

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

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

1. Consult with Pastor of church of membership (must be a member a minimum of 6 months)
2. Meet with Session of church of membership:
  - ✓ Discuss interest in exploring the process of Preparation for Ministry
  - ✓ Session votes to agree to pay 40% Vocational Counseling costs.
  - ✓ Session assigns a Liaison
  - ✓ The Moderator of Session signs 2B
3. Contact CPM Moderator **Rev. Bobbie Arrowsmith** to schedule a meeting with CPM to become an Inquirer. Rev. Arrowsmith's e-mail: rarrow@ctfarms.org; (908) 688-3164
4. Fill out FORMS 1A,B,C,D; 2A, 2B (available online) and Background Data Form for The Presbytery of Elizabeth <http://gamc.pcusa.org/ministries/prep4min/forms-used-preparation-ministry-process/>
5. Two weeks prior to CPM meeting, send Forms 1A,B,C,D, 2A, 2B, and Background Data Form to:

Committee on Preparation for Ministry  
The Presbytery of Elizabeth  
525 East Front St.  
Plainfield, NJ 07060  
PH: 908-755-3776 FAX: 908-755-3216

**\*\*\* ALL FORMS MUST REACH THE PRESBYTERY OFFICE  
TWO WEEKS PRIOR TO THE SCHEDULED MEETING\*\*\***

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
7. Inquirer is introduced at the following Presbytery Meeting. Presence at the meeting is welcome, but not necessary.
8. Inquirer takes the Bible Content Exam
  - ✓ Forms available from Presbyterian Church (USA) - Exams (888) 728-7228, ext. 5746, or online (see below)
  - ✓ Deadline for February exam is generally December 15.
  - ✓ Exam must be taken until passed.
9. Inquirer completes Vocational Counseling at The Counseling Center, Samaritan Counseling Center, Trinity Counseling Center, or any other career counseling center approved 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. [CPM Minutes 2/7/06]  
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.**
10. 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)
  - ✓ Send to CPM Liaison to arrive one week prior to Annual Consultation

- ✓ Bring 2 copies of report to the Annual Consultation
- ✓ Sign final Report of Annual Consultation for files

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

11. Meet with Session of church of membership:
  - ✓ Discuss call to become a Candidate for the Ministry of Word and Sacrament
  - ✓ Clerk of Session signs Forms 5A and 5B (available online).
12. Contact CPM Moderator to schedule meeting with CPM to become a Candidate
  - ✓ Fill out FORMS 5A and 5B
  - ✓ Write a one-page statement on your Sense of Call
  - ✓ Write a preliminary one-page Statement of Faith.
13. Two weeks prior to CPM meeting, send Forms 5A, 5B, written Sense of Call, preliminary Statement of Faith to the Presbytery of Elizabeth, Attn: Committee on Preparation for Ministry. Vocational Report must be sent from an authorized counseling center.
 

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14. 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
15. Appear before Presbytery
  - ✓ Read written Sense of Call
  - ✓ Answer questions from the floor
  - ✓ Presbytery votes to enroll as Candidate
16. Attend Annual Consultation Meeting for Inquirers and Candidates in early January.
  - ✓ Fill out Pre-Interview Annual Consultation Report (FORM 3)
  - ✓ Send to CPM Liaison one week prior to Annual Consultation
  - ✓ Bring 2 copies of report to the Annual Consultation
  - ✓ Sign final Report of Annual Consultation
17. Complete one unit of Clinical Pastoral Education

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

18. Take and pass all four Ordination Exams (request authorization form from CPM Moderator)
19. After one full year as an enrolled Candidate of the Presbytery of Elizabeth, contact CPM Moderator to schedule meeting with CPM for Final Assessment
20. Prepare updated Statement of Faith for examination by CPM (See Guidelines for Preparation of Statement of Faith in Preparation for Ministry Manual).
21. Two weeks prior to CPM meeting, send Statement of Faith to the Presbytery of Elizabeth, ATTN: Committee on Preparation for Ministry.
22. 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
  - ✓ CPM votes to approve readiness for Ordination, upon receipt of a call.

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

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**

<http://gamc.pcusa.org/ministries/rep4min/forms-used-preparation-ministry-process/>

Revised 2/22/12