

# **Committee on Preparation for Ministry (CPM)**

## **MANUAL**

**For Inquirers & Candidates  
under care of the  
Foothills Presbytery**

**For Ordination as Minister of Word and Sacrament  
in the Presbyterian Church (U.S.A.)**

**Revised December, 2017**

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## **DISCERNMENT FOR MINISTRY**

Foothills Presbytery and its Committee on Preparation (CPM) welcome you to this process of study and discernment in preparation to become a Minister of the Word and Sacrament in the Presbyterian Church (USA). The pages that follow will provide detailed information about each step in this process. In brief, you will be engaged in two processes simultaneously – one centered on earning a Masters of Divinity (MDiv) and the other focused on meeting the denomination and Foothills Presbytery requirements. Successful completion of both of these processes is essential in order for you to be approved to seek ordination as a Minister of the Word and Sacrament.

Part of discernment for ministry includes financial obligations. Keep in mind, financial aid and scholarships may be available through your home church, Presbytery, Synod, seminary or the PC(USA).

### **Foothills Presbytery Requirements**

Enroll as an *Inquirer*

Take Bible Content Exam (BCE)

Complete 1 of two CPM preapproved internships (Parish & Clinical Pastoral Education- CPE)

Move to *Candidate* status (minimum of 1 year as Candidate)\*

Complete second of 2 preapproved internships (Parish & Clinical Pastoral Education – CPE)

Ensure seminary coursework meets all Foothills Presbytery requirements

Take senior ordination exams (Theology, Polity, Worship & Sacraments, Biblical Exegesis)

Complete *Final Assessment* – certified ready to receive a call

Circulate PIF (Personal Information Form)

Accept a *Call*

### **Seminary**

Enroll in a theological institution accredited by the Association of Theological Schools and acceptable to Foothills Presbytery.

Pursue studies to earn an MDiv

\*Inquiry and Candidacy shall continue for a period of no less than two years, including at least one year as a Candidate. Foothills Presbytery strongly encourages students to allocate a full year for inquirer status.

For an updated directory of CPM members, please refer to the Presbytery website:  
[www.foothillspresbytery.org](http://www.foothillspresbytery.org); directory password [foothills](#).

## **ESSENTIAL RESOURCES**

The Foothills Presbytery provides this manual as a complement to, *not a substitute for*, the Presbyterian Church (USA) Book of Order and the PC (USA) Advisory Handbook on Preparation for Ministry. This manual contains requirements that may be unique to Foothills Presbytery.

**The Book of Order** (BoO) of the PC (USA) outlines the process to become a Minister of Word and Sacrament (G-2.06).

In addition, the denomination provides a manual called “**The PC (USA) Advisory Handbook on Preparation for Ministry**” through the Office on Preparation for Ministry & Examination Services. It can be obtained from the denominational website at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/> or by calling 1-800-728-7228.

Foothills’ Committee on Preparation for Ministry (CPM) may, at its discretion, modify or add to the customary requirements in order to ensure that an individual Inquirer/Candidate is fully prepared to undertake the tasks of ministry.

Inquirers and Candidates are responsible for reading and knowing the requirements of all three resources mentioned above. If there is a question regarding the differences between the manuals, the Inquirer or Candidate should consult with the CPM.

Foothills Presbytery is committed to keeping all student’s files, forms and paperwork in the utmost of confidentiality. All consultations with students shall be kept confidential.

The preparation for ministry process involves a covenantal relationship between the Inquirer/Candidate, session of the endorsing congregation, and the **Presbytery**. The Inquirers and Candidates shall invite their **Session Liaison** and **Pastor** to each CPM meeting they attend.

## GENERAL REQUIREMENTS FOR ORDINATION AS MINISTER OF WORD AND SACRAMENT IN THE PRESBYTERIAN CHURCH (U.S.A.)

### Book of Order Requirements

- 1) An official transcript(s) showing graduation, with satisfactory grades, at an accredited college or university (G-2.0607b)
- 2) An official transcript from a theological institution accredited by the Association of Theological Schools and acceptable to the presbytery (G-2.0607c)
  - ✓ Showing Hebrew and Greek and exegesis of the Old and New Testaments using the Hebrew and Greek texts, with satisfactory grades in all areas of study.
- 3) Successful completion of 5 Ordination Exams (Bible Content, Biblical Exegesis, Worship & Sacraments, Polity, Theology) (G-2.0607d)
- 4) Minimum 2-year process from *Inquirer* to *Certified Ready to Receive a Call* (one year minimum as a Candidate) G-2.0602

### Foothills Presbytery Basic Requirements (covered in detail in the remainder of this manual)

- 5) Background Screening
- 6) Career and Psychological Assessment (Preferred Provider: Ministry Development Services)
- 7) Completion of Sexual Misconduct Prevention Training Seminar (Certificate)<sup>1</sup>
- 8) Internships<sup>2</sup>:
  - ✓ A parish internship
  - ✓ Clinical Pastoral Education (CPE) (accredited, usually hospital based)
- 9) Presbyterian Coursework<sup>3</sup>
- 10) Written Sermon (with works cited and notes on preparation process)
- 11) Sense of Call Statement (Applicants)
- 12) Personal Statement of Faith (Candidates) Shall include short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church and Christ's second coming

These are the *minimum* requirements. Additional requirements may be given by the CPM to any and all Inquirers and Candidates under care. All requirements are related to the goal of development in five key areas:

- 13) Education for Ministry
- 14) Spiritual Development
- 15) Interpersonal Relations
- 16) Personal Growth
- 17) Professional Development

In addition, see G-2.0607 regarding "evidence of readiness to begin ordered ministry as a minister of Word and Sacrament" to include: "*a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment.*"

Please refer to the **Book of Order** and the **Advisory Handbook on Preparation for Ministry in the Presbyterian Church (U.S.A.)** published by the PC(USA) for details and additional information.

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<sup>1</sup> Approved by the CPM.

<sup>2</sup> Pre-approved by the CPM (there is a preapproval form to complete for both parish and CPE internships- please contact Presbytery office or check the Presbytery website to download).

<sup>3</sup> Seminaries differ in the courses they offer and the courses they require for MDiv. It is the responsibility of the Inquirer/Candidate to confirm the courses taken fulfill the Presbytery requirement as listed in the manual.

## PART 1

# APPLICANT/INQUIRY

THE PREPARATION FOR MINISTRY PROCESS

## APPLICANT

1. Be an **active Member** of Sponsoring Congregation (**for at least 6 months**)
2. Completes and submits **Forms** to Session:
  - a. **1A, 1B, 1C,**
  - b. Print **1D** and **2B** for Session
3. Completes Required **Background Screening**
4. Sends references **Release Form**
5. Completes Required **Career & Psychological Assessment**
6. Submits official **college transcripts**
7. Interview with CPM

## SESSION

1. Meets with CPM for Orientation
2. Interviews Applicant
3. Appoints a Session Liaison
4. Recommends Applicant to CPM (see#6)
5. Offers financial support for Applicant
6. Submits **Forms 1A, 1B, 1C, 1D and 2B** to Presbytery

## CPM

1. Interviews Applicant
2. Receives and enrolls Applicant as an Inquirer, upon approval
3. Appoints a CPM Liaison
4. Reports enrollment to Presbytery and notifies Office of General Assembly Mission Council

## INQUIRY PHASE

1. The **Bible Content Exam** needs to be taken during the Inquiry Phase
2. Completes CPM approved **Sexual Misconduct Prevention Training** and provides **proof of completion**
3. Schedules an **Annual Consultation** (submit **Form 3**) via your CPM Liaison
4. Completes a CPM approved internship

**FORMS**  
**1A, 1B, 1C, 1D,**  
**2B and Form 3**



**1 YEAR**  
(Typically)

Forms available at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

## PART 1 – APPLICANT/INQUIRY

### APPLICANT RESPONSIBILITIES

#### #1 – Active Member

- You *must be enrolled as an active member* in a church in Foothills Presbytery **for at least 6 months** in order to apply to be enrolled in the preparation process.

#### #2 – Completes and submits Forms

- All forms are available on the PC(USA) website at:  
<http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>
- You must apply to be an Inquirer and enroll in the preparation process. Always keep copies of all your forms and statements.
- Obtain and complete **Forms 1A, 1B, and 1C** found on the PC (USA) website. Print **Forms 1D and 2B** for your *Pastor/Clerk of Session*.
- Submit completed **Forms 1A, 1B, and 1C** as well as the printed copies of **1D** and **2B** to your *Pastor/Clerk of Session*.
- Schedule a time to meet with your Session (or sub-committee) for an interview/examination. They will **vote** whether to accept your application.
- If approved, you will be assigned a **Session Liaison** who will be your church support person and connection to the Session. *You shall invite your Session Liaison and Pastor to accompany you to CPM meetings.*

#### #3 – Background Screening

- Contact Presbytery Office (864-288-5774 or [lwhite@foothillspresbytery.org](mailto:lwhite@foothillspresbytery.org)) for Release Form.
- Submit completed form to Presbytery Office.

#### #4 – Sends references Release Form

- Obtain Release Form from Presbytery Office website.
- Complete appropriate sections of form and send to references.
- Verify with your references they have submitted their statements to the Presbytery Office.

#### #5 – Career and Psychological Assessment

- The CPM will receive and review your report. Please know that your report will be held in the utmost confidence. If you have concerns, please contact the CPM Chair(s).
- Contact Ministry Development Services (MDS) to schedule an appointment for the required career and psychological assessment (610 Sardis Rd., Charlotte, NC 28270, 704-554-9222, [www.ministryds.org](http://www.ministryds.org)).
- Notify the CPM Chair(s) and Presbytery Office when you have scheduled your evaluation.
- It is customary for churches to assist financially with the psychological assessment. Refer to Presbytery website (under Committee on Preparation for Ministry – MDS contact information) for estimated cost as well as other helpful information. Ask for financial assistance before your assessment.

- The testing process requires up to two months to be completed and the final report prepared. The psychologist will review the final report with you prior to your meeting with CPM.
- Confirm that a copy of the report has been received by the Presbytery Office.

Upon receipt of **Form 1A, 1B, 1C, 1D, and 2B, psychological evaluation, background check, references, and official transcripts**, the CPM Chair(s) will contact you to schedule your interview with CPM.

## **#7 – Interviews with CPM**

- CPM will interview you at Presbytery Office (2242 Woodruff Rd., Simpsonville, SC 29681). Interviews last approximately an hour.
- You shall invite your Session Liaison and Pastor to accompany you to the interview. They may be asked to share experiences of you and your call to ministry.
- You may invite your life partner, if applicable, to join you in the CPM meeting.
- During the interview, you will share information about sense of call and spiritual journey.

## **SESSION RESPONSIBILITIES**

**#1 – Schedule time with a CPM Representative to meet with Session for Orientation.** This meeting shall occur prior to Applicant's interview with the Session.

## **#2 - Interview Applicant**

- Applicant shall contact Session to begin the process. Applicant shall follow their Session's policies.

## **#3 –Appoint Session Liaison**

- When Applicant has been approved by Session, Session shall appoint a Liaison who will serve as a bridge between Applicant and Session. The Liaison shall be invited by their Applicant to attend CPM meetings.

## **#4 – Recommends Applicant to CPM**

- After interview, **Forms 1D and 2B** shall be obtained, completed and submitted to the Presbytery Office.

## **#5 – Financial Support**

- Session shall discuss Applicant's needs for financial support and church's ability to offer support.

## **#6 – Forms 1A, 1B, 1C, 1D and 2B**

- Submit **Forms 1A, 1B, 1C, 1D and 2B** to Presbytery Office.

## **CPM RESPONSIBILITIES**

### **#1 – Interviews Applicant**

- Upon receipt of **Form 1A, 1B, 1C, 1D, and 2B, psychological evaluation, background check, references, and official transcripts**, the CPM Chair(s) will contact the applicant to schedule an interview with CPM.
- Prior to the interview, CPM will review Applicant's paperwork.
- CPM will **vote** whether to enroll Applicant as an Inquirer under the care of Foothills Presbytery.

### **#2 – Receives and Enrolls Applicant as Inquirer**

- CPM completes **Forms 2A and 2B**.

### **#3 – Appoints a CPM Liaison**

- CPM Liaison shall **NOT** be from Applicant's congregation of care.
- CPM Liaison will be in regular communication with and serve as a bridge between the Inquirer and CPM.
- The CPM Liaison serves as a valuable resource and sounding board for the Inquirer.
- CPM Liaison shall keep all communications with Inquirer in strictest confidence, to be discussed only with CPM.

### **#4 – Reports enrollment to Presbytery**

- CPM shall report the Applicant's enrollment as an Inquirer at the next Stated Presbytery meeting.

## **INQUIRY PHASE RESPONSIBILITIES**

### **INQUIRER**

#### **#1 – Takes Bible Content Exam**

- Bible Context Exam, offered twice a year, needs to be taken during the Inquiry Phase.
- Inquirer does **NOT** need CPM approval to take Bible Context Exam.
- Senior Ordination exams (Worship & Sacraments, Polity, Theology, and Biblical Exegesis) shall **NOT** be taken before Candidacy.

#### **#2 – Completes CPM-approved Sexual Misconduct Prevention Training Seminar**

- Provide CPM with certificate of completion.

#### **#3 – Schedules Annual Consultation**

- Schedule Annual Consultation (see page 11).

#### **#4 – Completes an Internship**

- CPM strongly recommends completion of one of two CPM preapproved internships (parish or CPE) during Inquiry.

- All internships – both parish and CPE – must be preapproved by the CPM. Forms can be found in the appendix.
- Written evaluations of any internship experiences (parish, non-parish, and CPE) by both the Inquirer and the supervising pastor are required by the CPM. These evaluations allow the CPM to adequately evaluate how best to support the Inquirer in the preparation process. Evaluation forms may be obtained in the appendix of this manual. [If the seminary or CPE site uses other forms that provide for evaluation by both student and supervisor, they may be used in place of the Foothills Presbytery forms. A statement showing that student and supervisor discussed these evaluations is also required. *Evaluations shall be submitted to the Candidate's CPM Liaison within three weeks of the completion of the internship.*]



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# ANNUAL CONSULTATION

THE PREPARATION FOR MINISTRY PROCESS

## Inquirer/Candidate

1. Schedules consultation.
2. Meets with Session.
3. Submits paperwork two weeks in advance:
  - a. Form 4
  - b. Internship evaluations.
  - c. Submits transcript
4. Invites Session liaison, pastor and life partner.
5. Signs Form 4.

## SESSION

1. Meets regularly with the Inquirer or Candidate

## CPM

1. Confers with Inquirer or Candidate to review paperwork.
2. Provides feedback and recommendations to Inquirer or Candidate.
3. Completes Form 4 and secures signatures.
4. Provides copy of Form 4 to student and places one in student's confidential file.

Form 4 available at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

All other forms are in the appendix

## **ANNUAL CONSULTATIONS**

All those under care of Foothills Presbytery – Inquirers, Candidates, Candidates Certified Ready to receive a call – shall have an annual consultation with CPM. Annual consultations **are required each year** until ordination, withdrawal or removal. The purpose of the consultation shall be for the evaluation and nurture of the Inquirer/Candidate

### **INQUIRER/CANDIDATE RESPONSIBILITIES**

#### **#1 - Schedules the date of their consultation with a co-chair of CPM**

- A once yearly meeting is required with CPM.
- Annual Consultations are required each year until ordination, withdrawal or removal.
- An Annual Consultation shall not be combined with a move to Candidacy or Final Assessment.
- *In no case shall an Inquirer/Candidate be excused from an Annual Consultation. On a limited basis*, and at the sole discretion of CPM, CPM may permit alternative ways to conduct an Annual Consultation.

#### **#2 - If you have not met with your Session in the last 12 months:**

- The CPM encourages you to schedule a meeting prior to your Annual Consultation.

#### **#3 - At least 2 weeks prior to consultation, Inquirer/Candidate shall submit:**

- Form 3
- Any internship evaluations (supervisor and student)
- Current transcript (does not need to be an official transcript for Annual Consultation)
- Any other requested paperwork

#### **#4 - Invites Session Liaison to the consultation**

- Inquirer/Candidate may invite their pastor and life partner

#### **#5 - Signs Form 4, which is completed by CPM.**

### **SESSION RESPONSIBILITIES**

#### **#1 - Meets regularly with the Inquirer/Candidate**

### **CPM RESPONSIBILITIES**

#### **#1 - Confers with Inquirer/Candidate and reviews paperwork**

- CPM asks questions to review student's progress
- CPM offers feedback and recommendations to nurture Inquirer/Candidate's progress.

#### **#2 - Completes Form 4**

- Obtains signature of student, liaison and CPM Chair.
- Provides copy of Form 4 to student and places copy in student's file.

## PART 2

# INQUIRY/CANDIDACY

## THE PREPARATION FOR MINISTRY PROCESS

5A = Inquirer  
5B = Session  
5C = CPM  
5D = All of the above

### INQUIRER

1. Meets requirements of Inquiry Phase, including having had at least one **Annual Consultation** and one internship
2. Meets with CPM Liaison and reviews completed **Form 5A** and the **Six Statements** (Statement #2 is Statement of Faith)
3. Sends all material to CPM Liaison and Clerk of Session
4. Schedules meeting with Session and CPM
5. Confirms with Clerk of Session that **Forms 5A, 5B, 5D, Six Responses** and **Statement of Faith** are submitted to CPM
6. Meets with CPM
7. Completes affirmative exam w/Presbytery

### SESSION

1. Receives and acts upon Inquirer's request to become Candidate
2. Recommends Inquirer with **Form 5B**
3. Writes letter explaining Session's rationale for their action (**G-2.0603**)
4. Signs **Form 5D**
5. Continues financial support

### CPM

1. Confers with Inquirer and reviews paperwork
2. Completes **Form 5C** and sends **Form 5D** to Presbytery's Stated Clerk
3. Recommends Candidacy to Presbytery

### PRESBYTERY

1. Receives CPM recommendation and includes **Statement of Faith** in docket
2. Examines Inquirer on the floor of Presbytery
3. Receives and Enrolls Inquirer as Candidate, pending affirmative vote from Presbytery
4. Completes **Form 5D**

### CANDIDACY

1. Completes 2nd of 2 internships
2. Takes all four Senior Ordination Exams
3. Passes Bible Content Exam
4. Prepares for **Annual Consultation** prior to **Final Assessment**

FORMS  
5A, 5B, 5C & 5D



**1 YEAR**  
(Minimum)

Forms available at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

## PART 2 – INQUIRY/CANDIDACY

**Note:** *Completing all the requirements and recommendations does not guarantee approval of the application for Candidacy. Each Inquirer (and each journey through the ordination process) is unique, and applications are prayerfully considered by the CPM on an individual basis.*

The following is for all **Inquirers** under care of **The Committee on Preparation for Ministry (CPM) of Foothills Presbytery** when applying to become a **Candidate** for the Ministry of Word and Sacrament in the Presbyterian Church (USA). The Inquirer's Session **must** recommend candidacy to the CPM. CPM may approve or defer an Inquirer for Candidacy. An Inquirer is moved to Candidacy upon an affirmative vote of Presbytery.

**The purpose of the Candidacy phase is to further prepare you to become a Minister of the Word and Sacrament.**

It is wise to move into the Candidacy phase prior to your third year or after 2/3 completion of seminary. It is important to begin the Candidacy phase more than a year before your graduation date so you will be available to accept a call as soon as possible. You may not be ordained less than a year after you begin your Candidacy phase, no matter how long you have been an Inquirer. An exception to this 12-month rule may only be granted for you by a three-fourths vote of the Foothills Presbytery. (G-2.0610)

### **INQUIRER RESPONSIBILITIES**

#### **#1 – Meets All Requirements of the Inquiry Phase**

- You *must* have had at least one **Annual Consultation** during Inquiry.
- CPM strongly recommends the completion of one internship before applying for Candidacy.

#### **#2 – Meets with CPM Liaison**

- Read in *Book of Order*:
  - ✓ Ordered Ministries of the Church (G-2.01)
  - ✓ Ministers of Word and Sacrament (G-2.05)
  - ✓ Ordination questions (W-4.0404)
- Complete **Form 5A**
- Complete reflections on each of these **six statements**:
  - 1) **A statement of understanding of Christian Vocation in the reformed tradition and how it relates to sense of call;**
  - 2) **A statement of personal faith which incorporates an understanding of the reformed tradition; (Shall include short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church and Christ's second coming)**
  - 3) **An analysis of at least one concept from the personal faith statement regarding what it suggests about God, Humanity, and their interrelationships;**
  - 4) **A statement about 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 understanding of the tasks Ministers of the Word and Sacrament perform, including an awareness of specific gifts for Ministry of**

**the Word and Sacraments and of areas in which growth is needed.**

- Review ALL paperwork with CPM Liaison and discuss readiness for a move to Candidacy

**#3 – Schedules Meeting with Session and CPM**

- Schedule a date to meet with Session to discuss move to Candidacy.
- Contact the CPM Chair(s) to indicate your plans to meet with Session and to tentatively schedule an appointment with CPM following that meeting.
- Print **Forms 5B and 5D** to give to Clerk of Session (**sign Form 5D**)
- Provide the Clerk of Session originals of ALL completed paperwork listed above for distribution to Session prior to meeting.
- Session will examine you and review ALL paperwork. After excusing you, Session will determine your readiness to move to Candidacy.

**#4 – Confirms with Clerk of Session that all paperwork is submitted to CPM**

- If your Session endorses your move to Candidacy, then the Clerk of Session will complete **Form 5B** and mail **Forms 5A, 5B and 5D, the six reflections**, including **Statement of Faith** (including short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church and Christ's second coming), to the CPM.
- Contacts the CPM Chairperson to schedule an appointment.
- The deadline for submitting ALL paperwork is **noon two weeks prior** to your meeting date with CPM. ***Your meeting may be delayed if your paperwork is not submitted on time!***

**#5 – Meets with CPM**

- Invite your Session Liaison and Pastor to this meeting. Your life partner, if applicable, is also invited to join the CPM meeting.
- You will be asked about your **academic progress, internship experience(s), sense of call, six reflections**, including **Statement of Faith (complete as noted above)**.
- CPM will be listening for:
  - ✓ A clear articulation of a sense of call
  - ✓ An understanding of Reformed Theology, Worship, and Sacraments
  - ✓ A developing pastoral identity and voice
  - ✓ Informed use of Scripture
- CPM strongly recommends the completion of one internship before applying for Candidacy.
- If CPM recommends that Presbytery move you to Candidacy, your **Statement of Faith** (including short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church and Christ's second coming) will be included in the Presbytery meeting docket.

**#6 – Completes Affirmative Exam with Presbytery**

- Invite your Pastor, Session Liaison, and CPM Liaison to accompany you to the Presbytery meeting. You might want to invite your family and friends also.
- You will be asked to briefly describe your faith journey and sense of call. Commissioners to Presbytery may ask questions concerning your faith journey and **Statement of Faith (complete as noted above)** as well as your service to the church.
- After the examination is completed, you will be asked to leave the room while the commissioners to Presbytery discuss and vote on the CPM recommendation that you be moved to Candidacy. After they vote, you will be invited to return to the meeting and be informed of their decision.

## **SESSION RESPONSIBILITIES**

### **#1 – Receives and acts on Inquirer’s request to become Candidate**

- Clerk/Moderator receives all paperwork from Inquirer and schedules time for Inquirer to meet with Session. Paperwork should be distributed for review by elders prior to meeting.
- Session examines Inquirer, focusing on sense of call, paperwork, and response to the six statements. You will be asked to leave the room while the Session discusses whether to endorse your move to Candidacy. After voting, they will invite you to return to the meeting and inform you of their decision.

### **#2 – Recommends Inquirer with Form 5B**

- If the Session endorses the move to Candidacy, the Clerk of Session recommends the move to the CPM using **Form 5B**.

### **#3 – Signs Form 5D**

- By signing **Form 5D**, the Session covenants to support you through the remainder of your preparation for ministry.

### **#4 – Writes letter explaining Session’s rationale for their action**

- The Session’s letter will highlight its members’ perception of your faith development and call to ministry.

### **#5 – Continues financial support**

- Session shall discuss the Inquirer’s ongoing need for financial support and church’s ability to offer support.

## **CPM RESPONSIBILITIES**

### **#1 – Confers with Inquirer and reviews paperwork.**

- CPM will interview Inquirer at Presbytery Office (2242 Woodruff Rd., Simpsonville, SC 29681). Interviews last approximately an hour.
- Prior to the interview, CPM will review Inquirer’s paperwork.
- CPM will **vote** whether to recommend moving the Inquirer to Candidate status under the continued care of Foothills Presbytery.

### **#2 – Completes Form 5C and signs Form 5D.**

- CPM completes **Form 5C** and prepares **Form 5D** for signatures of Presbytery Stated Clerk.

### **#3 – Recommends Candidacy to Presbytery.**

- CPM shall present the Inquirer for **examination** at the next Stated Presbytery meeting.
- CPM Chair(s) will invite someone to prepare to offer a charge and prayer for the new Candidate.

## **PRESBYTERY RESPONSIBILITIES**

### **#1 – Receives CPM recommendation and includes Inquirer’s statement of faith (including short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church and Christ’s second coming), in docket.**

- Docket for Stated Meeting is distributed to commissioners in advance of the meeting.

### **#2 – Examines Inquirer on floor of Presbytery.**

- The CPM Chairperson presents the Inquirer to Presbytery.
- The Inquirer briefly describes faith journey and sense of call to ordered ministry.
- Commissioners may question the Inquirer concerning the statement of faith, faith journey, sense of call, and forms of service to the church.

### **#3 – Receives and enrolls Inquirer as a Candidate.**

- If approved by Presbytery, the Inquirer is enrolled as a Candidate for ministry.
- The newly enrolled Candidate will be asked to respond to the following questions from the PC(USA) Advisory Handbook:
  - (1) *Do you believe yourself to be called by God to the Ministry of the Word and Sacrament?*
  - (2) *Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?*
  - (3) *Do you accept the proper supervision of the Presbytery in matters that concern your preparation for this ministry?*
  - (4) *Do you desire now to be received by this Presbytery as a Candidate for the Ministry of the Word and Sacrament in the Presbyterian Church (USA)?*
- A charge and prayer will be offered for those approved for Candidacy.

### **#4 – Completes Form 5D.**

- Stated Clerk completes remainder of **Form 5D**.

## **CANDIDATE RESPONSIBILITIES**

### **#1 – Completes 2<sup>nd</sup> of Two Internships**

- Complete 2<sup>nd</sup> internship, thus fulfilling the requirement of a parish internship and CPE.
- All internships – both parish and CPE – must be approved in advance by the CPM. Forms can be found in appendix.
- Written evaluations of any internship experiences (parish, non-parish, and CPE) by both the Inquirer and the supervising pastor are required by the CPM. These evaluations allow the CPM to adequately evaluate how best to support the Inquirer in the preparation process. Evaluation forms may be obtained in the appendix of this manual. [If the seminary or CPE site uses other forms that provide for evaluation by both student and supervisor, they may be used in place of the Foothills Presbytery forms. A statement showing that student and supervisor discussed these evaluations

is also required.] *Evaluations shall be submitted to the Candidate's CPM Liaison within three weeks of the completion of the internship.*

## **#2 – Takes all four Senior Ordination Exams**

- Senior exams are offered four times a year.
- The Senior Ordination exams (Worship & Sacraments, Polity, Theology, and Biblical Exegesis) shall **NOT** be taken prior to Candidacy.
- All exams (passed and failed) are reviewed by CPM. When an exam is failed CPM will advise accordingly.

## **#3 – Passes Bible Content Exam**

- Continue to take exam until passed. The Bible Content Exam is **only** offered twice a year; please plan accordingly.

## **#4 – Prepares for Annual Consultation prior to Final Assessment**

- Please schedule and prepare for an **Annual Consultation** prior to scheduling a **Final Assessment**.
- An **Annual Consultation** is required until a call is received and the Candidate is no longer under care of Presbytery.

## PART 3

# CERTIFIED READY

THE PREPARATION FOR MINISTRY PROCESS

## CANDIDATE

1. Passes all **5 Ordination Exams**
2. Submits:
  - a. **Official Final Seminary Transcripts**
  - b. **Statement of Faith**
  - c. **Personal Information Form (PIF)**
  - d. **Sermon & Reflection Paper**
  - e. **Expanded answers to ordination questions**
  - f. **Evaluations from all internships**

## SESSION

1. **Continues to Support Candidate**

## CPM

1. Reviews material submitted by Candidate
2. Certifies Candidate Ready to Receive a Call
3. Completes **Form 6** "Summary Report of Final Assessment"
4. Reviews & Approves Circulation of **PIF**
5. Continues **Annual Consultation** with Candidate until a call is received

## PRESBYTERY

1. Receives CPM report of change of status
2. Notifies General Assembly of Certified Ready to Receive a Call/PIF
3. Completes **Form 6** "Certificate of Readiness"

**FORM 6** and  
Ongoing Consultation  
with Candidate (as  
needed) until Ordained



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Church Leadership Connection - <https://clc.pcusa.org>

## **PART 3 – CERTIFIED READY**

The process for becoming Certified Ready to receive a call requires a meeting with the CPM for a **Final Assessment**. Be prepared for questions about all aspects of your preparation and readiness for ministry, including studies, sense of call, spiritual development, etc.

### **CANDIDATE RESPONSIBILITIES**

#### **#1 – Passes all 5 Ordination Exams**

- You must attain satisfactory results for ALL five ordination exams (including Bible Content Exam) before Final Assessment can occur.

#### **#2 – Shall submit the following:**

##### **a) Final official seminary transcript**

- When Final Assessment takes place prior to graduation, the most recent, official transcript shall be submitted to CPM; it is the candidate's responsibility to submit a final transcript

##### **b) Statement of Faith**

- An updated statement of faith is required for Final Assessment
- Shall include short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church and Christ's second coming

##### **c) Personal Information Form (PIF)**

- When permission has been granted by CPM to circulate a PIF prior to Final Assessment, a copy of the PIF is still required for Final Assessment

##### **d) Sermon and Reflection Paper**

- A full manuscript of a sermon along with a one-page reflection on the exegetical process which informed the sermon preparation of a scriptural text of the candidate's choosing as well as the intended context for the preaching of the sermon.

##### **e) Expanded answers to ordination questions**

- A written reflection expanding on the affirmative answers to ordination questions (questions found in BoO W-4.0404)

##### **f) Copies of supervisor and student evaluations from all internships (including CPE)**

- It is the candidate's responsibility to ensure that all evaluations have been submitted to CPM

### **SESSION RESPONSIBILITIES**

#### **#1- Continues to support the Candidate**

- The covenantal relationship between the Session, Candidate and Presbytery continues until the time the Candidate receives a call and is ordained.
- Suggestions for how a Session can effectively provide support to the Candidate can be found in the Session orientation materials provided by the CPM to the Session

# **CPM RESPONSIBILITIES**

## **#1 – Reviews material submitted by the Candidate**

- In Final Assessment, CPM will be evaluating a Candidate's readiness for ministry including:
  - a) **Questions arising from the submitted material to determine a Candidate's "wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute and sound judgment" (BoO G-2.0607)**
  - b) **Education for Ministry**
    - i. Completion of seminary training and supervised Field Education/Internships.
    - ii. Sufficient fluency in the Christian and Reformed Tradition including scripture, church history and theology.
    - iii. Presbyterian polity
    - iv. Sufficient ability to share the Reformed faith in preaching and teaching
  - c) **Spiritual Development**
    - i. Ability to articulate and demonstrate personal faith reflective of Reformed Tradition
    - ii. Demonstrate continuing growth in personal relationship with God, spiritual disciplines and self-care
  - d) **Interpersonal Relations**
    - i. Demonstrate sensitivity, compassion and empathy for others
    - ii. Ability to evaluate and articulate one's own values, gifts and priorities and to identify and appreciate those of others
    - iii. Self-differentiated
    - iv. Ability to analyze one's setting within location, culture, history and the dynamics of financial and ethical situations
    - v. An understanding of personality types, conflict resolution and awareness of emotional and spiritual health
    - vi. Well-developed communication skills for use in a variety of settings
    - vii. Ability to be fully present and appropriately address conflict, failure and pain
    - viii. Ability to set and maintain appropriate boundaries
  - e) **Personal Growth**
    - i. Demonstrate maturity and integrity through openness, a non-anxious presence and ability to maintain confidentiality
    - ii. Self-awareness
    - iii. Self-motivated
    - iv. Strong time management skills
  - f) **Professional Development**
    - i. A clear sense of vocation demonstrating ability to serve the people with energy, intelligence, imagination and most of all love.
    - ii. Demonstrated commitment to the PC(USA) as Minister of Word and Sacrament
    - iii. Ability to articulate what it means to live and serve in the connectional church
    - iv. Ability to articulate and discuss theology and faith in the practice of ministry in the life of the church and the world
    - v. Demonstrated skills for preaching, teaching, worship planning and leadership

**#2 – Certifies Candidate Ready to Receive a Call when all material is in order and all requirements have been met**

**#3 – Completes Form 6 “Summary Report of Final Assessment”**

**#4 – Reviews and approves circulation of PIF**

- PIF **MAY NOT** be circulated without approval of CPM
- Candidate may not negotiate without CPM approval.

**#5 – Continues Annual Consultation with Candidate until Candidate receives a call**

- The purpose of the annual consultation is to continue to support the Candidate

## **PRESBYTERY RESPONSIBILITIES**

**#1- Receives CPM recommendation**

- Report is made to Presbytery of the change in the Candidate’s status to Candidate Certified Ready to receive a call

**#2- Notifies the General Assembly that Candidate has been Certified Ready to receive a call**

- Continues to annually certify the Candidate’s status to the General Assembly Mid Council Ministries so the Candidate’s PIF remains active until a call is received

**#3- Completes Form 6 “Certificate of Readiness”**

## Ordination Examination Information

There are five Ordination Examinations: Bible Content, Biblical Exegesis, Theology, Worship & Sacraments, and Church Polity. Successful completion of all five is required prior to Final Assessment.

### **Bible Content Examination** (offered twice a year)

Inquirers and Candidates are strongly encouraged to take the Bible Content Exam **in their first year** of seminary. This exam is given online twice a year at proctored sites using an internet-based testing program. The Inquirer/Candidate registers online. Students do not need approval from CPM to take this exam. This is NOT an open book exam.

### **Theology, Worship & Sacraments, Exegesis, and Polity Examinations** (Senior ordination exams, offered four times a year)

These senior examinations shall ordinarily be taken after completion of two-thirds of seminary course work and shall **NOT** be taken prior to Candidacy. They shall be taken only upon approval by the CPM, which shall attest adequate academic preparation in each examination area and adequate supervised experience in the practice of pastoral ministry.

CPM recommends taking all four exams together. Statistics show that pass rate is higher when Candidate takes exams at the same time. Applications and payments must be submitted by the appointed deadlines. Applications are completed online on the PC(USA) website and **SHALL BE APPROVED** by the Chair of CPM.

If special arrangements are needed for any exam they should be discussed with CPM prior to registration. CPM will advise accordingly.

*Exams with grader notes are emailed to the chair of CPM and the Presbytery Office. Members of the CPM Education sub-committee will read the exams. Digital and/or hard copies of these exams are kept in the Inquirer/Candidate's file.*

## **ORDINATION INFORMATION**

The Presbytery of Call shall *ordinarily* examine, ordain and install the Candidate (G. 2.0702).

Ordination/Installation service should be scheduled only after Candidate passes ordination exam on the floor of Presbytery by the calling Presbytery.

An Ordination Commission consists of a minimum of two clergy and three elders from different churches in the Presbytery. The Presbytery must approve the Commission.

When a call has been extended, the Candidate shall notify the CPM.

A sample of an Ordination/Installation Service can be found in the Book of Occasional Services

## ADDITIONAL INFORMATION

The **Book of Order** is an important guide for preparation for ministry. Read it and reference it throughout the process.

The **Advisory Handbook on Preparation for Ministry in the Presbyterian Church (U.S.A.)** should be consulted along with the Book of Order. It is available through the denomination's website: [www.pcusa.org/resource/preparation-ministry-handbook](http://www.pcusa.org/resource/preparation-ministry-handbook).

The **Foothills Presbytery website** has information for all Inquirer's and Candidates. You can access the manual and all forms through the Foothills Presbytery website, Committee on Preparation for Ministry

All Inquirers and Candidates are required to attend and submit proof (certificate or signed letter) of an approved **Sexual Misconduct Prevention Training**. Such seminars/workshops are typically offered by your Seminary. If your Seminary does not provide this training please contact the Presbytery office or the Moderator of CPM.

**Medical coverage** for full-time seminary students who are Inquirers or Candidates is available under the Medical Plan offered through the Benefits Plan of the Presbyterian Church (U.S.A.). For more information, contact the Board of Pensions at 800-773-7752 or visit [www.Pensions.org](http://www.Pensions.org).

As you prepare for Ordination/Installation, the **Book of Occasional Services** provides suggestions and outlines of services.

Glossary

## **Appendix**

1. Ministry Development Service Information
2. Foothills Presbytery CPM Financial Aid Request
3. Scholarship Information
4. Education Checklist
5. Parish Internship Preapproval Form
6. Parish Internship Evaluation
7. CPE Approval Form

# **Appendix 1.**

## **Foothills Presbytery**

### **Contact Information for Ministry Development Services**

Applicants for Inquiry in the preparation for ministry process are referred to the following agency for career and psychological assessment prior to meeting with the Committee on Preparation for Ministry. This process can take 6-8 weeks so please plan accordingly.

MDS guides and nurtures ministerial candidates, church professionals, and individuals from a number of denominations through the process of career and life planning. We provide vocational counseling and assessment, programs in congregational leadership, conflict resolution, boundaries, and self-care.

#### **Ministry Development Services**

6100 Sardis Road  
Charlotte, NC 28270

**phone: 704.554.9222 fax: 704.307.4607**

[mds@ministryds.org](mailto:mds@ministryds.org)

**Cost of the testing and assessment range from \$900 (CRE's) to \$1,300** (*students seeking to be ordained as a Minister of Word and Sacrament*). A deposit is required in order to receive the instructions for the online testing component. The balance is due prior to your appointment at the center to receive the report. The Center will bill the Applicant and the Applicant is responsible for seeking support from his/her home congregation in the payment of these services. In extreme circumstances, Applicants should contact the CPM Chairperson or Staff for assistance. Payment is made to MDS.

1) Your first step is to schedule an appointment at the Center. Please call the Center (704-554-9222) if you have not done so already, and schedule the appointment.

2) Once the appointment is scheduled, complete the registration form on their web site and submit. In your phone conversation to schedule the appointment, you will be given details on your fee, which will enable you to complete and sign the registration form. Complete and return that form, along with any required deposit, within 14 days of scheduling. Your appointment date is not secured until your deposit is received.

3) You are now ready to begin the preliminary forms and prepare for preliminary testing. You must download the forms that need to be completed prior to your appointment. There are preliminary materials that need to be completed prior to your appointment. Because different programs require different materials, please make sure you utilize the forms appropriate to your program. If you are not sure which set of materials to complete, just give call MDS and they will direct you. All forms appear in PDF and word format. They should be completed and mailed so that they are received in the office at least 14 days prior to the date of your scheduled appointment. You should be able to type directly into the WORD forms but the PDF files are not in fillable format. If you choose to complete the forms by hand rather than word processor, please write legibly, using a pen.

4) After your registration and deposit have been received, you will be notified of the inventories that will be used in your program. You will need a pass code to enter each site, so expect to receive communication from us with that information. You may take the inventories at the computer location of your choice. The pass code is good for only one assessment administration. Your results will be sent to our office and made available to you at the time of your program. All inventories must be completed at least 14 days prior to your appointment. Failure to complete them in a timely manner may result in cancellation of your program.

5) Please arrive on time for your appointment. You may have one or more inventories to complete on-site prior to your meeting with the counselor. Please call (704) 554-9222 if you have questions or difficulty entering the site or downloading the forms.

**Appendix 2.**  
**CPM Financial Aid Request**  
**(Due with Form 1C on or before \_\_\_\_\_)**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Seminary Name \_\_\_\_\_  
Student ID number if applicable \_\_\_\_\_

A) Have you applied for other scholarships/grants/loans which are not listed on Form 1C?

\_\_\_\_\_

B) If so, please list them below with the amount requested, source, and whether or not they have been awarded.

\_\_\_\_\_ Amount of reward received  
\$ \_\_\_\_\_

\_\_\_\_\_ Amount of reward received  
\$ \_\_\_\_\_

\_\_\_\_\_ Amount of reward received  
\$ \_\_\_\_\_

C) How much aid are you requesting from Foothills Presbytery?

\_\_\_\_\_

**Return to Foothills Presbytery via email, fax or mail to:**

[DFoster@FoothillsPresbytery.org](mailto:DFoster@FoothillsPresbytery.org)

[LWhite@FoothillsPresbytery.org](mailto:LWhite@FoothillsPresbytery.org)

Committee on Preparation for Ministry

Attn: Debbie Foster

Foothills Presbytery

2242 Woodruff Road

Simpsonville, SC 29681

Fax: 864-288-5778

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-----**For Office Use Only**-----

Date Received \_\_\_\_\_

Date Form 1C Received \_\_\_\_\_

Status:        I        C

Amount of Scholarship Awarded for

\$ \_\_\_\_\_ Spring \_\_\_\_\_ (year)

\$ \_\_\_\_\_ Fall \_\_\_\_\_ (year)

## Appendix 4. Education Checklist

Name \_\_\_\_\_

Seminary \_\_\_\_\_

Date M.Div. anticipated date of grad \_\_\_\_\_

**Note:** *Completing an M.Div. does not necessarily mean the educational requirements of the CPM have been met. It is the student's responsibility (not the CPM's) to ensure that all courses meet our requirements.*

Area Requirements - list title of the classes	School	Date	Course #	Sem / Qtr	Units
<b>BIBLICAL STUDIES:</b> <i>Old and New Testaments courses, 2 classes in each testament.</i>					
OT					
OT					
NT					
NT					
<b>LANGUAGE AND EXEGESIS:</b> <i>one year each of Hebrew and Greek. Exegesis classes: one in exegetical method (one in each language).</i>					
Hebrew 1					
Hebrew 2					
Greek 1					
Greek 2					
<b>Exegetical Method</b>					
Applied - Greek					
Applied - Hebrew					
<b>SYSTEMATIC THEOLOGY:</b> <i>Must reflect a REFORMED perspective and include nature of God, revelation-scripture, theological anthropology, Christology, salvation-atonement, Holy Spirit, church, mission, sacraments, and eschatology.</i>					
<b>CHURCH HISTORY:</b> <i>Covers church history (ancient church to present) including the Reformation.</i>					
Early Church - Reformation					
Reformation - Present					
<b>PRACTICAL THEOLOGY:</b>					
Homiletics/Preaching					
Pastoral Care and Counseling					
<b>PRESBYTERIAN COURSES:</b>					
Reformed Worship & Sacraments					
Presbyterian Church (USA) Polity					
<b>CONTEXTUAL EXPERIENCE:</b>					
Internship in a Presbyterian Church (USA) congregation					
CPE (1 unit) ACPE or CPSP accredited					
<b>ELECTIVES:</b> <i>list on back</i>					

~ Some courses may meet more than one requirement.

~ Pre-approval is required for any online learning classes and audited courses.

~ If not attending a PC(USA) seminary, obtain approvals for completing systematic theology and the Presbyterian Church (USA) courses. You may incur additional expenses in order to complete these classes at a PC(USA) institution.

**Appendix 5.**  
**Foothills Presbytery Committee on Preparation for Ministry**  
**Parish Internship Pre-Approval Form**

**Submit this completed form to your CPM liaison before formalizing the internship relationship. CPM may require you to make changes in the proposal, including a change in the internship to a different church.**

Student name \_\_\_\_\_ Proposed dates \_\_\_\_\_--\_\_\_\_\_  
Supervising pastor's name \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor's email \_\_\_\_\_ Supervisor's phone \_\_\_\_\_  
Internship church name \_\_\_\_\_  
Church address \_\_\_\_\_

**Indicate below the approximate number of hours to be included in that activity.** The CPM anticipates that **most of the following ministry experiences** will be included. While most parish internships are expected to total approximately 400 hours, the hours listed in these blanks may total less than 400. **(Check one: \_\_\_\_\_15 hours/week for 9 months or \_\_\_\_\_full-time for summer)**

**WORSHIP MINISTRY AND PREACHING MINISTRY:**

- \_\_\_\_\_ Assist in planning all aspects of several worship services.
- \_\_\_\_\_ Share in worship leadership on a regular basis, including as many aspects of worship leadership as possible and allowable.
- \_\_\_\_\_ Meet with Worship Committee as possible, to observe the various issues with which they deal.
- \_\_\_\_\_ Discuss sermon preparation with supervising pastor.
- \_\_\_\_\_ Preach \_\_\_\_\_# of sermons and evaluate the sermons with supervising pastor and member(s) of congregation. If possible, videotape the preaching for purposes of critiquing.
- \_\_\_\_\_ Observe and assist as appropriate in celebration of Baptisms and Communion.

**PASTORAL CARE MINISTRY:**

- \_\_\_\_\_ Make hospital, nursing home, and/or in-home calls.
- \_\_\_\_\_ Discuss with pastor experiences of hospital, nursing home, and in-home calls.
- \_\_\_\_\_ Learn how the Board of Deacons provides care for the congregation.

**SESSION AND DEACON MEETINGS AND MINISTRY:**

- \_\_\_\_\_ Attend a minimum of two Session and Board of Deacon meetings.
- \_\_\_\_\_ Observe new officer training/orientation event.
- \_\_\_\_\_ Observe the preparation of the Session or Board of Deacon meeting agenda.

**MEMORIAL SERVICE MINISTRY (or Funeral Service if held at Funeral Home):**

- \_\_\_\_\_ Observe meeting with family and planning the memorial worship service.
- \_\_\_\_\_ Observe details of the entire planning process involving the service.
- \_\_\_\_\_ If possible, assist in a memorial and grave side committal service.

*[If there are no deaths in the congregation during the internship, discuss and plan a memorial service with Supervising Pastor and become familiar with resources to guide you.]*

**CHRISTIAN EDUCATION AND NURTURE MINISTRY:**

- \_\_\_\_\_ Be involved in general planning of overall Christian Education ministry.
- \_\_\_\_\_ Be a teacher or primary leader in at least one area of educational ministry.
- \_\_\_\_\_ Be involved in one youth retreat experience (off campus) if possible.
- \_\_\_\_\_ Attend at least one Christian Education Committee meeting

(continued)

**MEMBERSHIP AND EVANGELISM MINISTRY:**

- \_\_\_\_\_ Attend a meeting of the Membership and Evangelism committee/s.

**MISSION AND OUTREACH MINISTRY:**

- ☐ Attend a meeting of the Mission Committee.
- ☐ Attend or be part of a particular mission outreach event or project.

**WEDDING MINISTRY:**

- ☐ Visit with supervising pastor about all aspects of wedding ministry.
- ☐ Assist in or observe a wedding rehearsal and wedding service.

*[If there are no weddings during the internship, discuss and plan a wedding service with the Supervising Pastor and become familiar with resources to guide you.]*

**BUDGETING AND FINANCIAL SUPPORT MINISTRY:**

- ☐ Discuss budget process with supervising pastor.
- ☐ Attend a Budget/Finance Committee meeting.
- ☐ Learn about monthly financial reports.
- ☐ Learn about stewardship emphasis program in use in that congregation.

**CHURCH STAFF MINISTRY:**

- ☐ Attend church staff meetings whenever possible.
- ☐ Meet weekly with supervising pastor.
- ☐ Shadow a pastor for at least the equivalent of 3 days.

**Intern shall submit to CPM Liaison this completed form along with the answers to the following questions on a separate sheet of paper:**

**For Intern's Request for Internship Pre-Approval**

1. Why are this church and this mentor a good choice for you and your internship experience?
2. How is this church different from your home church/present church?
3. What is the detailed job description for this internship? Include your responsibilities, work schedule, supervision schedule, potential shadowing activities, etc.
4. What strengths and gifts do you bring to this church? What are you hoping to learn in this internship?

**For Intern's Evaluation after Completion of the Internship**

1. Why was this church and this mentor a good choice for you and your internship experience?
2. How was this church different from your home church/present church?
3. What did you learn about pastoral ministry from your internship? Include details about your responsibilities, work schedule, supervision schedule, potential shadowing activities, etc.
4. What strengths and gifts did you offer to this church? What else would you like to learn about pastoral ministry within a congregational setting?

## Appendix 6. Parish Internship Final Evaluation

This report is due in the Presbytery Office by \_\_\_\_\_.

Intern \_\_\_\_\_ ☐ Inquirer ☐ Candidate

Site \_\_\_\_\_ Site Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Supervisor Phone(s) \_\_\_\_\_

Dates of Internship: Start Date \_\_\_\_\_ to End Date \_\_\_\_\_

Hours of Internship: \_\_\_\_\_ hours per \_\_\_\_\_ weeks = 400 hours

**Instructions:** The intern and supervisor should respond fully to the following questions. Please type the reports, double-spaced in a normal font size. The Intern's Report should be between 10-12 pages; The Supervisor's Report should be between 3-4 pages. The reports should be exchanged and read. During a supervisory meeting, both Intern and Supervisor should discuss the content of both reports. The joint report should be signed at this supervisory meeting. ***It is the Intern's responsibility to submit the completed reports (Intern, Supervisor, Joint) on time to the Presbytery Office.***

### **The Intern Report**

#### **I. Core learning goals include the following:**

##### **A. Competency in the practices and skills necessary for faithful ministers, effective leaders, and public witnesses for the church in the world at large.**

- Describe your strengths, growing edges and plans for improvement in the following areas.
- 1. Communication: (For example: preaching, teaching, worship leadership, staff/committee meetings, presentations, written correspondence, phone contacts, and/or direct service...)
- 2. Caring: (For example: pastoral care, referral for counseling, home/hospital visitation, team membership, congregant/client follow-up, and/or informal interaction...)
- 3. Administration: (For example: leading groups and/or programs, planning, implementing and evaluating programs; recruiting, training and evaluating staff/volunteers; and/or completing documentation and paperwork...)
- 4. Community Outreach: (For example: mission work, evangelism, relating to community agencies, and/or public service...)

**B. Competency in the spiritual disciplines and sensibilities.** Discuss your strengths, growing edges, and plans for improvement in the following areas.

1. Spiritual Disciplines: (For example: prayer, devotional life, reading scripture, and/or journaling ...)
2. Spiritual friendship: (Describe your support community and a relationship other than the supervisory relationship that has been particularly satisfying.)
3. Sense of vocational call: (Describe what you have learned about your sense of vocational call/ sense of purpose in life through this experience.)
4. Pastoral identity:
  - a. Sense of self (For example: self-care, sense of worth, and/or defining and dealing with success...)
  - b. Dependability (For example: time management, prioritizing responsibilities, maintaining commitments, dealing with frustration, and/or establishing boundaries...)
  - c. Trust in God (Describe how trust in your abilities intersects with your sense of trust in God.)

**C. A critically informed and contextually aware competency in the basic biblical and theological elements of the Christian faith and the unfolding of Christianity in history are two of the primary goals of the Masters of Divinity degree.**

Discuss in detail a biblical, theological and /or historical concept of one of your seminary courses (citing readings and/or lectures if possible) and how it informed your understanding and dealing with a practical ministry situation.

**D. A core goal of the Internship is to participate in supervised ministry:**

1. Describe your experience of being supervised and explain how you would enhance or modify the process. How frequently and how long did you meet with your supervisor? Was this sufficient?
2. What have you learned about the value of helping others understand why you do what you do as a leader (i.e. the value of communicating personal and corporate visions and decision-making processes as well as the value of shared visioning and decision-making)?

**II. Theological reflection on the practice of ministry: (Choose Format A or Format B)**

**Format A: Significant incident and theological reflection:**

In this exercise you will demonstrate how you connect theological discourse to a specific act of ministry. Include relevant reading and material from lectures, your understanding of the tradition from which you come, Biblical paradigms, and reflection based on your faith journey. We are not interested in how much you know as much as the way you use what you have learned to critique your work as a practical and responsible theologian. Begin with a pastoral incident from your work. The incident should be one event that was exceptional in terms of satisfaction or a personal involvement that raised your anxiety. Its significant nature means it was a high or low from the period, or its issue(s) has not been completely resolved. It does not have to be a crisis! It is an incident; that is, it cannot be the entire experience, or a group of similar experiences. Description of the incident (step one) is limited to no more than two pages, and reflection to three or four pages (steps 2-4).

Step 1: Write a non-judgmental summary of the incident: who, what, when, where, how. What did you feel? How were you vulnerable?

Step 2: Identify the heart of the matter: why does this incident remain in your memory? What issue, question, or quandary does this incident raise for you?

Step 3: Structure a correlation: how does the issue probe your beliefs? What theological doctrines or biblical texts and stories relate?

Step 4: Identify new learnings and calls to action: what do you need to do now to deal with a similar incident in the future?

### **Format B: Contextual issues and theological reflection: connecting theological discourse to the everyday realities of ministry**

Kathleen A. Cahalan posits: “In prison visits, congregational meetings, educational events, and advocacy work, the church’s theological reflection on creation, sin and grace, suffering, the cross and resurrection, and its embodied practices, rituals, and norms all become vital sources for understanding and interpreting God’s presence in our lives.”

This exercise encourages you to integrate ministry, theology, and a sense of vocation in response to the challenges of lived faith as you seek to interpret and understand a contextual issue related to your site. You might begin with a broad topic such as gang violence, religion and technology or secondary school truancy. However, it might be necessary to make it more manageable by narrowing it down, for example: the church’s response to poverty in the United States, narrowed down to the impact of a shrinking economy on the local church, made narrower by addressing your and/or your site’s response to congregants who do not earn a living wage.

(Length: Step 1: one page; Steps 2-5: total four to five pages)

Step 1. Succinctly expound upon a contextual concern relevant to your site, and if possible, community. It could be a socio-cultural, sociological, socioeconomic, etc. concern. However, your challenge is to approach it in light of your job description and/or mission of the site.

Step 2. Why did you choose this particular issue?

Step 3. In what way(s) were you challenged by the issue (personal impact)?

Step 4. Draw upon theological course work, your tradition and faith journey, and Biblical paradigms in an attempt to offer an understanding and interpretation of God's presence/involvement regarding this issue.

Step 5. In response to number four above, what was or could be a potential response on your part now or in the future and why?

III. **Next Steps:**

Please indicate the plans that you have for future learning and ministry. What courses of study do you feel will be helpful to you? What other internship or educational experiences do you feel may be helpful?

IV. **Additional Comments:**

V. **Signature of Student:** \_\_\_\_\_ **Date** \_\_\_\_\_.

**The Supervisor Report**

Supervisor \_\_\_\_\_

Field Education

Site \_\_\_\_\_

Student \_\_\_\_\_

**The Joint Report of Intern and Supervisor**

Additional Comments: (Attach extra page if needed.)

## FOOTHILLS PRESBYTERY END OF YEAR APPRAISAL

### SUPERVISOR'S REPORT

All 3 portions of the evaluation must be turned in together by the student.  
Incomplete evaluations will **not** be accepted.

**Directions:** Respond to the following questions concerning your intern's experience. The length of the evaluation should be between three and four pages, preferably typed, double spaced. **Please sign in the space provided and attach these pages to your completed appraisal. The intern is responsible for turning these in to the CPM.**

**Core learning goals for the internship include the following:**

- A. Competency in the practices and skills necessary for faithful ministers, effective leaders, and public witnesses for the church in the world at large.** Cite the strengths and growing edges in the following areas of responsibility.
1. Communication: (For example: preaching, teaching, worship leadership, staff/committee meetings, presentations, written correspondence, phone contacts, direct service or etc. ...)
  2. Caring: (For example: pastoral care, referral for counseling, home/hospital visitation, team membership, congregant/client follow-up, informal interaction or etc....)
  3. Administering (For example: leading groups and/or programs, planning, implementing and evaluating programs; recruiting, training and evaluating staff/volunteers; completing documentation and paperwork or etc....)
  4. Community Outreach: (For example: mission work, evangelism, relating to community agencies, public service or etc....)
- B. Competency in the spiritual disciplines and sensibilities.** Discuss the intern's strengths and growing edges in the following areas.
1. Spiritual Disciplines: What have you observed about the intern's personal faith as a foundation for the intern's life and ministry?
  2. Personal Growth: What have you observed about the intern's understanding of self, call to ministry, and integration of the demands of ministry with personal lifestyles and values?
  3. Relationship development: How does the intern relate to people different from the intern, For example the young, elderly, families, the affluent, the poor? How does the intern function as a team member?
  4. Sense of vocational call: What have you observed in the intern regarding formation of a vocational and professional identity?

**C. Competency in the integration of their studies in the academy (Biblical, theological, historical, and practical) with practical service.** Describe the intern's ability to integrate academic work with service in the field.

**NEXT STEPS:**

As the supervisor, what recommendations do you make to the intern and the CPM with regard to the intern's education and preparation for ministry? Please indicate other field education experiences, course work, etc. that you think may be helpful.

Do you commend the intern to the Committee on Preparation for Ministry? If so, why? If not, why?

**CONTINUING EDUCATION:** Please describe your continuing education.

**Signature of Supervisor:** \_\_\_\_\_

**Date** \_\_\_\_\_

# FOOTHILLS PRESBYTERY END OF INTERNSHIP

## EVALUATION

### JOINT REPORT

**Directions:** This report should be completed together. **Both the intern and supervisor must sign and date this form to indicate that each has read and discussed the attached appraisals.**

**Student:** What is your response to your supervisor's comments?

**Supervisor:** What is your response to your intern's report?

**Additional Comments:**

We have each read and discussed the appraisal and commend them to the Foothills Presbytery Committee on Preparation for Ministry.

Intern Signature\_\_\_\_\_Date\_\_\_\_\_

Supervisor Signature\_\_\_\_\_Date\_\_\_\_\_

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For office use only: Date received:\_\_\_\_\_By\_\_\_\_\_

**Appendix 7.**  
**Foothills Presbytery**  
**CPE Approval Form**

Pre-approvals must be secured in advance, prior to beginning CPE, internships, etc. Requests must be in writing and should be emailed to both the CPM Liaison and Associate Stated Clerk and the Administrative Assistant. Your CPM Liaison will present the request to CPM and advocate for you; it is to your advantage to keep your CPM Liaison fully informed. Requests must be received at least 2 weeks before the scheduled CPM meeting.

Name of Student \_\_\_\_\_

Date of Request \_\_\_\_\_

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**Include in pre-approval request:**

**For CPE** (1 unit from accredited site required)

- CPE Center

Location

Accreditation status by ACPE (Association for Clinical Pastoral Education) or CPSP (College of Pastoral Supervision Psychotherapy)

CPE supervisor

- Dates of the program (start and completion dates)

\_\_\_\_\_

Date Approved by CPM \_\_\_\_\_

Signature of CPM Chair \_\_\_\_\_