

## **CPM Ordination Process**

Updated 1/2015

*All of the steps are necessary unless specifically stated otherwise.*

- *The Book of Order permits a presbytery, by a three-fourths vote, to waive ANY of the constitutional requirements for ordination except those of any standard examinations approved by the GA.*
- *A full account of the reasons for exception shall be included in the minutes of the presbytery and communicated to the presbytery to which person under care may be transferred.*

### **Pre-Inquiry (pp. 38-40 of Advisory Handbook)**

1. **Applicant** *informs* session of intent to apply
2. **CPM member** *meets* with Session and Applicant to discuss ordination process, stressing covenant of Applicant with God/Session/CPM; emphasize CPM's interest in spiritual nurture as they enter time of discernment, interest in their personal well-being, preparation to serve the church in PCUSA, passion for serving our denomination
3. **Applicant** *completes* these forms and gives them to Session
  - a. **1A Background Information for Session and CPM**
  - b. **1B Questions for Reflection**
  - c. **1C Financial Planning for Theological Education/Estimated Expenses/Other**
4. **Applicant** *submits* official transcripts to presbytery
5. **Session** *reviews 1A, 1B, 1C and forwards to CPM via Presbytery of North West Coast secretary Sarah Beard*
6. **Session** *interviews* Applicant and *completes 1D Session Evaluation and Recommendation*
7. **Session** *sends 1D* to Presbytery
  - a. **Note: Applicant must be “active in the work and worship of congregation for at least six months” and be a member before session presents its endorsement to presbytery (G-2.0602)**
8. **CPM** *interviews* Applicant and *completes section of 2A Report of Consultation Regarding Application*, and sends to applicant, theological institution, and sponsoring session. Form gives Inquirer specific guidance regarding steps to develop in areas of:
  - a. education for ministry (take Bible Content exam)
  - b. spiritual development (find a fellowship partner or group)
  - c. interpersonal relations (maintain regular communication with your family and friends)
  - d. personal growth (develop an exercise regimen, etc)
  - e. professional development (attend session and presbytery meetings, explore mission opportunities)
9. **CPM** *completes 2B Covenant Agreement and Inquirer Release* and mails to Session for signature, to be returned to stated clerk of Presbytery.

### **Inquiry (pp. 38-43)**

1. **Inquirer and CPM Liaison** *initiate* Psychological Evaluation process
  - a. Psych eval must be completed before Candidacy application (see HANDOUT)
2. Background Check

### **Annual Assessments**

1. First consultation should be scheduled roughly 6 months after enrollment.
2. **Inquirer/Candidate** *completes* Form 3 Pre-Interview Annual Consultation Report and sends it to Presbytery
3. **CPM** *interviews* Inquirer/Candidate and *completes* Form 4 Report of Annual Consultation to document growth in last year and guidance for next year in areas of:
  - a. education for ministry
    - i. Special emphasis on understanding reformed theology and PCUSA polity
  - b. spiritual development
  - c. interpersonal relations
  - d. personal growth

#### **Candidacy (pp. 44-47)**

1. **Psychological Evaluation must be completed to apply**
2. **Inquirer** *completes* Form 5A “Application to be Enrolled by Presbytery as a Candidate”. **Inquirer** also *completes* “Statements for Evaluation” (Old Form 5)
3. **Session** *completes* Form 5B “Session Evaluation and Recommendation for Candidate”
4. **CPM** *interviews* Inquirer and *completes* 5C “Report of Consultation to become a Candidate”
5. **Presbytery** *interviews* Inquirer at following presbytery meeting
6. **Inquirer, session, and CPM** complete Form 5D “Covenant Agreement and Candidate Release”

#### **Final Assessment/Approval to Circulate PIF (pp. 50-54)**

1. Must have been in candidacy for one year (G-2.0602)
2. Candidate *submits*:
  - a. Ordination Exam Scores (Bible content, Bible exegesis, theology, polity, worship and sacrament)
  - b. Statement of Faith
  - c. Written sermon with description of contemporary setting and exegesis
  - d. Undergraduate transcripts
  - e. Seminary transcripts
  - f. Summary of any additional requirements and/or agreements
  - g. Copy of PIF?
3. **Candidate** *completes* one unit of CPE
4. **CPM** *interviews* Candidate once all of the above are submitted. At this time Candidate will also preach their submitted sermon to CPM and any invited guests
5. **CPM** *completes* **Form 6 Summary Report of Final Assessment** of Candidate's Readiness to be Examined for Ordination
6. **CPM moderator** *authorizes* PIF circulation

#### Additional steps to coordinate with Inquirer/Candidate

- 1) **Bible Content Exam**--CPM approval is not required to take this exam, online registration at *pcusa.org*, usually taken as an Inquirer
- 2) **Senior Ordination Exams** (Bible exegesis, theology, polity, worship and sacrament)--CPM approval is required to register for these exams, CPM recommends taking all four exams after M.Div. graduation
  - a. While the exams cannot be waived, alternate means of assessment can be approved by a three-fourths vote of presbytery.

- 3) **Presbyterian Study Grant** forms--encourage students to apply for these scholarships which are due by late June of each year, involves recommendation form
- 4) **Katie Allen Scholarship Fund**--awards are based on financial need, covers books, tuition, counseling, CPE (clinical pastoral education), etc.
- 5) **Miriam Snow Mathes Internship Fund**--funds cover up to one-year internship with Presbytery congregation