

Manual of Administrative Operations

Presbytery of Detroit

Committee on Preparation for Ministry

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***Manual of Administrative Operations
Detroit Presbytery
Committee on Preparation for Ministry***

The Bylaws of the Presbytery of Detroit, Article IX, paragraph 3 read:

The Committee on Preparation for Ministry of the Presbytery of Detroit has the following Responsibilities:

- i) To carry out the responsibilities assigned to the Presbytery in G-2.06 and to present candidates for examination by the presbytery (G-2.0702);
- ii) Shall have the authority to receive and dismiss inquirers and report their enrollment to the presbytery;
- iii) Shall recommend to the presbytery the reception and dismissal of candidates;
- iv) Shall have the authority to dismiss candidates to other presbyteries whenever it determines that such action is justified, provided that the committee shall report any such action to the next stated meeting of the presbytery.

Section 1. Preparation for Ministry Process

The preparation for ministry process involves two phases: Inquiry and Candidacy. These two phases are designed to explore the call, evaluate the gifts, and support the preparation of men and women who feel themselves called to the ordered ministry of teaching elder (also called minister of the Word and Sacrament G-2.0501.) (G-20102, G-2.0204, G-2.0601)

Both the Inquiry Phase and the Candidacy Phase of the process evaluate the individual's development in five key areas:

- **Education for Ministry**, which includes evaluation of the individual's academic potential and progress and the individual's ability to relate the academic learning to the ministry of teaching elder (minister of the Word and Sacrament);
- **Spiritual Development**, which explores with individuals their personal faith journeys and their spiritual practices to discern the will of God in their lives;
- **Interpersonal Relations** which provide opportunities to reflect on how an individual relates to others, one's own leadership style, and what this means in terms of the ministry of the teaching elder (minister of the Word and Sacrament);
- **Personal Growth**, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship;
- **Professional Development**, to help persons develop specific skills that will enhance their effectiveness as teaching elders (ministers of the Word and Sacrament) and as presbyters. Those skills should include and understanding of one's ministry context and the ability to deal with conflict that may emerge in the place one serves.

It is important for inquirers and candidates to understand that an educational process and the Presbytery of Detroit's process, which is consistent with G-2.06, must both be completed prior to ordination. While they interconnect, the educational institutions and the presbytery operate

independently. **It is the responsibility of the inquirer or candidate to coordinate the completion and the timing of those processes**

Section 2. Phase 1: Inquiry

“The purpose of the inquiry phase is to provide an opportunity for the church and those who believe themselves called to ordered ministry as teaching elders to explore that call together so that the presbytery can make an informed decision about the inquirer’s suitability for ordered ministry.” (G-2.0603) The church is seeking teaching elders who possess “wisdom and maturity of faith, leadership skills, a compassionate spirit, an honest repute, and sound judgment.” (G-2.0607a)

Because this exploration is with the whole church, the inquirer is engaged in a network of relationships—first, between the inquirer and the church session, then with the presbytery through the Committee on Preparation for Ministry, and with finally with a theological institution.

2.1. Admission to Inquiry

- 2.1.1. A member of a congregation is considered for enrollment as an inquirer when he or she approaches the session about the possibility of becoming a teaching elder (also known as minister of the Word and Sacrament G-2.0501) and formally agrees with the session and with the presbytery’s Committee on Preparation for Ministry to explore the implications of this quest. Enrollment is intended to be a thoughtful and deliberate step; people are encouraged to take this formal action soon after they have made their personal decision to explore this ministry so that the presbytery’s Committee can provide them with support and counsel as early as possible.

2.2. The process of the inquiry phase is as follows:

- 2.2.1. A person desiring to become an inquirer shall indicate to the pastor of the particular church a desire to explore the personal implications of becoming a teaching elder (minister of the Word and Sacrament).
- 2.2.2. The applicant shall have been an active member of that particular church for at least six months
- 2.2.3. If, after consultation with the pastor, the applicant wishes to apply to be taken under care, the applicant shall prepare background information by completing Forms 1A, 1B, 1C, 1D and 2A, and request the pastor notify the session and the Committee on Preparation for Ministry. The applicant shall also complete the Presbytery of Detroit forms required for a background check. These forms will be submitted to the session and the CPM to be used by the liaisons, and kept in the applicant’s file.
- 2.2.4. Prior to meeting with the applicant, the session shall schedule a meeting with a CPM liaison for orientation to the process used by the Presbytery of Detroit to prepare persons who are called to be a teaching elder.
- 2.2.5. The session shall consult with the applicant and, if the individual requests to be enrolled as an inquirer, shall make a recommendation to the Committee on Preparation for Ministry. The session’s recommendation and the person appointed as session liaison will be reported on Form 1D, “Session Evaluation and Recommendation.”
- 2.2.6. Upon receipt of the recommendation of the session, the CPM Co-moderator(s) shall request from the presbytery office a criminal background check, and appoint a liaison

who shall conduct a minimum of three reference checks (See Form 2D). [amend. 10/23/12]

- 2.2.7. When the criminal background check has cleared, and the reference checks have been completed, the inquirer's liaison shall review the information gathered, and present the person and the information to CPM. CPM shall determine whether to enroll the person as an inquirer. If the person is enrolled, the committee shall also complete Form 2C, "Report of Initial Consultation." [amend. 10/23/12]
- 2.2.8. CPM shall discuss with the applicant the implications of Form 2B, "Covenant Agreement and Inquirer's Release." The applicant shall also be given a copy of the Presbytery of Detroit's "Sexual Misconduct Policy and Procedures" (Policy P-4). When the applicant has signed Form 2B, and has signed the receipt of and concurrence with the Sexual Misconduct policy, the applicant shall be enrolled as an inquirer. Copies of the documents signed shall be given to the inquirer and the liaisons, and placed in the inquirer's file.
- 2.2.9. CPM shall report its action to the Stated Clerk of the Presbytery on Form 2A. The Stated Clerk shall then notify the Session and the General Assembly.
- 2.2.10. The date of the Committee's action to enroll shall be the beginning of the covenant relationship. "The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate." G-2.0602 (See G-2.0610 for exceptions).
- 2.2.11. The phase of inquiry shall be of sufficient length for the inquirer, the session, and the Committee on Preparation for Ministry to decide whether the inquirer should apply to become a candidate. During this time, the Committee on Preparation for Ministry shall make use of resources such as information provided by the inquirer, personal references, and reports from counseling services, the session, and the inquirer's institution of learning, if the inquirer is a student.

2.3. During Inquiry

When a person is enrolled as an inquirer, she or he, in consultation with the liaison, shall immediately begin the process of gaining a psychological assessment. That assessment should be completed within one year of enrollment as an inquirer but must be completed within 18 months of enrollment to remain an inquirer under the care of the Presbytery of Detroit.

The inquirer should also arrange for and take the Bible Content Exam within one year from the date of enrollment in theological education.

2.4. Inquirers and candidates shall have a consultation at least once a year

Inquirers and candidates shall have a consultation at least once a year with the Committee on Preparation for Ministry. In no case shall an inquirer or candidate be excused from these annual consultations. These consultations will be scheduled by the CPM moderator.

- 2.4.1. Prior to meeting with the committee, the inquirer shall complete Form 3, "Pre-Interview Annual Consultation Report: Growth and Development in the Last 12 Months."
- 2.4.2. These forms must be submitted to the presbytery office one month prior to the scheduled consultation so they may be distributed to the session liaison, CPM and the CPM liaison in preparation for the consultation.

- 2.4.3. During each annual consultation, the Committee, the inquirer, and the session liaison or moderator will assess the inquirer's progress toward previously established goals in each of the five growth areas and together negotiate new goals to be completed by the next consultation.
- 2.4.4. The agreed upon goals shall be reported on Form 4, "Report of Annual Consultation." A copy shall be given to the inquirer/candidate, the session and CPM liaisons, and a copy will be kept in the inquirer/candidate's file.

2.5. Psychological Assessment

- 2.5.1. The Committee on Preparation for Ministry (CPM) in the Presbytery of Detroit requires that an inquirer have a psychological assessment prior to moving from the inquiry phase to the candidacy phase. The psychological assessment is developed by the assessment center, for the use of CPM and the inquirer in relationship to the inquirer's application or to become a teaching elder (minister of the Word and Sacrament). The psychological assessment is a confidential document which is available to CPM members, but cannot be released by CPM to any other entity. The inquirer may, of course, sign a release with the assessment center releasing the document to anyone the inquirer wishes.
- 2.5.2. CPM's practice regarding the cost at the psychological assessment center for this assessment is that:
 - 2.5.2.1. one-third of the cost be paid by the inquirer
 - 2.5.2.2. one-third of the cost be paid by the inquirer's home church
 - 2.5.2.3. one-third of the cost be paid by the CPM
 - 2.5.2.4. If there are significant financial issues for either the inquirer or the inquirer's church, the Committee is willing to negotiate another payment plan.
 - 2.5.2.5. (Ordinarily, the Committee on Preparation for Ministry does not share in any related costs incurred for a psychological assessment; i.e., meals and housing costs while at the assessment center, travel to the center, etc.)
- 2.5.3. To complete a psychological assessment an inquirer must:
 - 2.5.3.1. Receive approval from CPM to have the psychological assessment at an approved assessment center upon a request from the inquirer.
 - 2.5.3.2. Schedule a date for an assessment at the center.
 - 2.5.3.3. Inform the center that the inquirer will pay one-third of the cost of the assessment as the down payment, that one-third of the balance should be billed to the inquirer's home church (provide the address),
 - 2.5.3.4. Inform the center the final one-third should be billed to: Committee on Preparation for Ministry, The Presbytery of Detroit, 17575 Hubbell Avenue, Detroit, MI 48235.
 - 2.5.3.5. The psychological assessment center will correspond with the inquirer regarding the specific materials to be completed prior to the assessment.
 - 2.5.3.6. The inquirer must sign a release to have the results of the assessment sent to the current Chair of CPM (at the Presbytery address).

2.6. Educational Standards for Seminarians Who Are Under Care

A candidate for minister of Word and Sacrament in the Presbytery of Detroit should be prepared to minister in the Body of Christ in its current expression. We also strive to help prepare candidates for new and changing expressions of faithfulness. The Presbytery of Detroit CPM requires a Reformed educational foundation and encourages candidates to explore their own ministry gifts and passions, recognizing that seminars, internships, and life experiences are all valuable ways of deepening and broadening ministry preparation beyond coursework.

Candidates must attend a theological institution accredited by the Association of Theological Schools acceptable to the presbytery (G-2.0607). The seminary and the course of study must be approved by CPM. Candidates not attending Presbyterian seminaries are encouraged to take their Reformed/Presbyterian Foundations courses at seminaries affiliated with the Presbyterian Church (USA). CPM may interpret, along with the candidate, the best way to satisfy all requirements based on seminary course offerings.

The course of study the Presbytery of Detroit requires is listed below.

2.6.1. Christian Foundations (7 courses required)

- 2.6.1.1. Old Testament survey
- 2.6.1.2. New Testament survey
- 2.6.1.3. Additional Biblical study course - OT
- 2.6.1.4. Additional Biblical study course – NT
- 2.6.1.5. Church history overview
- 2.6.1.6. Systematic theology
- 2.6.1.7. Theology & Ethics elective

2.6.2. Reformed Foundations (3 courses required)

- 2.6.2.1. Presbyterian history and creeds
- 2.6.2.2. Presbyterian polity
- 2.6.2.3. Reformed Worship and Sacraments

2.6.3. Required in the Book of Order (4 courses required)

- 2.6.3.1. Hebrew
- 2.6.3.2. Greek
- 2.6.3.3. Hebrew Scriptures original language exegesis
- 2.6.3.4. New Testament original language exegesis

2.6.4. Key Ministry Areas (5 courses required, one from each area)

- 2.6.4.1. Worship & Formation
 - 2.6.4.1.1. Preaching
 - 2.6.4.1.2. Music
 - 2.6.4.1.3. Christian Education/Formation
- 2.6.4.2. Communication
 - 2.6.4.2.1. Speech

- 2.6.4.2.2 Writing
- 2.6.4.2.3 Digital Communication (web design, A/V tech, etc.)
- 2.6.4.3. Organizational Leadership
 - 2.6.4.3.1. Organizational Management
 - 2.6.4.3.2. Church Finance
 - 2.6.4.3.3. Stewardship/Fundraising
 - 2.6.4.3.4. Entrepreneurial Ministry/ New Church Development
- 2.6.4.4. Justice/Mission
 - 2.6.4.4.1. Mission/Evangelism
 - 2.6.4.4.2. Justice/Community Organization
 - 2.6.4.4.3. World Mission
 - 2.6.4.4.4. Race, gender, economic analysis
- 2.6.4.5. Resilience
 - 2.6.4.5.1 Pastoral Care
 - 2.6.4.5.2 Emotional/Relational Health
 - 2.6.4.5.3 Family Systems
 - 2.6.4.5.4 Spiritual Practice

2.6.5. Note: Any of the above courses that a student would like to take with a Pass/Fail grade must be approved by the CPM prior to enrolling in that course.

2.7. Clinical Pastoral Education

The CPM requires all inquirers and candidates take one unit of Clinical Pastoral Education (CPE) or an approved alternative as approved by the seminary. Before beginning the CPE experience, CPM must be notified and give their approval, and upon completion, the supervisor's report and the inquirer's/candidate's final report will be sent to the CPM chairperson, for the whole committee's review.

Internet address for CPE sites: www.ACPE.edu

2.8. Field Education

- 2.8.1. CPM requires each inquirer or candidate to fulfill a Field Education experience. Typically this experience takes place over 9-10 months working part-time or during the summer months working full-time.
- 2.8.2. The Field Education experience **shall be** in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations made available to CPM.
- 2.8.3. The Field Education **must not be** in the inquirer or candidate's home church and **should be in a different setting** from the home congregation. For example, if the inquirer or candidate is from a small town, an urban or suburban church would be a challenging and broadening experience. If the candidate's home church is large, a smaller church would provide new experiences.

Section 3. Phase 2: Candidacy

The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church

as teaching elders (ministers of the Word and Sacrament). This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination. Evidence of readiness to begin ordered ministry as a teaching elder (minister of the Word and Sacrament) shall include the completion of the requirements in this manual, and an affirmation of the candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment. (G-2.0607a)

3.1. Admission to Candidacy

An inquirer becomes a candidate by action of presbytery. At that time the presbytery formally concludes a candidate has demonstrated adequate promise for ministry (G-2.0604), the candidate is assured of God's call to enter ordered ministry, and the candidate formally agrees to accept the presbytery's supervision of the candidate's preparation for the ministry of teaching elder (minister of the Word and Sacrament).

3.2. The process of the candidacy phase is as follows:

- 3.2.1. When the inquirer has completed a psychological assessment and the results, along with reference checks, and any other required information, have been reviewed by the Subcommittee on Inquirer Qualifications, and its recommendations have been acted upon by CPM, the inquirer and liaison may explore together the inquirer's readiness for candidacy.
- 3.2.2. When the inquirer is ready to apply for status as a candidate, the inquirer and the liaison shall:

- 3.2.2.1. verify that the inquirer has completed and submitted to CPM a psychological assessment,
- 3.2.2.2. verify that the inquirer has taken the Bible Content Examination, and
- 3.2.2.3. verify that any other requirements of CPM have been completed.
- 3.2.3. The inquirer shall complete and present to the session and the CPM the following:
 - 3.2.3.1. Form 5A “Application to Be Received as a Candidate,” including three references: a professor, a supervisor and a colleague who has worked with the candidate,
 - 3.2.3.2. a statement of his or her understanding of the uniqueness of the Reformed tradition (F-1.01 to F-3.04),
 - 3.2.3.3. a statement of personal faith which incorporates an understanding of our tradition as found in F-1.02,
 - 3.2.3.4. a statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
 - 3.2.3.5. 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;
 - 3.2.3.6. a statement of the candidate’s understanding of the task teaching elders (minister of the Word and Sacrament) perform, including a self-awareness of specific gifts for the ministry of teaching elder (minister of the Word and Sacrament) and of areas in which growth is needed.
- 3.2.4. After Form 5A has been completed, the inquirer, the CPM liaison and the session liaison shall schedule with the Session a time for examination.
- 3.2.5. The session shall make a recommendation to the Committee on Preparation for Ministry that this inquirer should or should not be enrolled as a candidate and shall report that recommendation to CPM on form 5A.
- 3.2.6. The CPM liaison shall check the references, on Form 5A using Form 5C, Reference Form for Candidacy. The CPM liaison will prepare a written summary for the Chair of CPM. Upon receipt of that summary, the chair will schedule the examination for candidacy with the Committee on Preparation for Ministry.
- 3.2.7. After receiving and reviewing the above information, and examining the inquirer, CPM shall make a definite recommendation to the presbytery that the inquirer shall or shall not be received as a Candidate for Ordered Ministry.
- 3.2.8. If CPM decides that the inquirer shall not be received as a candidate for ordered ministry, that decision shall be reported to the presbytery and the session on form 5A.
- 3.2.9. If CPM recommends to the presbytery that the inquirer should be received as a candidate for ordered ministry, that decision shall be reported to the presbytery on form 5A, and the inquirer shall sign Form 5B, “Covenant Agreement and Candidate Release. A copy of this form shall be given to the candidate and the session and CPM liaisons, and placed in the candidate’s file.

- 3.2.10. The presbytery shall receive the report and recommendation of its committee and shall examine the inquirer in person with respect to his or her Christian faith, forms of Christian service undertaken, and motives for seeking the ministry.
- 3.2.11. If the examination is approved, the presbytery shall receive the inquirer as a candidate as described in the **Presbytery of Detroit's policy P-21**. "The moderator shall ask the following questions of the candidate before the candidate is declared enrolled.
 - 3.2.11.1. "Do you believe yourself to be called by God to the **ordered ministry of teaching elder**?"
 - 3.2.11.2. "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?"
 - 3.2.11.3. "Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?"
 - 3.2.11.4. "Do you desire now to be received by this presbytery as a Candidate for **the ordered ministry of teaching elder** in the Presbyterian Church (U.S.A.)?"
- 3.2.12. "If these questions are answered in the affirmative, a brief charge shall be given, the candidate's name shall be recorded on the presbytery's roll of candidates, and the proceedings shall close with prayer."
- 3.2.13. The Stated Clerk of the presbytery shall report the action of the presbytery to the General Assembly, the candidate, and the session by completing Form 5A.

3.3. During Candidacy

The covenant relationship between the candidate and the presbytery shall be continued through annual consultations as described in this manual at Section 2.4., "Inquirers and candidates shall have a consultation at least once a year." During this time CPM will focus on the candidate's preparation for ministry; especially in the areas of educational requirements, field education, and Clinical Pastoral Education.

Every inquirer and candidate enrolled in study in a theological seminary should take the Bible Content exam as often as it is offered, until it is passed.

3.4. Completion of Candidacy

Candidacy continues until the presbytery acts in one of three ways to remove the candidate's name from the Roll of Candidates:

- 3.4.1. Completion of the preparation for ministry process with a call to the ordered ministry of teaching elder (minister of the Word and Sacrament). In this case, the following steps are involved:
 - 3.4.1.1. the Committee on Preparation for Ministry determines that the candidate is ready to be examined for ordination (Presbytery of Detroit policy P-17);
 - 3.4.1.2. the candidate receives a call; and
 - 3.4.1.3. "The presbytery placing the call to the candidate for ministry shall ordinarily examine, ordain and install the candidate." (G-2.0702)
- 3.4.2. Withdrawal by the candidate;
- 3.4.3. Removal by the presbytery;

3.5. Final Assessment and Negotiation for Service (G-2.0607)

- 3.5.1. Final assessment must ordinarily be completed within one year of the completion of the educational requirements.
- 3.5.2. A candidate may not enter into negotiation for service as a teaching elder (minister of the Word and Sacrament) without approval of the Committee on Preparation for Ministry. The committee shall record when it has certified a candidate ready for examination for ordination, pending a call, and submit Form 6, "Certification of Final Assessment" to the clerk and to the presbytery. (See Presbytery of Detroit policy P-17). Evidence of readiness to begin ordered ministry as a teaching elder (minister of the Word and Sacrament) shall include: (G-2.0607)
 - 3.5.2.1. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;
 - 3.5.2.2. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;
 - 3.5.2.3. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and
 - 3.5.2.4. a satisfactory grades, together with the examination papers in the areas covered by any standard ordination examination approved by the General Assembly.
- 3.5.3. The basis for this assessment will be:
 - 3.5.3.1. a statement of faith, presented to the committee;
 - 3.5.3.2. an exegesis of an Old Testament or New Testament text,
 - 3.5.3.3. a sermon based upon that text and exegesis, presented and preached to member of the committee, and
 - 3.5.3.4. a face-to-face examination of the candidate by the committee.
- 3.5.4. Any candidate who has successfully passed all of the Standard Examinations for Ordination, is within five (5) months of successful completion of all academic and clinical pastoral education requirements, has fulfilled any other requirements specified by CPM and the Presbytery, and has received a positive Final Assessment, may begin to circulate a Personal Information Form for the purpose of seeking a call as teaching elder (minister of Word and Sacrament.) This action will be recorded on Form 6, and a copy shall be given to the candidate, the liaisons, and placed in the file. [amend. 11/27/12]

3.6. Transfer or Removal

- 3.6.1. At the request of the inquirer or candidate and with the approval of the sessions and presbyteries involved, a presbytery may transfer the covenant relationship of an inquirer or candidate. (G-2.0608) This action shall be reported to the receiving presbytery by the Stated Clerk on Form 7A. If the transfer is to the Presbytery of Detroit, the Stated Clerk shall report the receipt of the inquirer or candidate to the General Assembly on Form 7A.

- 3.6.2. In accord with G-2.069 the CPM may allow an inquirer or candidate to withdraw, or may remove an inquirer or candidate from the roll. These actions shall be reported to the Stated Clerk on Form 7B, who shall then notify the General Assembly.

3.7. Ordination or reception of a minister from another denomination

- 3.7.1. When a congregation of the Presbytery of Detroit issues a call to a candidate for ministry, or a minister from another denomination, the Committee on Preparation for Ministry shall conduct the Examination for Ordination, unless the Presbytery agrees that the examination shall be done by another presbytery.
- 3.7.2. CPM shall conduct the examination of a candidate when the candidate provides certification of Final Assessment by the sending presbytery (Form 7A).
- 3.7.3. CPM shall conduct the examination of a minister from another denomination when it has received certification that the minister is in good standing, and has complied with G-2.0505.
- 3.7.4. The candidate shall provide CPM and the presbytery with an autobiographical statement, and a Statement of Faith.
- 3.7.5. The candidate shall preach a sermon before the Committee on Preparation for Ministry, and shall be examined by CPM. The examination shall cover the reasons the candidate seeks membership in the presbytery, the candidate's theological understanding, and any other issues the committee believes appropriate.
- 3.7.6. The committee shall present the candidate to the presbytery, with the candidate's statement of faith and autobiographical statement, and with a recommendation as to whether ordain/receive the candidate into membership. The presbytery shall conduct an examination.
- 3.7.7. The Stated Clerk shall report the ordination to the General Assembly on Form 7B.

Section 4. Miscellaneous Policies

4.1. Financial Aid

4.1.1. Premise

The Presbytery of Detroit, through its Committee on Preparation for Ministry', reviews the financial well-being of those individuals under the care of the presbytery in their preparation for ordination as ministers of Word and Sacrament.

The committee sees its role as two-fold. First the committee has a responsibility to guide inquirers and candidates in understanding acceptable rates of indebtedness and realistic level of repayment on a pastor's starting salary. Second, the committee has a responsibility to assist candidates and inquirers in locating sources of financial aid within acceptable indebtedness levels.

4.1.2. Total Educational Debt

The Committee on Preparation for Ministry suggests that \$50,000 is the maximum reasonable level of educational indebtedness. (The committee defines total educational indebtedness as the total of all outstanding debt. from undergraduate, graduate and post-graduate studies.)

The committee urges candidates to be careful about the amount of educational debt incurred, and realistic in their expectation of their future financial ability to repay that indebtedness.

4.1.3. .Presbytery Theological Scholarship Fund

The presbytery, through the Committee on Preparation for Ministry, administers a Theological Scholarship Fund. Funding for this scholarship comes from offerings collected at each ordination or installation service conducted by the presbytery. All individuals under care of the presbytery, as inquirers or candidates are eligible to apply for scholarship assistance. Applicants for scholarships from the presbytery must adhere to the following process.

4.1.4. All applicants will furnish the Committee on Preparation for Ministry with a current GAPFAS (Graduate and Professional Financial Aid for Students) form.

4.1.5. The request for financial aid must be accompanied by a detailed accounting of anticipated income and expenses on Form 1C – Financial Planning. This accounting should include all income sources, self, family, church, seminary, denomination and any other financial assistance the individual will receive (or anticipates receiving). Expenses should be specific, e.g. tuition, room, board, books, supplies, etc.

4.1.6. The presbytery will only consider requests for assistance after verification has been provided that the individual has applied for assistance from the sources listed above.

Section 5. Process for Alternatives to the Standard Ordination Examinations

5.1. (This is Presbytery of Detroit policy P-13)

In order to fulfill the requirements of G-2.0607 and G-2.0610 for final assessment, Detroit Presbytery's Committee on Preparation for Ministry (CPM) submits the following alternative process for candidates for ordination as a teaching elder (minister of Word and Sacrament).

Candidates who have previously failed any or all the standard ordination exams twice or more are eligible to submit a written request to the CPM for an alternate means to show competence in the

failed area(s). After review and consultation with the candidate, which may include a professional assessment of the candidate's difficulties, the CPM will determine whether the prospective candidate:

- should be authorized to re-take the Standard Ordination Exam; or
- should be recommended to the Presbytery of Detroit for an alternative process.

The Presbytery of Detroit must approve the alternative process for each candidate by a $\frac{3}{4}$ vote. The process the Committee on Preparation for Ministry recommends will depend upon the exam, as described below. (G-2.0610)

5.2. If the candidate has failed the Standard Ordination Exam in Theological Competence, Worship and Sacraments, and/or Church Polity, the following alternative process may be used:

5.2.1. Exam Preparation

The CPM shall select no more than four persons (representing both minister members and elders of the Presbytery of Detroit) currently not serving on CPM to prepare an alternative examination. The Exam Preparation Committee shall be composed of qualified individuals who are able to contribute to the:

- content area of the exam; i.e., worship and sacraments, theology, polity, etc.;
- organization and preparation of the particular exam to be administered.

The Exam Preparation Committee may use resources available from the General Assembly and/or may seek assistance in the preparation of the examination from the faculty at the candidate's theological institution.

5.2.2. Exam Administration and Grading

The CPM shall also select a Work Group to administer and grade the examination. If the examination is a written format, the Work Group shall be composed of three people. If the examination is an oral format, the Work Group shall be composed of five people. The Work Group's composition should include at least:

- a person from the Exam Preparation Committee;
- a person from the presbytery who is qualified and experienced at grading exams;
- a person who has previously served on a CPM

This Work Group shall meet to identify the standards for passing the exam and then provide the evaluation of the exam by the candidate submitting alternative work in the area of examination. It will also arrange for the exam to be administered.

All members of the Work Group shall evaluate the exam. If the majority gives an exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

5.3. If the candidate has failed the Standard Ordination Exam in Biblical Exegesis, the following alternative process may be used:

5.3.1. The CPM shall select one text from the Old Testament and one text from the New Testament. The candidate shall be given the choice from these two texts and shall have no more than one week of seven consecutive days to complete the examination.

The exegetical study of the selected text shall include the following:

- 5.3.1.1. a study of the language of the text that exhibits a working knowledge of the original language and that deals appropriately with text- critical issues, grammar, syntax, and word use;
 - 5.3.1.2. a study of literary issues, including the literary boundaries and context, the structure and composition, and the genre of the text;
 - 5.3.1.3. a study of the principle theological motifs, themes, and ideas developed in the text; and
 - 5.3.1.4. a study of the historical/sociological setting of the text, its redaction history, and its subsequent interpretation by communities of faith.
- 5.3.2. Evidence of ability to make contemporary application of the text shall be demonstrated by preparing a sermon or a lesson outline that is derived from and informed by the exegetical study. The candidate will provide a brief description of the situation and audience addressed.

The CPM shall arrange for the exam to be administered by a proctor and the team of three graders (see below) shall identify the standards for passing the examination.

A team of three graders shall evaluate the examination. One grader shall be a member of the Presbytery of Detroit with experience as a reader of standard ordination exams. One grader shall be a former member of a CPM. One grader shall be a faculty member of an accredited seminary with competence in the biblical language.

All three graders shall evaluate the exam. If two give the exam a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

5.4. If the inquirer or candidate has failed the Standard Ordination Exam in Bible Content, the following alternative process may be used:

The CPM will appoint a proctor for the exam and form a Work Group of three individuals not presently serving on the CPM.

The Work Group will draft an examination of 100 questions, using questions asked in previous Bible Context Exams, select an appropriate means of administering the exam (e.g. computer, oral, etc.), determine the time period within which the Inquirer or Candidate must complete the exam, and grade the completed exam.

The minimum passing grade will be correct answers to 70% of the questions asked. If the Inquirer or Candidate earns a passing grade, the CPM will report the results to the Presbytery of Detroit and to the Offices of the General Assembly of the Presbyterian Church USA.

Section 6. Some Constitutional Provisions

6.1. Time Requirements (G-2.0602)

“To be enrolled as an inquirer, the applicant shall be a member of the sponsoring congregation, shall have been active in the work and worship of that congregation for at least six months, and shall have received the endorsement of the session of the sponsoring congregation. The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.”

6.2. Exceptions (G-2.0610)

“By a three-fourths vote, a presbytery may waive any of the requirements for ordination in G-2.06, except for those of G-2.0607d. If a presbytery judges that there are good and sufficient reasons why a candidate should not be required to satisfy the requirements of G-2.0607d, it shall approve by three-quarters vote some alternate means by which to ascertain the readiness of the candidate for ministry in the areas covered by the standard ordination examinations. A full account of the reasons for exception shall be included in the minutes of the presbytery and communicated to the presbytery to which an inquirer or candidate may be transferred.”

6.3. Service in Covenant Relationship (G-2.0606)

“Inquirers and candidates shall, with the permission of the presbytery of care, engage in some form of supervised service to the church. No Inquirer or Candidate who has not been previously ordained as a ruling elder may serve as moderator of a session, administer the Sacraments, or perform a marriage service. An Inquirer or Candidate previously ordained as a ruling elder may be authorized by the presbytery to preside at the Lord’s Supper when invited by a session.

6.4. Transfer of Relationship (G-2.0608)

At the request of the inquirer or candidate and with the approval of the sessions and presbyteries involved, a presbytery may transfer the covenant relationship of an inquirer or candidate.

6.5. Removal from Relationship (G-2.0609)

An inquirer or candidate may, after consultation with the session and the presbytery, withdraw from covenant relationship. A presbytery may also, for sufficient reasons, remove an individual’s name from the roll of inquirers and candidates, reporting this action and the reasons to the session, to the individual, and, if appropriate, to the educational institution in which the individual is enrolled. Prior to taking such action, the presbytery or its designated entity shall make a reasonable attempt to give the candidate or inquirer an opportunity to be heard concerning the proposed removal.

6.6. Ordination (G-2.0701)

Ordination to the ordered ministry of teaching elder is an act of the whole church carried out by the presbytery, setting apart a person to ordered ministry. Such a person shall have fulfilled the ordination requirements of the presbytery of care and received the call of God to service to a congregation or other work in the mission of the church that is acceptable to the candidate and to the presbytery of call.

6.7. Place of Ordination (G-2.0702)

The presbytery placing the call to the candidate for ministry shall ordinarily examine, ordain, and install the candidate

CPM PROCESSES AT A GLANCE

2/7/2012

PRE-APPLICATION PHASE		
Applicant senses call to ministry		
Applicant meets with his/her pastor, and requests pastor to notify the session.		
APPLICATION PHASE		
Pastor notifies CPM and local session		
CPM	Applicant	Local Session
Checks applicant's personal references	Completes applicant portions of Forms 1 & 2A	Schedules applicant for session meeting
Stages applicant for initial consultation	Meets with local session	Assigns session liaison
Assigns tentative CPM Liaison		
Session liaison and CPM liaison meet with local session	Forwards Forms 1 & 2A to the Presbytery office	Clerk contacts CPM prior to session meeting with applicant and requests a rep's presence.
Interviews references	Schedules inquiry/enrollment meeting with CPM	Meets with applicant and CPM rep
Updates CPM records	Provides College and seminary transcripts	Completes session portions of Form 1 & 2B
Schedules initial consultation		
Notifies applicant and session/CPM liaisons		
Reports enrollment to Presbytery		
INQUIRY PHASE		
Initial Consultation		
CPM	Applicant	Local Session
Reviews Form 1 with applicant	Enrolls with CPM	Session liaison attends initial consultation
Prepares action items for coming year	Completes inquirer covenant - Form 2B	Celebrates enrollment with congregation in a worship service
Completes CPM portions of Forms 2A & 2B	Receives copy of action items	
Sends the completed forms to the Stated Clerk of Presbytery	Takes Bible Content Exam, usually first year	
	Takes psychological evaluation within one year of enrollment	
Annual Consultations		
CPM	Inquirer	Local Session
Schedules annual consultation	Completes Form 3 Provides current transcripts at each consultation	Session liaison attends annual consultation updates session on action items
Conducts annual consultation	Meets with CPM	If unable to attend the consultation, session liaison prepares brief progress report for CPM
Completes Form 4 with inquirer	With CPM, determines action items for coming year;	Session liaison follows up with inquirer on Form 4 action items
Communicates consultation results to session liaison	Completes Form 4 with CPM	

CPM PROCESSES AT A GLANCE

2/7/2012

Preparation for Candidacy		
CPM	Inquirer	Local Session
Schedules candidacy consultation	Seeks consultation with CPM	Schedules inquirer for session meeting
Reviews all inquirer paperwork	Completes Form 3	Meets with inquirer
Prepares questions for inquirer	Completes inquirer portion of Form 5A	Endorses move to candidacy
	Seeks meeting with local session	Completes session portion of Forms 5A/5B
	Provides psychological evaluation report(first year)	
	Provides written evaluation from field education supervisor	
	Provides current transcripts at each consultation	
	Provides Statement of Faith at each consultation	
CANDIDACY PHASE		
Move to Candidacy Consultation		
CPM	Inquirer	Local Session
Reviews prepared written material with inquirer	Reads and answers questions about Statement of Faith	Attends Presbytery meeting with inquirer
Reviews Statement of Faith with inquirer	Completes candidate covenant - Form 5B	Answers CPM questions about inquirer
Reviews financial planning with inquirer	Attends Presbytery meeting to be interviewed and received as candidate	Celebrates candidacy with congregation in a worship service
Prepares action items for coming year		Session liaison follows up with candidate on Form 4 action items
Completes Form 4 with inquirer		
Communicates consultation results to session liaison		
Schedules presbytery docket time for inquirer		
Stands with candidate at presbytery meeting		
Introduces candidate to presbytery		
Completes CPM portions of Forms 5A & 5B		
Sends the completed forms to the Stated Clerk		
Annual Consultations		
CPM	Candidate	Local Session
Schedules annual consultation	Completes Form 3 Provides current transcripts at each consultation	Session liaison attends annual consultation and shares action items with session
Conducts annual consultation	Meets with CPM	If unable to attend the consultation, session liaison prepares brief progress report for CPM
Completes Form 4 with inquirer	With CPM, determines action items for coming year, including successful completion of written exams	
Communicates consultation results to session liaison	Discusses CPE opportunities with candidate	

CPM PROCESSES AT A GLANCE

2/7/2012

	Completes Form 4 with CPM	
Preparation for Final Assessment		
CPM	Candidate	Local Session
Schedules final assessment consultation	Requests final assessment consultation	
Verifies all written ordination exams passed	Provides current transcripts at each consultation	
	Provides updated Statement of Faith to presbytery office	
Final Assessment		
CPM	Candidate	Local Session
Reviews Statement of Faith with inquirer	Preaches Sermon	Attends CPM meeting with candidate
Reviews Exegesis and Sermon with inquirer	Upon CPM approval, candidate completes and circulates PIF	Answers CPM questions about candidate
Completes Form 6 and sends to presbytery		
Preparation for Oral Examination before Presbytery		
CPM	Candidate	Local Session
Schedules oral ordination exam with CPM	Notifies CPM of receipt of call	
Conducts oral ordination exam with CPM	Requests ordination exam with CPM	
Schedules presbytery docket time for ordination exam	If not a candidate under care of Detroit Presbytery, provides sermon (with exegesis) to presbytery office	
	Provides updated Statement of Faith to presbytery office	
	Provides updated autobiographical profile to the presbytery office	
Oral Ordination Examination		
CPM	Candidate	Local Session
Introduces candidate to presbytery	Attends presbytery for ordination exam	Attends presbytery meeting with candidate
Stands with candidate at presbytery meeting	Schedules ordination service	
Moves approval for ordination	Provides COM with input for ordination commission	
Stated Clerk Sends form 7B to General Assembly		
ONGOING		
CPM	Inquirer/Candidate	Local Session
Liaison maintains regular contact with inquirer/candidate	Keeps CPM/session liaisons apprised of major developments	Finds ways to affirm inquirer/candidate
Liaison maintains regular contact with local session		
Liaison guides inquirer/candidate through above steps		

CHECKLIST FOR CPM CARE PROCESS - Ordination Track

Presbytery of Detroit

For New Enrollees: Distribute to Inquirers/Candidates. Liaisons, Copies to Presbytery Office and Co-Chairs

NAME OF INQUIRER/CANDIDATE:

Phone/email contact: _____/_____

NAME OF CPM LIAISON

Phone/email contact _____

NAME OF SESSION LIAISON

Phone/email contact _____

Date Completed Application

Process

Has been an active member of a local church for at least 6 months _____

Candidate has completed **Forms 1 & 2**, reviewed by both Session and CPM _____

Session has reviewed application and endorsed inquirer with **Form 2** _____

CPM has reviewed **Forms 1 & 2**, background checks, interviewed, received applicant as inquirer (Session liaison or representative should attend) _____

CPM Liaison has been assigned _____

Enrollment of inquirer has been formally reported to Presbytery _____

Sexual Misconduct Policy and Procedures read, acknowledged, signed _____

Inquirer Phase - date enrolled: _____

Has participated in approved psychological assessment/career counseling _____

______{Midwest}______{Samaritan} Other: _____

Annual Consultation, completion of **Form 3**, current Academic Transcript (Session liaison or representative should attend) _____

Annual consultation, completion of **Form 3**, current Academic Transcript, preliminary Statement of Faith (2nd academic year) (Session liaison or representative should attend) _____

Annual consultation, completion of **Form 3**, current Academic Transcript, revised Statement of Faith, (Session liaison or representative should attend) _____

Annual consultation, completion of **Form 3**, current Academic Transcript, revised Statement of Faith, (Session liaison or representative should attend) _____

Candidate Phase (minimum 1 year) - date received as candidate: _____

Has completed **Form 5A** _____

Session has reviewed **Form 5A** and given endorsement _____

CPM has reviewed **Form 5A & 5B** interviewed and given endorsement _____

Form 5A reviewed, inquirer questioned on floor of Presbytery, received as candidate _____

Annual consultation, completion of **Form 3**, current Academic Transcript, revised Statement of Faith, (Session liaison/representative should attend) _____

Annual consultation, completion of **Form 3**, current Academic Transcript, revised Statement of Faith, (Session liaison/representative should attend) _____

Annual consultation, completion of **Form 3**, current Academic Transcript, revised Statement of Faith _____

Annual consultation, completion of **Form 3**, current Academic Transcript, revised Statement of Faith _____

Field Placement completed _____
Organization and location _____
Supervisor _____
Final Report received (date) _____

Clinical Pastoral Experience completed _____
Organization and location _____
Supervisor _____
Final Report received (date) _____

Ordination Exams

Bible Content - multiple choice (usually 1st year of seminary: no permission required)

Date(s) attempted _____
Date passed _____

Written Exams (usually after at least 2 years of seminary and field placement).

Must have CPM approval to register/re- register for written exams

Theology

Date(s) attempted _____
Date passed _____

Worship and Sacraments

Date(s) attempted _____
Date passed _____

Polity

Date(s) attempted _____
Date passed _____

Bible/Exegesis

Date(s) attempted _____
Date passed _____

Final Assessment (may be in conjunction with Annual Consultation)

Has completed **Form 6**

Has written Sermon with exegesis (usually based on Bible/Exegesis exam),
with written description of context for which sermon is addressed
Revised Statement of Faith (to be presented to Presbytery upon call)

Examination for Ordination (conducted in Presbytery of Call)

Preach sermon _____
Defend Statement of Faith _____
Examined on floor of Presbytery - open-ended questioning _____

LIAISON CONTACTS: recommend quarterly contacts (continue on back as needed)

Date of Contact	Type of Contact (phone, etc)	Date of Contact	Type of Contact (phone, etc)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



The Presbytery of Detroit

INSTRUCTION FOR REQUESTING A CRIMINAL BACKGROUND CHECK

In compliance with the Presbytery of Detroit – Sexual Misconduct Policy and Procedures Manual approved April 26, 2005 Criminal Background checks shall be done according to Sections V.C.2.a & b of the Sexual Misconduct Policy and Procedures Manual for the following individuals:

- Prospective incoming clergy.
- Presbytery of Detroit Candidates moving to ordination in the Presbytery of Detroit.
- Prospective incoming Presbytery staff.
- ALL volunteers who may or will be spending the night with minors at Presbytery of Detroit sponsored functions.

The COM or Church representative is to see that the following forms are completed and submit them to the Executive Presbyter for approval of the request to perform a background check.

Form 1 - Request for a Background Check – To be completed by COM or Church rep.
Form 2 - Background Investigation Consent Form– To be completed by the Applicant.

REQUEST FOR A BACKGROUND CHECK

Form 1

Requestor: _____

Committee / Church: _____

Reason for request: _____

Requestor's Signature: _____

Date submitted: _____

Executive Presbyter Signature: _____ Date: _____

Forms that **must be submitted** as a package:

- 1. Request for Background Check – Form 1
- 2. Background Investigation Consent Form – Form 2

BACKGROUND CHECK RESULTS

Date Received: _____

Forms received:

- 1. Request for Background Check – Form 1
- 2. Background Investigation Consent Form – Form 2

Date Processed: _____

Results: Clear NOT Clear

Date Results are shared with the Requestor: _____



The Presbytery of Detroit

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicants complete name printed), hereby authorize the Presbytery of Detroit and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with the Presbytery of Detroit. I release the Presbytery of Detroit and/or its agents and employees and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits arising out of or related to the investigative process and/or the information obtained from any and all of the above referenced sources.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Candidate Information **MUST** be printed legibly.

Last Name: _____ First Name: _____

Middle Name: _____ Name Suffix: _____ (Sr, Jr, I, II, III)

Other Last Name: _____ Other First Name: _____

Other Middle Initial: _____

SSN: ____ - ____ - _____

Sex: Male or Female (Circle one)

Date of Birth: ____ / ____ / ____ (mm/dd/yyyy)

Street #: _____ Street Name: _____

Apt. #: _____ City: _____ State: _____

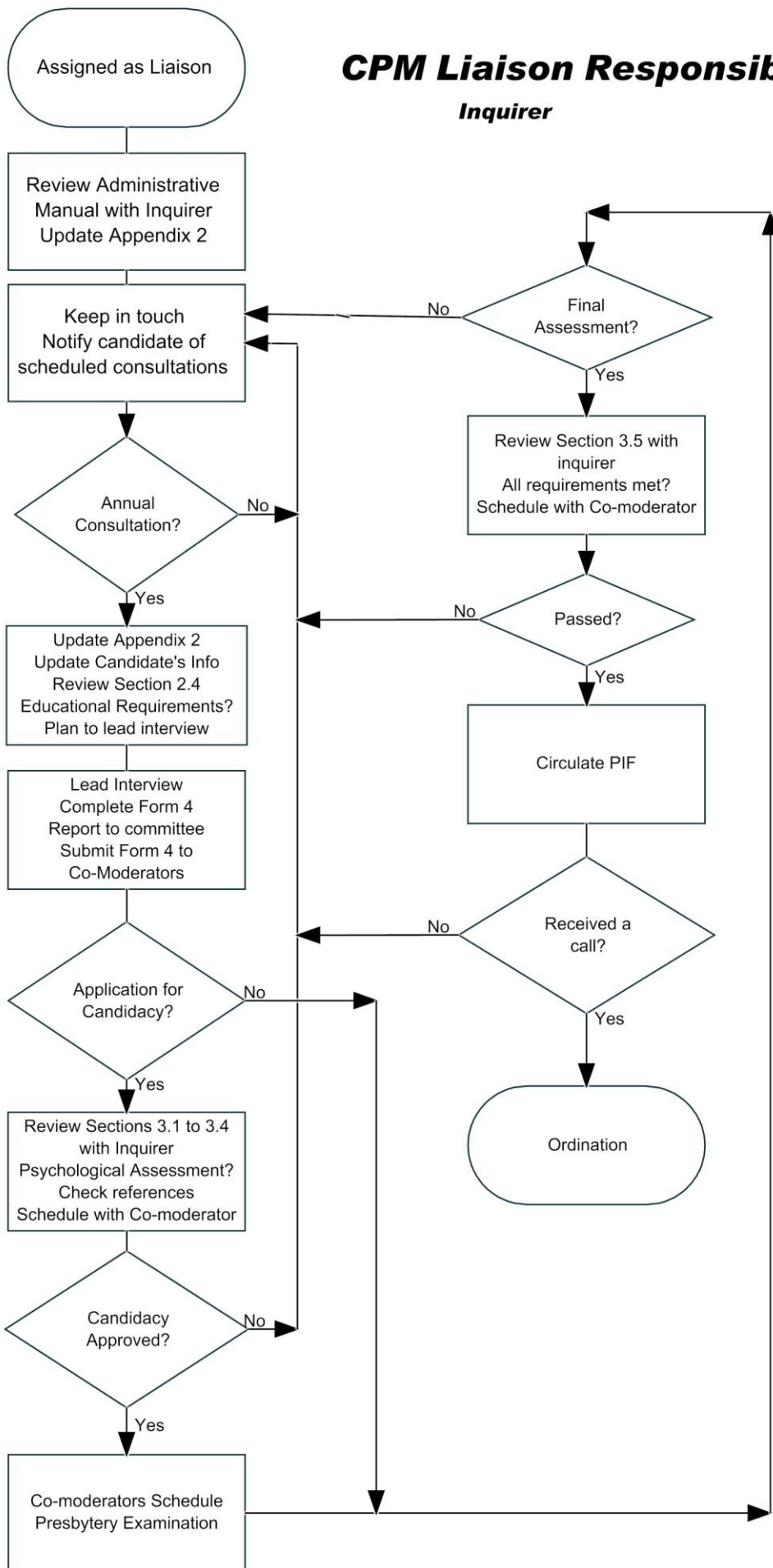
Zip: _____ County: _____

Phone #: (____) _____ -- _____

Signature: _____ Date: _____

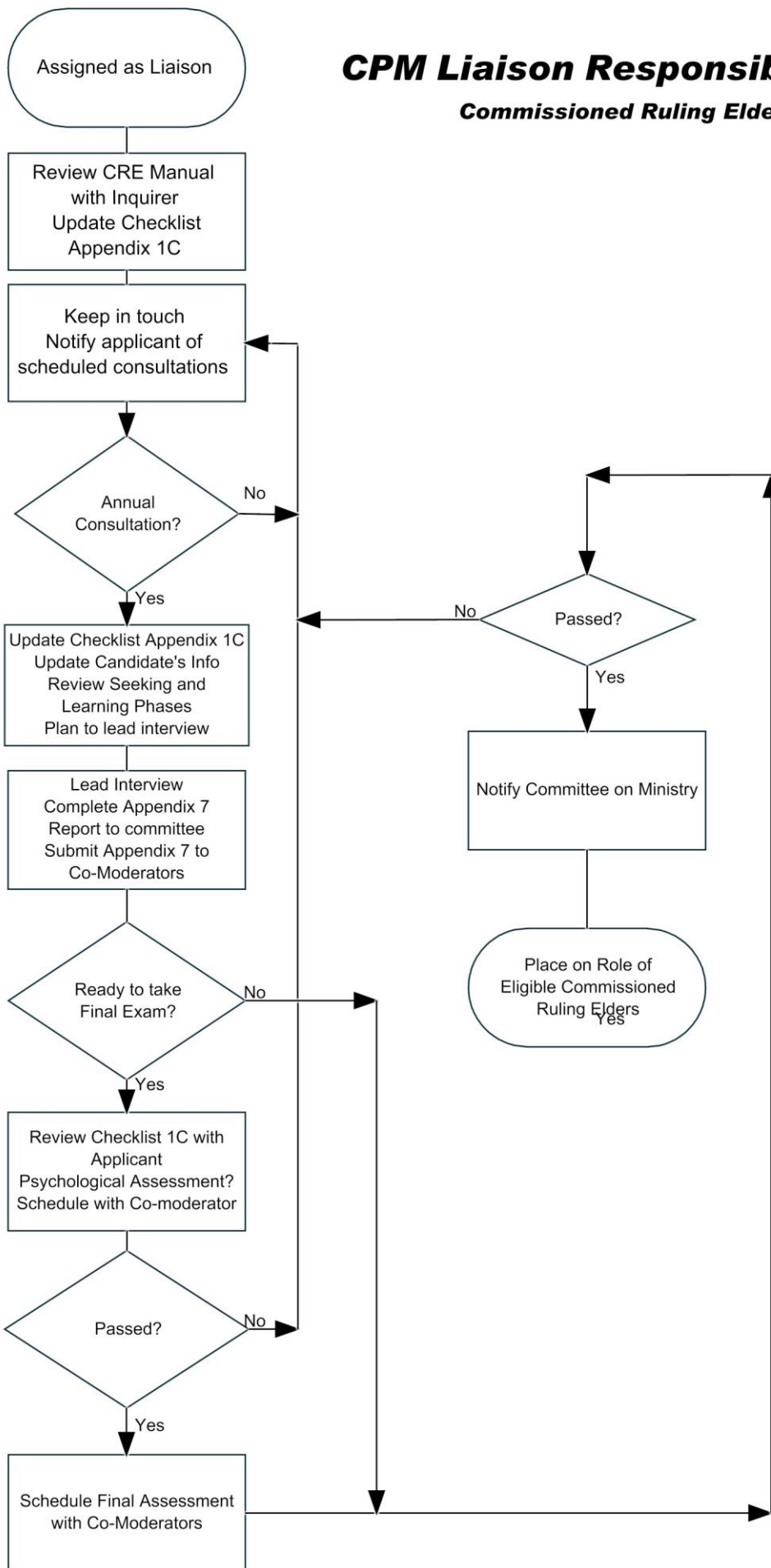
CPM Liaison Responsibilities

Inquirer



CPM Liaison Responsibilities

Commissioned Ruling Elder



1. The forms to support the CPM/CRE process are online. To get to them, go to the website: <http://www.detroitpresbytery.org/>; Click on [Committees and Ministry Teams](#), click on [Committee on Prep. for Ministry](#), and on the right hand side you will see:
[Committees/Prep. for Ministry](#)

 [01 Commissioned Ruling Elder Resources](#)

- [CPM Manual of Administrative Operations approved 3-6-2012.pdf](#)
- [Form 1A.doc](#)
- [Form 1B.doc](#)
- [Form 1C.xls](#)
- [Form 1D.doc](#)
- [Form 2A.doc](#)
- [Form 2B.doc](#)
- [Form 2C.doc](#)
- [Form 2D.doc](#)
- [Form 3.doc](#)
- [Form 4.doc](#)
- [Form 5A.doc](#)
- [Form 5B.doc](#)
- [Form 5C.doc](#)
- [Form 6.doc](#)
- [Form 7A.doc](#)
- [Form 7B.doc](#)

2. If you click on the folder, [01 Commissioned Ruling Elder Resources](#) you will see:

Committees/Prep. for Ministry/01 Commissioned Ruling Elder Resources

- [Commissioned Ruling Elder Manual 2012.pdf](#)
- [Commissioned Ruling Elder program at ETS.pdf](#)
- [Commissioned Ruling Elder-How to Become Brochure.pdf](#)

3. GA forms no longer work for the Presbytery of Detroit. Even though the numbers of the forms are the same, **THE FORMS ARE NOT THE SAME. Candidates must use forms with the prefix POD.**
4. Forms ending in DOC can be downloaded, and filled out on a computer just as you would with any word document, or they may be printed and filled out.
5. The form ending in XLS is a spreadsheet, with calculations built in.
6. The Manual of Administrative Operations is in a PDF file. You can, print any of the forms in this document, and use the printed form as a paper form.
7. CRE forms are found in the CRE Manual, and will need to be printed and filled out.

**BACKGROUND INFORMATION FOR SESSION AND
COMMITTEE ON PREPARATION FOR MINISTRY**

PERSONAL INFORMATION

NAME OF APPLICANT: _____
(FAMILY) (FIRST) (MIDDLE/NATAL)

CURRENT ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

PERMANENT ADDRESS: _____
(IF SAME, WRITE IN "SAME") (STREET OR PO BOX) (CITY) (ST) (ZIP)

GENDER: _____ DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

FAMILY SITUATION

MARITAL STATUS: SINGLE ___ MARRIED ___ SEPARATED ___ DIVORCED ___ WIDOWED ___

BIRTHDATES OF CHILDREN: _____

ARE YOU AND YOUR FAMILY MEMBERS OPEN TO THE POSSIBILITY OF RELOCATION IN CONJUNCTION
WITH THEOLOGICAL STUDIES AND/OR ACCEPTING A MINISTRY POSITION? YES ___ /NO ___

IF YOU ARE LIMITED IN YOUR ABILITY TO RELOCATE, PLEASE DESCRIBE ON THE FOLLOWING LINES:

CHURCH INFORMATION

YEAR OF YOUR BAPTISM: _____ YEAR OF YOUR CONFIRMATION/PROFESSION OF FAITH: _____

CHURCH OF MEMBERSHIP: _____

APPROXIMATE NUMBER OF MEMBERS: _____ DATE JOINED: _____

MOST RECENT PREVIOUS CHURCHES (INCLUDE UP TO THREE): _____ DATES OF MEMBERSHIP: _____

HAVE YOU BEEN ORDAINED AS AN ELDER IN THE PC(USA) [Y/N]? ___ DATE: _____

HAVE YOU BEEN ORDAINED AS A DEACON IN THE PC(USA) [Y/N]? ___ DATE: _____

HAVE YOU BEEN ORDAINED IN ANOTHER DENOMINATION [Y/N]? ___ DATE: _____

IF SO, NAME OF DENOMINATION: _____ OFFICE: _____

POD Form 1A

LIST UP TO FIVE AREAS OF INVOLVEMENT IN THE LIFE AND MISSION OF THE CHURCH, EITHER AS A PARTICIPANT (P) OR LEADER (L), THAT ARE MOST SIGNIFICANT IN YOUR SENSE OF CALL TO THE MINISTRY OF WORD AND SACRAMENT (MARK CURRENT INVOLVEMENT WITH AN ASTERISK [*]).

AREA OF INVOLVEMENT: _____ P OR L?

ACADEMIC INFORMATION

LIST THE ACADEMIC INSTITUTIONS YOU HAVE ATTENDED, BEGINNING WITH HIGH SCHOOL, AND SUPPLY THE INFORMATION REQUESTED IN EACH COLUMN. IF YOU ARE CURRENTLY PURSUING AN EDUCATIONAL PROGRAM, INDICATE YOUR ACADEMIC CLASSIFICATION IN THE FINAL COLUMN.

INSTITUTION	DATES ATTENDED	PROGRAM OR MAJOR	ACADEMIC AVERAGE	DIPLOMA/ DEGREE
-------------	-------------------	---------------------	---------------------	--------------------

BRIEFLY DESCRIBE YOUR ACADEMIC INTERESTS/GIFTS BY COMPLETING THE FOLLOWING TABLE:

	SUBJECTS IN WHICH YOU DID YOUR BEST ACADEMIC WORK	SUBJECTS IN WHICH YOU DID LESS WELL
HIGH SCHOOL	_____	_____
COLLEGE	_____	_____
GRADUATE SCHOOL	_____	_____
PROFESSIONAL SCHOOL	_____	_____

HAVE YOU EVER HAD AN "INDIVIDUALIZED EDUCATIONAL PROGRAM"? YES ____ /NO ____

WHAT ACCOMMODATIONS DID THE IEP INCLUDE? _____

ON THE LINES BELOW, LIST YOUR ACADEMIC HONORS, AWARDS, SPECIAL RECOGNITIONS, SPORTS, ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES THAT HAVE BEEN MOST MEANINGFUL :

POD Form 1A

OCCUPATIONAL HISTORY

BEGINNING WITH YOUR CURRENT OR MOST RECENT POSITION, LIST ALL FULL-TIME OR PART-TIME JOBS OR OCCUPATIONS IN WHICH YOU HAVE BEEN EMPLOYED. INCLUDE THE FIVE (5) MOST RECENT IN UP TO THE PAST TWENTY (20) YEARS. INDICATE PART-TIME BY PLACING "PT" BESIDE TITLE.

JOB TITLE	DATES	WHAT DID YOU ENJOY MOST?	WHAT DID YOU ENJOY LEAST?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES

REFERENCES SHOULD INCLUDE AT LEAST TWO OF THE FOLLOWING: SOMEONE FROM YOUR CHURCH; A FORMER EMPLOYER; A PEER; OR A FORMER PROFESSOR OR SCHOOL ADMINISTRATOR.

NAME: _____
 (TITLE) (FIRST) (FAMILY)
 ADDRESS: _____
 (STREET OR PO BOX) (CITY) (ST) (ZIP)
 MAIN PHONE #: _____ ALT. PHONE #: _____
 (H/O/M) (H/O/M)
 EMAIL: _____
 HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
 (TITLE) (FIRST) (FAMILY)
 ADDRESS: _____
 (STREET OR PO BOX) (CITY) (ST) (ZIP)
 MAIN PHONE #: _____ ALT. PHONE #: _____
 (H/O/M) (H/O/M)
 EMAIL: _____
 HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
 (TITLE) (FIRST) (FAMILY)
 ADDRESS: _____
 (STREET OR PO BOX) (CITY) (ST) (ZIP)
 MAIN PHONE #: _____ ALT. PHONE #: _____
 (H/O/M) (H/O/M)
 EMAIL: _____
 HOW LONG HAVE YOU KNOWN THIS PERSON? _____

QUESTIONS FOR REFLECTION

REFLECT ON AND THEN WRITE RESPONSES IN THE SPACE PROVIDED TO THE FOLLOWING QUESTIONS.

- 1) DESCRIBE YOURSELF AS A PERSON.

- 2) DESCRIBE BRIEFLY YOUR UNDERSTANDING OF WHAT IT MEANS TO YOU TO BE AN INQUIRER. PLEASE INCLUDE THE MOST IMPORTANT EVENTS, EXPERIENCES AND PERSONS THAT HAVE PROMPTED YOU TO APPLY TO BECOME AN INQUIRER.

- 3) WRITE A BRIEF STATEMENT OF YOUR PERSONAL FAITH DESCRIBING WHAT YOU BELIEVE ABOUT GOD, JESUS CHRIST, THE HOLY SPIRIT AND YOUR RELATIONSHIP TO THEM.

- 4) WHAT DOES IT MEAN TO YOU TO BE PRESBYTERIAN?

- 5) DESCRIBE YOUR CURRENT SPIRITUAL PRACTICES AND DISCIPLINES.

- 6) WHO/WHAT IS YOUR IDEAL/ROLE MODEL FOR MINISTRY? WHAT DO YOU EXPECT IN YOUR MINISTRY? WHAT ASPECT OF MINISTRY DO YOU FIND LEAST INTERESTING?

- 7) WHAT ARE YOU DOING TO MAINTAIN YOUR PHYSICAL AND EMOTIONAL HEALTH?

- 8) COMMENT ON WHAT HAVE BEEN/ARE SOME OF YOUR MORE MEANINGFUL INTERESTS AND HOBBIES.

- 9) AFTER COMPLETING AND REVIEWING FORM 1C OF THIS APPLICATION TO BE RECEIVED AS AN INQUIRER, BRIEFLY DISCUSS HOW YOU PLAN TO FINANCE YOUR THEOLOGICAL EDUCATION.

SIGNATURE: _____

DATE: _____

FINANCIAL PLANNING FOR THEOLOGICAL EDUCATION

Name: _____

Date: _____

On the following pages, enter descriptions in underlined fields and whole dollar amounts in shaded fields as needed. Other fields will automatically tabulate.

ESTIMATED FINANCIAL RESOURCES

	Monthly Total	Annual Total	Overall Totals	Projected Need
Income				
Student earnings				
Spouse earnings				
Guaranteed income (Social Security, VA, etc.)				
Child Support payments received				
Other (specify): _____				
Other (specify): _____				
Total Income:	\$0	\$0		
Other Assistance				
Home Church/Congregational support				
Family/Friends support				
Presbytery support				
PCUSA scholarships/loans				
Foundations or Corporations grants				
Other (specify): _____				
Other (specify): _____				
Total Other Assistance:		\$0		
Current Assets				
Cash and savings				
Investments (CDs, stocks, etc.)				
Retirement savings (IRAs, 401Ks, etc.)				
Real Estate				
Automobiles (value over any amount owed)				
Other (specify): _____				
Other (specify): _____				
Total Current Assets:			\$0	
Total Estimated Financial Resources:			\$0	

Name: _____

ESTIMATED EXPENSES

	Monthly Total	Annual Total	Overall Totals	Projected Need
Educational Expenses				
Annual tuition				
Special academic programs (CPE, intern, etc.)				
Fees				
Books				
Other (specify): _____				
Other (specify): _____				
Total Educational Expenses:		\$0		
Living Expenses				
Rent/mortgage payment				
Utilities				
Food & household supplies				
Automobile (payments, insurance, fuel, etc.)				
Telecommunications (phone, cell, online, etc.)				
Clothing				
Incidentals				
Health insurance (only "out of pocket" expense)				
Other medical/dental				
Transportation:				
Dependent allowance				
Child Care				
Child Support payments				
Life insurance premiums				
Charitable donations				
Other (specify): _____				
Other (specify): _____				
Total Living Expenses:		\$0		
Total Estimated Expenses:			\$0	
Total Income less Expenses:				\$0

Name: _____

OTHER INFORMATION

Indebtedness Applicant's (and spouse's or prospective spouse's) current indebtedness. Report principal amounts and related monthly payments.

Student Loans:	Combine Undergrad/Grad	Applicant		(Prospective) Spouse		Total Family Debt
		Balance of Principal	Monthly Payment	Balance of Principal	Monthly Payment	
	Fed. Subsidized Stafford					0
	Fed. Unsubsidized Stafford					0
	Federal Perkins Loans					0
	PC(USA) Loans					0
	Loans from parents/family					0
	Other educational loans					0
	Estimated future loans					0
	Totals:	0	0	0	0	0
Non-educational: <i>List mortgage, credit cards, etc</i>						
	_____					0
	_____					0
	_____					0
	_____					0
	_____					0
	_____					0
	Totals:	0	0	0	0	0
Combined indebtedness totals:		0	0	0	0	0

Assets Non-seminary scholarships (grants) for which you have applied (mark with '*') or have received.

Source of Assistance	Amount Fall Term	Amount Spring Term

Totals:	0	0

I certify that the information contained on all sheets of this form is a true and accurate statement of my financial circumstances and is made in good faith.

Signature _____

Date _____

SESSION EVALUATION AND RECOMMENDATION

THE SESSION OF _____ MET WITH
(Name of Church) (City) (ST)

_____ ON _____ AND SUBMITS THE FOLLOWING REPORT:
(NAME OF APPLICANT) (Date)

THE SESSION ENDORSES _____ /DOES NOT ENDORSE _____ THIS APPLICANT'S REQUEST TO BE ENROLLED AS AN INQUIRER.

LIAISON

THE SESSION HAS 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-2.0605, CPM-9)

NAME: _____
(FIRST) (FAMILY)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

THIS REPORT WAS PREPARED FOR THE SESSION BY:

(NAME) (POSITION)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

SIGNATURE OF MODERATOR/CLERK OF SESSION: _____

DATE OF SESSION ACTION: _____

SESSION CONSULTATION/RECOMMENDATION

Some issues for consideration when consulting with a prospective Inquirer. Since this is the beginning of the process, primary attention should be given at this time to evaluating natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth during the period of inquiry.

- 1) What personal qualities of the applicant are evidence of a healthy and vital faith in God through Jesus Christ?

- 2) How is that faith currently being expressed through the individual's participation in the worship, life, and mission of this congregation?

- 3) What various motivations impel the sense of call (e.g., service to God and the world, compassion for God's children, guilt, the need for power and status)?

- 4) What real and potential talents for ministry are evident in this individual (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)?

- 5) What is the level and adequacy of the individual's academic interest, ability, and motivation?

- 6) What is the evidence of his or her physical health and stamina?

- 7) What is this evidence of his or her emotional well-being?

- 8) What is the evidence of his or her self-discipline?

- 9) How does the individual plan to finance his or her education?

APPLICATION TO BE ENROLLED BY PRESBYTERY AS AN INQUIRER

NAME OF APPLICANT: _____
(FAMILY) (FIRST) (MIDDLE/NATAL)

FORMER/CURRENT OCCUPATION: _____

CURRENT ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

PERMANENT ADDRESS: _____
(IF SAME, WRITE IN "SAME") (STREET OR PO BOX) (CITY) (ST) (ZIP)

GENDER: _____ DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

CHURCH OF MEMBERSHIP: _____
(NAME OF CHURCH)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

DATE RECEIVED AS MEMBER: _____ NUMBER OF MEMBERS: _____

HAVE YOU EVER APPLIED TO A PRESBYTERY TO BE ENROLLED AS AN INQUIRER OR CANDIDATE?
_____ NO _____ YES IF YES, WAS ENROLLED AS _____
(INQUIRER OR CANDIDATE)

IN _____ PRESBYTERY FROM _____ TO _____

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

PRESENT SCHOOL ATTENDING: _____

LOCATION: _____ EXPECTED GRADUATION: _____
(CITY) (ST)

APPLICANT'S STATEMENT

I HEREBY APPLY TO BE ENROLLED BY THIS PRESBYTERY AS AN INQUIRER.

_____ I certify no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me.

_____ I am unable to make the above certification. I offer instead on the attachment a description of the complaint and/or outcome of the situation with explanatory comments.

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 EXPLORING MY VOCATION.

APPLICANT'S SIGNATURE: _____ (DATE)

NAME: _____

CPM EVALUATION AND RECOMMENDATION

THE CPM OF _____ PRESBYTERY MET WITH

_____ AND SUBMITS THE FOLLOWING REPORT ON _____

(NAME OF APPLICANT)

(DATE)

THE CPM ENDORSES _____ DOES NOT ENDORSE _____ THE APPLICANT TO BE ENROLLED BY THE PRESBYTERY AS AN INQUIRER.

LIAISON

THE CPM HAS APPOINTED THE FOLLOWING COMMITTEE MEMBER TO ACT AS A LIAISON WITH THE INQUIRER AND WITH THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY, AND PARTICIPATE WITH THE INQUIRER AND THE COMMITTEE AS THEY EXPLORE AND EVALUATE HIS OR HER PROGRESS.

NAME: _____

(TITLE)

(FIRST)

(LAST)

CURRENT ADDRESS: _____

(STREET OR PO BOX)

(CITY)

(ST)

(ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____

(H/O/M)

(H/O/M)

E-MAIL: _____

REPORT OF ENROLLMENT AS AN INQUIRER BY PRESBYTERY

_____ WAS ENROLLED AS AN INQUIRER BY

(NAME OF APPLICANT)

_____ ON _____

(NAME OF PRESBYTERY)

(DATE)

SIGNATURE OF STATED CLERK: _____

Stated Clerk of presbytery will copy and mail both pages of Form 2A to:

**Office of the General Assembly
Presbyterian Church (U.S.A.)
100 Witherspoon Street – Room 4429
Louisville, KY 40202-1396**

**And
Presbytery Committee on Preparation for Ministry
and
the Inquirer
and
Clerk of Session of Inquirer's Church**

COVENANT AGREEMENT AND INQUIRER RELEASE

I, _____ have read and discussed the goals and responsibilities of both Inquirers 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's 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 INQUIRER: _____ (DATE)

SIGNATURE OF WITNESS: _____ (DATE)

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 THE CPM MODERATOR: _____ (DATE)

SIGNATURE OF WITNESS: _____ (DATE)

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: _____ (DATE)

*CPM will copy and mail this page to:
All parties signing document
and*

Stated Clerk of the presbytery.

REPORT OF INITIAL CONSULTATION

FOR: _____
(NAME OF INQUIRER)

ON _____
(DATE)

CHECK THE APPROPRIATE YEAR FOR WHICH THIS REPORT APPLIES: _____ PRIOR TO THEOLOGICAL EDUCATION
_____ FIRST YEAR THEOLOGICAL EDUCATION
_____ SECOND YEAR THEO. EDUCATION
_____ THIRD YEAR THEOLOGICAL EDUCATION
_____ SEMINARY GRADUATE

AGREEMENT ON FURTHER WORK AREAS

HAVING JOINTLY AGREED TO THE GROWTH OBJECTIVES FOR THE NEXT YEAR, AS REPORTED BELOW, THE COMMITTEE ON PREPARATION FOR MINISTRY AND _____
(NAME OF INQUIRER/CANDIDATE)

AGREE IT WOULD BE USEFUL FOR FURTHER COURSES AND OR WORK BE DONE IN THE AREA(S) OF:

SIGNATURES:

INQUIRER: _____
(DATE)

CPM LIAISON: _____
(DATE)

CPM MODERATOR: _____
(DATE)

CPM will copy and send all pages of this form to: the Inquirer, the Moderator/Clerk of the Inquirer's sponsoring session, and Theological Institution (if currently enrolled).

GROWTH OBJECTIVES AGREED TO FOR THE NEXT YEAR ARE:

A. IN THE AREA OF EDUCATION FOR MINISTRY

B. IN THE AREA OF SPIRITUAL DEVELOPMENT

C. IN THE AREA OF INTERPERSONAL RELATIONS

D. IN THE AREA OF PERSONAL GROWTH

E. IN THE AREA OF PROFESSIONAL DEVELOPMENT

Inquiry Reference Form Committee on Preparation for Ministry Presbytery of Detroit

Applicant _____

Reference Checked By: _____

Date: _____

Name of Reference:	
Relationship to Applicant	
Title:	Phone:

1. What was your relationship with the applicant?
2. Is the applicant a person of deep Christian faith? How do you know?
3. Do you believe this person demonstrates pastoral ability? Can you provide an example?
4. Is this person respectful of the Presbyterian/Reformed tradition? Is this person involved in organizations beyond the church? Which ones?
5. How does the person relate to other people? Outgoing? Brash? Sensitive? Loner? Caring? Does this person avoid the use of racial and sexual stereotypes?

6. When in charge, is this person directive? Cooperative? Overbearing? Passive? Receptive of other's input? Do you enjoy working together?

7. What do you know of this person's scholastic ability? A's? B's? C's?

8. How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, ability to work with others?

9. If you are a teaching elder and a member of the Presbytery of Detroit, would you be willing to serve as the applicant's mentor if asked?

10. Is there anything else the Committee on Preparation for Ministry should know?

**PRE-INTERVIEW ANNUAL CONSULTATION REPORT
GROWTH AND DEVELOPMENT IN THE LAST 12 MONTHS**

NAME: _____
(FAMILY) (FIRST) (MIDDLE/NATAL)

CURRENT ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

EMAIL: _____

PLEASE RETURN THIS FORM BY _____ TO _____
(DATE) (CPM MODERATOR)

FOR YOU ANNUAL CONSULTATION AT _____ ON _____
(TIME) (DATE)

If you have been enrolled in seminary during the past year, **have your theological institution send to your CPM moderator a transcript of your grades and any reports on field education or internships.**

ORDINATION EXAMS UPDATE: If you have satisfied the requirement in the following examination areas, mark them with an "S"; otherwise, indicate when you intend to take the exam(s).

BIBLE CONTENT _____ BIBLE EXEGESIS _____ POLITY _____
THEOLOGY _____ WORSHIP & SACRAMENTS _____

CURRENT REFERENCES: You may update your references if you have been living outside the bounds of the presbytery for an extended time. References could include seminary faculty/staff, pastor or elder from the inquirer/candidate's church, or mentor.

NAME: _____
(TITLE) (FIRST) (FAMILY)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

EMAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
(TITLE) (FIRST) (FAMILY)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

EMAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
(TITLE) (FIRST) (FAMILY)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

EMAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

A. REFLECTIONS ON PAST YEAR:

In the section below, please reflect on and respond briefly to the areas of growth objectives agreed upon at your last CPM consultation. Summarize the growth objective(s) from the previous consultation (from either Form 2C or Form 4), indicate what particular things you have done to achieve each objective, and evaluate your progress in each area.

B. EDUCATION FOR MINISTRY

FILL IN THE COURSES YOU HAVE TAKEN OVER THE PAST 12 MONTHS OR ARE CURRENTLY TAKING IN THE FOLLOWING AREAS:

BIBLE	_____	_____	_____
HISTORY	_____	_____	_____
THEOLOGY	_____	_____	_____
PRACTICAL	_____	_____	_____
LANGUAGE/OTHER	_____	_____	_____

C. SPIRITUAL DEVELOPMENT

BRIEFLY DESCRIBE YOUR SPIRITUAL DISCIPLINES, INCLUDING YOUR PARTICIPATION IN THE WORSHIP AND MISSION OF A PRESBYTERIAN CONGREGATION.

D. INTERPERSONAL RELATIONS

DESCRIBE YOUR RELATIONSHIP WITH YOUR PEERS, AUTHORITY FIGURES, FAMILY, AND OTHERS WHO ARE SIGNIFICANT TO YOU. WHAT ARE THE IMPLICATIONS OF THOSE RELATIONSHIPS FOR YOUR MINISTRY?

E. PERSONAL GROWTH

DESCRIBE RECENT EXPERIENCES OF EMOTIONAL IMPACT, IF ANY, AND HOW YOU DEALT WITH THEM. COMMENT ON AREAS IN WHICH YOU BELIEVE YOU ARE GROWING AND IDENTIFY AREAS IN WHICH YOU FEEL THE NEED FOR PROGRESS.

F. PROFESSIONAL DEVELOPMENT

DESCRIBE YOUR PARTICIPATION IN FIELD EDUCATION OR OTHER EXPERIENCES WHICH HAVE CONTRIBUTED TO YOUR PROFESSIONAL DEVELOPMENT.

LOOKING AHEAD: Please provide any information requested below which relates to your continuing progress in the preparation for ministry process.

- A.** LIST OTHER ISSUES WHICH YOU WISH TO DISCUSS WITH THE COMMITTEE INCLUDING FINANCIAL NEEDS, FAMILY CONCERNS, ETC.

- B.** INDICATE ANY EXCEPTIONS AND WAIVERS (E.G., EDUCATIONAL REQUIREMENTS, ORDINATION EXAMS, TIME REQUIREMENTS, ADDITIONAL PRESBYTERY REQUIREMENTS; SEE G-14.0470) YOU WOULD ASK THE CPM CONSIDER, EXPLAINING YOUR REASONS FOR THE REQUEST.

- C.** ON A SEPARATE SHEET OF PAPER, UPDATE YOUR PERSONAL STATEMENT OF FAITH, DESCRIBING WHAT YOU BELIEVE ABOUT GOD, JESUS CHRIST, THE HOLY SPIRIT AND YOUR RELATIONSHIP TO THEM, INCORPORATING WHAT YOU HAVE LEARNED OF THE REFORMED FAITH.

REPORT OF ANNUAL CONSULTATION

FOR: _____
(NAME OF INQUIRER/CANDIDATE)

ON _____
(DATE)

CHECK THE APPROPRIATE YEAR FOR WHICH THIS REPORT APPLIES: PRIOR TO THEOLOGICAL EDUCATION
 FIRST YEAR THEOLOGICAL EDUCATION
 SECOND YEAR THEO. EDUCATION
 THIRD YEAR THEOLOGICAL EDUCATION
 SEMINARY GRADUATE

AGREEMENT ON FURTHER WORK AREAS

HAVING JOINTLY REVIEWED THE AREAS OF GROWTH IN THE LAST YEAR AND HAVING AGREED TO THE GROWTH OBJECTIVES FOR THE NEXT YEAR, BOTH AS REPORTED BELOW, THE COMMITTEE ON PREPARATION FOR MINISTRY AND _____ AGREE THAT IT WOULD BE USEFUL FOR
(NAME OF INQUIRER/CANDIDATE)

FURTHER COURSES AND OR WORK TO BE DONE IN THE AREA (S) OF:

SIGNATURES:

INQUIRER/CANDIDATE: _____
(DATE)

CPM LIAISON: _____
(DATE)

CONTINUATION OF PREPARATION PHASE

AFTER REVIEWING THE ANNUAL CONSULTATION REPORT, THE COMMITTEE ON PREPARATION FOR MINISTRY OF THE PRESBYTERY OF _____ DECLARES THAT _____
(NAME)

IS TO BE CONTINUED /NOT TO BE CONTINUED IN THE _____ PHASE.
(INQUIRY/CANDIDACY)

SIGNATURES:

INQUIRER/CANDIDATE: _____
(DATE)

CPM MODERATOR: _____
(DATE)

CPM will copy and send all pages of this form to: the Inquirer/Candidate, the Moderator/Clerk of the sponsoring session, and Theological Institution (if currently enrolled).

1. REVIEW OF GROWTH IN THE LAST YEAR:

A. IN THE AREA OF EDUCATION FOR MINISTRY

B. IN THE AREA OF SPIRITUAL DEVELOPMENT

C. IN THE AREA OF INTERPERSONAL RELATIONS

D. IN THE AREA OF PERSONAL GROWTH

E. IN THE AREA OF PROFESSIONAL DEVELOPMENT

2. GROWTH OBJECTIVES AGREED TO FOR THE NEXT YEAR ARE:

F. IN THE AREA OF EDUCATION FOR MINISTRY

G. IN THE AREA OF SPIRITUAL DEVELOPMENT

H. IN THE AREA OF INTERPERSONAL RELATIONS

I. IN THE AREA OF PERSONAL GROWTH

J. IN THE AREA OF PROFESSIONAL DEVELOPMENT

APPLICATION TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE

PRESBYTERY _____

NAME OF APPLICANT: _____
(FAMILY) (FIRST) (MIDDLE/NATAL)

CURRENT ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

PERMANENT ADDRESS: _____
(IF SAME, WRITE IN "SAME") (STREET OR PO BOX) (CITY) (ST) (ZIP)

GENDER: _____ DATE OF BIRTH: _____ ETHNIC ORIGIN: _____

CHURCH OF MEMBERSHIP: _____
(NAME OF CHURCH)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

DATE ENROLLED AS AN INQUIRER: _____

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

PRESENT SCHOOL ATTENDING: _____

LOCATION: _____ EXPECTED GRADUATION: _____
(CITY) (ST)

FORMER/CURRENT OCCUPATION: _____

INQUIRER'S STATEMENT

I HEREBY APPLY TO BE ENROLLED BY THIS PRESBYTERY AS A CANDIDATE.

_____ I certify no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me.

_____ I am unable to make the above certification. I offer instead on the attachment a description of the complaint and/or outcome of the situation with explanatory comments.

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 PREPARATION.

INQUIRER'S SIGNATURE: _____ (DATE)

REFERENCES

PLEASE IDENTIFY THREE PERSONS WHO COULD SPEAK TO YOUR PROGRESS IN MINISTRY; **A PROFESSOR, A SUPERVISOR AND A COLLEAGUE WHO HAS WORKED WITH YOU IN THE PAST YEAR.**

NAME: _____
(TITLE) (FIRST) (FAMILY)
ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)
MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)
EMAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____
NAME: _____
(TITLE) (FIRST) (FAMILY)
ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)
MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)
EMAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____
NAME: _____
(TITLE) (FIRST) (FAMILY)
ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)
MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)
EMAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

SESSION EVALUATION AND RECOMMENDATION

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 MINISTRIES 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`

THE SESSION OF _____ MET WITH _____
(NAME OF CHURCH) (CITY) (ST)
_____ ON _____ AND SUBMITS THE FOLLOWING REPORT:
(NAME OF INQUIRER) (DATE)

THE SESSION ENDORSES _____/DOES NOT ENDORSE _____ THIS INQUIRER'S REQUEST TO BE ENROLLED AS A CANDIDATE.

POD FORM 5A

NAME: _____

LIAISON

THE SESSION HAS (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 (Presbytery of Detroit Policy CPM-1)

NAME: _____
(FIRST) (FAMILY)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

ADDRESS: _____
(STREET OR PO BOX) (CITY) (ST) (ZIP)

THIS REPORT WAS PREPARED FOR THE SESSION BY:

(NAME) (POSITION)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

Session will copy & mail all pages of Form 5A to the Presbytery's CPM and Stated Clerk

REPORT OF ENROLLMENT AS A CANDIDATE BY PRESBYTERY

(NAME OF INQUIRER) WAS ENROLLED AS A CANDIDATE BY

(NAME OF PRESBYTERY) ON _____
(DATE)

SIGNATURE OF STATED CLERK: _____

Presbytery Stated Clerk will copy all pages of this Form 5A and mail to: Office of the General Assembly, Presbyterian Church (U.S.A.), 100 Witherspoon Street – Room 4429, Louisville, KY 40202-1396 AND to the Candidate

POD FORM 5B

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’s 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: _____
(DATE)

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 THE CPM
MODERATOR: _____
(DATE)

SIGNATURE OF WITNESS: _____
(DATE)

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: _____
(DATE)

**CPM will copy and mail this page to:
All parties signing document
and
Stated Clerk of the presbytery.**

Reference Form for Candidacy Committee on Preparation for Ministry Presbytery of Detroit

Applicant _____

Reference Checked By: _____

Date: _____

Name of Reference:	
Relationship to Applicant	
Title:	Phone:

1. What is your relationship with the applicant?
2. Do you believe this person demonstrates pastoral ability? Could you provide an example?
3. Is this person a good student, and respectful of the Presbyterian/Reformed tradition? Illustrate.
4. How does the person relate to other people? Outgoing? Brash? Sensitive? Loner? Caring?
5. Is this person sensitive to racial, cultural, and gender issues? Illustrate.

6. When in charge, is this person directive? Cooperative? Overbearing? Passive? Receptive of other's input? Do you enjoy working together?

7. Does this person have an appropriate sense of professional and personal boundaries?

8. How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, ability to work with others?

9. Do you think this person would be a good preacher? Pastor? Counselor? Administrator? Teacher? Illustrate.

10. Would you call this person to be your pastor? Why? Why not?

11. Is there anything else the Committee on Preparation for Ministry should know?

**SUMMARY REPORT OF FINAL ASSESSMENT OF CANDIDATE'S
READINESS TO BE EXAMINED FOR ORDINATION**

NAME OF CANDIDATE: _____
(FAMILY NAME) (FIRST) (MIDDLE/NATAL)

ADDRESS: _____ MAIN PHONE: _____
(STREET OR PO BOX) (H/O/M)

(CITY) (STATE) (ZIP) ALT. PHONE: _____
(H/O/M)

EMAIL: _____ FAX PHONE: _____

PRESBYTERY OF CARE: _____

NAME OF MODERATOR OF COMMITTEE
ON PREPARATION FOR MINISTRY: _____

NAME OF CPM LIAISON: _____

CERTIFICATION OF READINESS

A final assessment of the above named candidate's readiness to receive a call, as outlined in the Manual of Administrative Operations, Detroit Presbytery CPMB.4 "Final Assessment and Negation for Service" (G-2.0607) The committee has determined that the candidate has satisfactorily completed all of the requirements of the preparation for ministry process, as set forth in G-2.0607 of the *Book of Order*, and is now certified as ready, pending a call, to be examined for ordination.

SIGNATURE OF MODERATOR OF CPM: _____

DATE OF CPM REPORT TO
PRESBYTERY: _____

CERTIFICATE OF APPROVAL
TRANSFER OF COVENANT RELATIONSHIP TO ANOTHER PRESBYTERY

PRESBYTERY APPROVAL OF TRANSFER

THIS IS TO REPORT THAT _____ PRESBYTERY,
ON _____ TOOK THE ACTION INDICATED BELOW REGARDING
(DATE)

(NAME OF INQUIRER/CANDIDATE)

TRANSFER OF COVENANT RELATIONSHIP TO _____
PRESBYTERY (G-2.0608)

(SIGNATURE OF STATED CLERK) (DATE)

Stated Clerk of transferring presbytery should mail this completed form along with the inquirer's/candidate's file to the Stated Clerk of the receiving presbytery.

PRESBYTERY RECEIPT OF TRANSFER

THIS IS TO REPORT THAT THE COVENANT RELATIONSHIP OF THE ABOVE-NAMED PERSON HAS BEEN TRANSFERRED TO _____ PRESBYTERY AND THE INQUIRER/CANDIDATE WAS DULY ENROLLED ON _____
(DATE)

CURRENT ADDRESS OF ENROLLEE IS:

(PRIMARY ADDRESS LINE)

(SECONDARY ADDRESS LINE)

(CITY) (STATE) (ZIP)

MAIN PHONE #: _____ ALT. PHONE #: _____
(H/O/M) (H/O/M)

E-MAIL: _____

(SIGNATURE OF STATED CLERK) DATE

Stated Clerk of receiving presbytery to copy and mail this form to: Office of the General Assembly, 100 Witherspoon Street, Room 4429, Louisville, Kentucky 40202-1396

REPORT OF ORDINATION OF CANDIDATE OR
WITHDRAWAL OR REMOVAL OF INQUIRER OR CANDIDATE

On _____ (date), _____ Presbytery took the action indicated below
regarding _____
(First, Middle/Natal, Family Name of Inquirer or Candidate)

whose address is: _____
(Street or Road) (City) (ST) (ZIP)
Main Phone #: _____ Alt. Phone #: _____
(H/O/M) (H/O/M)

Email: _____

CERTIFICATION

Candidate certified ready for examination for ordination, pending a call on _____ (date).

CALL

Called by: _____ City: _____ ST: _____
Position: _____ Effective Date: _____
Presbytery: _____

EXAMINATION

Candidate examined for ordination by Presbytery of Call _____ / Care _____ on _____ (date).

APPROVAL OF CALL

Candidate was approved to accept the call and proceed to ordination on _____ (date).

ORDINATION (G-2.07)

Please complete Section A, or Section B, or Section C as appropriate

- A. **Candidate is to be ordained by Presbytery of Care and installed by the Presbytery of Call:**
Ordained on _____ (date) and dismissed on _____ (date) to the _____ Presbytery for installation.
- B. **Candidate is to be ordained and installed by Presbytery of Call:**
Released on _____ (date) to _____ Presbytery for ordination and installation on _____ (date).
- C. **Candidate is to be ordained and installed by Presbytery of Care:**
Ordained and installed on _____ (date).

WITHDRAWAL OR REMOVAL (G-2.0609)

Inquirer/Candidate withdrew _____ / was removed _____ from the process on _____ (date).

SIGNATURE OF STATED CLERK: _____

Stated Clerk will copy and mail to Office of the General Assembly, 100 Witherspoon Street, Room 4429, Louisville, Kentucky 40202-1396.