

---

## STEPS TO BECOMING A COMMISSIONED PASTOR

Presbytery of the Northwest Coast  
Commission on Ministry

Preparation to become a commissioned pastor in the Presbytery of the Northwest Coast is overseen by the Commission on Ministry (COM) and facilitated by the Pastoral Associate for Commissioned Ministries (PA). When a potential candidate and her or his pastor and Session feel that the candidate has a pastoral call, contacting the Pastoral Associate is the first step toward setting up an individualized plan to prepare for that ministry.

Following consultation with the Pastoral Associate, the interested man or woman will need to fill out an application, found under “Resources” on the Presbytery website and send it to the PA and the Presbytery Connector. An interview team consisting of a COM representative, the potential mentor and the applicant is scheduled to review the process and prepare a proposed development plan to be presented to COM. Utilizing the sample plan found on the resource page, the team will review each of the listed critical skills and document prior learning indicating which areas require further training. The goal is to reach a basic level of competence in each area during the candidacy phase. The document should clearly list the learning tasks required by the team in measurable goal statements.

Members of the COM review the plan and determine whether or not to approve the applicant to begin training. If the candidate will be serving in a ministry during the candidacy phase, terms of call and a job description should be submitted. Any additional training needed should be noted prior to approval and the candidate should be scheduled for psychological evaluation and boundaries/safe practices training as soon as possible.

When all learning tasks have been completed, the mentor and candidate document how the goals were met and the mentor writes a letter of recommendation to commission. After which a final interview with the COM is arranged. Completed paperwork should also include a description of the desired position and the terms of the call.

Following review of the documentation and the final interview, COM will determine the appropriateness of the desired commission and either approve or deny the request. A denial may be accompanied by recommendations for further preparation for the desired ministry, if appropriate.

When approved to serve as a Commissioned Pastor, the candidate will be invited to schedule a commissioning service in consultation with their mentor Teaching Elder.

**All CPs are commissioned to a particular ministry approved by the COM. The commission expires when the CP leaves that position or every three years if continuing to serve in the initial ministry.** After leaving the role to which he or she was commissioned, the Elder is no longer a CP until a new application is submitted and the COM approves a new commission.