

## Guide to the Preparation Process in the Presbytery of the James

### Welcome to the Presbytery of the James and the Process of Preparation for the Ministry of Word and Sacrament!

This Guide explains step by step how the process of preparation for ministry happens in the Presbytery of the James. Some of the requirements here are in the Book of Order. Other requirements here are consistent with the Book of Order even if they are not explicitly in the Book. In any case, this Guide clarifies how people in our presbytery move toward ordination as ministers.

#### Important things to know as you begin

The path ahead of you is difficult. The process of preparation will make demands that challenge you in unexpected ways, intellectually, emotionally, socially, and spiritually. Much of what you have thought was sure and certain will collapse. But, by the grace of God, your readiness for the good news of Jesus Christ will grow, and you will meet again and again the One who seeks and finds the lost!

There are no guarantees. Beginning the process of preparation does not guarantee the outcome you might expect. Becoming an inquirer does not guarantee that you will be accepted as a candidate; becoming a candidate does not entitle you to be called to a congregation or other place of service; gaining a call from a church does not insure that you will be approved by the presbytery. Given the tight job market in the PC(USA), there is no guarantee that a full-time ministry position will appear for you at the end of the process of preparation. For someone who is ready to serve, however, the future is always bright. For instance, opportunities are increasing for those who are willing to combine ministry of Word and Sacrament with another income-producing occupation (tent-making).

You are responsible. The Committee on Preparation for Ministry (CPM) oversees your preparation for ministry. As a committee of human beings, CPM is not perfect. There may be times when you think the committee could do its job better than it does. But you are responsible for your preparation. This process is a path, and you must do the walking if you are going to get anywhere. If obstacles arise on this path, you do not have the luxury of blaming others for those obstacles. You are responsible to seek help from God and from members of the body of Christ either to overcome those obstacles or to decide that God is calling you to another kind of ministry.

God is merciful. God will never fail you or forsake you. Jesus Christ, the Good Shepherd, knows you by name and will rescue you from every trouble and danger. The Spirit of God will give you the energy, intelligence, imagination, and love to serve others in every situation. God will give to you, to your session and congregation, and to the presbytery and its Committee on Preparation for Ministry, the wisdom to discern how best you may take up your cross and follow Jesus, our great Lord, the Friend of sinners.

#### Presbytery of the James

##### Mailing Address

3218 Chamberlayne Avenue  
Richmond VA 23227

##### Phone

804-262-2074  
877-262-2074

##### Fax

877-259-4441

##### Website

[www.presbyteryofthejames.org](http://www.presbyteryofthejames.org)

For questions about meetings, requirements, or paperwork, contact Franklin Reding, Assistant to the Stated Clerk for CPM. Email him at [franklinr@pbyjames.org](mailto:franklinr@pbyjames.org). You can reach him at his church at 866-304-7994.

Jack Corley is the Moderator of CPM. Email him at [jackcorley@verizon.net](mailto:jackcorley@verizon.net)

Jacqui Ginther, Presbytery Office Manager, helps with CPM. Email her at [jacquiginther@pbyjames.org](mailto:jacquiginther@pbyjames.org)

Carson Rhyne is the Stated Clerk and General Presbyter of the Presbytery. Email Carson at [carsonrhyne@pbyjames.org](mailto:carsonrhyne@pbyjames.org)

#### **Glossary of unfamiliar terms**

Perplexed by vocabulary used in the preparation process? See [www.pcusa.org/ministers/com/handbook/glossary.htm](http://www.pcusa.org/ministers/com/handbook/glossary.htm)

The following checklist has many steps. They do not all have to be done in precisely the order they are written.

### **Application for Inquiry**

- \_\_\_\_\_ You must be an active member of a PC(USA) church for at least 6 months before you can be enrolled as an inquirer (G-14.0403).
- \_\_\_\_\_ Speak to the pastor of your church about your desire to explore becoming a minister of Word and Sacrament.
- \_\_\_\_\_ Contact the presbytery office and ask to begin the inquiry process.
- \_\_\_\_\_ Read about the process of preparation.
  - The Book of Order, G-14.0401 - G.14.0474.
- \_\_\_\_\_ Have official transcripts sent to you for all academic work after high-school.
- \_\_\_\_\_ Download the forms relevant to the application for inquiry.
  - See **Download Forms** to the right. Click "Application for Inquiry."
  - Read through the forms carefully, noting especially the responsibilities of the various parties: session, the inquirer, and CPM (pages 12-13, 16-17).
- \_\_\_\_\_ CPM sends one of its members to the session of your church to explain the process of preparation (G-14.0410).
- \_\_\_\_\_ Complete the following (you can do it in Microsoft Word).
  - Pages 2-5, and 14. Put your name on the top line of page 18.
  - Each answer to the Questions for Reflection (page 5) can be about a half-page in length.
  - The financial information on pages 6-9 is optional.
- \_\_\_\_\_ Ask your clerk of session to arrange for you to meet with the session to gain its endorsement of your application for inquiry.
  - Submit to the clerk of session pages 2-18, your answers to the Questions for Reflection, and your transcripts.
- \_\_\_\_\_ Meet with the session of your church.
  - Session uses page 10 to guide its discussion with you.
  - Session uses page 11 to record its decision whether to endorse your application to become an inquirer, and to record your Session Liaison's contact information. Clerk or moderator should sign page 11.
  - Page 18 requires the signature of the Moderator of session and a witness .
  - Clerk of session keeps a copy of your application.

### **Download Forms**

At the presbytery's website (page 1 or this Guide) click "CPM-Committee on Preparation for Ministry." You can find there most of the forms you will need.

### **Deadline for Documents**

To be eligible for meeting CPM on the 4th Tuesday of a given month (CPM does not meet in July and December) make sure that the presbytery office has your documents by noon on the 2nd Tuesday of the month. Please be aware, however, that sometimes CPM's docket is too full to accomodate everyone who wishes to be interviewed at a particular meeting.

\_\_\_\_\_ Enter your session liaison's contact information here:

Name \_\_\_\_\_

Email \_\_\_\_\_

Mail \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ Deliver your application to the presbytery office.

- Email your application as an attachment to franklinr@pbyjames.org.
- CPM needs to have a hardcopy version of the pages with signatures: pages 5, 11, 14, and 18 (plus 9, if you filled out pages 6-9).
- Official transcripts also need to be delivered in hardcopy.
- See **Deadline for Documents** on page 2 of this Guide.

\_\_\_\_\_ Verify when you will be meeting CPM (write to franklinr@pbyjames.org).

- Your interview is likely to begin between 2 and 4:30 PM.
- Invite your pastor and/or session liaison to be present. The presence of your pastor or liaison is not required, but it can encourage you.

\_\_\_\_\_ To prepare for the CPM interview, read carefully Form 2A pages 12-13, 16-17, the responsibilities of the various parties in the process of preparation, and Form 2B page 18, the covenant agreement, Bring to the interview a copy of your application, in case you need to refer to it.

### CPM Interview

Your interview with the committee will be in three phases: meeting the committee; waiting outside the room while the committee deliberates; meeting the committee again to be informed of its decision. Your photo will be taken at your first meeting with the CPM.

\_\_\_\_\_ If CPM enrolls you as an inquirer, the following things happen:

- CPM will communicate to you its decision about your application, and what it expects you to do from this point forward; CPM appoints a CPM liaison for you.
- You and the CPM Moderator sign the covenant on page 18.
- You will receive a follow-up letter about a week after the CPM meeting, stating CPM's decision about your application and any particular instructions that CPM has given you. You will also receive in hardcopy pages 15 and 18.
- Your original application will be kept in your CPM file at the presbytery office.

### Reimbursement

Each time you meet with CPM, you can ask for reimbursement for your travel expenses. Submit your mileage and expenses (with receipts) using the presbytery's Expense Report.

### Focus of the Inquiry Interview

In this interview the question in CPM's mind is, "Does the applicant show promise of being willing to work cooperatively with CPM in exploring whether God is calling the applicant to the ministry of Word and Sacrament?"

### Possible Supplemental Requirements

Clinical Pastoral Education (basic unit; strongly recommended; required of most Inquirers and Candidates, and usually only waived for extensive life experience)

Additional academic course work, Tutoring, Supervised Independent Study for remediation or added competence, in subjects such as Polity and Reformed Theology.

Working with a counselor, therapist, or spiritual director.

Participation in a group for support, spiritual growth or recovery.

Pulpit supply for experience in preaching and leading worship.

\_\_\_\_\_ Enter your CPM liaison's contact information here:

Name \_\_\_\_\_

Email \_\_\_\_\_

Mail \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ Enter the date of your enrollment as an inquirer: \_\_\_\_\_

- Your minimum two-year period of covenant relation with the presbytery begins now. See G-14.0403 for the time requirements. See G-14.0473 for an exemption from the time requirements.

### The Inquiry Phase

"The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ministry of the Word and Sacrament to explore that call together in such a way that the decision regarding the inquirer's suitability for ministry of the Word and Sacrament will be based on knowledge and experience of one another" (G-14.0404).

\_\_\_\_\_ In the first six months of your inquiry phase, complete the required psychological testing. If you are unable to do this at the site named below, discuss other options with your CPM liaison.

Ministry Development Services  
Presbyterian Samaritan Counseling Center  
5203 Sharon Road, Charlotte, NC, 28210  
Phone: 704-554-9222 Fax: 704-554-9956  
Email: [ruthmarple@presbyteriansamaritan.org](mailto:ruthmarple@presbyteriansamaritan.org) or  
[mds@presbyteriansamaritan.org](mailto:mds@presbyteriansamaritan.org)

\_\_\_\_\_ Meet your CPM liaison to discuss the results of the psychological evaluation.

\_\_\_\_\_ Get in touch with your home church and your session liaison. Send a letter that can be published in your church's newsletter to keep everyone informed.

\_\_\_\_\_ Enroll in "a theological institution accredited by the Association of Theological Schools acceptable to the presbytery" (G-14.0450c).

- CPM recommends that you enroll in a PC(USA) seminary, because the goal of the preparation process is ministry of the Word and Sacrament in the PC(USA).
- You may enroll in a non-PC(USA) seminary. If you do so, however, CPM may require additional course work, tutoring, mentoring, field education, or even doing a year of your theological education at a PC(USA) seminary, to insure that you are prepared for ministry in the PC(USA).

### Your CPM Liaison

The CPM liaison is your primary link to the Committee. You must keep in touch with your liaison. Inform them of any change in your contact information. Let them know what is happening. Ask them any questions you have about the preparation process. They are a resource and an advocate for you on the Committee, but they can't function if you don't keep in touch with them. A suggestion: copy your Session liaison when you email your CPM liaison, and vice versa, in order to maintain contact with both your church and CPM.

### Financial Aid from the Presbytery

If you submit a financial aid application form to the presbytery office before June 1, you may be eligible for financial aid for the next academic year. To get the appropriate forms, see **Download Forms** on page 2 of this Guide.

### Psychological Evaluation

You are required to undergo psychological testing of career and personal issues. CPM prefers that you use the services of the CPCS in Charlotte NC. CPM, your church Session, and you will each pay one third of the \$800 fee. In addition, CPM will pay up to \$200 for mileage, food, and lodging if you submit an Expense Report.

\_\_\_\_\_ You are encouraged to take the Bible Content Examination in your first year of seminary (G-14.0431).

- See **Bible Content Exam** to the right.
- To learn more about the exam, go to [www.pcusa.org/exams/bible.htm](http://www.pcusa.org/exams/bible.htm)
- To get an application form for this exam, see **Download Forms** on page 2 of this Guide.

### Annual Consultation

You are required to have a formal consultation with your CPM liaison every year (G-14.0421). This is a face-to-face interview. In extraordinary circumstances, your CPM liaison may be able to get CPM's permission to do the interview over the phone. The cost of the consultation is shared by CPM, the session, and you.

\_\_\_\_\_ You and your CPM liaison hold an Annual Consultation each year.

- At least one month prior to the anniversary date of your enrollment as an inquirer, download the forms for the Annual Consultation (See **Download Forms** on page 2 of this Guide; click "[Annual Consultation](#)."
- Complete [Form 3](#), pages 20-23, and email it as an attachment to your CPM liaison. (If this is your first annual consultation, you do not need to answer questions pertaining to previous consultations).
- Make sure the POJ office has received from your school a current [transcript](#) and [evaluations](#) for your field education or internships.
- CPM liaison checks the references you listed on pages 20-21.
- The CPM liaison reports the results of the annual consultation on [Form 4](#), page 24. Both you and the CPM liaison sign page 25, top half; and you sign on the bottom of that page.
- CPM liaison submits annual consultation documents to CPM, and CPM votes whether you should continue in the process of preparation.
- CPM Moderator signs page 25; CPM copies page 24-25 and mails a copy to you, emailing a copy to your pastor and/or clerk of session, and your theological institution. CPM reports its action to the presbytery.

### 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 started on the day you interviewed with CPM and gained the Committee's endorsement of your application for candidacy.

### Bible Content Exam

You may apply to take the Bible Content Exam without getting approval from CPM (unlike the other 4 ordination exams). The exam is offered only once a year (1st Friday in February), and the deadline for applying to take it is in early December.

### Ask Now About Exemptions

If you anticipate that you might want an exemption from any requirement, as provided in G-14.0470 - G-14.0473, talk with your CPM liaison about it in your first Annual Consultation. Do not wait! Three-fourths vote of the presbytery is needed for any exemptions.

### Internships

In the course of your preparation you are required to complete two internships, at least one in a parish and one (usually) in a Clinical Pastoral Education (CPE) program. CPM wants your practical experience of ministry to be varied. Your parish internship should be in a church that is different in character from your home church. CPM may require additional field education work outside of what the student has done under the supervision of the theological institution. Modifications in your field education program may be required by CPM, as necessary for the most complete preparation for ministry of the Word and Sacrament. Consult your CPM liaison before deciding not to take a unit of CPE.

\_\_\_\_\_ Make sure the presbytery office has received the most recent official transcripts and evaluations of all field education and internships.

\_\_\_\_\_ Download the forms relevant to the application for candidacy.  
- See **Download Forms** on page 2 of this Guide. Click "Application for Candidacy."  
- Read carefully pages 30-33, the responsibilities of all parties.

\_\_\_\_\_ Complete the following:  
- Form 5A, pages 27-28; enter your name on the top of Form 5B, page 34.  
- See **Candidacy Statement of Faith** to the right.

\_\_\_\_\_ Ask your clerk of session to arrange for you to meet with the session to gain its endorsement of your application for candidacy.  
- Submit to the clerk of session pages 27-34, your Essays, and copies of transcripts and evaluations.

\_\_\_\_\_ Meet with the session of your church.  
- On page 28 session records its decision whether to endorse your application to become a candidate, and on page 29 your session liaison's contact information. Clerk or moderator should sign page 29.  
- Page 32 requires the signature of the Moderator of session and a witness.  
- Clerk of session keeps a copy of your application.

\_\_\_\_\_ Enter your session liaison's contact information here:

Name \_\_\_\_\_

Email \_\_\_\_\_

Mail \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ Deliver your application to the presbytery office.  
- Email your application as an attachment to franklinr@pbyjames.org  
- Deliver in hardcopy form the pages with signatures: 27, 29, and 34.  
- Official transcripts also need to be delivered in hardcopy.  
- See **Deadline for Documents** on page 2 of this Guide.

\_\_\_\_\_ Verify when you will be meeting CPM.  
- Email Franklin Reding at franklinr@pbyjames.org  
- Your interview is likely to begin between 2 and 4:30 PM.  
- As in your inquiry interview, your pastor and/or session liaison are free to be present.

### **Candidacy Statement of Faith**

Form 5A, page 25, item 3 asks for a "statement of personal faith." This statement 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.

\_\_\_\_\_ To prepare for the CPM interview, read carefully Form 5A pages 30-33, the responsibilities of the various parties in the preparation process, and Form 5B page 34, the covenant agreement. Bring to the interview a copy of your application, in case you need to refer to it.

\_\_\_\_\_ CPM Interview: see **CPM Interview** on page 3, and **Focus of the Candidacy Interview** to the right.

\_\_\_\_\_ If CPM recommends that presbytery receive you as a candidate, the following things happen:

- CPM will communicate to you its decision about your application, and what it expects you to do from this point forward.
- You and the CPM Moderator sign the covenant on page 34.
- You will receive a follow-up letter about a week after the CPM meeting, stating CPM's decision about your application and any particular instructions that CPM has given you. You will also receive in hardcopy pages 29 and 34. The moderator of session will receive this by email.

\_\_\_\_\_ Enter the date of the CPM meeting in which the Committee agreed to recommend that presbytery examine you and receive as a candidate:

- \_\_\_\_\_.
- If later on the whole presbytery decides to receive you as a candidate, your minimum one-year period of candidacy will have begun now.

\_\_\_\_\_ At least 4 weeks in advance of the presbytery meeting in which you will be examined for candidacy, send to [franklinr@pbyjames.org](mailto:franklinr@pbyjames.org) the names of two persons to participate in the candidacy ceremony.

- The persons are ordinarily a minister and an elder in the presbytery; for example, your pastor and session liaison.
- Designate one to deliver a charge to you, and one to lead in prayer.
- If you are not the only candidate to be received that day, it is possible that one or both functions will be performed by others.

\_\_\_\_\_ Invite your church, family, and friends to be at the presbytery meeting when you are examined for candidacy.

- Once the docket for the presbytery meeting is set (about 2 weeks prior to the meeting), go to the presbytery website and find the agenda. Your examination will happen during the CPM report.

### **Focus of the Candidacy Interview**

In this interview CPM wants to answer the question, "Is the applicant suited to the ministry of the Word and Sacrament in the PC(USA)?" The Committee reviews the evidence gained during the inquiry phase and gauges your suitability for ministry of Word and Sacrament, trying to discern whether you demonstrate adequate promise for ministry. CPM is not expecting you to have all the knowledge and skills of a minister at this point, but it does want to see that your beliefs, gifts, and traits suggest a good fit between you and the ministry of the Word and Sacrament in the PC(USA).

## Examination by Presbytery

At the presbytery meeting, you will stand in front of the presbytery and make a statement (maximum 5 minutes) speaking to three topics: (1) your Christian faith; (2) forms of Christian service you have undertaken; (3) your motives for seeking the ministry. Then the presbytery will be free to ask you questions about the same topics. Do not be offended if no one asks anything! After the examination, the presbytery will vote whether to receive you as a candidate. If presbytery receives you as a candidate, the Moderator of Presbytery will ask you questions (see **Questions to the Candidate** to the right). A brief charge will be given to the new candidate(s) and the proceedings will close with prayer.

## The Candidacy Phase

"The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This shall be accomplished through the guidance and evaluation of candidates, using learning contacts within the context of supportive relationships" (G-14.0405). At the end of this period, you shall demonstrate readiness to begin ministry of the Word and Sacrament (G-14.0450a).

\_\_\_\_\_ You and your CPM liaison hold an Annual Consultation each year.

- The face-to-face consultation with your CPM liaison continues to be required every year that you are candidate (G-14.0421).
- For the Annual Consultation see page 5 of this Guide.

\_\_\_\_\_ Get in touch with your home church and your session liaison. Send a letter that can be published in your church's newsletter.

\_\_\_\_\_ Take the ordination examinations (see **Ordination Exams** to the right).

- For the application forms see **Download Forms** on page 2 of this Guide.
- When applying to take any of the exams other than Bible Content, fill out the application, and write out a check for the application fee made out to "Presbyterian Church (USA) - Exam Processing." Send to the presbytery office the application, the check, and a stamped, pre-addressed envelope. Address your stamped envelope to  
Presbyterian Church - Exam Processing  
PO Box 643647  
Pittsburgh PA 15264-3647  
Presbytery staff will finish filling out the application and then mail it.

\_\_\_\_\_ After you take the ordination exams, your exam papers will be graded and returned to you. Copy the exam papers for your records and (within two weeks) deliver the originals to the presbytery office.

## Questions to the Candidate in the Ceremony of Reception

- (1) Do you believe yourself to be called by God to the ministry of the Word and Sacrament?
- (2) Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
- (3) Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
- (4) Do you desire now to be received by this presbytery as a candidate for the ministry of the Word and Sacrament in the Presbyterian Church (USA)?

## Pulpit Supply List

As a candidate, you are eligible to have your name placed on the presbytery's Pulpit Supply List, if CPM approves.

## Ordination Exams

Bible Content may be taken by inquirers or candidates as early as their first year of seminary, and without approval from CPM. The other four exams, Open Book Bible Exegesis, Theological Competance, Worship and Sacraments, and Church Polity, may be taken by inquirers or candidates after completing two years of theological education, and only with the approval of CPM (G-14.0431). For more information about the ordination examinations, go to [www.pcusa.org/exams](http://www.pcusa.org/exams)

Exam	Date you took the exam	Passed?	Date you sent the graded exam paper to CPM
Bible Content			
Open Book Bible Exegesis			
Theological Competence			
Worship and Sacraments			
Church Polity			

**Exam Exemptions**

(1) If you have a documented disability which affects your test-taking ability, the presbytery may authorize alternative means to test you. In this case, the CPM and your church will share any costs with you.  
 (2) If you fail at least twice to pass one or more exams, the presbytery (with 3/4 of the members present approving) may authorize an alternate means of examination (G-14.0472). The Presbytery of the James requires that you take the same exam as other students, but you will be given one week to complete it. The written exam will be graded by a committee of presbytery members chosen by the CPM. You will be required also to take an oral examination administered by this committee.

**Grades Must be Satisfactory**

See G-14.0450b,c. Less than average academic performance at either college or seminary will be subject to special scrutiny by CPM.

**PIF**

The Personal Information Form is the resume or curriculum vitae for people seeking a call to ordained ministry in the PC(USA). To create your PIF, go to [www.pcusa.org/clc/pif.htm](http://www.pcusa.org/clc/pif.htm).

- \_\_\_\_\_ Complete the following requirements:
  - Graduate from a regionally accredited college or university, with satisfactory grades (G-14.0450b).
  - Graduate from a theological school acceptable to the presbytery, with satisfactory grades (G-14.0450c).
  - Pass courses in "Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts" (G-14.0450c).
  - Complete two internships, at least one in a parish and one (usually) in a Clinical Pastoral Education (CPE) program. See **Internships** on page 5 of this Guide.
  
- \_\_\_\_\_ Prepare your Personal Identification Form (PIF). See **PIF** to the right.
  - You can create this document now, but you will not be able to circulate it until CPM certifies you ready to be examined for ordination, pending a call.
  - Ask your CPM liaison to review your PIF as you write it.

## Application for the Final Assessment of Readiness to Begin Ordained Ministry

\_\_\_\_\_ You may apply for the Final Assessment when you have met the following requirements (but see **Not Finished Yet** to the right):

- it is no earlier than your final year of theological education (G-14.0450);
- you have had an annual consultation within the past 12 months;
- you have completed two internships that the CPM has approved;
- you EITHER have completed a course of study at a theological institution, approved by CPM, demonstrating competency in Greek and Hebrew language as well as exegesis using those languages; OR you submit a plan for completing the required courses (G-14.0450c);
- you have achieved satisfactory grades in all 5 ordination exams (G-14.0450d).

\_\_\_\_\_ Download the form relevant to Final Assessment.

- See **Download Forms** on page 2 of this Guide. Click "[Final Assessment](#)."

\_\_\_\_\_ Deliver the following documents to the presbytery office, or else make sure that they are already there (use email as much as possible):

- [Form 6](#), page 36 -- provide your information;
- [transcripts](#) (undergraduate and seminary) and internship [evaluations](#);
- A completed Personal Information Form (PIF);
- The papers for all [ordination exams](#) that you have taken, whether you passed them or not.
- A written [sermon](#), together with a [description of the contemporary need](#) to which it is addressed, and an [exegetical interpretation](#) of the biblical material out of which the sermon arose.
- A [statement of faith](#) (see **Final Statement of Faith** to the right).
- See **Deadline for Documents** on page 2 of this Guide.

\_\_\_\_\_ Verify when you will be meeting CPM.

- Email Franklin Reding at [franklinr@pbyjames.org](mailto:franklinr@pbyjames.org)
- Your interview is likely to begin between 2 and 4:30 PM.
- As in your previous interviews, your pastor and/or session liaison are free to be present.

\_\_\_\_\_ CPM conducts a final assessment of your readiness to begin ministry (G-14.0450). See **The Readiness Interview** to the right.

- Be ready to answer whether you understand the ordination questions (W-4.4004), and whether you are in compliance with G-6.0106a-b.

\_\_\_\_\_ If CPM decides to certify you ready to be examined for ordination, pending a call, then the following will happen:

- If you have completed all the requirements, then the CPM Moderator signs [Form 6](#), page 36. You are free to circulate your PIF.
- If some requirements remain to be completed, then CPM will certify you ready, upon condition that you complete those requirements.

\_\_\_\_\_ Even after you have been certified ready to be examined for ordination pending a call, you must continue to have an annual consultation with your CPM liaison at the appropriate time of the year -- until you are ordained or otherwise exit the process of preparation.

### Not Finished Yet

You may apply for the Final Assessment even if you have still to complete one or more requirements. CPM may certify you ready to be examined for ordination pending a call, on condition that you complete what remains to be done. You may not be permitted to circulate your PIF or negotiate for a position until you have actually completed all the requirements.

### Final Statement of Faith

The rules that applied to your candidacy Statement of Faith apply also to this one (see **Candidacy Statement of Faith** on page 6 of this Guide). The final statement of faith must express theological views compatible with the confessional documents of the church. Appropriate topics include (but are not limited to) God, Jesus, the Holy Spirit, human nature and sin, grace, sacraments, church, Scripture, and the mission of the church.

### The Readiness Interview

"This consultation shall focus on the outcomes of inquiry and candidacy" (G-14.0450). The scope of this interview includes the outcome of both the inquiry phase ([Are you called](#) to the ministry of the Word and Sacrament?), and the candidacy phase ([Are you prepared](#) to begin the ministry of Word and Sacrament)?

### Seeking a Call

Go to the Church Leadership Connection (CLC) webpage on the PC(USA) site for seeking a call: [www.pcusa.org/clc/](http://www.pcusa.org/clc/)