



APPLICATION FOR CANDIDACY

After completing the psychological evaluation and the annual consultation for the current year, you may apply to be received as a candidate. The process of applying for candidacy tests whether your sense of your call to the ministry is confirmed by the church. It is prudent to become a candidate before your second year of seminary ends, so that the required one year of candidacy will end around the time you graduate. Remember also that you will have to appear before presbytery to be examined for candidacy. Presbytery meetings are on the 3rd Saturday of February, the 3rd Tuesday of June, and the 3rd Saturday of October. If presbytery receives you as a candidate at one of those meetings, your one year period of candidacy will be considered to have begun the day you interviewed with CPM and gained the committee's endorsement of your application for candidacy.

Make sure that the presbytery office has received the most recent official transcripts and evaluations of your seminary work. Complete Form 5A, pages 27-28, including the essays. The statement of faith (essay number 2) must be about one page in length. The statement must have no supplementary comments. The statement should express what you believe and what you intend to teach. The statement should show that you have an understanding of the reformed confessional tradition. Put your name on the top of Form 5B, page 34.

Read carefully the responsibilities of all parties in Form 5A, pages 30-33.

Ask your clerk of session to arrange for you to meet with the session to gain its endorsement of your application for inquiry. Send to the clerk of session All of Form 5, pages 24-32, plus your essays and copies of your recent transcripts and evaluations.

When you meet with the session, session makes a decision and records its action on Form 5A, page 28. Session (re)appoints a session liaison for you, and records that person's name and contact information on Form 5A, page 29). The moderator or clerk of session signs Form 5A, page 29. The moderator of the session and a witness sign Form 5B, page 34.

Email your whole application candidacy application to CPM (franklinr@pbyjames.org). Deliver in hardcopy the pages that have signatures on them: Form 5A, pages, 27, 29, and 34.

For more details of the process of becoming a candidate, consult the "Guide to the Preparation Process in the Presbytery of the James."

APPLICATION TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE

NAME OF APPLICANT _____
(FIRST) (MIDDLE/MAIDEN) (LAST)

SOCIAL SECURITY _____

CURRENT ADDRESS _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE(S) _____ E-MAIL _____

PRESBYTERY James DATE ENROLLED AS AN INQUIRER: _____

CHURCH OF CURRENT MEMBERSHIP _____

CHURCH'S ADDRESS _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

FORMER/CURRENT OCCUPATION _____

PRESENT SCHOOL _____ EXPECTED DATE OF GRADUATION _____

IN WHAT CHURCH OCCUPATION ARE YOU INTERESTED AT THIS TIME? (e.g., PASTOR, YOUTH MINISTER, MISSION WORKER, ETC.)

INQUIRER'S STATEMENT

IF RECOMMENDED TO BE A CANDIDATE FOR THE MINISTRY OF THE WORD AND SACRAMENT, I PROMISE IN RELIANCE UPON THE GRACE OF GOD TO PARTICIPATE DILIGENTLY AND WHOLEHEARTEDLY WITH THE SESSION AND THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY IN MATTERS WHICH CONCERN MY PREPARATION.

INQUIRER'S SIGNATURE _____ DATE _____

REFERENCES

PLEASE IDENTIFY THREE PERSONS WHO COULD SPEAK TO YOUR PROGRESS IN MINISTRY OVER THE PAST YEAR. REFERENCE COULD BE A PASTOR, ELDER, SEMINARY STAFF, OR MENTOR.

NAME _____
(TITLE) (FIRST) (LAST)

ADDRESS _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE _____ E-MAIL _____

RELATIONSHIP _____ HOW LONG HAVE YOU KNOW THIS PERSON? _____

NAME _____
(TITLE) (FIRST) (LAST)

ADDRESS _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE _____ E-MAIL _____

RELATIONSHIP _____ HOW LONG HAVE YOU KNOW THIS PERSON? _____

NAME _____
(TITLE) (FIRST) (LAST)

ADDRESS _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE _____ E-MAIL _____

RELATIONSHIP _____ HOW LONG HAVE YOU KNOW THIS PERSON? _____

ESSAYS

BY THE END OF THE INQUIRY PHASE EACH INQUIRER SHALL DEMONSTRATE ADEQUATE PROMISE FOR MINISTRY BY PRESENTING:

- 1) A STATEMENT OF HIS OR HER UNDERSTANDING OF CHRISTIAN VOCATION IN THE REFORMED TRADITION AND HOW IT RELATES TO HIS OR HER SENSE OF CALL;
- 2) A STATEMENT OF PERSONAL FAITH WHICH INCORPORATES AN UNDERSTANDING OF THE REFORMED TRADITION;
- 3) AN ANALYSIS OF AT LEAST ONE CONCEPT FROM THE PERSONAL FAITH STATEMENT REGARDING WHAT IT SUGGESTS ABOUT GOD, HUMANITY, AND THEIR INTERRELATIONSHIPS;
- 4) A STATEMENT OF WHAT IT MEANS TO BE PRESBYTERIAN, INDICATING HOW THAT AWARENESS GROWS OUT OF PARTICIPATION IN THE LIFE OF A PARTICULAR CHURCH;
- 5) A STATEMENT OF SELF-UNDERSTANDING WHICH REFLECTS THE INQUIRER'S PERSONAL AND CULTURAL BACKGROUND AND INCLUDES A CONCERN FOR MAINTAINING SPIRITUAL, PHYSICAL, AND MENTAL HEALTH;
- 6) A STATEMENT OF HIS OR HER UNDERSTANDING OF THE TASK MINISTERS OF THE WORD AND SACRAMENT PERFORM, INCLUDING AN AWARENESS OF HIS OR HER SPECIFIC GIFTS FOR MINISTRY OF THE WORD AND SACRAMENT AND OF AREAS IN WHICH GROWTH IS NEEDED.

SESSION EVALUATION AND RECOMMENDATION

THE SESSION OF _____ OF _____ MET WITH
(NAME OF CHURCH) (CITY, STATE)

_____ ON _____ AND SUBMITS THE FOLLOWING REPORT:
(NAME OF INQUIRER) (DATE)

_____ **ENDORSES**

THE SESSION

_____ **DOES NOT ENDORSE**

**HIS/HER REQUEST TO BE ENROLLED BY PRESBYTERY
AS A CANDIDATE.**

LIAISON

THE SESSION HAS APPOINTED (RE-APPOINTED) THE FOLLOWING ELDER TO ACT AS LIAISON WITH THIS INDIVIDUAL AND WITH THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY, AND TO PARTICIPATE WITH THE INDIVIDUAL AND THE COMMITTEE AS THEY EXPLORE AND EVALUATE HIS OR HER PROGRESS (G-14.0413).

NAME _____
(FIRST) (LAST)

ADDRESS _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE(S) _____ E-MAIL _____

THIS REPORT WAS PREPARED FOR THE SESSION BY

SIGNATURE _____

NAME _____ POSITION _____

PHONE _____ E-MAIL _____

REPORT OF ENROLLMENT AS A CANDIDATE BY PRESBYTERY

_____ WAS ENROLLED AS A CANDIDATE BY
(NAME OF INQUIRER)

The Presbytery of the James ON _____
(NAME OF PRESBYTERY) (DATE)

SIGNATURE _____ TITLE _____

Presbytery Stated Clerk will copy pages 27-29 and mail to: Office of Resourcing Committees on Preparation for Ministry, Presbyterian Church (U.S.A.), 100 Witherspoon Street - Mezzanine, Louisville, KY 40202-1396 AND the Candidate.

GOALS AND RESPONSIBILITIES OF CANDIDATES

- 1) Continue active participation in the life and mission of the Church (G-14.0404; G-14.011).
- 2) Participate responsibly with the Committee on Preparation for Ministry in the goal setting, evaluation and decision making processes related to preparation for the ministry as carried out in preliminary interview(s), annual consultations, and other occasions requested by the committee (G-14.0421).
- 3) Give diligent attention to educational and developmental tasks involved in preparation for ministry of the Word and Sacrament as prescribed by the Constitution, and to such additional requirements as are determined in consultation with the Committee on Preparation for Ministry (G-14.0404; G-14.0405; G-14.0412; G-14.0420; G-14.0431; G-14.0450).
- 4) Fulfill the schedules and time requirements prescribed by the Constitution and the Committee on Preparation for Ministry (G-14.0403; G-14.0473).
- 5) Take initiative in maintaining regular and open communication with the Committee regarding experiences, progress in preparation for ministry, and other issues pertaining to educational, spiritual, and personal development.
- 6) Respond promptly and responsibly to all communications, correspondence, requests for reports and information by the Committee, including pre-interview annual consultation reports, together with transcripts, and signed field education/internship evaluations.
- 7) Participate responsibly in annual consultations (G-14.0421).
- 8) Attend to constitutionally prescribed procedures for transferring to another presbytery, if such transfer is anticipated (G-14.0461).
- 9) Secure permission of CPM to submit the Personal Information Form to the Church Vocations Ministry Unit for circulation before entering negotiations with churches for ministerial service (G-14.0440).
- 10) Participate responsibly in the call and examination for ordination process as prescribed by the Constitution (G-14.0480 - .0482).

***GOALS AND RESPONSIBILITIES OF THE
COMMITTEE ON PREPARATION FOR MINISTRY***

- 1) Support and guide the Candidate with understanding and sympathetic interest (G-14.0412).
- 2) Provide regular, open, candid, and sensitive communication and evaluation of the Candidate's progress in preparation for ministry of the Word and Sacrament, and expecting same from the Candidate.
- 3) Provide specific written descriptions of requirements and time line for meeting the Candidate's responsibilities to this particular presbytery (please attach a copy).
- 4) Give guidance to the Candidate regarding: course of study, familiarity with the Bible and with the confessions, practical training and plans for education including the choice of institutions, the Candidate's financial needs, and service to the church. Give guidance and instruction in the faith and polity of the church (G-14.0412).
- 5) Receive from the Candidate the annual written report concerning progress in studies and service to the church, including a report from the Candidate's institution of learning (G-14.0412).
- 6) Check with the Candidate in advance when scheduling annual consultations and other meetings with the committee, with appropriate consideration of the person's schedule and responsibilities and adequate lead time to effectively complete and return preliminary reports.
- 7) Conduct annual consultations and prepare jointly with the Candidate a written report of each consultation, submitting copies to the individual, the sponsoring session, and to the theological institution (G-14.0421). Maintain an accurate and appropriately comprehensive file of the Candidate's records and information regarding progress in preparation for ministry of the Word and Sacrament.
- 8) Give approval for the Candidate to take appropriate examination(s) administered by the Presbytery's Cooperative Committee on Examinations.
- 9) Review the Candidate's Personal Information Form and give approval to circulate.
- 10) Promptly process requests for exceptions, transfers, and transfers of credentials as agreed to by the Committee and the Candidate.
- 11) Schedule and conduct a final assessment regarding readiness to be examined for ordination, ordinarily during the Candidate's last year of seminary (G-14.0450),
- 12) Promptly complete appropriate procedures for Candidate's examination for ordination (G-14.0480 - .0482).

GOALS AND RESPONSIBILITIES OF SESSION

- 1) Develop among church members an awareness of their Christian vocation and challenge them with responsible Christian stewardship of their talents (G-10.0102h).
- 2) Encourage persons with appropriate motivation and abilities to consider preparation for the ministry of the Word and Sacrament or other church occupations.
- 3) Contact the Moderator of the Presbytery Committee on Preparation for Ministry when a church member indicates a desire to pursue his/her sense of call to the ministry of the Word and Sacrament.
- 4) Meet for orientation on the preparation process with representative(s) from the Committee on Preparation for Ministry (G-14.0410).
- 5) Interview applicant, if the person requests to be enrolled as an Inquirer, and making a recommendation to the Committee on Preparation for Ministry regarding the application (G-14.0413).
- 6) Appoint an elder to be a liaison person with the applicant and the CPM if he/she is enrolled as Inquirer by the Presbytery (G-14.0413).

Note: If the Session, the Committee, or the Presbytery decides not to accept the individual for enrollment as an Inquirer at this time, the Session continues to provide support, counsel, and guidance to the individual as he or she seeks to discover an appropriate occupational expression of Christian vocation.

- 7) Provide support and care on an ongoing basis to the Inquirer including the provision of financial support (G-14.0413).
- 8) Participate with the Inquirer and Presbytery's Committee in evaluating the Inquirer's growth and progress and receiving a copy of the Inquirer's Annual Report from the committee (G-13.0421).
- 9) Meet with the Inquirer to review evidence indicating his/her readiness to proceed to Candidacy. This evidence includes: personal interview with the Inquirer; all consultation reports; and the Inquirer's demonstration of adequate promise for ministry.
- 10) Make a decision regarding whether to recommend to presbytery that the Inquirer proceed to the Candidacy Phase.
- 11) Provide support and make a statement to Presbytery, if requested, when the Inquirer is ready for admission to Candidacy.

Note: If the Inquirer is not received by Presbytery as a Candidate, at this time, the session continues to support, counsel, and guide the individual as he/she seeks to discover an appropriate occupational expression of his/her Christian vocation.

Form 5A

12) Upon approval of Candidacy by Presbytery, the Candidate and his/her session may request that a commission of Presbytery conduct a service of reception in the presence of the Candidate's congregation.

13) Provide continued support and pastoral care to the Candidate and his/her family; maintain the liaison relationship with both the Candidate and the Presbytery committee and consider the provision of financial support for the Candidate (G-14.0413).

14) Receive and review reports of each annual consultation (G-14.0421).

15) Remove the Candidate's name from the church roll when notice is received of his/her ordination (G-14.0483).

Note: It is important to remember that the Session acts as an advocate for both Inquirers and Candidates and, through its moderator and Presbytery commissioner(s), can call the Presbytery's Committee of Preparation for Ministry to accountability in fulfilling its responsibilities (G-14.0413).

COVENANT AGREEMENT AND CANDIDATE RELEASE

I, _____ have read and discussed the goals and responsibilities of both Candidates and the Committee on Preparation for Ministry with the Presbytery Committee. I do hereby wish to be enrolled in the preparation for ministry process of the Presbyterian Church (U.S.A.) (hereinafter "**Church**") with the understanding that I subject myself to the guidance, counsel and disciplines of the Church as represented by the Presbytery and its Committee on Preparation for Ministry. I fully agree and understand that the decision of the Presbytery Committee regarding my suitability and readiness for ministry may involve questions and/or inquiries that are both personal and private and I hereby release the Church and its committees, agents and representatives from any claims, causes, or actions, which may arise from said inquiries and answers received to such inquiries or any uses made of such answers. Further, I grant permission to the Presbytery Committee to contact any person listed by me as a reference or any other person not so listed to discuss my suitability and readiness.

I covenant with God, the Session, and the Presbytery Committee on Preparation for Ministry, to rely upon the grace of God, to maintain a Christian character and conduct; to be diligent and faithful in pursuing my call and in preparing for the ministry of the Word and Sacrament. By my signature, I hereby certify that this Covenant Agreement and Release is fully understood by me and I sign it understanding that I will be bound by its terms.

Signature of Candidate _____ Date _____

Signature of Witness _____

The Session covenants to be a faithful partner with you in this relationship; to support, to care and to nurture you with love as you pursue your call to the ministry of the Word and Sacrament.

Signature of the Moderator of Session _____ Date _____

Signature of Witness _____

The Committee on Preparation for Ministry covenants to be a faithful and just partner with you in this relationship; to support, to guide, to nurture and to evaluate you with an understanding and sympathetic interest as you pursue your call to the ministry of the Word and Sacrament.

Signature of Moderator of CPM _____ Date _____

Signature of Witness _____

CPM will copy and mail this page to all parties signing document and Stated Clerk of presbytery.