee on Preparation for Ministry, and with the theological institution. In regular

consultation with the Committee, the Inquirer evaluates the personal implications and the suitability of a church occupation, is guided in prayerful examination of his or her motivation, personal faith and experience in the congregation, and makes a serious assessment of the gifts needed by ministers of the Word and Sacrament. This phase also provides the church with opportunities to respond directly to the Inquirer's questions and concerns.

1. Admission to Inquiry

A member of a congregation is considered for enrollment as an Inquirer when he or she approaches the session about the possibility of becoming a minister of the Word and Sacrament and formally agrees with the session and with the presbytery's Committee on Preparation for Ministry to explore the implications of this quest. Enrollment is intended to be a thoughtful and deliberate step; people are encouraged to take this formal action soon after they have made their personal decision to explore this ministry so that the presbytery's Committee can provide them with support and counsel as early as possible.

2. During Inquiry

Before deciding whether to apply for candidacy, the Inquirer consults at least once a year with the Committee on Preparation for Ministry. During each consultation, the Committee and the Inquirer assess her or his progress toward previously established goals in each of the five growth areas and together negotiate appropriate new goals.

When the Inquirer decides to apply to become a Candidate, it is the session which must determine whether or not to recommend his or her candidacy to the Committee on Preparation for Ministry. (The application procedure is detailed in the *Book of Order*, G-14.0305.) This process of becoming a Candidate requires at least one meeting between the Inquirer and the session, in consultation with the Committee on Preparation for Ministry, at least one meeting between the Inquirer and the Committee, and approval of presbytery.

3. Completion of Inquiry

The Inquiry Phase concludes when the Committee on Preparation for Ministry knows the Inquirer well enough to determine whether or not to recommend that the presbytery receive him or her as a Candidate.

4. Expected Outcomes (G-14. 0303g (1)- (6))

Before being received as a Candidate, each Inquirer shall present:

- "(1) a statement of her or his understanding of Christian vocation in the Reformed tradition and how it relates to her or his 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 interrelationship;

- (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 her or his specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed."

B. Phase 2: Candidacy

The purpose of this phase is to provide opportunities for the church to support persons received as Candidates in their preparation for the ministry of the Word and Sacrament.

It is the responsibility of the Committee on Preparation for Ministry to create an environment in which the uniqueness of each individual Candidate is taken seriously. As partners in a covenant relationship, both the Committee and the Candidate are encouraged to work together as they plan for and evaluate the Candidate's growth and development.

1. Admission to Candidacy

An Inquirer becomes a Candidate by action of presbytery. At that time the Candidate formally agrees to accept the presbytery's supervision in her or his preparation for the ministry of the Word and Sacrament (G-14.0305f(3)).

2. During Candidacy

The covenant relationship between the Candidate and the presbytery is expressed through the negotiation and review of a series of learning contracts based on the expected outcomes for this phase. In consultations that occur at least once a year (G-14.0309a), both the Committee and the Candidate assess her or his progress toward completion of previously established goals and negotiate appropriate new goals. It is essential that during each consultation the decision be made as to whether Candidacy should be continued, especially if it becomes clear that adequate growth is not taking place.

3. Completion of Candidacy

Candidacy continues until the presbytery acts in one of three ways to remove the Candidate's name from the Roll of Candidates:

- Withdrawal by the Candidate;
- Removal by the presbytery;
- Completion of the preparation for ministry process with a call to the ministry of the Word and Sacrament. In this case, the following steps are involved:
 - the Committee on Preparation for Ministry determines that the Candidate is ready to be examined for ordination;

- the Candidate receives a call; and
- the Candidate is examined and approved for ordination by the responsible presbytery.

4. Expected Outcomes (G-14.0305] (1)- (6))

"By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin the ministry of the Word and Sacrament by:

- (1) presenting evidence of competence in the fields of theology, Bible, polity, and worship and Sacraments, ordinarily attested by completion of the requirements of G-14.03 10; and evidence of ministerial skill attested in the supervised practice of ministry;
- (2) presenting evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth (G-11.0103n and G-14.0506, last sentence);
- (3) expressing theological views compatible with the confessional documents of the Church;
- (4) expressing understanding of the meaning of the questions required for ordination (G-14.0405) informed by knowledge of the church in diverse settings;
- (5) revealing commitment to the ministry of the Word and Sacrament within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry;
- (6) presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof as a part of the appearance of the candidate as set forth in G-14.0402."

C. Requirements to be Certified Ready for a Call (G-14.0310b)

To be certified by the presbytery responsible for the Candidate's preparation, each Candidate is required to fulfill the following:

- "(1) demonstration of readiness to begin ministry of the Word and Sacrament as required in G-14.0305j;
- (2) presentation of a transcript showing satisfactory grades at a regionally accredited college or university, together with a diploma;

- (3) presentation of a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, the transcript showing satisfactory grades, and presentation of a plan to complete the theological degree including Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts;
- (4) presentation of satisfactory grades together with the examination papers in the five areas covered by the Presbyteries' Cooperative Committee on Examinations for Candidates."

It takes at least two years to proceed from admission to the Inquiry Phase to ordination as a minister of the Word and Sacrament. During this time, the Inquirer (or Candidate) and members of the Committee on Preparation for Ministry strive to discover and be faithful to God's purpose. The Committee's recommendations to begin and to continue the Candidacy Phase are based on prayerful reflection, on common negotiations with the Candidate, and on their mutual discernment that God has called that person and that he or she has adequately developed in response to that call.

When conducting final assessment and certifying candidates ready to seek a call, it is important for the Committee on Preparation for Ministry to give attention to, and prepare the candidates for, some of the first call issues which include:

- self-understanding in their role as pastor
- help for understanding the congregation they will serve in terms of history, ethos, programs status in the community, and in relation to the denomination
- assistance in establishing an appropriate pastoral relationship style for their situation
- support in dealing with conflict that may emerge in the congregation

The candidates are to be reminded of the resources and programs available to them as newly ordained pastors: New Pastors Seminars, Seminary Debt Program, presbytery mentor programs and pastors support groups.

V. Key Concepts

The preparation for ministry process is grounded in an understanding of Christian vocation as a response to God's preeminent grace which calls all Christians to ministry, whatever their occupations. Some among them are called by the Holy Spirit, through the church, to the ministry of the Word and Sacrament.

Covenant relationships acknowledge that the Christian community's primary commitment is to God. In the context of this commitment to and covenant relationship with God, the Inquirer and the Committee on Preparation for Ministry negotiate between themselves additional covenant agreements. These agreements affirm their mutual responsibility and provide the means for planning and evaluating the Inquirer's progress in preparing for the ministry of the Word and Sacrament.

The resulting **ongoing relationships** take seriously the unique background, experience and personal attributes that each person brings to the process. They enable the sharing of deep

convictions, an enhanced understanding of the demands of ministry, and the self-evaluation that are essential to the process. Professional and spiritual guidance and personal support develop naturally within the context of such relationships.

The preparation for ministry process involves two phases: Inquiry and Candidacy. The Inquiry Phase focuses primarily on exploring and testing the individual's call; the Candidacy Phase is concerned primarily with preparation.

Consultations with the Inquirer or Candidate are based on specific goals in five areas of growth development and on specific "expected outcomes" for both the Inquiry and Candidacy Phases. The purpose of consultations is to help a Committee on Preparation for Ministry work with the individual at her or his current level of achievement and, through guided conversations and the mutual negotiation of new learning contracts, to stimulate further growth in specific areas.

The process of examination and ordination is shared by both the Candidate's presbytery and the presbytery of call. Having guided and evaluated the Candidate's progress through the cumulative series of consultations, the Candidate's presbytery meets with the Candidate in a final consultation to assess her or his readiness to receive a call. When a call is extended by a church in another presbytery, the presbytery of call has the responsibility of examining Candidates for ordination and the presbytery of care "ordinarily" ordains the Candidate.

Shared mutual accountability characterizes the entire preparation for ministry process. *The Inquirer or Candidate shares responsibility for her or his movement through the process and for planning for evaluating her or his growth.*

The **pastor and session** are responsible for helping members of the congregation understand what Christian vocation means. This is the most critical foundational step in the entire preparation for ministry process. The pastor and session are expected to provide the context within which individuals can discern the call to the ministry of the Word and Sacrament and understand the nature of this ministry. They help Inquirers evaluate the suitability of their gifts and provide pastoral care and support during the entire preparation for ministry process. Acting as advocate for the Inquirer or Candidate, the session, through its moderator and presbytery commissioner(s), can call the presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.

The **presbytery**, through this Committee, provides pastoral care, guidance, support and evaluation of Inquirers and Candidates.

The **theological institution** provides academic, field education and professional resources in the guidance and evaluation of Inquirers or Candidates.

The preparation for ministry process is one of **continuing development**. By providing a supportive community in which the Inquirer or Candidate assumes increasing responsibility for decisions made throughout the process, it introduces him or her to skills for self-development, goal-setting and self-evaluation. The individual is encouraged to develop these skills into conscious, disciplined planning for personal and professional growth which should continue throughout his or her ministry.

VI. Some Constitutional Provisions

A. Enrollment of Inquirer by Presbytery (G-14.0303e)

"Upon receipt of the recommendation of the session, the committee on preparation for ministry shall recommend to the presbytery whether to enroll the person as an inquirer.... The date of the presbytery's action to enroll shall be the beginning of the covenant relationship. This period shall be at least two years, at least one year of which shall be as a candidate, required in G-14.0401 A presbytery may assign to its committee on preparation for ministry the power to enroll inquirers, with the provision that the action be reported to the next stated meeting of the presbytery (G-9.0403)."

B. Exceptions and Waivers for Extraordinary Inquirers and Candidates (G-14.0313a, b, c)

The Advisory Committee on the Constitution recommended the following interpretation of G-14.0313 regarding the word "extraordinary" to the 203rd General Assembly (1991). This recommendation was adopted in 1992 (Minutes, 1992, Part I, pages 320-321).

"For purposes of G-14.0313, a candidate is deemed 'extraordinary' if he or she is unusually or exceedingly qualified to receive a call but, because of some exceptional and unusual reasons (determined by presbytery to be good and sufficient), he or she cannot or should not meet the ordinary requirements.

"A candidate who is not in fact exceptionally well-qualified is not deemed 'extraordinary' merely because he or she cannot meet the ordinary requirements for whatever reasons.

"In the context of G-14.0313, the word 'extraordinary' means rare; exceptional; and exceeding the common degree, limit or measure (Minutes, 1991, Part I, page 394).

- a. An exception to the educational requirements listed in G-14.0310b or c, indicating a specified alternative course of study, can be granted only by a three-fourths vote of the members of the presbytery present.
- b. Waiver of the examination requirements listed in G-14.0310d cannot be granted until an inquirer or candidate has twice failed to receive a satisfactory grade. Action by both presbytery and synod and the successful completion of an alternate pattern are required.
- c. Waiver of the time requirements of G-14.0303e is granted to an extraordinary inquirer or candidate only by three-fourths vote of the members of the presbytery present. Under no circumstances is the time requirement to be less than one year as a candidate.
- d. The foregoing exceptions shall hold if the presbytery has received the inquirer or candidate from another presbytery that approved the exemption of any of these requirements, the reception of the candidate having confirmed the action of the dismissing presbytery."

C. Annual Consultation (G-14.0309a)

The Committee on Preparation for Ministry is given several options for conducting an annual consultation. The provisions are intended to underscore the importance of these mandatory consultations: "The committee on preparation for ministry shall provide for an annual consultation with each person on the rolls of inquirers and candidates. The purpose of the consultation shall be for the evaluation and nurture of inquirers and candidates."

However, the final assessment is a rather comprehensive evaluation and "... should be conducted by the committee on preparation for ministry of the candidate's presbytery...." Options are not suggested for this provision as it is expected to be carried out by the candidate's presbytery. Also to be noted is the provision that "Presbytery, together with the session and the inquirer or candidate, shall bear the necessary expenses of the annual consultation...."

D. Negotiation for Service (G-14. 0309d)

"... Prior to the completion of two full years of theological education or its equivalent and prior to that year's annual consultation, no inquirer or candidate shall enter into negotiation with a church for his or her ministerial services except by a three-fourths vote of the members of presbytery present, with the reason thereof recorded in the minutes of presbytery."

E. When Exams May Be Taken (G-14.0313c)

"Inquirers or candidates are encouraged to take the Bible Content examination in their first year of seminary. The other four examinations may be taken by inquirers or candidates after completion of two full years of theological education...."

F. Transfer of Covenant Relationship (G-14.0311)

"A presbytery may transfer the covenant relationship of an inquirer or candidate to another presbytery, but only with the approval of the receiving presbytery and the inquirer or candidate." An Inquirer or Candidate may transfer her or his membership to a church in another presbytery only with the approval of the person's presbytery of enrollment. "Failure of an inquirer or candidate to follow this procedure shall result in the forfeiture of standing as an inquirer or candidate. No presbytery may restore such a person's status except by beginning again under the provisions of G-14.0303."

G. Removal from Covenant Relationship (G-14. 0312)

An Inquirer or Candidate may notify the Committee on Preparation for Ministry of a decision to "withdraw from covenant relationship" with the presbytery. A presbytery may also act to remove a person's name from its roll of Inquirers or Candidates and report this action and rationale to the person's session and theological institution. "In both instances, prior to final action, the committee on preparation for ministry shall make a reasonable attempt to give the inquirer or candidate and other parties of interest an opportunity to be heard by that committee. The presbytery may arrange for the continued guidance and support of those who withdraw or are removed from the roll of inquirers or candidates."

H. Location of Ordination (G-14.0314)

"The presbytery of call shall ordinarily examine and, contingent upon the candidate's successful completion of that examination and all requirements in G-14.0402, the presbytery responsible for the candidate's preparation shall ordinarily ordain the candidate."

I. Examination and Ordination (G-14.0401, G-14.0402a,b)

"Ordination for the office of minister of the Word and Sacrament is an act of the whole church carried out by the presbytery.... The candidate appears before the presbytery of call in which he or she shall make a brief statement of personal faith and of commitment to the ministry of the Word and Sacrament, except as provided for in G-14.0314. The presbytery, having received certification of a diploma from a theological institution accredited by the Association of Theological Schools and acceptable to the presbytery, having heard the candidate and his or her sermon preached before the presbytery or a committee thereof (G-14.0305j(6)), and having received the recommendation of its responsible committee (G-11.0402), shall conduct any further examination of his or her Christian faith and views in theology, the Bible, the Sacraments, and the government of this church as it deems necessary. If the presbytery is fully satisfied of the candidate's qualifications, it shall vote to proceed to his or her ordination, appointing a time and place for the service of ordination."

J. Call Through Own Presbytery (G-14. 0507b)

"No minister or candidate shall receive a call except through the hands of his or her own presbytery. When a church in one presbytery extends a call to a minister or candidate of another presbytery, the stated clerk of the calling presbytery shall transmit the call to the stated clerk of the other presbytery.... If the presbytery thinks it wise for the candidate to accept the call, it may present the call to her or him with the permission to be examined by the presbytery having jurisdiction over the church, there to be ordained and installed, except as provided by G14.0314...."

K. Inquirer or Candidate as Temporary Supply (G-14.0513e)

"When a church is without a pastor or when the pastor is unable to perform pastoral duties, the session, after obtaining the approval of the presbytery having jurisdiction over the church through its committee on ministry, may secure the services of an inquirer or candidate to serve as temporary supply. Appropriate guidance and supervision for such an inquirer or candidate serving as temporary supply must be assured by the presbytery having jurisdiction over the church and approved by the inquirer's or candidate's committee on preparation for ministry."

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Roles and Responsibilities of Participants

I. The Inquirer and Candidate

A. Role of Inquirers and Candidates

Responding to God's call to ministry is an exhilarating and demanding experience. The ministry of the Word and Sacrament is particularly challenging to prepare for and to fulfill. It stretches every human capacity and touches every dimension of life.

As a person discerns his or her call and begins the process of preparation for ministry the counsel and guidance of the pastor and session of the home church are available, along with that of presbytery and the theological institution.

The denomination has designed the process of preparation for ministry to enable one to participate fully in discerning the type of ministry for which she or he is best suited and to plan and evaluate one's own preparation and development in consultation with the presbytery's Committee on Preparation for Ministry. Although demanding, the process is not intended to be simply a series of imposed requirements; its focus is, rather, on the covenant relationships between persons who are deeply committed to the church and those who are preparing for ministry. As an individual enters these relationships and assumes responsibility for moving through the process according to the guidelines provided, and maintains regular and open contact with the persons and committees involved, he or she can expect a rich and rewarding experience.

This manual and the printed resources described in the Resources section are available through the presbytery's Committee on Preparation for Ministry. The first section of the manual (pages 1-13) includes the theological background and overview of the entire preparation for ministry process. This section will help one clarify his or her responsibilities throughout the process. It should be read with reference to the first section and to Chapter 14 of the Book of Order.

B. Responsibilities of Inquirers and Candidates

1. Before the Process Begins

- Participate actively in the life and mission of the Church.
- Initiate discussions of a sense of call with pastor, college chaplain or other spiritual advisor, or persons whose opinions one respects.

2. Phase 1: Inquiry (G-14.0302-.0303)

To begin the process, indicate to the session the desire to explore the implications of becoming a minister of the Word and Sacrament (G-14.0303a). At least six months of active church membership is required before this step can be taken (G-14.0303b).

Complete and submit to the moderator of session Form 1, "Application for Inquiry."

- Upon approval of the session, request to be enrolled by presbytery as an Inquirer (G-14.0303d).

Complete Form 2A, “Application To Be Enrolled by Presbytery As An Inquirer,” and return it to session for recording of endorsement.

- Participate in one or more interviews with the presbytery's Committee on Preparation for Ministry (G-14.0303e).

It is imperative that the roles, expectations, and responsibilities of Inquirer or Candidate and Committee members be made clear from the beginning. Discuss these issues and negotiate a covenant relationship with the Committee at the first interview or consultation.

Use Form 2B, “Inquirer Covenant Agreement and Release” which is available from the presbytery Committee on Preparation for Ministry, to formalize this relationship.

- Throughout the Inquiry Phase, consult at least once annually with presbytery's Committee on Preparation for Ministry to plan for and evaluate growth and development (G-14.0309a).

Complete and return Form 3, “Pre-Interview Annual Consultation Report” to the Committee on Preparation for Ministry at least 14 days before each Consultation.

Working jointly with representative(s) of the Committee on Preparation for Ministry, complete Form 4, “Report of Annual Consultation.”

See G-14.0309 for content and expectations of successive consultations.

- As requested by the Committee, participate in career counseling or psychological evaluation. For information, see "Resources for Evaluation and Guidance," page 30.
- Continue active membership and participation in a Presbyterian congregation.
- With the approval and under the guidance of the presbytery, engage in some form of service to the church or field education (G-14.0307).

- To complete the Inquiry Phase, meet with the session for a review of evidence indicating readiness to proceed to Candidacy.

Adequate promise for ministry must be demonstrated according to the expected outcomes of Inquiry set forth in the Book of Order, G-14.0303g(1)-(6). and any other requirements agreed to in previous consultations.

- Meet with presbytery's Committee on Preparation for Ministry for an evaluation of readiness to be recommended to presbytery for reception as a Candidate.
- Adequate promise must again be demonstrated in accordance with G-14.0303g(1)-(6). The Inquiry Phase generally lasts a minimum of one year, but can continue for as long as is necessary to make the decision as to whether a person's God-given gifts will be best utilized through the office of minister of the Word and Sacrament. (G-14.0303e-f).
- In case of termination of the covenant relationship with a person who decides against or is denied admission to Candidacy, other ways in which that person might express his or her vocation are to be explored through a group discernment process with the aid of the session and the Committee on Preparation for Ministry (G-14.0312).

3. Phase 2: Candidacy (G-14. 0305a-j)

- For admission to Candidacy, apply to presbytery through the session (G-14.0305a) and the presbytery's Committee on Preparation for Ministry.

Complete and submit Form 5A, “Application To Be Received As A Candidate” to session for review and recommendation to presbytery; Forms are available from the presbytery Committee on Preparation for Ministry.

- Appear before the presbytery to be examined with respect to Christian faith, forms of Christian service undertaken, and motives for seeking the ministry (G-14.0305e).
- If the examination is approved by presbytery, answer Constitutional Questions listed in the Book of Order, G-14.0305f(1)-(4).

The Candidate and her or his session may request that a commission of presbytery conduct a service of reception in the presence of the Candidate's congregation (G-14. 0305h).

- During Candidacy, maintain a relationship with the Committee on Preparation for Ministry through: consultations held at least annually, participation with committee to negotiate and review learning contracts, participation in reviews of growth and progress, and preparation of reports.

Form 3, “Pre-Interview Annual Consultation Report” must be submitted before each annual consultation to fulfill presbytery requirements.

See G-14.0309 for content and expectations of successive consultations.

- Continue active church membership (G-14.0306a(2)).
- With the approval and under the guidance of presbytery, engage in some form of service to the church or field education (G-14.0307).
- Successfully complete course requirements at a regionally accredited college or university and at a theological institution acceptable to the presbytery and accredited by the Association of Theological Schools. Requirements include Hebrew and Greek exegesis of the Old and New Testaments using Hebrew and Greek texts (G-14.0310b(2)-(3)).
- Successfully complete examinations in the five areas covered by Presbytery’s Cooperative Committee on Examinations for Candidates (G14-0310d).
- In the final year of theological education and before accepting a call, meet with the Committee on Preparation for Ministry for a final assessment of readiness to receive a call. This consultation focuses on the outcomes of Inquiry (G-14.0303g) and Candidacy (G-14.0305j) and includes each of the requirements as set forth in G-14.0310 (including exegesis and a sermon).
- Complete Personal Information Form and receive approval from the Committee on Preparation for Ministry to explore obtaining a call. Submit the completed PIF to the Call Referral Services Office for circulation and participation in the denomination’s procedures for exploring a call to service. Most theological institutions provide guidance for this process, as do the Theological Institution Contact Persons described on page 33 of this manual.
- Complete examination for ordination, administered on the floor of the presbytery of call (See G-14.0402 and G-14.0314).

For constitutional procedures relating to presenting and receiving a call see *Book of Order*, G-14.0507.

To be eligible for ordination, the Book of Order requires a relationship with the presbytery of at least two years, including at least one year as a Candidate (G-14.0401).

Remember that the church's session continues to act as an advocate during both the Inquiry and Candidacy Phases; through its moderator and presbytery commissioner(s) it can call the

presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.

Candidacy continues until ordination, withdrawal, or removal (G-14.0305i and G-14.0312).

II. The Session

A. Role of Session

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

1. Developing Vocational Awareness

To ensure that committed, knowledgeable persons continue to be involved in the life and mission of the church and the world it is essential that the session take seriously its responsibility for developing vocational awareness among members of the congregation. A biblically-grounded, theologically sound understanding of Christian vocation integrated into the church's program will help members recognize opportunities to fulfill their Christian vocation within the context of their secular occupations. Sessions should consider using *This Call's For You*, a workbook that has programs and workshops on Christian vocation for members of all ages, and includes six "conversations" for persons who want to test their call to ministry of the Word and Sacrament.

2. Developing Awareness of the Call to Ministry of the Word and Sacrament

Members of congregations should also be aware of the ministry of the Word and Sacrament as an occupation through which many dimensions of Christian service can be realized. This opportunity should be emphasized in all church programs, from Christian education classes and youth and young adult groups, to men's and women's programs.

It is therefore essential that pastors, sessions and local congregations:

- challenge all members to become aware of their Christian vocation;
- develop and implement thoughtful and creative means by which highly qualified persons may be challenged to consider a vocation in the ordained ministry of Word and Sacrament;
- help potential inquirers get in touch with the presbytery's Committee on Preparation for Ministry as early as possible;
- give high priority to developing and maintaining vital, theologically sound youth programs which are in harmony with the Presbyterian and Reformed traditions; and
- assure that youth ministry leaders are carefully selected and trained, theologically competent and appropriate role models.

3. Exploring the Call to Ministry of the Word and Sacrament

When a member of the congregation approaches the pastor and session to express the possibility that she or he has been called to the ministry of the Word and Sacrament, the local church is provided with a challenge and an opportunity. It is the session's responsibility to provide a supportive relationship through which it can explore with the individual the personal implications and suitability of a church occupation.

According to the Constitution, the relationship between the session and the individual Inquirer is part of the Inquiry Phase of the preparation for ministry process. As defined in the *Book of Order* (G-14.0302), its purpose is "to provide an opportunity for the church and for those who believe themselves called to ministry of the Word and Sacrament to explore that call together in such a way that a decision regarding the Inquirer's suitability for ministry of the Word and Sacrament will be based on knowledge and experience of one another."

Such knowledge and experience emerge through prayerful examination of the Inquirer's motivation, personal faith and experience in the congregation, through examination of his or her knowledge of the responsibilities of a minister of the Word and Sacrament, and through a serious assessment of the gifts needed by ministers of the Word and Sacrament. These are the first important steps in discerning that the individual has indeed been called by the Holy Spirit, through the church, to the ministry of the Word and Sacrament. Studies indicate that the lives and work of dedicated pastors and effective congregations have a significant impact on the lives of Inquirers and Candidates.

4. Supporting Inquirers and Candidates

The pastor, session and congregation communicate with and support Inquirers and Candidates throughout the entire period of preparation. This can be a most meaningful experience for those involved. To facilitate this continuing relationship, the *Book of Order* (G-14.0306b) provides for the appointment of an elder from the church to act as a liaison with the Inquirer or Candidate and with the presbytery's Committee on Preparation for Ministry. The Session Liaison is encouraged to accompany the Inquirer/Candidate to each annual consultation, participating as an observer.

Along with its specifically prescribed responsibilities, it is important that the session continue to express its concern and support by contacting the individual and his or her family at important times, such as annual consultations with the Committee on Preparation for Ministry, appearances before presbytery, academic examination periods, Presbyteries' Cooperative Examination periods, when presbytery makes its final assessment of the Candidate, when a call is being negotiated, on holidays, anniversaries, etc. Providing financial support, as suggested in the *Book of Order* (14.0306b), is another very tangible expression of support.

It should be noted that although the *Book of Order* encourages a supportive relationship between the individual and the session, it clearly states that, "In matters relating to preparation for the ministry, the individual is under the oversight of the presbytery ..." (G-14.0306a(2)).

B. Responsibilities of the Session

- To develop among church members an awareness of their Christian vocation and challenge them with responsible Christian stewardship of their talents (G-1O.0102d and G-1O.0102g).
- To encourage persons with appropriate motivation and abilities to consider preparation for the ministry of the Word and Sacrament or other church occupations.

1. Phase I: Inquiry

Admission to Inquiry (G-14.0303a-e) begins when a person who has been a church member for at least six months indicates to that church's pastor and session his or her sense of call to the ministry of the Word and Sacrament. This is the first step toward establishing an ongoing relationship with the session and presbytery's Committee for the purpose of exploring and testing the sense of call.

Ask the applicant to complete Form 1, "Application for Inquiry."

- Contact the appropriate presbytery committee (usually the Committee on Preparation for Ministry) requesting orientation to the preparation for ministry process used in that presbytery.
- Meet with representatives of the presbytery's Committee on Preparation for Ministry to receive orientation in the preparation for ministry process.

At this meeting distribute the applicant's completed Form 1 to session members for review prior to session 's meeting with the applicant.

- Consult with the person requesting enrollment as an Inquirer and make a decision whether or not to endorse the applicant as an Inquirer.

See "Some Issues for Attention and Evaluation by the Session When Examining the Gifts and Motivations of a Prospective Inquirer, " at the end of this section, page 24.

- Appoint an elder (or a group of persons including at least one elder) to act as liaison with the Inquirer and with the presbytery's Committee on Preparation for Ministry and to participate with the Inquirer and the Committee as they explore and evaluate his or her progress (G-14.0306b).
- Make a recommendation to presbytery, through the Committee on Preparation for Ministry, regarding the applicant's request to be enrolled as an Inquirer.

Indicate session's endorsement or non-endorsement on Form 2A, "Application to be Enrolled by resbytery as an Inquirer" and submit Forms 1 and 2 A to the presbytery.

- If the session, the committee or presbytery decides not to accept the individual's name for enrollment as an Inquirer, at this time, the session continues to provide support, counsel and guidance to the individual as she or he seeks to discover an appropriate occupational expression of his or her Christian vocation.
- During the Inquiry Phase (G-14.0303f, G-14.0306b), the session participates with the Inquirer and presbytery's committee in evaluating the Inquirer's growth and progress.
- For completion of the Inquiry Phase (G-14.0305b), the session meets with the Inquirer to review evidence indicating his or her readiness to proceed to Candidacy. This evidence includes personal interviews with the Inquirer, all consultation reports, the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes of Inquiry set forth in G-14.0303g(1)-(6).
- The session makes a decision regarding whether to recommend to presbytery that the Inquirer proceed to Candidacy Phase (G-14.0305b).

Indicate Session's endorsement or non-endorsement on the Inquirer's completed Form5A, "Application To Be Received as a Candidate" and submit to presbytery.

2. Phase 2: Candidacy

- When the Inquirer is ready for admission to Candidacy the session provides support and makes a statement, if requested, when she or he is examined by presbytery.
- 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 she or he seeks to discover an appropriate occupational expression of her or his Christian vocation.
- When an Inquirer has been approved for Candidacy and has been examined (G-14.0305e) and approved by presbytery, he or she shall answer the Constitutional Questions listed in the *Book of Order*, G-14.0305f(1)-(4).

The Candidate and her or his session may request that a commission of presbytery conduct a service of reception in the presence of the Candidate's congregation (G-14. 0305h).

- During Candidacy the session provides support and pastoral care to the Candidate and her or his family, maintaining the liaison relationship with both the Candidate and the presbytery Committee.
- The session receives and reviews reports of each annual consultation (G-14.0309b).
- The session removes the Candidate's name from the church roll when notice is received of her or his ordination.

It is important to recall 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 on Preparation for Ministry to accountability in fulfilling its responsibilities.

3. Some Issues for Attention and Evaluation by the Session When Examining the Gifts and Motivations of a Prospective Inquirer

- What personal qualities are evidence of a healthy and vital faith in God through Jesus Christ?
- How is that faith currently being expressed through the individual's participation in the worship, life and mission of this congregation?
- What various motivations impel the sense of call? (e.g., service to God and the world, compassion for God's children, guilt, the need for power and status)
- What real and potential talents for ministry are evident in this individual? (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)
- What is the level and adequacy of the individual's academic interest, ability and motivations?
- What is the evidence of his or her physical health and stamina?
- What is the evidence of his or her emotional well-being?
- What is the evidence of his or her self-discipline?
- How does the individual plan to finance his or her education?

NOTE: For the following Constitutional provisions, see pages 11-13.

- Enrollment of Inquirer by Presbytery
- Exceptions and Waivers
- Annual Consultation
- Negotiation for Service
- When Exams May Be Taken
- Transfer of Covenant Relationship
- Removal from Covenant Relationship
- Location of Ordination
- Examination and Ordination
- Call Through Own Presbytery
- Inquirer or Candidate as Temporary Supply

For constitutional procedures relating to presenting and receiving a call, see Book of Order, G-14.0507.

IV. The Presbytery

A. Role of the Presbytery

The presbytery's ministry to the church is at the heart of the preparation for ministry process. The presbytery guides Inquirers and Candidates and examines them for ordination, elects persons to serve on the Presbyteries' Cooperative Committee on Examinations, participates in

providing support for the denomination's colleges and seminaries and provides a committee to work with individual Inquirers and Candidates.

The presbytery's ministry with individual Inquirers and Candidates ordinarily takes place through the work of its Committee on Preparation for Ministry. As laypersons and ministers take on the demanding responsibilities of membership on this Committee, they share the rich satisfaction of helping men and women discern their calls and grow toward readiness for the ministry of the Word and Sacrament. Their time, energy and commitment offer a significant contribution to the church's future ministry.

In planning its Preparation for Ministry strategy the presbytery may consult the printed material described in the "Resources" section of this manual and contact appropriate General Assembly offices for additional support and counsel. This manual, however, provides most of the basic information the presbytery will need. Section I provides an overview of the entire Preparation for Ministry process. Section II clarifies the role and responsibilities of both the presbytery as a whole and its Committee on Preparation for Ministry, and should be read with reference to Section 1 of this Manual and Chapter 14 of the Book of Order.

B. Responsibilities of the Presbytery

The *Book of Order* summarizes the presbytery's responsibilities as follows:

"The committee on preparation for ministry shall seek to instruct sessions on their role in the inquiry and candidacy process ... This work could best be done by the committee on preparation for ministry.... It shall be the duty of the presbytery to exercise responsibility for the spiritual growth of inquirers and candidates, to support them with an understanding and sympathetic interest and to give guidance in regard to courses of study, familiarity with the Bible and with the confessions, practical training and plans for education, including the choice of institutions, and the inquirer's or candidate's financial need. The presbytery shall also seek to give guidance and instruction to the inquirer or candidate in the faith and polity of the church. Freedom of conscience with respect to the interpretation of Scripture is to be maintained." (G-14.0306)

1. Responsibilities of the Presbytery as a Whole

- To provide a Committee on Preparation for Ministry to work with its Inquirers and Candidates and ensure that this committee has adequate support and resources. Committee members should be carefully selected, with planned tenure to assure continuity. While new members should receive careful orientation, regular training events or retreats should be provided for all committee members. Such training will enable committees to develop their own procedures for relationships with Inquirers and Candidates and help them establish their own criteria by which to measure individuals' development.
- To receive the committee's reports and recommendations regarding each applicant for Inquiry and Candidacy; enroll Inquirers and examine and vote whether to approve the Inquirer's becoming a Candidate.

- To record the name of each Inquirer and Candidate on its rolls and report this to the Office of Resourcing Committees on Preparation for Ministry.
- To receive reports of annual consultations.
- To grant exceptions and waivers to Preparation for Ministry requirements.
- To transfer Inquirers and Candidates to the care of other presbyteries.
- To remove the names of Inquirers and Candidates from its rolls when appropriate.
- To transfer Candidates for ordination when requested.
- To examine and ordain Candidates who have received a call to ministry and to report these ordinations to the appropriate General Assembly offices.

2. Responsibilities of the Presbytery Through Its Committee on Preparation for Ministry

In providing pastoral care, guidance and support to Inquirers and Candidates it is imperative that the Committee on Preparation for Ministry show sensitivity to each individual's unique background, experience, level of maturity and personal attributes. If growth is to be effectively nurtured, members of the committee must understand and accept the individual where he or she is at each stage of the process. With the committee's help and encouragement the Inquirer or Candidate will take increasing responsibility for moving through the process and in planning for and evaluating his or her own development.

The preparation for ministry process demands that the roles, expectations and responsibilities of Inquirers or Candidates and Committee members be made clear from the beginning. The negotiation of a covenant relationship (see Overview, page 5) is an important step toward mutual understanding.

Committees should also identify particular services, resources and experiences which can enhance the growth and development of Inquirers and Candidates under their guidance. These include vocational development counseling, psychological evaluations, Clinical Pastoral Education opportunities, internships in churches, cross cultural experiences, specialized ministries and other opportunities for personal and spiritual growth. Such services and experiences may be recommended as individuals' needs are identified during the evaluation process.

a. Phase 1: Inquiry

- When the Committee on Preparation for Ministry receives information from a session that a member of their church has indicated a desire to explore the personal implications of becoming a minister of the Word and Sacrament, one or more Committee members are required to meet with that session to explain the session's role and responsibilities during the preparation for ministry process. Some Committees use the video "Preparation for Ministry" with session during the orientation meeting or ask that it be viewed in preparation

for the meeting. During this orientation the session is encouraged to discern their own call and Christian vocation, and is informed about the particular evaluative criteria and procedures used in that presbytery and, with the Committee representatives, discusses ways the session and the Committee can work together most effectively (0-14.0302, G-14.0303c).

- After the applicant has agreed to enter into a covenant relationship with the session and the presbytery's Committee on Preparation for Ministry and has received the session's endorsement for enrollment as an Inquirer, he or she meets for an interview with the Committee (G-14.0303e). The purpose of this initial interview is to allow the Committee to make a preliminary assessment of the applicant's motives, seriousness of intent and general suitability for the ministry of the Word and Sacrament before deciding to recommend to presbytery that he or she be enrolled as an Inquirer.

Form 1, "Application for Inquiry" is distributed to all Committee members for review prior to the meeting to acquaint them with the applicant.

Resources available to the Committee for background preparation: Considering Your Call and Vocation (SEIC Resource #101), Discerning Your Call and Your Gifts for Ministry, Primary Qualities for Professional Ministry (SEIC Resource #102), An Annotated Reading List (SEIC Resource #103) (See "Resources," pages 41-46).

- After completing its interview and evaluation and making a decision, the Committee recommends to the presbytery whether or not to enroll the applicant as an Inquirer. When enrollment is recommended, the Committee on Preparation for Ministry should appoint from its membership an advisor to work closely with the Inquirer. The Inquirer and session shall be informed of this action.

Complete "Report of Enrollment as an Inquirer by Presbytery" from Form 2A and return it to the Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street, Room M004, Louisville KY 40202-1396.

It is imperative that the roles, expectations and responsibilities of the Inquirer and Committee members be clarified and a covenant relationship be negotiated at the first interview or consultation.

Use Form 2B, "Inquirer Covenant Agreement and Release" to formalize this relationship.

- Throughout the Inquiry Phase, the Committee on Preparation for Ministry holds annual consultations with each Inquirer to explore the appropriateness of the ministry of the Word and Sacrament as an occupational choice and to guide his or her development for that

ministry (G-14.0303f). Each consultation focuses on goals for growth and development in each of five key areas: Education for Ministry, Spiritual Development, Interpersonal Relationships, Personal Growth and Professional Development. (See Overview, page 5 for a fuller description of these areas and their goals.)

- During each consultation the Committee and the Inquirer assess what progress has been made toward fulfilling previously established goals in each of the five areas and together negotiate appropriate new goals.

At least 14 days prior to each consultation, the Inquirer completes and returns to the Committee Form 3, "Pre-Interview Annual Consultation Report," as a basis for discussion. This form, with attachments, can provide for meeting the requirements of G-14.0308.

- "The Presbytery shall be notified of receipt of these reports and the reports themselves shall be submitted to the individual, the sponsoring session, and the theological institution" (G-14.0309b).

Use Form 4, "Report of Annual Consultation" for reporting purposes.

- Specific considerations may guide the Committee's assessment of an Inquirer's suitability to prepare for the ministry of the Word and Sacrament. Careful individual assessment may also help the Committee to recommend experiences to enhance the Inquirer's growth and development.

See "Some Considerations to Guide the Committee's Assessment of an Inquirer's Suitability for the Ministry of the Word and Sacrament," page 29, and "Resources for Evaluation and Guidance," page 30.

For "Observations and Suggestions for the Interview Process, see "Resources," page 42.

- Subsequent consultations follow the same pattern, with particular attention to issues identified in the Book of Order (G-14.0309).
- The Inquiry Phase concludes when the Committee on Preparation for Ministry knows the Inquirer well enough to determine whether or not to recommend him or her to the presbytery for enrollment as a Candidate.
- Following action by the session and receipt of Form 5A, "Application to be Received as a Candidate," the Committee on Preparation for Ministry meets with the Inquirer to review evidence indicating whether or not he or she is ready to proceed to the Candidacy Phase (G-14.0305c).

In preparing its recommendation, the Committee should consider the Inquirer's application materials, all personal interviews with the Inquirer, all consultation records and whether the

Inquirer as a person appears to be suited for the ministry of the Word and Sacrament. The Committee also reviews the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes of inquiry set forth in G-14.0303g(1)-(6).

- After considering the preceding evidence the Committee makes a recommendation to presbytery (G-14.0305d).
- Through its Committee on Preparation for Ministry the presbytery is responsible for continuing to guide and support both those whom it does and does not recommend to be enrolled as Candidates. Those who are denied Candidacy at this time should be helped through a group discernment process or a Ministry Development Center program to discover appropriate occupations through which they can fulfil their Christian vocation. .

Consultations

The goals and expected outcomes of each of the five areas of growth (see page 5) provide the focus for each consultation. By using these goals the Committee can discover the Inquirer's current level of experience and achievement and, through guided conversations and appropriate new learning contracts, stimulate further growth in appropriate areas. **The Committee, of course, must decide for itself what "growth" in each of these five areas might mean and how an Inquirer might show evidence of such growth.** Creativity should be used in thinking through these areas and goals with the individual Inquirer so that she or he does not see this experience simply as the writing of required papers in order to qualify for Candidacy.

b. Some Considerations to Guide the Committee's Assessment of an Inquirer's Suitability to Continue Preparation for Ministry of the Word and Sacrament by proceeding to the Candidacy Phase.

Personal Issues:

- How would you describe the Inquirer's commitment to God and to the world?
- How deeply does she or he demonstrate self-awareness?
- How does she or he demonstrate a sense of responsibility and self-direction?
- How does the Inquirer relate to people?
- How effective are her or his leadership skills?
- How does she or he seem to tolerate stress?
- Does the Inquirer appear to be open to the influence of others?
- How does she or he seem to relate to authority figures?

Educational issues:

- Does he or she demonstrate adequate academic skills?
- Is there sufficient motivation for scholastic achievement?
- Is she or he meeting the constitutional requirements?
- Does she or he have adequate experience in a local church or other context for experiential learning?
- Has she or he made appropriate theological education plans?

Situational issues:

- Are there financial obstacles?
- Are there health limitations?
- Are there family or spouse considerations?
- Are the Inquirer's present goals feasible and realistic?

Occupational issues:

- Is the Inquirer's blend of temperament, abilities, coping style, values and motivation suitable for the ministry of the Word and Sacrament?
- Should she or he consider a specialized ministry or alternate occupations?
- Does the Inquirer have a realistic understanding of the occupational demands and job opportunities in the ministry of the Word and Sacrament?

c. Resources for Evaluation and Guidance

(1) Career counseling

Comprehensive, in-depth career counseling is offered by the centers affiliated with the Ministry Development Council and other service providers. This process can help the participant understand how her or his values, interests and potential and acquired capabilities, as well as her or his own personality and sense of call, fit into an occupational choice. By previous agreement with the participant and the center, the Committee on Preparation for Ministry can request access to written reports of this experience. Career counseling is most valuable if the Inquirer has volunteered to participate and when the nature and purpose of the process are carefully interpreted to the Inquirer in advance. (A descriptive brochure is available from the Office of Resourcing Committees on Preparation for Ministry. See "Resources," page 42.)

(2) Psychological evaluation

This process involves consultation(s) with a clinical or counseling psychologist. The primary purpose of such an evaluation is to determine the Inquirer/Candidate's psychological health and fitness for ministry and to screen for pathology. Greatest value is achieved if the Inquirer participates voluntarily and receives careful prior orientation as to the consultation's nature and purpose. The Committee should establish a working relationship with the psychologist so that her or his reports can be accurately interpreted to the Committee. The psychologist's familiarity with religious values and with the requirements of professional ministry will greatly enhance the results of such an evaluation. Psychological evaluation is usually combined with career counseling when the service is provided by a Ministry Development Council accredited counseling center.

Note: The above resources should be regarded as background for the Committee's continuing counseling relationship with the Inquirer.

(2) Reports from the educational institution

If the Inquirer is presently enrolled in a college or university, reports regarding academic progress. If the Inquirer is presently enrolled in a theological institution, reports regarding academic progress, field education and Clinical Pastoral Education experiences, and the theological institution's assessment of her or his gifts for ministry and progress in preparing for ministry.

(4) *Reports and reflections on the Inquirer's participation in a Presbyterian congregation.*

(5) *Letters of reference* from persons representing different areas of the Inquirer's life. These letters may be supplied by the Inquirer or the Committee may request that references be persons representing specific categories (e.g. pastor, elder, professor, employer, peer, adult acquaintance, etc.). Note that such letters may have limited value due to their relative lack of objectivity and to the Committee's lack of knowledge of the author's frame of reference and degree of perception.

(6) *Persons experienced in interviewing techniques* who may be helpful as Committee members or resource persons, e.g., psychologists, social workers, Clinical Pastoral Education supervisors, pastoral counselors, career counselors. Also see "Resources," page 42, for "Observations and Suggestions for the Interview Process."

d. Phase 2: Candidacy

Candidacy is a time of continuing pastoral guidance and support by the Committee on Preparation for Ministry. As indicated in the Book of Order, "... This shall be accomplished through the guidance and evaluation of candidates, using learning contracts within a context of supportive relationships." (G-14.0304)

- After the Committee on Preparation for Ministry completes its evaluation of the Inquirer and presents to the presbytery its report and recommendation as to whether the Inquirer should or should not be received as a Candidate, the Inquirer appears before the presbytery to be examined with respect to his or her Christian faith, forms of Christian service and motives for seeking the ministry (G-14.0305e). If the presbytery votes to receive the Inquirer as a Candidate, he or she is asked to respond to the constitutional questions (G-14.0305f(1)-(4)). A charge is given, the Candidate's name is recorded on the roll of Candidates and prayer is offered. Upon request, the presbytery may arrange for a service of reception to be conducted before the Candidate's congregation (G-14.0305h).

As with Inquirers, the presbytery, through its Committee on Preparation for Ministry and the session, is responsible for continuing to guide both those whom it recommends for Candidacy and those whom it does not.

Complete and Return "Report of Enrollment as a Candidate by Presbytery" from Form 5A to the Office of Resourcing Committees on Preparation for Ministry

- The presbytery continues its regular consultations with the Candidate through the Committee on Preparation for Ministry. As described in the Inquiry Phase (page 28), these consultations focus on goals in each of the five areas of growth and development (see Process Summary, page 5) and are based on the expected outcomes for the Candidacy Phase as set forth in the *Book of Order* G-14.0305j.

As during Inquiry, planning for and evaluating growth during Candidacy and the negotiation of new learning contracts continue to involve the active participation of both the Candidate and the Committee.

The Candidate completes Form 3, "Pre-Interview Annual Consultation Report," and submits it at least fourteen days prior to each consultation to provide the basis for discussion.

Form 4, "Report of Annual Consultation" is completed and signed by both the Candidate and the appropriate Committee person after each Consultation and becomes part of the Candidate's permanent file.

Specific additional issues are identified in the *Book of Order* (G-14.0309a,b,c) for the Committee to consider in successive consultations with the Candidate prior to his or her entering the theological institution and during the first two years of theological education.

- Consultations continue to be held at least once annually without exception (G-14.0309). At each consultation the decision is made as to whether or not Candidacy should be continued, especially if it becomes clear that adequate growth is not taking place. The decision should be reported as a recommendation to presbytery.
- Presbytery action is required for transfers of covenant relationship and for the granting of exceptions and waivers. There are also constitutional restrictions regarding initiation of negotiation for service.

For constitutional provisions see pages 11-13.

- Candidacy continues until the enrollee's name is removed from the roll of Candidates by action of the presbytery in one of three ways: withdrawal by the Candidate; removal by presbytery (G-14.0312); or completion of the preparation for ministry process with a call to the ministry of the Word and Sacrament (G-14.0305j) and ordination.

Use Form 7B, "Report of Ordination of a Candidate or Withdrawal or Removal of an Inquirer or Candidate" to report such actions to the Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street, Room M004, Louisville KY 40202-1396.

- In the final year of theological education and before a Candidate may accept a call, the Committee on Preparation for Ministry meets with the Candidate for a final assessment of his or her readiness in all respects to receive a call (G-14.0310).

In conducting this assessment the Committee focuses on the expected outcomes of Inquiry (G-14.0303g), the expected outcomes of Candidacy (G-14.0305j), on each of the requirements of certification set forth in G-14.0310 and on any additional items negotiated between the presbytery and the Candidate.

Evidence that the Candidate has achieved the expected outcomes is based on her or his academic performance and experience in supervised field education or other activities discussed and agreed upon by the Committee as relevant to preparation for the ministry of the Word and Sacrament.

- The Committee completes its evaluation and reports to presbytery a summary of the final assessment along with the date the Committee certified the Candidate ready for examination for ordination, pending a call (G-14.0310a). When requested, the presbytery transmits this report to the presbytery of call.

Use Form 6, "Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination" to transmit this report.

- Presbytery procedures for presenting and receiving a call are set forth in G-14.0507.
- For interpretations of presbytery procedures relating to Examination and Ordination (G-14.0401, G-14.0402), see page 13.

When plans for ordination have been approved by the appropriate presbytery, the presbytery notifies the Office of Resourcing Committees on Preparation for Ministry by using Form 7B, "Report of Ordination of Candidate...."

- Upon completion of the preparation process the Candidate's file is either kept by the Committee (for a specified period of time) or given to the Candidate or destroyed. In cases where the Candidate and Committee have dealt with highly sensitive issues, that are a matter of record, the Committee may want to retain the Candidate's file, as suggested above.

IV. Roles and Responsibilities of Theological Institutions

Well-educated clergy are an integral part of the Presbyterian tradition. The increasing complexities of life and society demand that this tradition continue. This is why the preparation for ministry process places significant emphasis on the role of the theological institution, recognizing its indispensable contribution to the growth and development of Inquirers and Candidates.

The theological institution's primary responsibility, of course, is to provide an academic curriculum, resources and motivation that will ensure students adequate intellectual and professional preparation for the ministry of the Word and Sacrament. Together with the session, the presbytery and other participants in the process, the theological institution provides counsel and guidance. It also supervises field education, internships and other experiences that are crucial to the student's spiritual, personal and professional development. In its day-to-day relationship with students the theological institution provides a unique context in which students can explore the meaning of Christian vocation and their sense of call to the ministry of the Word and Sacrament.

The theological institution may also provide objective information about a student's gifts, abilities and suitability for the ministry of the Word and Sacrament when such information is requested by the Committee on Preparation for Ministry. In accord with provisions in the Book of Order, the theological institution reports annually to the presbytery's Committee on Preparation for Ministry regarding student's progress and receives from the Committee reports of annual consultations with Inquirers and Candidates (G-14.0308, G-14.0309).

Ordinarily, the theological institution helps administer Presbyteries' Cooperative Committee on Examinations, helps students prepare Personal Information Forms and assists in providing information about possible calls.

V. Roles and Responsibilities of the Synod

Taking the important role of resourcing participants in the preparation for ministry process, synods:

- Participate in making available Ministry Development Council and other such resource services.
- Provide training for members of presbytery Committees on Preparation for Ministry.
- Develop among their presbyteries consistent Candidacy requirements, policies and procedures.
- Encourage presbyteries to develop and implement confidentiality criteria in working with Inquirers and Candidates, and ensure that procedures of the denomination's Affirmative Action/Equal Employment Opportunity Plan are implemented with regard to theological students, Inquirers and Candidates.
- Participate in constitutional procedures for approving waivers of examination requirements (G-14.0313b).

VI. Roles and Responsibilities of the General Assembly

A. The General Assembly, through the Office of Resourcing Committees on Preparation for Ministry:

- Provides guidelines, forms and resource materials to presbytery Committees on Preparation for Ministry to assist them with the preparation and evaluation of Inquirers and Candidates.
- Provides appropriate vehicles to enable presbytery Committees on Preparation for Ministry to exchange experiences, guidelines and information.
- Works with synods and presbyteries to plan and sponsor training workshops for members of Committees on Preparation for Ministry.

- Assists Committees, when contacted, in interpreting particular sections of the Book of Order that deal with preparation for ministry.
- Works through Theological Institution Contact Persons to provide Inquirers, Candidates and theological institution staffs with resources and guidance on the preparation for ministry process, preparation of Personal Information Forms and placement information.
- Serves as liaison with the Ministry Development Council and individual Career Development Centers.
- Provides interpretive pamphlets on vocation, occupational choice and church occupations.
- Maintains records on all Inquirers and Candidates and moderators of Committees on Preparation for Ministry.
- Compiles statistical data on Inquirers, Candidates and Committees on Preparation for Ministry.

B. Through the denomination's *Office of Financial Aid for Studies*, the General Assembly administers loan and scholarship programs.

C. Through the *Office of Examination Services*, the General Assembly coordinates the development, administration and grading of Ordination Examinations, which are usually offered twice a year.

D. Through the *Office of Call Referral Services* of the Churchwide Personal Services Program Area, the General Assembly provides services and assistance to Candidates completing Personal Information Forms.

Outline of Section Three

Related Issues

- I. Internships
- II. Career Development Programs
- III. Developing Human Relations Skills
- IV. Inquirers/Candidates Retreats
- V. Certification of Christian Educators
- VI. Financial Aid
- VII. Theological Institution Contact Persons
- VIII. Transition to Ministry of the Word and Sacrament

Related Issues

I. Internship

While not required by the Constitution for ordination, an internship can be a highly valuable experience. It gives the individual first-hand experience of ministry, helps focus the final year of theological education and eases the transition from student and Candidate status to that of minister of the Word and Sacrament. Just as a wide variety of internships is available through different theological institutions, individuals vary as to the type of experience appropriate for them. Given a person's previous experience and background, an internship may not always be the best strategy. With appropriate persons, an internship can be a valuable part of the preparation for ministry process.

It is important that there be close communication between the individual, the theological institution and the Committee on Preparation for Ministry in determining the purpose of the internship, the type of experience desired and the way feedback will be used. Such sharing will enable all participants to fulfill their responsibilities and enhance the value of the internship experience.

II. Career Development Programs

Participation in a career development program enables an Inquirer or Candidate to gain a clearer understanding not only of her or his personal attributes, interests, capabilities and developmental needs, but also of appropriate occupational directions. The experience can also provide important background for the Committee on Preparation for Ministry as it guides the individual through the preparation for ministry process.

III. Developing Human Relations Skill

Skills in interpersonal relationships and small group situations are essential to most ministries. Some people have a natural ability to use their personalities effectively; others can profit from such experiences as Clinical Pastoral Education, human relations training, conflict utilization laboratories and individual or group therapy.

IV. Inquirers/Candidates Retreats

Promote low-stress, peer interactive opportunities for dialogue and learning among Inquirers and Candidates as well as others considering ministry as a vocation. Peer dialogue and feedback are crucial elements for any successful search for truth, and need to be included by those who work with persons considering the ministry of Word and Sacrament. For additional research information on this concern, please read recommendations made by the SEIC Project (Study to Enrich Inquirers and Candidates) Final Program Report (October 1992).

V. Certification of Christian Educators

A process of certification for Christian Educators is administered by the Educator Certification Council. The individual educator works with the Educator Certification Advisor in the presbytery. At the conclusion of the process a certificate is sent to the presbytery for presentation to the educator. For further information contact Ms. Donna Cook, Associate for Accreditation and Certification, 100 Witherspoon Street, Room M-007, Louisville, KY 40202-1396, (502) 569-5751.

VI. Financial Aid

Most theological institutions use a financial information form to appraise a student's financial situation. The theological institution financial aid officer can then help her or him establish a realistic budget and suggest ways to tap various sources of income. The financial need figure may be shared with the student's presbytery, when the student signs the appropriate form to release such information to the Committee.

The major source of student aid is the theological institution which often combines a scholarship or grant, which does not have to be repaid, with a loan and a job. Supplementary assistance is also available from General Assembly resources. This aid is provided in two forms: a loan from the Student Loan Fund, and/or a grant from several grant programs. Details of the denomination's theological aid programs are set forth in the Financial Aid Programs brochure available on request from the Office of Financial Aid for Studies, 100 Witherspoon Street, Room M-065, Louisville, KY 40202-1396.

Since all monies received through the PC(USA) national financial aid offices are coordinated with that received from the theological institution, **the student's first step in making application is to have a conference with the theological institution's financial aid officer.**

The presbytery's Committee on Preparation for Ministry should also take some responsibility for financial assistance to its Inquirers and Candidates. Several presbyteries have student scholarship funds. Those that do not should consider establishing one. For assistance in developing presbytery scholarship programs, you may contact the Office of Financial Aid for Studies (address above) for assistance.

The presbytery should also encourage the Inquirer's or Candidate's home church to provide financial assistance to its students. Many churches can use endowment, memorial or other funds for this purpose. The Committee on Preparation for Ministry should find out which of the presbytery's churches have such funds and urge them to use these funds to assist the presbytery's Inquirers and Candidates, even if those churches have no students of their own with financial need.

VII. Theological Institution Contact Persons

- Provide information regarding PC(USA) preparation for ministry procedures and ordination requirements (including examination procedures);
- Provide information and guidance regarding preparation of PC(USA) Personal Information Forms and the denomination's call referral process;

- Encourage theological students considering PC(USA) ordination to contact their presbytery's Committee on Preparation for Ministry as early as possible;
- Encourage PC(USA) students to establish and maintain a responsible covenant relationship with their presbytery's Committee on Preparation for Ministry and to take initiative in their own development;
- Provide opportunities for theological students to relate to colleagues and to experience the inclusiveness of the church's ministry.

A "Directory of Theological Institutional Contact Persons" is available from the Office of Resourcing Committees on Preparation for Ministry in Louisville (see "Resources," page 44).

VIII. Transition to Ministry of the Word and Sacrament

Transition into ministry begins with the preparation for ministry process and continues through the experiences of the first call. A goal of the preparation process is to help individuals establish lifelong patterns of growth in ministry. The first call is a time of both challenge and stress for new ministers, a time when one's need for further development in ministry becomes evident and when one can benefit greatly from the continuing, planned support of one's congregation and presbytery.

Because of the issues and problems faced by many newly-ordained persons, it is important for support and caring to extend beyond the preparation stage. For instance, prior to her or his ordination, the Candidate's session, theological institution and the presbytery responsible for her or his preparation (through its Committee on Preparation for Ministry and its Committee on Ministry) can actively help the Candidate become aware of what may be involved in her or his adjustment to the ministry of the Word and Sacrament.

These issues include:

- The individual's changing identity and role;
- The importance of on-going personal, spiritual and professional development;
- The nature of the specific call and the leadership style required;
- How she or he can negotiate clear and mutually satisfying expectations with the calling church or organization;
- How to deal with conflict that may emerge in the congregation one serves
- The presbytery's structure and work and the responsibilities of presbyters.

In the first few years after ordination, presbyteries should provide new ministers with continuing support as part of their career-long support of ministerial development. In fact, it is

primarily through relationships established in the collegial context of presbytery that ministers meet some of the goals of transition, such as:

- Feeling a sense of belonging within a new community;
- Learning the practice of ministry under the guidance of experienced ministers;
- Learning to benefit from experiences of accountability, feedback and evaluation;
- Participating in new pastors seminars and pastors support groups to build a support base;
- Establishing effective working styles as a result of studying and understanding the congregation's history, ethos, programs, and status in the community;
- Integrating their self-understanding with the everyday role of the minister.

Making a successful transition from Candidacy to ministry is primarily the individual's responsibility. However, the new minister often has to juggle several concerns and agendas simultaneously: there are the expectations and demands set by the calling congregation; there are personal goals and issues to pursue; then there are concerns that are mentioned randomly by individual members of the congregation that beckon the pastor's attention. Thus it is clear that if the new pastor's potential for full, effective service is to be realized, the whole church must be sensitive to the onslaught of needs and concerns that face a pastor who is starting out, and the congregation must take seriously their responsibility to provide sufficient support during this crucial formulative time period. The presbytery committee on ministry's regular check-in with pastor and session is necessary in order to help build healthy relationships between pastor and session and members of the congregation.

A Listing of Resources

Most of the following resources are on our web site. They are also available in very limited quantities from the Office of Resourcing Committees on Preparation for Ministry, 1-888-718-7228, X-5708. Those resources that can be ordered through the Presbyterian Distribution Service (1-800-524-2612) are listed with their PDS # and cost, if applicable. Additional copies of this Manual (PDS # 72-218-03-001) can be ordered through PDS at the cost of \$6.00 per copy. The binder for the Preparation for Ministry Manual, DMS # 72-511-95-011, is also available from PDS at the cost of \$2.00 each.

A Day in the Life Of...A Kaleidoscope of Specialized Ministries

By the Office of Christian Vocation and Enlistment and the Office of Resourcing Committees on Preparation for Ministry. The typical day in the work of various areas of specialized ministries such as Parish Nurse, Prison Chaplain, Tentmaker, Pastoral Counselor, written by 30 persons active in these fields. DMS # 72-511-94-004. Cost is \$5.00 per copy.

The Call to the Ministry

By H. Richard Niebuhr. A brief article that explains the four elements of a call and how each element of a call has equal, but distinctive, importance to the individual and to the church.

Certification for Christian Educators

A resource that explains the process of certification, including requirements, along with a step-by-step explanation of how to proceed and an application form.

Central Affirmations of Christian Faith in the Reformed Tradition

Video "Yesterday, Today, and Forever: The Meaning and Significance of Christ in Today's World" explores ways of living out shared identity in Jesus Christ in the midst of conflicting cultural convictions or values. \$39.95. PPH 076909.

Choosing a Theological Institution

The author, Dr. Louis B. Weeks, discusses twelve questions which should be asked by any person who is deciding where to undertake theological education for ministry of the Word and Sacrament. For use by Inquirers, Candidates, sessions and Committees on Preparation for Ministry. DMS # 232-92-046.

Dare to be One

A collection of twelve testimonies demonstrating the unique and common aspects of the call to ministry. This resource aims to inspire and challenge especially young racial ethnic leaders to consider the call to ministry.

Developing Competency Criteria: A Design for Committees on Preparation for Ministry

A process designed to help committees develop competency criteria for evaluating Inquirers and Candidates. Prepared and field-tested by the Task Force for a Joint Candidacy Process.

Discerning Your Call and Gifts for Ministry

A resource addressed specifically to seminarians, Inquirers and Candidates to help them discern their gifts and their call. Also useful to sessions and Committees on Preparation for Ministry.

Written by the late Roy M. Fairchild, former Professor of Education and Social Psychology at San Francisco Theological Seminary, it focuses on questions to be asked as professional church leadership is contemplated. DMS # 232-93-048. Cost \$1.50 per copy.

Financial Aid Programs, Presbyterian Church (U.S.A.)

A description of Presbyterian Church (U.S.A.) Student Loan Funds, Undergraduate and Graduate Grant Programs, eligibility criteria and application procedures. For students, local churches and presbytery committees.

Frequently Asked Questions by Presbytery Committees on Preparation for Ministry

This resource provides answers to questions frequently asked by CPMs.

Gifted by the Flame

A brochure for individuals who are called to work within the professional church arena, but are not called to be ministers of the Word and Sacrament. Includes brief descriptions of church duator, work in national and international mission, and in governing bodies and other agencies. PS #72218-99-003

Group Discernment Model

A model for CPMs to use with inquirers and candidates as they seek to discern God's call to them.

Growing in the Life of the Christian Faith

This resource was developed by the former Theology and Worship Ministry Unit. Cost is \$1.50 each and is available through Distribution Management Services (DMS # 275-89-001).

Guidelines for Session Interview with Applicant

By Bill King. For sessions.

The Making Of A Minister

By C. Samuel Calian. An overview of issues to be considered by a person interested in the ministry as a profession. For use with Inquirers and Candidates. DM5 # 72-511-94-003.

Ministry Development Council

A brochure describing career counseling services for professional church workers, Inquirers and Candidates, including a listing of accredited centers, addresses, and directors. For use by Inquirers, Candidates and Committees on Preparation for Ministry.

Observations and Suggestions for the Interview Process

For use by sessions and Committees on Preparation for Ministry as they prepare to interview Candidates.

Our Presbyterian Theological Schools

Profiles of the ten Presbyterian theological schools and two seminaries in covenant relationship with the Presbyterian Church (U.S.A.). Helpful resource for potential seminary students, donors and persons wanting to understand the theological education enterprise of the church.

Preparation For Ministry

A VHS training video and resource for assisting a presbytery Committee on Preparation for Ministry to instruct a session in understanding its responsibilities in the preparation process. To purchase, contact the Synod of Lakes and Prairies.

The Presbyterian Council for Chaplains and Military Personnel

Information regarding required qualifications and endorsement procedures. For persons interested in military chaplaincy service.

Reaching Out Today

A brochure highlighting the need for recruitment of racial ethnic church leaders and the affirming the denomination's commitment to racial ethnic ministry. DMS # 232-90-095.

Recommended Duties of Session Liaison Person

By John G. Gammie. For use by sessions.

Resources for Information Regarding Some Specialized Ministries

A listing for persons interested in institutional ministries, ministry with older adults, social work and employment opportunities in these areas.

Roster of Moderators of Committees on Preparation for Ministry

A list of the Committee moderator for each presbytery.

Self-Inventory Questions for Clarification

A grouping of questions for vocational reflection for inquirers and candidates. It can be used as a self-inventory with session liaison or Committee on Preparation for Ministry liaison.

A Session Guide for the Ministry of All Believers

Suggested approaches and educational resources to enrich understanding of the vocation of the Christian. Includes suggestions and resources for acquainting persons with the ministry of the Laity, ministry of the Word and Sacrament, and other church occupations. For use by sessions, Christian Education committees, Inquirers, Candidates and pastors. Prepared and field tested by the Task Force for a Joint Candidacy Process.

Some Major Events in the Preparation for Ministry Process

An outline of important events in the preparation for ministry process.

Spiritual Development of Inquirers and Candidates

An outline of spiritual development areas for CPMs to work with inquirers and candidates.

A Summary of Some Employment-Related Statistics

A summary of supply/demand statistics and other relevant information and observations are compiled from time to time to assist Committees on Preparation for Ministry, theological institutions, and graduating seminarians to better understand placement needs and opportunities for service within the denomination. DMS # 232-92-042

Touched by the Flame

A Brochure that can be used as a study and reflective instrument for people considering their vocation in the light of ministry of the Word and Sacrament, a typical church, and the marks of success contribute to make this a resource that will challenge and validate those individuals who are, or should be, considering this profession. PDS#72218--002

Directory of Theological Institution Contact Persons

A list of theological institution staff contact persons and Presbyterian resource persons on all accredited campuses where there are significant numbers of Presbyterian Inquirers and Candidates. For use in facilitating communication between committees and seminaries.

A Theology of Vocations

By Jack Stotts. Who is called? Who mediates the call? What characterizes the leader?
DMS # 232-91-016.

This Call's For You

A workbook on Christian Vocation for congregations by the Office of Enlistment and Christian Vocation, PC(USA). Contains study sessions on Christian vocation for all age groups; how to form a committee on Christian Vocation; how to identify, nurture, and support people who should explore professional church occupations. DMS # 232-93-001. Cost \$29.95 plus shipping.

To Make a Difference: The Challenge and the Opportunity

A film and videotape which present the real and urgent message for enlistment of racial ethnic persons for church occupations. Provides a close-up view of the call and commitment to service; explores the nature of ministry, its rewards, frustrations, and challenges as reflected in the personal and professional lives of four pastors. Designed primarily to help sensitize and encourage the enlistment of quality Inquirers and Candidates for the professional ministry. For use by sessions, congregations, Committees on Ministry, Committees on Preparation for Ministry, Committees on Youth Ministry Leadership, Racial Ethnic Concerns Committees and theological institutions. Cost \$20.00.

Vocational Journal

This Journal is an appropriate tool for Inquirers to use to explore their thoughts and feelings as they examine and test their call to ministry. It is divided into eight sections: Your Relationship with God; Your Relationship with Others; Your Motivations; Your Interests; Your Abilities; Your Work Habits and Work Style; Your Goals and Values; Your Reactions and Feelings. After working through all the sections, the journalist is to re-read the entries and write a self-portrait. DMS # 232-93-005. Cost \$3.00 per copy.

What Are You Going to Do with the Rest of Your Life? Published by the Office of Professional Church Leadership, National Council of Churches of Christ in the U.S.A. For use with church members and Inquirers.

Resources Produced Through the SEIC Project

*and available through
the Office of Resourcing Committees on Preparation for Ministry.*

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THE SEIC PROJECT FINAL REPORT

***Description of Forms
Used in the Preparation for Ministry Process***

(Sets of forms with the file folder (Form 8) can be ordered from PDS by calling 1-800-524-2612 and asking for item # 72-581-98-002; cost is \$1.75 per set. Extra file folders can be ordered from DM8, item ~ 72-511-94-00 7; cost is \$0.25 each)

Form 1: **Application for Enrollment as an Inquirer: Background Information for Session and CPM**

The potential Inquirer's first written communication to the session and the presbytery's Committee on Preparation for Ministry, along with session's evaluation and recommendation. This form provides basic information regarding the applicant's background, identity, and interests. Included in the form are questions for reflection by both applicant and session.

Form 2A: **Application to be Enrolled by Presbytery as an Inquirer**

To be completed by the applicant seeking to be enrolled. The CPM action regarding the application as well as that of the presbytery are recorded on this form. Upon completion, Stated Clerk of presbytery sends the form to the Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Room M004, Louisville, Kentucky 40202.

Form 2B: **Covenant Agreement Between Inquirer, Session, and CPM; and Inquirer Release**

A signed acknowledgement of the new covenant relationship entered into by the Inquirer, the session and the Committee on Preparation for Ministry. The Inquirer Release sets in motion an understanding that permits the CPM to secure information necessary to make responsible decisions and recommendations.

Form 3: **Pre-Interview Annual Consultation Report**

This report, completed by the Inquirer/Candidate before each Annual Consultation, evaluates progress in accomplishing previously agreed-upon goals and objectives. This form requests a listing of completed courses, and includes specific questions to be addressed in each of the five growth areas.

Form 4: **Report of Annual Consultation**

A summary report of the Annual Consultation, completed by the CPM and the Inquirer/Candidate, that indicates developmental progress in the five key areas along with growth objectives agreed to for the next year. Designed for use by enrollees before, during and after theological education. Completed report is sent to enrollee, theological institution, and sponsoring session.

Form 5 A: **Application to be Received by Presbytery as a Candidate**

Upon completion, this form is sent by Stated Clerk of presbytery to the Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Room M004, Louisville, Kentucky 40202-1396.

Form 5 B: Covenant Agreement Between Candidate, Session, and CPM; and Candidate Release

A signed acknowledgement of the new covenant relationship entered into by the Candidate, the session and the presbytery Committee on Preparation for Ministry.

Form 6: Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination

This form, completed by the CPM, acknowledges that the CPM of the Candidate's presbytery has conducted a final assessment of the Candidate's preparation and readiness to begin ministry; and that he/she has successfully completed all of the denomination's and the Committee's requirements and is ready to be examined for ordination. Also included on the form is a description of the information to be sent to a calling presbytery, when requested.

Form 7A: Certificate of Approval of Transfer

Form used in the transfer of an enrollee's covenant relationship from one presbytery to another; completed and signed by Stated Clerk of transferring presbytery and Stated Clerk of receiving presbytery, who copies and mails to Office of Resourcing Committees on Preparation for Ministry, 100 Witherspoon Street - Room M004, Louisville, Kentucky 40202-1396.

Form 7B: Report of Withdrawal or Removal of Inquirer or Candidate, or Ordination of a Candidate

Form used to report to the Office of Resourcing Committees on Preparation for Ministry particular action of the presbytery Committee relative to the withdrawal, removal, or ordination of enrolled persons.

Form 8: File Folder (DMS #72-511-94-007)

	1	2	3	4	5	6	7	8	
Steps In The Process	Applicant Is Active Member of Sponsoring Congregation (for at least 6 months)	Session Notifies CPM of Applicant	CPM Meets for Session Orientation	Session interviews applicant and makes recommendation to CPM/Presbytery. Choose Session liaison	CPM interviews applicant & makes recommendations on enrollment as an Inquirer. CPM liaison appointed	Presbytery enrollment of Inquirer	Review of Preparation process and progress. Develop Covenant Agreement for Guidance, Goals, Consultations, and Reports	Inquirer applies to become Candidate through Session	Session confers with Inquirer
APPLICATION AND ENROLLMENT FOR INQUIRY							INQUIRY	APPLICATION AND ENROLLMENT FOR INQUIRY	
Applicant									
Inquirer	I			M	M	P	I	I	M
Candidate	P	I	M	I		P	M	P	I
Session									
Session Liaison				P	P	P	P		P
CPM		P	I		I	I	M		P
CPM Liason						M	P		P
Presbytery							P		
Theological Institution						I			
General Assembly									
Book of Order	0303B						0301 0303f		
References G-14	0306A(2) 0311	0303c	0303c 0306a(1)	0303d 0306b	0303e	0303e	0306a(2).b 0308 0309 0313 6,0108a.b.c	0305a 0304 0303a.g	0303g 0
Manual References (Page #s)	14	22	22,28	14-15,22	15,28	28	15-16,23	17,23	17,23
Forms to use in reporting			1	1	2A	2A,2A,2A	2B,3,4	5A	5A
Note: Form 8 (File Folder is used throughout the process. (G14,0311, form 7A) and									
I-Initiates;			M-Mutual Involvement			P-Participant			

