

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

I. INTRODUCTION TO THE CPM

The Committee on Preparation for Ministry (CPM) is responsible for aiding those preparing for ministry by:

- A. Identifying and actively seeking out persons in the Presbytery who would be prime candidates for Teaching Elders, Commissioned Ruling Elders, Missionaries and Church Educators, and encouraging them to consider a church vocation.
- B. Nurturing candidates during their preparation, including appointing one or more teaching or ruling elders living within a reasonable distance from a prospective candidate to be the liaison(s) between the candidate and the Committee on Preparation for Ministry.
- C. Providing a final review of a candidate's preparation and work prior to ordination.
- D. Insuring that all official forms, documentation and paperwork shall be maintained by the Moderator of the Committee in a secure location at the Presbytery Office.

The CPM will meet as needed, but at least three times per year: (1) to prepare for the Annual Consultations with Inquirers, Candidates and CRE applicants, (2) to conduct the annual consultations with Inquirers and Candidates, and (3) to conduct the annual consultations with CRE applicants.

Members of the CPM who are assigned liaison duties to an Inquirer / Candidate / CRE applicant will meet with their assigned person at least quarterly.

Meetings of the CPM and liaison meetings will be held in-person as much as possible. When necessary, meetings will be conducted via online video or audio conferencing.

While this Manual of Operations provides many details about the CPM process, there is much additional information about the CPM process provided by the PC(U.S.A.) through the website and Advisory Handbook located at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/>. All members of the CPM are requested to review these materials.

II. ADMINISTRATIVE RESPONSIBILITIES OF THE CPM

The administrative responsibilities of the CPM are:

- A. Insuring that all official forms, documentation and paperwork shall be maintained in a secure location at the Presbytery Office. There is no expiration date on maintaining the CPM documentation. This function is the responsibility of the CPM Moderator.
- B. Reporting the actions of the CPM to higher judicatories through the use of the PC(USA)'s P4M management system. This function is the responsibility of the CPM Moderator.
- C. Participating in the examination process by supplying readers for examinations. This function is the responsibility of the entire CPM, with a goal of providing a reader for at least one examination cycle each year.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

III. THE CPM PROCESS FOR INQUIRERS AND CANDIDATES

The Body of Christ, just like the human body, needs all of its parts. Each part has a different function, all necessary for the life of the whole body. Christian calling, or vocation, is to live as members of a redeemed and faithful community, making the fullest use of our individual gifts.

It is the role of church members to join in the vocation discernment process for themselves and others. When a person is seen to have gifts and talents that would lead to him/her being an effective Teaching Elder (Minister of the Word and Sacrament) or Commissioned Ruling Elder, the person should be encouraged to prayerfully consider this vocation.

It is the role of the Teaching Elder and Session to maintain communication with persons who may be considering a vocation as a Teaching Elder or Commissioned Ruling Elder and to aid in their discernment process.

It is the role of the person considering a vocation as either a Commissioned Ruling Elder or a Teaching Elder to notify the Session when she/he has made a decision to pursue this vocation so that the discernment process may continue with the help of the Session and the Committee on Preparation for Ministry of the presbytery.

Within the Presbyterian Church (USA), there are two phases in the relationship between the person and the presbytery as the person discerns/prepares for ministry as a Teaching Elder: Inquiry and Candidacy.

PREPARATION FOR MINISTRY AS A TEACHING ELDER

During the phases of inquiry and candidacy, the individual continues to be an active member of his or her particular church and subject to the concern and discipline of the session. In matters relating to preparation for ministry, the individual is under the oversight of the presbytery through the Committee on Preparation for Ministry.

- A. The Presbytery: The presbytery shall exercise responsibility for the spiritual growth of inquirers and candidates, to support them with an understanding and sympathetic interest, and to give guidance in regard to courses of study, familiarity with the Bible and with the confessions, practical training and plans for education including the choice of institutions, field education, and the inquirer's or candidate's financial need. The presbytery shall also seek to give guidance and instruction to the inquirer or candidate in the faith, polity and identity of the PC(USA).
- B. The Session: The session shall function in a supportive role during the phases of inquiry and candidacy to ensure that care is provided on a continuous basis. The session shall appoint an elder from the church to be a liaison with the inquirer and candidate and the presbytery's Committee on Preparation for Ministry. The session should consider the provision of financial support for the inquirer or candidate.

INQUIRY PHASE

The purpose of the inquiry phase is to provide an opportunity for the church and for those who believe themselves called to ministry as a Teaching Elder to explore that call together in such a way that a

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

decision regarding the inquirer's suitability for ministry as a Teaching Elder will be based on knowledge and experience of one another.

Process Steps

- A. A person desiring to become an inquirer shall notify the session of the particular church that they wish to explore the personal implications of becoming a Teaching Elder. The person shall have been an active member of that particular church for at least six months.
- B. The prospective Inquirer is encouraged to become familiar with the materials located on the PC(U.S.A.) website related to preparing for ministry at the following website:
<http://oga.pcusa.org/section/mid-council-ministries/prep4min/>
- C. The prospective Inquirer is encouraged to utilize the online training available through the PC (U.S.A.) website, specifically "Cycles of Discernment" and "Journey into Ministry," which can be found at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>
- D. The session and/or the prospective inquirer shall contact the moderator of the Committee on Preparation for Ministry (CPM) for orientation to the process used in Eastminster Presbytery. Session orientation by a representative of the CPM shall occur prior to committee interview of the prospective inquirer.
- E. The proposed inquirer shall complete Forms 1A (Application), 1B (Questions for Reflection), and 1C (Financial Planning). (See Appendix A for links to all Forms)The proposed inquirer shall submit Form 1A to the Moderator of the Session, as well as a copy to the Moderator of the CPM, prior to meeting with them. Form 1D shall be sent by the Session with its recommendation concerning the applicant to the Moderator of the CPM.
- F. The session shall appoint an elder to serve as a liaison between the prospective inquirer and the session.
- G. Upon receipt of the recommendation of the session, an initial meeting will be scheduled with the prospective inquirer and the CPM. The purpose for this meeting is to become acquainted, to begin to develop the covenant relationship, and to explain the process involved in becoming a Teaching Elder. Forms 1A, 1B, 1C and 1D will be reviewed and discussed. Form 2A will be completed by the CPM. The prospective inquirer will be advised about the availability of the Margaret Park Presbyterian Church Ministerial Scholarship Fund, and the Elaine Dutton Scholarship Fund, which provide financial assistance to inquirers, candidates, and qualified new pastors in Eastminster Presbytery (see Appendix F for details).
- H. The committee will appoint a person to be liaison between the inquirer and the CPM.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

- I. Following this meeting, the CPM shall recommend to the presbytery whether to enroll the person as an inquirer. The date of the presbytery's action to enroll shall be the beginning of the covenant relationship. After the presbytery's action, Form 2B will be completed by the Inquirer, Session, and CPM.
- J. During the inquiry phase, the inquirer shall participate in a psychological assessment program at the Pittsburgh Pastoral Institute or another agency agreed upon by the inquirer and the CPM. The findings shall be released to the General Presbyter by the inquirer. The presbytery shall be responsible for 1/3 of the cost of this program plus an additional \$100.00 for expenses. The local church is encouraged to pay 1/3 of the program cost and \$100 for expenses with all remaining costs to be paid by the inquirer.

Note: This program is **not** a test which the inquirer must pass. The purpose is to discuss and evaluate the vocational interests of the inquirer and to provide the committee with some material to discuss vocational interests and aptitudes.

- K. The inquirer shall actively participate in the life of a PC(USA) church, either the sponsoring church or in the seminary setting. The inquirer shall communicate regularly with the sponsoring church through their liaison.
- L. Communication between the inquirer and the CPM shall be facilitated and enhanced by the liaison. Communications from the inquirer shall include official grade transcripts and reports from the seminary, college, or university prior to the annual consultation. These shall be sent to the Moderator of the CPM.
- M. Approval shall be obtained from Presbytery (through CPM) before serving in a church in any capacity, except for occasional pulpit supply or seminary-supervised field education.
- N. Education requirements:
 - 1. The inquirer shall present to the CPM an official transcript showing satisfactory grades at a regionally accredited college or university, together with a diploma or plans leading toward graduation with at least a bachelor's degree.
 - 2. The inquirer is strongly encouraged to attend a recognized Presbyterian Theological Seminary of the Presbyterian Church (U.S.A.). These are: Austin Presbyterian Theological Seminary, Columbia Theological Seminary, Dubuque Theological Seminary, Johnson C. Smith Theological Seminary, Louisville Presbyterian Theological Seminary, McCormick Theological Seminary, Pittsburgh Theological Seminary, Princeton Theological Seminary, San Francisco Theological Seminary, and Union Presbyterian Theological Seminary and by covenant agreement: Auburn Theological Seminary, Evangelical Seminary of Puerto Rico.
 - 3. If the inquirer wishes to attend another seminary, he or she shall have the **prior** approval of the CPM. It is expected that the theological education received by the inquirer will be in harmony with the Presbyterian and Reformed traditions, show work equivalent to a MDiv. and evidence of acquainting the student with the program and polity of the PC(USA).

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

4. The inquirer is required to participate in some form of practical field education while in seminary.
- O. The inquirer shall meet with the CPM or its representatives at least annually. The inquirer is required to be physically present for annual consultations. The inquirer shall complete Form 3 and submit it to the CPM at least 14 days prior to the annual consultation. Following the annual meeting, the CPM will complete Form 4.
- P. Bible Content Examination: If the inquirer is attending seminary, he or she is encouraged to take the Bible Content Standard Ordination Examination during the first year of seminary. The CPM Moderator should be notified of the inquirer's intention to take the examination and will supply the inquirer with a signed registration form. If a proctored examination is needed, contact the CPM Moderator at least six weeks in advance.
- Q. There is no specific time requirement for the inquirer phase. 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.

TRANSITION TO CANDIDACY

The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as a Teaching Elder. This shall be accomplished through the guidance and evaluation of candidates, using learning contracts within the context of supportive relationships. An inquirer may be considered for candidacy after completing at least one year as an inquirer, passing the Bible Content Examination, and completing the psychological assessment.

Process Steps

- A. An inquirer shall apply to the presbytery through the session of care, by use of Form 5A (Application to be enrolled as a Candidate) and Form 5B (Session Recommendation for Enrollment as a Candidate) which will be supplied to the Session of Care by the CPM Moderator. (Note: Links to all Forms are in Appendix A)
- B. The session shall confer with the inquirer, review the evidence of the inquiry phase, and make recommendations to the presbytery through the moderator of the CPM with respect to the application.
- C. The inquirer is encouraged to utilize the online training available through the PC(U.S.A.) website, specifically "A Critical Decision: The Transition from Inquiry to Candidacy," which can be found at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>

**Eastminster Presbytery: Committee on Preparation for Ministry (CPM)
Manual of Operations**

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

- D. The inquirer shall demonstrate adequate promise for ministry preparing a written document to include:
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 PC(USA) church.
 5. a statement of self-understanding which reflects the inquirer's personal and cultural background and includes a concern of maintaining spiritual, physical, and mental health.
 6. a statement of his or her understanding of the tasks Teaching Elders perform, including an awareness of his or her specific gifts for ministry as a Teaching Elder and of areas in which growth is needed.
- E. This document is to be submitted to the moderator of the CPM. The document should be no less than one paragraph for each of the six items and no longer than six pages in total. A suggested format might be a paragraph about each statement with several additional paragraphs of explanation.
- F. The CPM shall examine the inquirer for readiness to proceed to candidacy, using the document prepared by the inquirer (see #3) and other available information to determine whether the inquirer is ready to proceed to candidacy.
- G. The CPM shall make a definite recommendation to the presbytery with respect to whether the inquirer should be received as a candidate, including the completion of Form 5C (Report of Consultation to become a Candidate). Presbytery shall act on every committee recommendation regarding application for candidacy.
- H. 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.
- I. If the examination is approved, the presbytery shall receive the inquirer as a candidate after the following manner. The moderator shall propose the following questions to the inquirer:
1. Do you believe yourself to be called by God to the ministry of Teaching Elder?
 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?

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

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 Teaching Elder in the Presbyterian Church (U.S.A.)?
- J. 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.
- K. The Candidate, Session and CPM will complete Form 5D (Covenant Agreement and Candidate Release) to document that the Inquirer has been received as a Candidate.
- L. A presbytery may provide, at the request of the candidate and her or his session, for the service of reception to be conducted by a commission of the presbytery in the presence of the candidate's congregation.

CANDIDACY PHASE

- A. The candidate shall actively participate in the life of a PC(USA) church, either the sponsoring church or in the seminary setting. The candidate shall communicate regularly with the sponsoring church through their liaison.
- B. Communication between the candidate and the CPM shall be facilitated and enhanced by the liaison. Communications from the candidate shall include official grade transcripts and reports from the seminary, prior to the annual consultation. These shall be sent to the Moderator of the CPM.
- C. Approval shall be obtained from Presbytery (through CPM) before serving in a church in any capacity, except for occasional pulpit supply or seminary-supervised field education.
- D. The candidate shall meet with the CPM or its representatives at least annually. In no case shall a candidate be excused from these annual consultations. The candidate shall complete Form 3 and submit it to the CPM at least 14 days prior to the annual consultation.
- E. The other four ordination examinations may be taken by inquirers and candidates after completion of two full years of theological education. These four examinations shall only be taken upon approval by the CPM. Request to take the Standard Ordination Examinations must be sent to the CPM Moderator 60 days prior to the scheduled exams. Candidates are encouraged to utilize the online training provided by the PC(USA). There are multiple opportunities for online training at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>
- F. At an appropriate time, each candidate will be asked to present a preliminary Personal Information Form for advice and guidance to the CPM at the annual consultation. The PIF

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

should be submitted to the Moderator along with Form 3 at least 14 days in advance of the consultation. The PIF may be circulated only after permission is given by the CPM.

EXAMINATION OF CANDIDATE FOR READINESS FOR ORDINATION

- A. By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin ministry as a Teaching Elder. The candidate's presbytery shall require a candidate to fulfill the following requirements to be certified as to be ready for examination for ordination, pending a call:
1. demonstration of readiness to begin ministry as a Teaching Elder of the Word and Sacrament.
 2. presentation of a transcript showing satisfactory grades at regionally accredited college or university, together with a diploma.
 3. presentation of a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, the transcript showing satisfactory grades, and presentation of a plan to complete the theological degree including Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts.
 4. Completion of at least one unit of Clinical Pastoral Education (CPE) at an ACPE-accredited facility.
 5. completion of at least one course in world religion
 6. presentation of satisfactory grades together with the examination papers in the five areas covered by the Presbyteries' Cooperative Committee on Examinations for Candidates: Bible Content, Theology, Biblical Exegesis, Polity, and Worship and Sacraments.
 7. evidence of ministerial skill attested in the supervised practice of ministry.
 8. presentation of evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth.
 9. expression of theological views compatible with the confessional documents of the church.
 10. expression of an understanding of the questions required for ordination informed by knowledge of the church in a diverse settings.
 11. commitment to the ministry of Teaching Elder within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry.
 12. presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof.
- B. The candidate will present a brief statement of personal faith and of commitment to the ministry of Teaching Elder before the presbytery. Whenever possible this statement shall be sent in the call for the presbytery meeting at which the candidate will be examined.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

- C. The presbytery will have the opportunity to examine the candidate for his or her Christian faith and views in theology, the bible, the Sacraments, and the government of this Church as it deems necessary.
 - a. The floor shall be opened for questions by the rest of the presbytery commissioners.
 - b. The examination will be arrested when there is a call to do so, or the moderator of the presbytery determines that the presbytery has completed what it was called to do.

TIME ELEMENTS

A candidate who does not receive a call to the ministry within one year after graduation from seminary, who is living outside the bounds of the presbytery, and has been certified ready to receive a call will be encouraged to transfer her/his candidacy to the presbytery of residence.

IV. THE CPM PROCESS FOR COMMISSIONED RULING ELDER

The purpose of this program is to provide competent, informed, and consistent lay ministry for churches unable to have full or part-time ordained pastors, as well as to outline procedures for the preparation, examination, and continuing education of Commissioned Ruling Elders in Eastminster Presbytery.

Refer to Book of Order G-2.10 for additional information about Commissioned Ruling Elders.

REQUIREMENTS FOR ENTERING THE CRE PROGRAM:

- A. Applicant must be an ordained Elder in the Presbyterian Church (USA).
- B. Applicant must submit a written statement of their personal faith journey and sense of call.
- C. Applicant must have the endorsement of the Session of their church.
- D. Applicant must have a college education (or equivalent, as determined by the CPM).
- E. Applicant must meet with and obtain the approval of the CPM.

CRE TRAINING PROGRAM

Training to meet the requirements outlined above takes place through the “Education for Laity” program of the University of Dubuque Theological Seminary. Details are in Appendix B.

STEPS TO BECOMING A CRE (adapted from the Shenango Presbytery Policy on CRE Preparation, adopted June 24, 2014)

- A. Through personal discernment and prayer, you believe that becoming a Commissioned Ruling Elder (CRE) is part of God’s plan for your life.
- B. Contact the pastor of your home church to discuss your interest and to explore the options for pursuit of study toward becoming a CRE.
- C. Meet with the session of your home church and obtain its approval and endorsement of your study toward becoming a CRE.
- D. Schedule a consultation with the Presbytery’s Committee on Preparation for the Ministry (CPM) through the Moderator. Your motivation, background and plans to pursue the

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

required course of study will provide the focus for the first consultation with the CPM. You will also present a Statement of Faith at this meeting.

- E. Providing that the CPM concurs with your local session regarding your suitability to pursue the CRE course of study, you will be assigned a liaison from the CPM who will serve as your continuing contact for information, guidance and support as you pursue your studies.
- F. Pursue your course of study, keeping in contact with your CPM liaison.
- G. As your first year, or the mid-point, of your study is nearing, the CPM will work with you to schedule the required career/psychological testing and evaluation (at the Pittsburgh Pastoral Institute or another agency agreed to by the CRE candidate and the CPM). The presbytery shall be responsible for 1/3 of the cost of this program plus an additional \$100.00 for expenses. The local church is encouraged to pay 1/3 of the program cost and \$100 for expenses with all remaining costs to be paid by the applicant. Note: This program is not a test which the applicant must pass. The purpose is to discuss and evaluate the vocational interests and aptitudes of the applicant.
- H. As you near completion of all the required courses, you will meet with the CPM to review your progress and review the results of the psychological evaluation. During the consultation the CPM will review your readiness to serve as a CRE in Eastminster Presbytery. The pastor or a session member of your home church is invited to participate in this meeting.
- I. The CPM requires CRE candidates to serve an internship supervised by a mentor pastor. See Appendix G for details.
- J. Upon the completion of the internship, you will meet with the CPM. Again, your home church's pastor or a representative from the session, along with the internship supervisor, may attend this meeting. As this meeting the CPM will vote whether to endorse you to the Committee on Ministry for consideration to serve as a CRE, or to recommend further study or experience.
- K. Your 'care relationship' with the CPM will be completed as of this final consultation resulting in its recommendation regarding your readiness to serve as a CRE. Pending approval, the Moderator of the CPM will notify the Presbytery's Committee on Ministry of its recommendation and your next step will be to contact the Moderator of the Presbytery's Committee on Ministry.

REQUIREMENTS FOR COMMISSIONING AS A CRE

- A. Successful completion of the CRE Training program through the University of Dubuque Theological Seminary.
- B. Successful completion of a mentored internship.
- C. Preparation of a written Statement of Faith to the CPM.
- D. Preside at the Sacrament of the Lord's Supper and preach for representatives of the CPM and Commission on Ministry.

**Eastminster Presbytery: Committee on Preparation for Ministry (CPM)
Manual of Operations**

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

- E. Preparation of a Personal Information Form.
- F. Examination by the Commission on Ministry.
- G. Appointment by the Commission on Ministry to a congregational setting.
- H. Approval of call and commissioning by the Presbytery.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017; Approved by Presbytery March 7, 2017)

APPENDIX A: Educational Guidelines for Inquirers and Candidates

When choosing courses to meet the requirements of the seminary, it is expected that inquirers and candidates will select classes in order to become competent in the following:

Biblical Studies

Greek and Hebrew Language and Exegesis

Church History (Including History of the Reformation and the History of the Presbyterian Church)

Practical Theology (including Polity of the PC(USA))

Reformed Worship

Homiletics

Christian Education

Pastoral Counseling

A General Understanding of World Religions

Field Education: At least one unit of field education in a congregation is required. The setting for supervised field education should not be the inquirer's/candidate's home church.

Clinical Pastoral Education: One unit of CPE in a supervised, ACPE-certified setting is required.

APPENDIX B: Educational Guidelines for Commissioned Ruling Elders

Training takes place through the "Education for Laity" program of the University of Dubuque Theological Seminary. Training is offered online through www.udtslearning.net. Participants benefit from a theological education, including interaction with faculty and other students, via the Internet.

Eight core courses are required of CRE's in the Presbyterian Church (USA). These are:

Introduction to Old Testament

Introduction to New Testament

Pastoral Care

Presbyterian Polity

Reformed Theology

Introduction to Preaching

Foundations of Christian Education

Reformed Worship and Sacraments

An Online Learning Certification is also required. Taking two courses at a time, a student can complete the basic courses in approximately 18 months.

Training in Spiritual Formation, either through a course or special program, is also required.

APPENDIX C: Forms Used in the Inquiry and Candidacy Process

Application to become an Inquirer - <http://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

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Form 1A: Application to be enrolled by Presbytery as an Inquirer – completed by Inquirer, then actions by Session and CPM are recorded

Form 1B: Questions for Reflection – completed by Inquirer

Form 1C: Financial Planning for Theological Education – completed by Inquirer

Form 1D: Session Evaluation and Recommendation – complete by Session

Forms for Enrolling an Inquirer - <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-enrolling-inquirer/>

Form 2A: Report of Consultation regarding application – completed by CPM

Form 2B: Covenant Agreement & Inquirer Release – completed by Inquirer/Session/CPM

Forms for Annual Consultations – <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-annual-consultations/>

Form 3: Pre-consultation report on development areas – completed by Inquirer/Candidate

Form 4: Report on Consultation – completed by CPM

Forms for Advancing to Candidacy – <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-advancing-candidacy/>

Form 5A: Application to be enrolled by Presbytery as a Candidate – completed first by Inquirer, then actions of Session and CPM are recorded

Form 5B: Session recommendation for Enrollment as Candidate – completed by Inquirer/Session

Form 5C: Report of Consultation to become a Candidate – completed by candidate/CPM

Form 5D: Covenant Agreement and Candidate Release – completed by candidate/session/CPM

Forms reporting actions to others - <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-complete-cpm/>

Form 6: Summary Report of Final Assessment – completed by CPM

Online Reporting to Mid Council Ministries of the Office of the General Assembly – completed by CPM

APPENDIX D – Guidelines for Annual Consultations with Inquirers and Candidates

The presbytery shall require the inquirer or candidate to make an annual written report (using Form 3) concerning progress in studies and service to the church, including a report from the individual's institution of learning.

The CPM shall provide for an annual consultation with each person on the rolls of inquirers and candidates. The purpose of the consultation shall be for the evaluation and nurture of inquirers and candidates. The content of these annual consultations shall include, but need not be limited to, assessment of the inquirer's or candidate's development. Additional meetings with inquirers and candidates are encouraged and will be held as appropriate.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

In the years prior to entering theological education, discussion at the annual consultation will focus on the inquirer's or candidate's preparation for theological education and for personal growth. For annual consultations which cover the time period of the first year of theological education, discussion will focus on a general assessment of her or his experience and the implications this has for future professional ministry. The primary focus of this consultation(s) shall not be one of formal examination but of guidance and counseling with the inquirer and candidate. For annual consultations which cover the time period of the second and later year of theological education, discussion will include an assessment of the inquirer's or candidate's experience similar to that held in the previous year(s). In addition, the consultation(s) shall include a discussion with the individual on progress in preparation for ordination, including a preliminary statement of faith, a review of all grades, field education reports, and other appropriate evaluation.

APPENDIX E – Guidelines for Consultations with CRE Candidates

The CPM shall provide for consultations with CRE Candidates, typically at the mid-point and end of their educational process. The content of these annual consultations shall include assessment of the CRE candidate's development and plans for future development. Additional meetings with CRE Candidates will be held as needed.

APPENDIX F – Margaret Park Presbyterian Church Ministerial Scholarship Fund and the Elaine Dutton Memorial CPE Grant

MARGARET PARK PRESBYTERIAN CHURCH MINISTERIAL SCHOLARSHIP FUND

Preamble: The objective of the Margaret Park Presbyterian Church Ministerial Scholarship Fund is to provide a mechanism for the continued celebration of the Ministry of the former Margaret Park Presbyterian Church in the work of Jesus Christ in Eastminster Presbytery.

Purpose: To establish a scholarship fund for individual(s) who are pursuing a career in ministry and are attending an accredited Seminary as defined below, in order to assist with the reduction or to prevent the incurring of educational debt for qualified new pastors serving with Eastminster Presbytery.

Definitions:

Accredited Seminary – (to be defined by Committee on Preparation of Ministry)

Award-Amount of money awarded to a particular person.

First Call Pastor(s)/ Co-Pastor(s) -Persons who have received their Master of Divinity Degree from an accredited seminary within two years of their "Call."

Fund: Margaret Park Presbyterian Church Ministerial Scholarship Fund

Fund monies: Principal, all 'return of investment' monies, and other contributions.

Student(s) – Persons who are pursuing a Master of Divinity Degree from an accredited seminary.

Qualifications:

Student(s) must be an Inquirer or Candidate in covenant relationship with Eastminster Presbytery and be attending an accredited Seminary. Such *student(s)* must have completed one year of full time seminary education to qualify for an *award*.

Eastminster Presbytery: Committee on Preparation for Ministry (CPM) Manual of Operations

(Approved by the CPM on 01/26/2017: Approved by Presbytery March 7, 2017)

First Call Pastor(s)/Co-Pastor(s) must be called within Eastminster Presbytery to qualify for an *award*. He or she must apply and be awarded monies only within two years of his/her ordination.

Award Requirements:

Student(s), as outlined in the above definition and qualification, may receive an amount up to a maximum of \$10,000 after the equivalent of the first full year of seminary study. No more than \$5,000 will be awarded in any one 12-month period.

First Call Pastor(s)/Co-Pastor(s), as outlined in the above definition and qualification, may receive an amount up to a maximum of \$10,000 per year. No more than \$5,000 will be awarded in any one 12-month period.

The *Awards* will be paid directly to the church where the student is a member so as to assist *with* the reduction or to prevent the incurring of educational debt. The exact amount of the *award* in all cases will be determined by the administrators of the *Margaret Park Presbyterian Church Ministerial Scholarship Fund*.

Fund Administrators: At least two (2) members of the Presbytery's Committee on Ministry; two (2) members of the Presbytery's Committee on Preparation for Ministry, and one (1) member of Presbytery Trustees.

Condition of Existence: The *Fund*, including all monies, is to be invested with the Presbyterian Foundation. The *Fund* will continue to exist through the use of the principal monies, "return on investment" monies and other contributions until all *Fund monies* are depleted. The *Fund* is to be administered by a commission established by the Eastminster Presbytery, or succeeding Presbytery, and must include representatives as defined above as *Fund Administrators*.

Annually the recipients of *Awards* will be recognized and reported to the Presbytery by the *Fund Administrators* thus ensuring that the former Margaret Park Presbyterian Church legacy will be celebrated in the work of Jesus Christ.

ELAINE DUTTON MEMORIAL CPE GRANT

In January of 2012, the Reverend Elaine Dutton, recently ordained to Presbyterian ministry by Eastminster Presbytery, lost her life in an accident as she drove to moderate her Session meeting. In those months of ministry granted to Elaine, her natural talents and acquired skills were used abundantly with her congregation. Gifted in scholarship, music, crafts, and pastoral care, Pastor Elaine shared joyfully. She gave freely of her time as well as her knowledge and wisdom from her very successful seminary experience. The young Rev. Dutton had completed the Clinical Pastoral Education (CPE) program at a hospital in Columbus, Ohio. She was sharing the skills she learned through the CPE program with her congregation. She was very grateful for the intense training that CPE provided.

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The Elaine Dutton Memorial CPE Grant was established to provide grants for Inquirers and Candidates who are completing CPE. An Inquirer or Candidate should contact the CPM Moderator to request the grant. The grant amount is for 50% of the cost of the CPE tuition. Upon receiving a receipt from the Inquirer/Candidate documenting that the CPE tuition has been paid, the CPM Moderator will arrange for the grant to be paid.

APPENDIX G – Mentored Internship Policies and Procedures for CRE's

Purpose Statement: When potential Commissioned Ruling Elders have completed the educational and procedural requirements, the expectation is to complete a mentored internship.

The purpose of this internship is to provide experience in serving an individual church proper and its congregation for the benefit of the CRE, the congregation, and the Teaching Elder by gaining experience and personal growth as he/she serves the church and its congregation. It is important that all parties view this experience as a learning one with benefit for all parties.

This learning experience should provide a perspective on ministry's daily involvements, giving experience in performing opportunities and tasks of a pastor. At the conclusion of the internship, a complete evaluation of the CRE (as well as consideration of others involved) should show this person's suitability for this path of ministry as well as a final opportunity to make a determination of willingness to commit to a position.

Prerequisites for Internship:

1. Completion of all other CRE requirements
2. Permission for internship endorsed by the CPM.
3. For supervision, a PC(USA) Teaching Elder within Eastminster Presbytery, selected by the CPM, with a minimum of three years of pastoral experience and at least one year in the church chosen for potential internship.
4. For the church in which to serve, the selection will be made jointly by the CRE Candidate and the CPM, and it cannot be the CRE Candidate's home church.
5. The potential intern will prepare a proposal for the internship, which will be approved by the CPM. The potential intern will meet with the Session of the church to review the proposal. Before the relationship can begin, the Session must approve the internship.

Guidelines:

1. The internship will be for a minimum of 120 hours over a minimum of 3 months. Additional hours if agreed among the CRE, Teaching Elder, and church are possible.
2. During the internship, honorarium payment to intern will be made if he/she fills the pulpit in the absence of the pastor.
3. Regular planning and review between the supervising pastor and intern will be conducted to ensure that the internship is progressing satisfactorily. Documentation will be created as appropriate to aid in the final evaluation.
4. Participation in the life of the presbytery is encouraged.
5. At the conclusion of the internship, there will be an evaluation conducted with the CRE, the supervising pastor, and the CPM.