

**The Presbytery of Elizabeth  
Committee on Preparation for Ministry  
Outline of Process of Ordination**

**Applicants and those under care should consult G-2.06 of the Form of Government, and the Advisory Handbook on Preparation for Ministry in the PC(USA)**

Normally in the **first year** of the process of Preparation for Ministry:

1. Consult with Pastor of church of membership (have been active in the work and worship of that congregation for at least 6 months)
2. Meet with Session of church of membership:
  - CPM coordinates with session and orients session (if necessary) regarding preparation for ministry process
  - Session takes person under care
    - Discuss interest in exploring the process of Preparation for Ministry
    - Session votes to endorse applicant's request for enrollment
    - Session votes to agree to pay 40% Vocational Counseling costs.
    - Session assigns a Liaison
    - The Moderator of Session signs 2B
3. Contact CPM Moderator, **Mary-Lynn Morrison**, to schedule a meeting with CPM to become an Inquirer. E-mail:[revmlm2011@gmail.com](mailto:revmlm2011@gmail.com)
4. Fill out FORMS 1A,B,C,D; 2A, 2B (available online) and Background Data Form for The Presbytery of Elizabeth  
<http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>
5. Two weeks prior to CPM meeting, e-mail Forms 1A,B,C,D, 2A, 2B, and Background Data Form to the presbytery office and to CPM chair
6. Meet with CPM (with Session Liaison)
  - Interview:
    - Background Information
    - Faith Journey
    - Sense of Call
    - CPM votes to enroll as Inquirer
    - CPM assigns a Liaison

**(As per G-2.0602 “The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.”)**

7. Inquirer ordinarily takes the Bible Content Exam as early as possible. CPM will pay for all the first attempt for Ordination Exams

- Registration available online
- Exam must be taken until passed.

8. Inquirer completes Vocational Counseling at The Counseling Center, Samaritan Counseling Center, Trinity Counseling Center, or any other career counseling center preapproved by CPM. Cost of the counseling will be paid as follows: **40% from congregation, 40% from Presbytery, and 20% from candidate**, with scholarships available as needed. The final confidential report is released to the CPM Moderator only after all fees are paid and the Inquirer has reviewed the report. **Note: Counseling must take place in the first year as Inquirer.**

9. Attend Annual Consultation meeting. for Inquirers and Candidates. in early January.

**[each year during process through final assessment]**

- Fill out Pre-Interview Annual Consultation Report (FORM 3)
- E-mail to CPM Moderator and Liaison to arrive two week prior to the annual consultation
- E-mail Report of Annual Consultation (Form 4) for files with a formal acknowledgment statement stating, " I attest that we have jointly reviewed the area of growth since the last consultation and have agreed to the growth objectives for the future as reported in the attached Report on Consultation. I have retained a copy to share with my sponsoring session and for my personal use."
- Liaison forwards above copy of Form 4 with Inquirer attestation and following statement "I attest that we have jointly reviewed the area of growth since the last consultation and have agreed to the growth objectives for the future as reported in the attached Report on Consultation." to CPM moderator.
- CPM Moderator adds same personal attestation and files in CPM shared documents.

Normally, during the **second year** of the process, or one year after being enrolled as an Inquirer:

10. Meet with Session of church of membership:

- Fill out FORMS 5A and 5B
- Discuss call to become a Candidate for the Ministry of Word and Sacrament
- Clerk of Session signs Forms 5A and 5B (available online).

11. Contact CPM Moderator to schedule meeting with CPM to become a Candidate

- Write a one-page statement on your Sense of Call
- Write a preliminary one-page Statement of Faith.

12. Two weeks prior to CPM meeting, e-mail Forms 5A, 5B, written Sense of Call, preliminary Statement of Faith to the Presbytery of Elizabeth,

13. Meet with CPM (and Session Liaison)

- Interview:

- Give update on educational, field education, and examination requirements
  - Discuss Vocational Counseling Report
  - Review Written Sense of Call
  - Review preliminary Statement of Faith
- CPM Votes to enroll Inquirer as Candidate

14.. Attend Annual Consultation Meeting.

- Fill out Pre-Interview Annual Consultation Report (FORM 3)
- E-mail to CPM Moderator and Liaison two week prior to Annual Consultation
- E-mail Report of Annual Consultation (Form 4) for files with a formal acknowledgment statement stating, “ I attest that we have jointly reviewed the area of growth since the last consultation and have agreed to the growth objectives for the future as reported in the attached Report on Consultation. I have retained a copy to share with my sponsoring session and for my personal use.”
- Liaison forwards above copy of Form 4 with Inquirer attestation and the following statement “ I attest that we have jointly reviewed the areas of growth since the last consultation and have agreed to the growth objectives for the future as reported in the attached Report on Consultation” to CPM moderator.
- CPM Moderator adds same personal attestation and files in CPM shared documents.

15. Complete one unit of Clinical Pastoral Education

Normally, during the **final year** of the process:

16. Take and pass all four Ordination Exams

Registration for each exam must be authorized by CPM Moderator. CPM will pay for the first attempt of all Ordination Exams

17. In the final year as an enrolled Candidate of the Presbytery of Elizabeth, contact CPM Moderator to schedule meeting with CPM for Final Assessment.

18. Prepare updated Statement of Faith for examination by CPM (See Guidelines for Preparation of Statement of Faith in Preparation for Ministry Manual).

19. Two weeks prior to CPM meeting, email Statement of Faith to the CPM Moderator.

20. Meet with CPM for Final Assessment (with Session Liaison)

- Interview:
  - Give update on educational, field education, and examination requirements
  - Discussion of Statement of Faith
  - Assess readiness for Ordination
  - Preach a sermon
- The CPM will vote to certify that the candidate is ready for examination by a Presbytery for ordination, pending a call.

21. Complete Personal Information Form (PIF)
22. Send copy of PIF to CPM Liaison and CPM Moderator for approval.
  - CPM Moderator will attest to Louisville of authorization for PIF circulation
23. Circulate PIF
24. Receive a call to the Ministry of Word and Sacrament
25. Appear before the Presbytery of call
  - Present Statement of Faith for examination
  - Presbytery of call votes to approve call
26. Ordination

In addition to 40% of psychological evaluation cost, effective in 2020, CPM will pay for the first attempt of all Ordination Exams. Requests for additional funds may be asked for in writing with rationale for CPM's consideration.

Please note that throughout the process your CPM Liaison will be your primary contact with the Committee. If for any reason your liaison cannot answer your questions or provide you with the help you need, please feel free to contact the CPM Moderator.

It is also important for all Inquirers and Candidates to remember that you are ultimately responsible for your journey toward ordination. While the CPM will try to send reminders of important steps such as deadlines to apply for ordination exams, etc., each student is responsible for keeping track of his or her own progress and fulfilling each of the above requirements.

Meetings before the CPM are scheduled on a first-come, first-served basis. It is each student's responsibility to contact the CPM Moderator to reserve their meeting times with the committee. We suggest that you plan well ahead so that you are not delayed weeks or even months in your ordination process because the schedule is already full before you request an appointment.

We pray that God will bless you as you prepare to serve God's Church as a Minister of the Word and Sacrament. Please feel free to suggest ways that we can improve this process and help you along the way.

**ALL FORMS FOR THE PREPARATION FOR MINISTRY PROCESS ARE  
AVAILABLE ON THE PRESBYTERIAN CHURCH (U.S.A.) WEB-SITE, also available on  
presbytery website**

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