

PRESBYTERY OF THE NORTHWEST COAST

# COMMISSION ON PREPARATION FOR MINISTRY

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OVERVIEW OF THE MINISTRY  
PREPARATION PROCESS

1010 EAST CASINO ROAD  
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# MINISTRY PREPARATION PROCESS OVERVIEW

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## INTRODUCTION

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There are three basic steps to becoming a PC(USA) Minister that the CPM oversees:

1. Inquiry - a period of exploration
2. Candidacy - a period of preparation
3. Final Assessment/Certification of Readiness to receive a call - ready to begin ministry

In addition to these three steps, Annual Consultations for the purpose of evaluation and nurture of inquirers and candidates are required.

Here is an overview of the process. Review the Book of Order, the PCUSA Advisory Handbook on Preparation for Ministry, and other CPM documents for a more detailed explanation of the process. You are responsible for knowing the details.

1. Enrollment as an Inquirer.
  - a. Complete Application (Form 1a, 1b, and 1c), submit to session
  - b. Interview before Session for endorsement, AFTER your session has been briefed by CPM.
  - c. CPM Interview & Enrollment as an Inquirer. The date of Enrollment is the date of CPM approval.
  - d. Psychological Evaluation
2. Annual Consultation (Forms 3 & 4): At least one Annual Consultation must occur before an Inquirer can appear before CPM requesting enrollment as a Candidate, and it cannot occur at the same meeting of CPM where Candidacy is to be considered.
3. Enrollment as a Candidate (no sooner than one year from enrollment anniversary)
  - a. Completion of Application (Form 5a and "Statements for Evaluation"), submitted to session and CPM
  - b. Interview before session and complete Form 5b
  - c. Interview before CPM and complete Form 5c
  - d. Examination by presbytery resulting in enrollment. Complete Form 5d
4. Annual Consultation: (Forms 3 & 4) At least one Annual Consultation must occur between the time a Candidate is enrolled as a Candidate and that Candidate appears before the CPM for Final Assessment and Certification of Readiness to be Examined for Ordination.
5. Final Assessment (granted no sooner than one year from enrollment as a Candidate):

- a. Ordination Exams completed.
- b. Graduation from Accredited Seminary, and all transcripts
- c. Summary of all issues & recommendations from entire process.
- d. Statement of faith
- e. Written sermon & exegesis
- f. Field reports and Anything Else
- g. Completion of one unit of CPE
- h. Interview before CPM and completion of Form 6

*Enrollees, inquirers, and candidates are responsible for knowing and working within the process and time table. Make sure to review the PCUSA Advisory Handbook on Preparation for Ministry, the Book of Order, our own presbytery guidelines, and plan accordingly with your liaisons.*

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### PROCESS AND INTERVIEWS

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Enrollees are responsible for knowing and working within the process and time table. In each step, time must be allotted for distribution and review of forms and applications.

Completed applications for Inquiry, Candidacy or Final Assessment must be RECEIVED by the CPM Moderator 7 DAYS before the CPM Meeting. *Completed* means:

- Session endorsements and signatures have been obtained
- Applications must include written answers to essay questions where applicable
- For final assessment, *all* required items have been completed

The process in reverse to move from Inquiry to Candidacy:

- The Inquirer must appear in person before the presbytery
- Before that can happen, s/he must appear before CPM
- Before s/he can meet with CPM, a completed application must be received 7 days prior
- Before applying to CPM, s/he must appear in person and receive endorsement from session
- Before s/he can appear before session, a complete application (including essay questions!) must be provided to the clerk of session for distribution and review

With the session, CPM, and Presbytery schedule in hand, the Inquirer must take responsibility for meeting these dates and requirements. CPM will not consider incomplete or late applications.

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## ANNUAL CONSULTATIONS

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- 1) Normally an annual consultation will be scheduled 6 months from the time of enrollment. This should stagger consultations between times when a person would appear for Candidacy endorsement and Final Assessment.
- 2) Therefore, at least ONE annual consultation must be completed between the time a person is endorsed as an Inquirer and is interviewed for Candidacy, and at least ONE consultation must be completed between the time an Inquirer is endorsed for Candidacy and is interviewed for being Certified as ready to receive a call.
- 3) Enrollees attending seminary distant from Western Washington should contact the CPM Moderator to make arrangements for an annual consultation when they are in Western Washington. If there are no plans to return to the region, arrangements may be made to do the consultations on campus or by teleconference. Enrollees in this situation must keep in mind, however, that they will be required to appear in person before CPM and presbytery at the time of Candidacy enrollment, and before CPM for Final Assessment.

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## CHECKLIST

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### Inquiry

- Active part of a congregation for six months. Member by the time of application.
- Inform session of intent to apply
- CPM briefs applicant and session regarding preparation process.
- Applicant completes and submits to session **Forms 1A, 1B, and 1C** for review
- Session interviews applicant, completes **Form 1D** and forwards all forms to CPM
- CPM interview and recommendation/presbytery enrollment (Enrollment is interview date).
- CPM and Inquirer complete **Form 2A and 2B**
- Psychological evaluation (must be completed before Candidacy application)
- Background Check

### Candidacy

- Inquirer completes/submits **Form 5A** and **Statements for Evaluation (Old Form 5)**
- Interview with session, session completes **Form 5B**
- Interview with CPM, CPM completes **Form 5C**
- Examination by presbytery
- Inquirer, session, and CPM complete **Form 5D**

### Annual Assessments

- Inquirer/Candidate completes **Form 3** and sends it to CPM 7 days before interview
- CPM Liaison contacts all Form 3 references
- CPM interviews Inquirer/Candidate and votes to continue or not continue
- CPM and Inquirer/Candidate complete **Form 4, Report of Annual Consultation.**

### **Final Assessment/Approval to Circulate PIF**

- Ordination Exam Scores (Bible content, Bible exegesis, theology, polity, worship & sacrament)
- Statement of Faith (revised if necessary)
- Written sermon with description of contemporary setting and exegesis.
- Undergraduate transcripts & diploma
- Seminary transcripts
- Summary of any additional requirements and/or agreements
- Completion of one unit of CPE and supervisor's evaluation
- Interview with CPM once all of the above are submitted (7 days before interview)
- CPM completes and submits **Form 6**
- CPM moderator authorizes PIF circulation

*All forms can be found on both the PCUSA and presbytery websites*