

The Presbytery of Wabash Valley Commission on Preparation for Ministry (CPM) provides the following for use as guidance in the process of preparation for the ministry of the Word and Sacrament.

November 12, 2013 Commission on Preparation for Ministry Approved

November 19, 2013 Presbytery of Wabash Valley Recommend for Approval

A person with a sense of call to ordained ministry will notify the session of the congregation that s/he is a member, having been active in the work and worship of that congregation for at least six months.

Session notifies CPM about person and decides whether to request a visit from CPM.

- CPM meets with session for orientation, if requested
- The Journey of Discernment and preparation process (including time requirements, financial considerations, denominational and presbytery expectations; discuss the meaning of call and ministry in the Reformed tradition) are reviewed with the Session
- When member wants to enter the process, Forms 1A (Application to be Enrolled by Presbytery as an Inquirer), 1B (Questions for Reflection) and 1C (Financial Planning for Theological Education) are submitted to Session

Session interviews applicant and makes recommendation to CPM and chooses Session liaison.

- Session takes action on applicant
- Form 1D (Session Evaluation and Recommendation Regarding Enrollment as an Inquirer) is completed and sent to CPM along with copies of 1A, B, & C

CPM arranges in advance to interview applicant at one of their meetings (with Session liaison) and makes recommendation on enrollment as inquirer and chooses CPM liaison

- CPM distributes copies of completed Forms 1A-D to all CPM members
- CPM reviews/discusses with applicant: sense of call and vocation.
- CPM takes action on applicant
- CPM reviews the preparation process, progress and timelines with inquirer; develops covenant agreement for guidance, goals, consultations and reports
- Form 2B (Covenant Agreement Between Inquirer, Session and CPM; and Inquirer release) is completed

CPM reviews with inquirer the preparation for ministry process including the following Presbytery requirements:

- Evaluation with Midwest Career Counseling (Presbytery and Session each pay one half the cost) within one year of becoming an Inquirer,
- One unit of Clinical Pastoral Education to be completed before ordination

- If attending a non-Presbyterian Church USA seminary, a class each in Polity and Reformed Theology
- Field Education Experience (usually done during second year),
- Annual Consultations,
- Bible Content Exam (usually taken during first year),
- Ordination Exams (usually taken senior year.)

Actions taken by CPM after the interview with the applicant:

- CPM decides whether to enroll the applicant as an Inquirer on behalf of the Presbytery.
- CPM submits Form 2A (Report of Consultations Regarding Application to become an Inquirer)
- If CPM decides to enroll the applicant as an Inquirer the appropriate form is filed with Office of the General Assembly and the actions are reported to Presbytery.

Annual Consultations with Inquirer, session liaison and CPM (takes place every year)

- Inquirer fills out Form 3 (Pre-Consultation Report on Development Areas) and turns in 2 weeks before consultation
- CPM makes copies of or sends electronically Form 3 for all members before meeting
- CPM liaison takes notes and fills out Form 4 (Report on Consultation). Report is sent to CPM members for input, then to inquirer for signature.

Inquirer applies to become a candidate through Session (The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.)

- Session meets with inquirer to decide whether to recommend continuation of inquiry phase, withdrawal from the process, or moving to candidacy.
- Form 5B (Session Evaluation and Recommendation Regarding Enrollment as a Candidate) is completed after action is taken by session (Inquirer sets this up) and sent by Clerk of Session to CPM
- Inquirer fills out Form 5A (References for Outcomes of Inquiry), including a first draft of a faith statement (presbytery requirement) and sends to CPM
- Inquirer (and session liaison) meets with CPM to review evidence of inquiry phase.
- CPM decides whether to recommend continuation of inquiry phase, withdrawal from the process, or moving to candidacy.
- CPM completes Form 5C (Report of Consultation Regarding Application to become a Candidate)
- If recommending move to candidacy, CPM sets date/time (in consultation with Inquirer) for Inquirer to be examined at Presbytery.

- Presbytery examines inquirer
- Presbytery takes action
- Appropriate forms are filed with Office of the General Assembly.

Standard Ordination Exams

- CPM and Candidate agree on the appropriate time to take ordination exams.
- Candidate applies on-line to take Ordination Exams and the application is approved on-line by the CPM Chair.
- After the candidate receives and reviews the evaluated exams, the candidate forwards the exams and reader comments to CPM (either paper or electronic) and CPM files copies in the candidate's permanent file.

CPM conducts final assessment of candidate's readiness to receive a call

- CPM certifies candidate ready and completes Form 6 (Summary Report of Final Assessment of Candidate's Readiness to be Examined for Ordination) which is sent to receiving presbytery.
- CPM authorizes candidate to circulate Personal Information Form (PIF)

Negotiation for service/call

- CPM monitors candidate's progress in negotiating a call and reviews completion of requirements.
- CPM sets up date/time for candidate to be examined at Presbytery, if presbytery of call

Examination and ordination

- CPM prepares candidate for Presbytery examination by reviewing Statement of Faith and asking possible questions
- Stated Clerk completes Form 7A (Changing an Inquirer's or Candidate's relationship of Care with the Presbytery) and Form 7B (Report of Conclusion of an Inquirer's or Candidate's Work with this Presbytery), which is sent to the Office of the General Assembly

– Intentionally left blank –