

PREPARING FOR MINISTRY PROTOCOLS



A Field Guide for:

Persons Inquiring into Ordained Ministry &
Church Sessions Who Walk Alongside Them

2010 Edition

Pre-Inquiry

Inquiry

Annual Consultations

Candidacy

Certification

Committee on Preparation for Ministry

Presbytery of Seattle

Updated June 1, 2010

Amendments:

July, 2008 - Educational
Requirements (pg 5)

September, 2008 - Guidance
on Withdrawal/Re-Entry

June 2009 - Record
Retention Policy

July 2009 - Clarification of
language requirements (pg 5
& pg 18)

July, 2010 - Registration for
Exams (pg 6) & new
information on Financial Aid



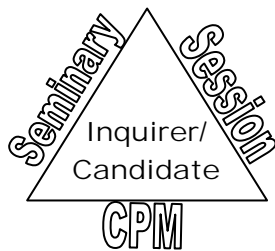
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PREPARING FOR MINISTRY PROCESS REQUIREMENTS

ABOUT THE PROCESS



The process of preparation for ministry of the Word and Sacrament in the Presbyterian Church (USA) is rigorous and has specific requirements. It is a discernment process involving many people, and it is **conducted in Covenant Relationship** between the Inquirer/Candidate, the Session and the Presbytery through its Committee on Preparation for Ministry (CPM). The process is **framed by particular time, education and examination requirements**.

The CPM of Seattle Presbytery has established protocols and requirements consistent with the Book of Order for the purpose of providing a normative experience and clear expectations for Inquirers and Candidates, Sessions, and CPM members themselves. **Departure from these requirements will require review and approval by the whole CPM and certain exceptions will also require approval of the Presbytery.**

Each of the requirements in this process is fulfilled in community – with the Session, the Seminary, field education /internship relationships, and the CPM. It is the task of a particular community to come alongside the Inquirer/Candidate to help her/him hear and act on God's call. The CPM cannot determine a person's calling or readiness for ordination apart from the observations and reflections of these communities. **The CPM partners in a process that relies on the assessments of the communities closest to the Inquirer or Candidate in making its decisions.**

Denominational resources, forms, and advisory handbooks are online at <http://www.pcusa.org/prep4min/preparation.htm>

COVENANT RELATIONSHIP With the Session

The Session of the Inquirer's/Candidate's home church plays a **significant and supportive role**, in ensuring that care is provided on a continuous basis and in helping the Inquirer or Candidate to discern his/her call. Session, through an appointed liaison, should remain in regular contact with and in prayer for the Inquirer/ Candidate throughout the process--from inquiry through ordination, including time while the inquirer/candidate is away at seminary. CPM expects that Sessions will provide financial support for the Inquirer/Candidate, particularly by sharing in the cost of the psychological / career assessment. (G-14.0413)

Requirements relating to the Session

The Session prepares for its role by becoming familiar with the preparation for ministry process as outlined in the **Book of Order** and the Presbytery of Seattle's **Preparing for Ministry Protocols**.

The Session should carefully review all paperwork submitted to the Clerk of Session by the inquirer/candidate prior to interviewing.

The Session must submit a **written endorsement** of the Inquirer /Candidate to the CPM detailing the reasons for its action, **along with the original Form 1&2A/B (or Form5A/B) documents.**

The Session must appoint an **Elder Liaison/Advocate** to walk with the Inquirer/Candidate throughout the process. **The elder liaison or the pastor is expected to accompany the Inquirer/Candidate to meetings of the CPM.**

**COVENANT
RELATIONSHIP
With the CPM**

Sessions are strongly encouraged to stay connected with CPM by inviting a member of CPM to meet with the Session to talk through the preparation process any time questions or concerns arise.

The CPM is committed to being a prayerful partner to discern the work of the Holy Spirit in the lives and ministries of Inquirers and Candidates under care of the Presbytery of Seattle. CPM members will build faithful relationships with Sessions and seminaries that support and train inquirers and candidates. CPM will provide direction and information to equip those under care educationally and vocationally, and CPM will challenge Inquirers and Candidates to a mature obedience to the Holy Spirit in their life and vocation.

A CPM liaison is appointed for each inquirer/candidate to assist with the process and be in prayer and discernment with the inquirer /candidate. Depending on the duration of the care relationship, the CPM liaison may change. Questions are encouraged when ever there is uncertainty about the process or requirements. The CPM liaison guides, but does not direct or dictate the steps. All appointments for Annual Consultations, Candidacy and Certification meetings **are initiated by the Inquirer/Candidate** with his/her CPM Liaison.

Inquirers and Candidates are responsible for their process - to understand time lines, to complete requirements, and to meet with CPM at least annually, always submitting paperwork and reference lists to the Presbytery Office at least three weeks prior to the time of the meeting. **STAY IN TOUCH!**

**TIME
REQUIREMENTS**

An Inquirer shall have been a member of the sponsoring church for at least six months prior to application for enrollment as an Inquirer. The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate.

**EDUCATIONAL
REQUIREMENTS**

The theological degree ordinarily required for ordination is a **Master of Divinity from an ATS accredited Seminary acceptable to the Presbytery**. In addition to an M.Div., or its equivalent, coursework must include one year (or equivalent) of Hebrew and one year (or equivalent) of Greek and one class each in exegesis of the Old and New Testaments using Hebrew and Greek texts as required in G-14.0450.C. See Page 18 of this booklet for more detailed information on accepted theological education in Seattle Presbytery.

Course work in Presbyterian Polity and Reformed Worship, taken for credit, is required. [Effective April 1, 2008.] Course work in the areas of Presbyterian Creeds, Reformed Theology and Presbyterian History is strongly recommended. In order to achieve satisfactory grades on the ordination exams a Candidate will need a thorough knowledge of these subjects.

Seminary Role

The choice of **Seminary must be approved by the CPM**. If the Seminary is not a Presbyterian related institution it should be a place where the Inquirer/Candidate receives an education that is rooted in the Reformed Tradition and where the Inquirer/Candidate has the opportunity to be in relationship with other Presbyterian students and faculty.

The Seminary should regularly **forward transcripts and field**

	<p>education evaluations to the CPM for review. The Inquirer/ Candidate should ensure that seminary required releases have been signed so that evaluations are sent in a timely manner.</p>
<p>Field Education</p>	<p>Field Education is part of the seminary experience. The CPM requires a nine month 10-15 hr per week internship in the area of general pastoral ministry. Ordinarily, this will be done in a small to medium sized Presbyterian Church. The church setting must be approved by CPM, in advance. A written position description detailing specific responsibilities, expected outcomes, and time commitments must be included with the field education request.</p>
<p>CPE Internship</p>	<p>The CPM requires one unit of Clinical Pastoral Education (CPE), to be taken at an accredited CPE location with a licensed CPE Supervisor, approved by CPM in advance.</p>
<p>Field Ed Supervisors</p>	<p>For both CPE and pastoral internships, the supervisor must submit an evaluation of the Inquirer's/Candidate's work to the CPM. It is the Inquirer's/Candidate's responsibility to see that these reports are sent to the CPM as soon as they are available.</p>
<p>Psychological /Career Assessment</p>	<p>Acquire a psychological/career assessment from a qualified psychologist approved by the CPM sometime during the Inquiry period. The psychologist's report must be received by the CPM prior to the interview to be enrolled as a Candidate.</p>
<p>EXAMINATION REQUIREMENTS</p>	<p>The Bible Content exam is normally taken during the first year of seminary (offered the first Friday in February and the Friday before Labor Day). The list of test sites and registration information is available at http://www.pcusa.org/exams/bible.htm . The Bible Content Exam is now offered only on-line. Permission of CPM is not required to take this exam.</p> <p>The other four "senior" exams (Polity, Theology, Worship and Bible Exegesis) are normally taken in August, after the second year of seminary and after field education experiences are completed. Candidates who are writing for the first time are encouraged to write all four exams. Beginning in August, 2010, candidates will register and pay on-line at http://www.pcusa.org/exams/registration.htm each time exams are to be taken. Candidates must have permission of the CPM to take these exams, so plan ahead!</p> <p>Ordination Examination Forms and sample ordination exam can be accessed at http://www.pcusa.org/exams/</p>

PRE-INQUIRY INTERVIEW

Get the Ball Rolling. If an individual believes God may be calling him or her to ministry of the Word and Sacrament in the PCUSA and wishes to explore this sense of call with the larger church body, it is appropriate to seek enrollment as an Inquirer. The requirements and suggested steps are as follows:

- Must be an active member of his/her church for at least six months

Pre-Inquirer & Session Interview

- **Initiate a conversation with his/her pastor** about his/her sense of call and the possibility of entering the process of preparation for ministry of Word and Sacrament in the Presbyterian Church.
- **Obtain** a copy of the Book of Order, CPM manuals, and the Forms used in the Preparation for Ministry Process from the Presbytery’s web site at www.presbytery.org. Click “Preparing for Ministry.”
- **Complete Form 1**, and the appropriate portions of **Form 2A & B**. These provide the framework of the pre-inquiry meeting with the Session.
- **Order** transcripts showing a bachelor degree and any graduate work to date for submission with your application.
- **Schedule Inquiry Interview with Session.**

Do we, Inquirer and Session, understand both **the broad purpose and the particulars** of this preparation process? (Resources for the Session as they conduct the Inquiry Interview are available in the “Preparing for Ministry” section at www.presbytery.org)

Is the Session ready to **support** (G-14.0413) and **endorse** this person to enter the preparation for ministry process?

The Clerk of Session submits all paperwork, including the Session’s endorsement letter to CPM c/o Presbytery Office, 1625 S. Columbian Way, Seattle, WA 98108.

CPM Role

The CPM is available to answer questions about the process and will send a representative to the Pre-Inquirer’s Session to clarify the purpose of the process and its requirements, as requested.

When the completed Application (Form 1, 2A/B, transcripts, and Session letter of endorsement) has been received by the Presbytery office, the applicant will be assigned to an Advisory Group. The Advisory Group Chair will schedule a date and time with the Pre-inquirer for the Inquiry Interview.

Who is responsible for what?

Pre-Inquirer	Church/Session	CPM
<p>Meet with his/her pastor to discuss matters of call.</p> <p>Acquire information about the preparation process and a set of forms from www.presbytery.org</p> <p>Complete and submit Form 1 and 2 with transcripts to his/her Session.</p> <p>Meet with the Session for Inquiry interview.</p>	<p>Pastor counsels with Pre-Inquirer about readiness to begin the preparation process.</p> <p>Pastor prepares the Session for the Pre-Inquiry interview (See “Guidelines for a Session Interview with an Inquirer” found at www.presbytery.org .</p> <p>The Session reads submitted paperwork, conducts the interview, votes to endorse the for enrollment in the process, assigns a Session Liaison, and prepares a written letter of recommendation.</p> <p>The Clerk of Session sends Form 1, 2, transcripts, and Session’s endorsement letter to the Presbytery Office.</p>	<p>Assigns the applicant to an Advisory Group upon receipt of the paperwork.</p> <p>Advisory Group Chair contacts applicant to schedule appointment on a future meeting agenda.</p>

What will happen during the . . .

INQUIRY INTERVIEW

Framing Questions

“Do I believe God that may be calling me to pastoral ministry? Does somebody other than me think I am called to pastoral ministry? What are the personal implications of becoming a minister of the Word and Sacrament?”

Who is responsible for what?

Applicant	Session	CPM
<p>Inform your Session Liaison or Pastor as to the date and time of the Inquiry Interview with CPM so that the Elder or Pastor can attend.</p> <p>Forward academic transcripts of your Bachelor’s degree and any seminary work undertaken to the Presbytery Office, if not already done.</p>	<p>Applicant’s Liaison, Pastor, or other Session representative attends the Inquiry interview with CPM.</p>	<p>Review the application packet prior to the CPM meeting.</p> <p>Assign a CPM Liaison to the Applicant, identify goals for the Inquiry period, discuss the Applicant’s choice of seminary, and establish expectations regarding the next step in the process.</p>

CPM Advisory Group Prep

CPM Form One. Make a point of calling references listed there.
Read application papers and Session endorsement letter and review transcripts of academic work.

What the CPM looks for in the interview

Does the Applicant show him/herself to be someone with a vital faith in God and a journey characterized by humility and a desire for spiritual maturity?
Is this person willing and able to make an honest self-assessment?
Does the Applicant have a strong connection with his/her congregation and does this community of faith note the presence of gifts for ministry?
What seminary has the Applicant chosen and why?

What the Applicant looks for

Does someone other than me think I’m called to pastoral ministry?
What contexts of ministry do I need to seek out in order to test this sense of call?
What seminary to choose – or - why have I chosen the one I have? Does my seminary of choice provide opportunity for experiencing the ethos of the Presbyterian Church (USA)?

**“Take Home”
Messages from
CPM to the
Applicant**

CPM Perceptions of the Applicant based on the written materials submitted and questions for the Applicant that grow out of the interview.

Comments shared with CPM by **references** that are pertinent to the interview.

The **standard expectations** regarding the process, including conversations about the Inquirer’s seminary selection and coursework (normally toward an M.Div. at an ATS accredited seminary within the reformed tradition, doing course work required by the Book of Order).

- **Make plans to take the Bible Content exam.** Normally this exam is taken in the first year of Seminary.
- **Two Internships, approved in advance** (9-month, part-time, general pastoral internship in a CPM approved setting **and** one unit of CPE at an accredited CPE location. (See page 6 of these protocols).
- **Become involved in ministry** in a local setting to help with the discernment process.
- Work with your Pastor and/or Session Liaison in order to **set goals for the Inquiry period**. Have them make use of the five areas described on Form Three as a guide to the formulation of these goals.
- **Attend Presbytery meetings** whenever possible to observe that governing body at work. Upon ordination as a minister of the Word and Sacrament in the PCUSA, you become a member of presbytery!

What will happen during the . . .

ANNUAL CONSULTATION

An Annual Consultation is required annually, even after final certification, until ordination. (G-14.0421). After each annual consultation, the CPM, by vote, will recommend to the Presbytery whether to continue the inquirer/candidate/certified candidate under care.

Framing Question	How are you growing, what are you learning, of what help can we be to you?						
Who's Responsible?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 33%;">Inquirer/Candidate</th> <th style="width: 33%;">Session</th> <th style="width: 33%;">CPM Advisory Group</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>Contact CPM Liaison to schedule your annual consultation.</p> <p>Contact Session Liaison to inform of Annual Consultation date.</p> <p>Complete Form 3 and submit to the Presbytery Office at least 3 weeks prior to appointment.</p> <p>Have transcripts and Field Education reports for work done in the past year sent to the Presbytery office at least 3 weeks prior to your appointment.</p> <p>Be prepared to discuss questions concerns, or special requests with CPM.</p> </td> <td style="padding: 5px;"> <p>Session Liaison or accompanies Inquirer/Candidate to the Annual Consultation.</p> </td> <td style="padding: 5px;"> <p>Review all material sent in preparation for the consultation.</p> <p>Contact references listed on Form 3.</p> <p>Evaluate Inquirer's/ Candidate's progress in light of reports from references.</p> <p>Make recommendations.</p> <p>Help the Inquirer/ Candidate set goals for the coming year.</p> </td> </tr> </tbody> </table>	Inquirer/Candidate	Session	CPM Advisory Group	<p>Contact CPM Liaison to schedule your annual consultation.</p> <p>Contact Session Liaison to inform of Annual Consultation date.</p> <p>Complete Form 3 and submit to the Presbytery Office at least 3 weeks prior to appointment.</p> <p>Have transcripts and Field Education reports for work done in the past year sent to the Presbytery office at least 3 weeks prior to your appointment.</p> <p>Be prepared to discuss questions concerns, or special requests with CPM.</p>	<p>Session Liaison or accompanies Inquirer/Candidate to the Annual Consultation.</p>	<p>Review all material sent in preparation for the consultation.</p> <p>Contact references listed on Form 3.</p> <p>Evaluate Inquirer's/ Candidate's progress in light of reports from references.</p> <p>Make recommendations.</p> <p>Help the Inquirer/ Candidate set goals for the coming year.</p>
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CPM Advisory Group Prep	<p>Carefully review Form 3 and any Field Education Reports and Transcripts</p> <p>Speak with references listed on Form 3 and Field Ed. Supervisors.</p>						
What the Committee on Preparation for Ministry Advisory Group looks for?	<p>Is this person continuing to demonstrate a willingness to make an honest self-assessment of strengths and weaknesses?</p> <p>Do adjustments need to be made in the plan that the CPM Advisory Group has worked out with the Inquirer/Candidate?</p> <p>Have goals been fulfilled. Why or why not?</p> <p>What are the Inquirer/Candidate's perceptions about progress of the preparation process.</p> <p>Growth and development in the five areas listed on Form Three.</p>						

What the Applicant looks for?

Did I set **realistic goals** for myself and what did I learn by meeting them (or not meeting them)?

Do I want to **continue** in this process?

How do I need to **grow** and what **goals** do I want to set for the coming year?

“Take Home” Messages from CPM to the Applicant

CPM’s Perceptions and **questions** based on review of paperwork.

Comments made by references that are pertinent to the interview.

Specific requirements that the Advisory Group has asked the Applicant to fulfill during the coming year.

What will happen during the . . .

Candidacy Interview

Framing Question

What did you learn about yourself during the Inquiry period, and what kinds of relationships, contexts for ministry, or course work would be most helpful to you as you prepare for ordination? Describe how you and others have perceived that God has confirmed your call to pastoral ministry in the PCUSA.

When timing is appropriate, the Candidacy Interview may take place in conjunction with an Annual Consultation. In such cases, the Inquirer must submit both Form 3 and Form 5 along with required statement and essay, transcripts, and reports.

Preparing for the Candidacy Interview

Inquirer	Session/Liaison	CPM
<p>Obtain a psych exam /career assessment and have it forwarded to the Presbytery Office. The cost is ordinarily shared by the Inquirer and Session.</p> <p>Inform your Pastor and Session Liaison of your desire to move to Candidacy. Schedule a meeting with the Session.</p> <p>Complete Form 3 (if an Annual Consultation is also being conducted) and Form 5 A & B. Write a Statement of Faith and an essay as instructed in the section "Demonstrating Adequate Promise for Ministry" (next page). Submit these to your Session, prior to appearing for the Candidacy Interview.</p> <p>Contact your CPM Liaison to schedule the Candidacy Exam.</p> <p>Submit an electronic copy of Form 3 (if annual consultation), and the Essay and Statement of Faith to your CPM Advisory Group Chair at least 3 weeks prior to your appointment with CPM.</p> <p>Ask the Seminary to forward transcripts and field education reports to the Presbytery Office.</p> <p>Inform your Pastor or Elder Liaison as to the date & time of your Candidacy meeting with CPM so that the Pastor or Elder can be present.</p>	<p>The Pastor/Elder Liaison must counsel with the Inquirer regarding the Inquiry process and be a part of discerning if a move to Candidacy is warranted at this time.</p> <p>Prepare the Session for the Candidacy Interview (see "Guidelines for a Session Interview with a Candidate"), and make plans to accompany the Inquirer when he/she meets with the CPM.</p> <p>The Session reviews the Inquirer's Candidacy Essay, Statement of Faith, and Form 5A&B, conducts the Interview, votes to endorse the Inquirer to the Presbytery, and prepares a written endorsement or recommendation to be sent to the Presbytery.</p> <p>The Clerk of Session forwards Form 5A&B, the essay, Statement of Faith, and the Session's letter of endorsement to the Presbytery Office.</p>	<p>Presbytery Office receives paperwork from the Clerk of Session and forwards to the CPM.</p> <p>Prior to the Candidacy Interview, review Form 5, the Essay and Statement of Faith, academic transcripts, psychological/career assessment report, and any field education evaluations prior to the interview with the Applicant for Candidacy.</p> <p>Conduct reference checks with those listed on the Form 5, with field education supervisors, and others as may be needed.</p>

Demonstrating Adequate Promise for Ministry

The Book of Order states that by the end of the Inquiry Phase, each inquirer shall demonstrate adequate promise for ministry by presenting answers to the 6 statements described in G-14.0402/0403.

Seattle Presbytery's CPM requires that your reflections on these six statements be incorporated into an essay in the following form:

1. **A Candidacy Essay** of not more than 1,500 words answering the following question - ***"Why do you believe God is calling you to ministry of Word and Sacrament in the Presbyterian Church (USA) and how is the Body of Christ affirming this call?"*** In your answer, be sure to reflect upon the following:
 - What have you learned about yourself during the discernment process of inquiry?
 - How has your faith grown during this process?
 - What have you learned about the office of Minister of Word and Sacrament and how well suited are you to this office?
 - Why do you believe that the Presbyterian Church is the best place to act on this call to ministry?
2. **A Statement of Faith** similar in style to the one you would present to Presbytery at an ordination examination. (500 words, one page.)

CPM Advisory Group Prep

Review Form 5 with special attention to the statement of faith and the Candidacy Essay.

Session's written endorsement recommending that the Inquirer be received as a Candidate

Review of any **field education reports** and **seminary transcripts** (church internships, CPE, etc.)

Call **references** listed on Form Five and speak with field education supervisors.

What the CPM looks for?

Has the applicant been **active in the life and ministry** of the Church and how do the applicant's references characterize him/her. Do the references suggest that he/she is growing in his/her faith and sense of call?

Can the applicant articulate a **sense of call** and does he/she demonstrate a visible passion for ministry of Word and Sacrament?

Does the applicant show an **ability to integrate** biblical and theological studies with daily life and apply these studies to the context of ministry?

Does this person demonstrate a **realistic awareness** of the nature of pastoral work in the Presbyterian Church (USA)?

Does this person continue to demonstrate willingness to make an **honest self-assessment** of strengths and weaknesses?

What the Applicant looks for?

Do I believe God is calling me to ministry of Word and Sacrament in the Presbyterian Church (USA) and is my **community affirming** me in this call?

How can I best **steward** the gifts that God is giving me?

What do I need to do to **make the most** of this preparation process?

**“Take Home”
Messages from
CPM to the
Applicant**

CPM Perceptions of the Applicant based on the written statements submitted and discussed with the applicant during the interview.

Comments made by the **references** that are pertinent to the interview

The CPM’s ability to hear the **Inquirer’s perceptions** about his/her progress in the preparation process

Recommendations regarding

- **Best tools** to prepare for ordination
- **Spiritual growth** (worship, peer support/prayer, spiritual direction)
- **Personal Development** (counseling, physical health, attention to relationships with friends, spouse, children, etc.)
- **Education for Ministry** (appropriate course work informed by desire for learning and strengthening areas of weakness)
- **Practical Experience** (the kind of internship and supervisor that would be most beneficial)
- **Specific requirements** that the Advisory Group wishes the Applicant to fulfill during the Candidacy period

**Examination by
the Presbytery**

The Inquirer shall present him/herself to the Presbytery for examination in the following areas:

- 1) Christian faith
- 2) forms of Christian service undertaken
- 3) motives for seeking the ministry.

The Candidacy Essay will be given to the members of the Presbytery.

Following the examination, the Moderator will ask the following questions and offer a brief charge and prayer.

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

"What will happen during the . . .

FINAL ASSESSMENT/CERTIFICATION INTERVIEW

<p>Framing Question</p>	<p>A final assessment is conducted to demonstrate readiness to begin ministry of the Word and Sacrament.</p> <p style="text-align: center; margin-top: 20px;">So you want to be a pastor. . . ? Show us.</p>												
<p>Requirements to be Completed Prior to Final Assessment</p>	<ul style="list-style-type: none"> All Ordination Examinations passed. CPE and field education experiences completed w/ evaluations received by CPM. Presentation of a transcript from an ATS Seminary acceptable to the Presbytery showing satisfactory grades and the date of the degree conferred, or be enrolled in the final semester of an ATS Seminary with a satisfactory plan to complete the degree within 90 days. All references checked by CPM Liaison. <p>Any request for an exception to requirements related to CPE, Field Ed, time (G-14.0473), examination (G.1400472), or education (G-14.0471) will be brought to the whole CPM for review and concurrence before being presented to Presbytery for approval.</p>												
<p>Who's Responsible?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="width: 50%; padding: 5px;">Candidate</th> <th style="width: 50%; padding: 5px;">CPM Advisory Group</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>Contact CPM Liaison asking to be placed on the agenda for a final assessment/certification exam.</p> </td> <td style="padding: 5px;"> <p>Review ordination exam results, Statement of Faith, sermon and exegetical notes, and PIF with at least 2 references.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Prepare a ten (10) minute Sermon with exegetical notes to be delivered to your CPM Advisory Group as part of the Final Assessment.</p> </td> <td style="padding: 5px;"> <p>Conduct reference checks with internship supervisors and seminary (if candidate is completing final semester at the time of final assessment).</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Prepare a Statement of Faith for defense in an ordination examination.</p> </td> <td style="padding: 5px;"> <p>Conduct final assessment.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Prepare a PIF (Personal Information Form) through Churchwide Personnel Services. www.pcusa.org/clc.</p> </td> <td style="padding: 5px;"> <p>Prepare a written summary of the Candidate's preparation process and final assessment.</p> </td> </tr> <tr> <td style="padding: 5px;"> <p>Send ordination exams, final transcript, Statement of Faith, sermon/ exegesis, and PIF to the Presbytery Office at least three weeks prior to the meeting date.</p> </td> <td></td> </tr> </tbody> </table>	Candidate	CPM Advisory Group	<p>Contact CPM Liaison asking to be placed on the agenda for a final assessment/certification exam.</p>	<p>Review ordination exam results, Statement of Faith, sermon and exegetical notes, and PIF with at least 2 references.</p>	<p>Prepare a ten (10) minute Sermon with exegetical notes to be delivered to your CPM Advisory Group as part of the Final Assessment.</p>	<p>Conduct reference checks with internship supervisors and seminary (if candidate is completing final semester at the time of final assessment).</p>	<p>Prepare a Statement of Faith for defense in an ordination examination.</p>	<p>Conduct final assessment.</p>	<p>Prepare a PIF (Personal Information Form) through Churchwide Personnel Services. www.pcusa.org/clc.</p>	<p>Prepare a written summary of the Candidate's preparation process and final assessment.</p>	<p>Send ordination exams, final transcript, Statement of Faith, sermon/ exegesis, and PIF to the Presbytery Office at least three weeks prior to the meeting date.</p>	
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<p>What the Applicant looks for?</p>	<p>situations?</p> <p>Has the Applicant demonstrated a growing ability to work within the context of the Presbyterian Church (USA)?</p> <p>Is this person continuing to demonstrate a willingness to make an honest self-assessment of his/her strengths and weaknesses?</p> <p>Does the PIF reflect a realistic self-assessment?</p> <p>Do I believe I am called to pastoral ministry and am I properly prepared?</p> <p>For what kind of position am I best suited?</p> <p>Do those who best know me, agree with me?</p> <p>How can I be a pastor to this CPM Advisory Group today?</p>
<p>Posting the PIF</p>	<p>Upon completion of the final assessment and CPM's certification of readiness to receive a call, the candidate should enter his/her PIF on the Church Leadership Connection web site http://www.pcusa.org/clc/index.htm.</p>
<p>Negotiating for Service</p>	<p>A candidate is not authorized to negotiate for ministerial services until certified ready to receive a call. In particular circumstances prior to certification, a candidate may enter into negotiation for his or her ministerial service ONLY IF:</p> <ul style="list-style-type: none"> ▪ Two full years of theological education have been completed and the candidate is enrolled in the final semester of seminary ▪ An annual consultation has been conducted within the last year ▪ All ordination examinations have been passed ▪ Prior approval of the CPM and the appropriate Committee on Ministry has been obtained ▪ Permission to proceed has been granted by the Presbytery (requires ¾ affirmative vote)
<p>Regarding Ordination</p>	<p>The Presbytery placing the call to a candidate for ministry ordinarily conducts the Ordination Examination.</p> <p>The Presbytery of Care (in this case, the Seattle Presbytery) ordinarily conducts the Ordination Service.</p> <p>The presbyteries and the candidate may agree that the ordination take place in the calling presbytery, in which case the presbytery may ordain and install the candidate at the same time. (G-14.0485).</p>

What will happen during the . . .

Annual Consultation For Certified Candidates

A written Annual Report must be filed even after certification. A personal interview, either face to face, or by telephone conference call, is also required every year. The purpose is to confirm your request to continue under care as a Certified Candidate and to continue in discernment and covenant relationship until a call is received.

Framing Question

What is your ongoing sense of call to ministry as a Minister of the Word and Sacrament in the PCUSA and how are you pursuing that call?

Preparing for the annual Interview

Certified Candidate	Session/Liaison	CPM
<p>Complete and submit the annual report form for Certified Candidates and schedule annual consultation with CPM Liaison.</p> <p>Certified Candidates who are not actively engaged in a search and call process should be prepared to explain their plans for ordained ministry.</p> <p>The form is available in the Preparing for Ministry folder at www.presbytery.org</p>	<p>Session liaison and candidate continue regular/annual contact.</p>	<p>Contact references from annual report form prior to annual consultation.</p> <p>Conduct annual consultation.</p> <p>Recommend to Presbytery as to continuation of the Covenant Relationship.</p>

Policy Regarding Financial Aid Use of CPM Funds April 2010:

The Seattle Presbytery Committee on Preparation for Ministry administers a financial aid fund with contributions coming primarily from ordination/installation service offerings, rather than per capita tax. The purpose of these funds is principally to provide financial assistance to inquirers/candidates under care of the Seattle Presbytery to satisfy one or more of the requirements for final certification.

To be faithful stewards of these funds, CPM intends to administer the fund in a manner that will ensure ongoing support for inquirers/candidates for years to come, rather than simply to maximize support for current inquirers/candidates under care. For this reason, any individual award from these funds should generally not exceed \$500 or ½ the cost to complete the psychological evaluation required by the CPM. Individual requests within this amount may be approved by any of the Co-Chairs of the CPM. Unusual circumstances and requests that exceed this amount should be based on extraordinary need and must be reviewed and approved by the entire CPM committee. The CPM Request for Financial Aid form should be used for requests. Local congregations with inquirers/candidates under care are also expected to contribute, as they are able, to the financial needs of the inquirer/candidate in satisfying the requirements for final certification.

CPM shall offer to pay up to ½ the cost of the required psychological evaluation from these funds (currently approximately \$500 to \$600 for ½ the cost); unless the local congregation already covers the full cost of that evaluation. If the psychological evaluation is covered by the local congregation, the inquirer or candidate may request a similar amount, based on demonstration of financial need, to cover other required expenses to complete CPM requirements, such as ordination exam registration or a small stipend to assist with expenses during an unpaid internship or CPE.

CPM will re-evaluate this policy in light of fund balances within 3 years of the date of adoption. CPM's ability to provide this financial support is dependent on funds continuing to be available in this offering fund.

**Statement of the Seattle Committee on Preparation for Ministry
Regarding
Accepted Theological Education for Preparation for Ministry**

Many inquirers/candidates enter the preparation for ministry process after already choosing or enrolling in a seminary. The Presbytery of Seattle's Committee on Preparation for Ministry has written this statement to clarify its position relating to accepted institutions for educational work in the Ordination process.

In order to be certified ready to receive a call for ministerial work in the PCUSA, the Book of Order, G-14.0450c. requires a candidate to present " *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.*"

This statement requires three things: ATS accreditation, acceptance of the school by the presbytery, AND coursework including Hebrew and Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts.

Exceptions to this (or any) educational requirement involves "extraordinary circumstances," and an affirmative $\frac{3}{4}$ majority vote of the Presbytery. The Committee on Preparation for Ministry does not consider a school's lack of ATS accreditation to be an extraordinary circumstance, and will not support such a waiver request.

One possibility open to candidates already enrolled in, or intent on attending, a non-accredited seminary for a portion of their education is, upon completion of their work, to enroll in an ATS accredited institution acceptable to the Presbytery to acquire an acceptable degree (i.e. a ThM, a one-year degree at most schools).

September, 2004

Psychological Evaluation Process for Prospective Candidates in Seattle Presbytery

The candidacy process in Seattle Presbytery includes a psychological evaluation designed to measure the prospective candidate's suitability for the professional ministry, a profession where occupational stress, personal risk and individual responsibility are major factors. In accordance with Section G-14.0303(f) of the Book of Order pertaining to the inquiry phase of ministry, "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...". In Seattle Presbytery, all inquirers are required to obtain a psychological/career assessment at some point during the inquiry period from a qualified psychologist approved by their respective seminaries or the Seattle Presbytery's Committee on Preparation for Ministry (CPM).

The psychological evaluation performed for Seattle Presbytery's CPM shall include a personal interview and standardized testing of the prospective candidate. A summary report shall then be prepared by the psychologist and provided to the candidate and CPM. That report will address the personality and vocational factors that impact a prospective candidate's potential for a successful professional ministry. Candidates are encouraged to explore possible options for shared funding of the required examination with their sponsoring churches, and if necessary, with CPM.

Psychological Testing Guidelines for Seattle Presbytery Inquirers

The purpose of the psychological evaluation is not just to indicate if the individual is fit for ministry, but also if a career in ministry might be a good fit for the individual. For example, the prospective candidate must be able to relate to others at a deep level and understand the need for healthy interdependence between people. The prospective candidate's leadership ability, self-discipline and talent for self-direction are also essential attributes for ministry that will be evaluated as part of the psychological and vocational testing process.

The assessment must be based on and include the following tests, at a minimum: (Use of any alternative tests must be pre-approved by CPM.)

Required Tests:

- 1) Minnesota Multiphasic Personality Inventory (MMPI-2):** Used to identify suitable candidates for high risk public safety positions by evaluating personality traits; and
- 2) Strong Interest Inventory (SII):** Assessment of interests to identify optimum career choices; and
- 3) Myers-Briggs Type Indicator (MBTI):** Helps individuals understand personality and the attributes of personality that make each person unique; and
- 4) 16 Personality Factor (16PF):** Provides information for general vocational guidance to help determine occupations for which the individual is best suited.

Plus One of the Following Tests:

- **Edwards Personal Preference Schedule (EPPS):** An older personality test (1959) used to identify motivational characteristics; or
- **Fundamental Interpersonal Relationships Orientation Behavior (FIRO-B):** Tests how a person is likely to work with others; or
- **California Psychological Inventory (CPI):** Designed to evaluate interpersonal behavior and social interaction within normal individuals; or
- **Millon Index of Personality Styles (MIPS):** Evaluates a person's motivating, behaving and thinking styles for use in a career counseling context.

The psychologist's report must be received by CPM at least ten days prior to the inquirer's candidacy interview. To ensure that the required testing is accomplished, please print this form and provide it to the psychologist selected for the assessment.

Guidelines for a Session Interview with an Inquirer

The Book of Order states that the purpose of the inquiry phase . . . *is to provide an opportunity for the church and for those who believe themselves called to ministry of Word and Sacrament to explore that call together in such a way that a decision regarding the inquirer's suitability for ministry of Word and Sacrament will be based on knowledge and experience of one another. (G-14.0301)*

In short, inquiry is a way of testing and examining a call. Inquiry is meant to take place in community. It is a process that is an act of the Body. At this stage it is not the role of the session to ratify or affirm the call, but to enter into a period of discernment with the Inquirer. Thus the session's primary role is to discover why an applicant wants to enter into the inquiry process and to make a judgment regarding whether or not that is an appropriate step to take.

As you undertake this process of assessment do so in a spirit of humility and with a desire to discern how God is at work in the applicant's life. The person before you senses God's call in his/her life and thus should be treated with reverence and respect. Your role at this point in the process is not to simply celebrate the applicant's subjective sense of call and automatically make an endorsement to the Presbytery. You have a judgment to make that will have an impact on the future of the Presbyterian Church. So go about this process with compassion and intelligence, making use of prayer and seeking to be responsive to the guidance of the Holy Spirit.

To prepare for a session interview with an applicant for the inquiry stage, read over the applicant's responses to the questions on CPM form # 1. When the applicant appears before the session evaluate the applicant in light of the considerations listed below.

1. Does the applicant demonstrate a vital relationship with Jesus Christ? Is this person's faith journey characterized by a desire for spiritual maturity?
2. Is this person someone who is able to make an honest assessment of him/herself? Do you sense that this person possesses the emotional maturity that a person inquiring into a call to pastoral ministry ought to possess?
3. Does this person's inner sense of call seem genuine and healthy?
4. Does this person have the gifts and talents needed to be a minister of Word and Sacrament; or, are the seeds of these gifts present and do you sense that this person demonstrates potential? For example, does this person have a compassionate presence, a searching intellect, a love for God's Word, etc.?

(Additional questions for use by the session in making this assessment can be found on page seven of Form 1.)

Guidelines for a Session Interview with an Applicant for Candidacy

The Book of Order states that the purpose of the candidacy phase ". . . is to provide for the full preparation of persons to serve as ministers of the Word and Sacrament." (G. 14.0304) The period of inquiry is dedicated to the work of discernment of call and the candidacy phase is dedicated to the work of preparation for ministry. During the inquiry period the Inquirer is to be working with the question: "Am I called to be a minister of Word and Sacrament in the Presbyterian Church (USA)?" By the time he/she appears before the session to apply to be received as a candidate, he/she should have an affirmative answer to this question and be able to support that answer when questioned about his/her sense of call.

The role of the session at this stage is to hear the Inquirer's story with respect to what he/she learned during the period of inquiry and to make a judgment about the Inquirer's readiness to begin the preparation stage of the process. The Book of Order asks the Session to address questions to the Inquirer that relate to his/her Christian faith, the forms of Christian service he/she has undertaken and his/her motives for seeking the ministry. In preparation for this interview members of session are asked to read the Inquirer's candidacy essay that he/she is required to prepare for the Session and the Presbytery's Committee on Preparation for Ministry.

As you prepare for and conduct the interview with the Inquirer keep in mind the following questions:

1. Does the applicant demonstrate a vital relationship with Jesus Christ? Is this person's faith journey characterized by a desire for spiritual maturity?
2. Has this person been active in the life and ministry of the church? Has he/she demonstrated certain gifts for ministry?
3. How well does this person articulate his/her call? Is that call affirmed by others in the congregation?

As you undertake this process of assessment remember that you are playing a vital role in a process that will have an enduring impact on the future of the Presbyterian Church.

MEMORANDUM

TO: SEATTLE PRESBYTERY

FROM: COMMITTEE ON PREPARATION FOR MINISTRY

RE: GUIDANCE REGARDING WITHDRAWAL AND RE-ENTRY OF CERTIFIED CANDIDATES WHO ARE NOT CURRENTLY ACTIVELY SEEKING A CALL TO ORDAINED MINISTRY

DATE: SEPTEMBER 2008

INTRODUCTION

For context, as of January 1, 2008, Seattle Presbytery has 14 certified candidates who have been certified ready to receive a call for more than 5 years, 8 of whom were certified between 1983 and 2000, and 6 of whom were certified between 2001 and 2003. In some cases, CPM has not had contact with these certified candidates for several years. In some cases, the local session may not have had contact with these candidates for several years. These certified candidates' individual circumstances vary as to whether they are currently actively seeking a call to ministry of Word and Sacrament.

An annual consultation is an important (required) part of this process for the purpose of assessing the inquirer/candidate's progress in discernment of their sense of call (inquiry), preparation for ordination (candidacy) and progress toward receiving a call (certified candidacy). The covenant relationship does not end for any of the 3 parties (candidate, CPM and session) until ordination, unless the individual withdraws from the process, or is removed by action of the Presbytery.

The overriding principle from the Book of Order is that a candidate remains in a covenant relationship between the local session, the candidate and the Presbytery (through CPM) until receiving a call and ordination. Being under care includes a commitment to remain involved in the individual's process of seeking a call. One of the questions to be explored each year with a certified candidate is whether and what they are doing actively to seek a call to ministry of the Word and Sacrament. As such, we do not see Book of Order status that would permit "suspension" of care, without this regular engagement. Continuing under care (with all of its requirements) or withdrawal from the relationship seem to be the two options. At our February 2008 CPM retreat, we committed to initiate contact with all certified candidates and to schedule an annual consultation with a special subcommittee for fall 2008 to re-establish relationships. In anticipation of those consultations, we wanted to provide clear guidance on whether and under what terms a certified candidate can withdraw from the care relationship and re-enter later, in the event the candidate again feels called to pursue ordained ministry of the Word and Sacrament.

ANNUAL CONSULTATIONS WITH CANDIDATES CERTIFIED IN EXCESS OF ONE YEAR

We have consulted with Stated Clerk Dennis Hughes and conclude that the Book of Order requires an annual consultation and not just an annual report. G-14.0421. This provision says "shall" for both the report and the consultation. It may be possible to conduct the consultation using alternative technology (such as conference call); but the annual consultation is required.¹

In addition, after the annual consultation, CPM is required to vote on whether a certified candidate should be continued under care and report that decision to the Presbytery. CPM's recommendation should be based, in part, on what the certified candidate is doing to seek a call. At its February 2008 retreat, CPM decided to implement the following procedures to re-establish contact with certified candidates and implement these Book of Order annual report and consultation requirements:

- a. For recently certified candidates, the current CPM liaison should remind the candidate that they are required to file an annual report and schedule an annual consultation---each year after final certification until they have been ordained. If they, at some point, choose to withdraw from the care covenant relationship, they should inform CPM of that decision in writing.
- b. For certified candidates who have not had contact with CPM in excess of one year; we recommend the following procedures to re-establish contact and to address status:
 - i. Send a letter to the last known address, informing the certified candidate of the need to schedule an annual consultation. Send a copy to the clerk of the session where, according to our records, they are under care. *(This was completed during spring/summer of 2008)*
 - ii. If no response is received within the time frame specified in the first letter; send a second letter, certified mail, informing the candidate that if we do not hear from them within 30 days from the date of the letter; CPM will be recommending to Presbytery that the candidate be removed from care. Send a copy of this second letter to the clerk of the session where, according to our records, they are under care.
 - iii. At the annual consultation, (assuming the candidate asks to continue under care), discuss the questions contained in the annual report form (revised to specifically address certified candidate issues) with particular emphasis on what the candidate is doing to seek a call and why the candidate wishes to continue under care. CPM would have discretion to suggest additional work, on a case by case basis, for candidates who have

¹ We note that at least one other presbytery has adopted a policy that requires a consultation every 3 years and a report every year. However, we are recommending the annual consultation to be consistent with the provisions of the Book of Order.

been certified in excess of 5 years. Examples of the type of requirements that may be appropriate include:

- Revised statement of faith
- Retaking one or more ordination exams to demonstrate current competency
- Retaking the psychological exam, if warranted
- Continuing education coursework, which may include an additional internship, if warranted

CPM would then vote on whether to continue the certified candidate under care at the conclusion of the annual consultation.

- c. Certified candidates who are not actively seeking a call may choose to withdraw from the covenant relationship by requesting the same in writing on the annual report form. At that point, the CPM will provide the withdrawing certified candidate with a final assessment report reflecting the work that has been completed and a letter from Presbytery attesting to the fact that the certified candidate voluntarily withdrew from the covenant relationship and was "in good standing" with the Presbytery at the time of withdrawal. This assessment form and letter would provide the candidate with current status information that they could provide to another presbytery, should they at some point in the future decide to re-enter the process. It would be up to that other presbytery to decide what requirements they might need from a candidate seeking to enter their presbytery's care. Candidates who wish to withdraw from the care relationship and later return under care of Seattle Presbytery would be subject to the recommendations described in the next section of this memorandum.

WITHDRAWAL AND RE-ENTRY IN SEATTLE PRESBYTERY

The Book of Order does not directly address the situation of a certified candidate to withdraw from the care relationship or to seek re-entry into the care relationship. G 14.0461, which requires "starting the whole process over," only applies to a situation where a candidate joined a local church in another Presbytery before properly seeking a transfer of the covenant relationship. We do not believe it directly addresses this situation. Dennis Hughes has agreed with this interpretation. Because the Book of Order provides local Presbytery flexibility within the confines of express Book of Order provisions, we believe we can implement withdrawal and re-entry guidance for our CPM process.

Limitations on Guidance. It is important to stress to the certified candidate that this guidance would be applicable only if a withdrawing candidate sought to re-enter the care relationship with Seattle Presbytery. Other Presbyteries are not bound by this guidance and might have a wholly different approach. In addition, this



withdrawal and re-entry guidance does not apply to inquirers or candidates not yet certified who choose to withdraw from the care relationship. If they choose to re-enter in the future, they would re-enter as an Inquirer.

Attachment A

SEATTLE PRESBYTERY CPM GUIDANCE REGARDING CERTIFIED CANDIDATES WHO MAY WITHDRAW FROM THE CARE RELATIONSHIP, BUT LATER SEEK TO RE-ENTER THAT RELATIONSHIP

SEPTEMBER 2008

Note: This withdrawal and re-entry guidance applies only to certified candidates who chose to withdraw from the care relationship with Seattle Presbytery and who later seek to re-enter that relationship with the Seattle Presbytery. This guidance is not binding on candidates seeking to enter a care relationship with any other Presbytery. The candidate should inquire of such other Presbytery regarding how their status would be received.

1. A certified candidate who is not seeking a call to ministry of the Word and Sacrament may elect to withdraw from the care relationship. This is especially true for certified candidates who are no longer active in a local congregation in the Seattle Presbytery. CPM will create a withdrawal form that notes withdrawal in good standing and summarizes work completed, so we will have a concise summary of that information should the candidate want to re-enter the process in the future.
2. The certified candidate who withdraws can re-enter the care relationship as a candidate (not a certified candidate) with Seattle Presbytery in the future, if they believe God is then calling them to seek a call to ministry of the Word and Sacrament.
3. To re-enter the care relationship, the certified candidate must meet the following requirements and may be asked to satisfy one or more of the additional work items listed below:
 - a. **Required:**
 - i. Re-establish a local session relationship, which further requires the candidate to be a member of that local congregation for a minimum of 6 months.
 - ii. Meet with that local session and have the session approve re-entry (part of Form One). The local session should appoint a session liaison and execute a new covenant form (Form 2B).
 - iii. Submit to Presbytery Office:
 1. Form One (*note: Seattle Presbytery CPM will draft a supplement to Form One to add a couple questions for returning candidates to ask whether they have been under care and/or ordained in another denomination in the interim*)

2. Form 2A for Re-entry (*note: Seattle Presbytery will develop a revised Form 2A for Re-entry since current Form 2A is to enroll as an Inquirer*).
 3. Form 2B (Covenant form) with the local session where the re-entering candidate is a member.
 4. Current Statement of Faith (rewritten since withdrawal)
 5. If date of prior certification is in excess of 3 years, the candidate shall meet with a qualified psychologist (contact CPM or Presbytery office for suggested names) to evaluate whether there is any reason to administer or re-administer any of the psychological tests that are otherwise required for candidates under care of Seattle Presbytery (see separate guidance for psychological evaluation).
- iv. Schedule an interview with CPM for evaluation/assessment of:
1. Statement of faith
 2. Working knowledge of polity, reformed theology, worship and sacraments and Bible.
 3. What continuing education and ministry work candidate has been involved in since withdrawal
 4. Reasons for renewed sense of call
- b. **Possible Further Work before Re-certification:** Based on evaluation of the above information, CPM shall vote on whether to recommend that the candidate be re-enrolled under care with the Presbytery as a candidate, but not a certified candidate. In addition, the CPM's recommendation shall identify what, if any, additional work is recommended before the candidate be re-examined for final certification. The additional work requirements shall be determined by CPM in consultation with the candidate. The types of additional work that may be required could include, without limitation:
- i. A new internship or CPE.
 - ii. Other mentorship with active clergy member of the Presbytery
 - iii. Other continuing education requirements.
 - iv. Re-taking one or more ordination exams and recommended preparation before taking the exams
 - v. Deliver sermon to CPM
 - vi. Such other requirements as CPM and candidate deem are appropriate, based on individual circumstances.

THE PRESBYTERY OF SEATTLE'S
COMMITTEE ON PREPARATION FOR MINISTRY
RECORDS RETENTION POLICY FOR INQUIRER/CANDIDATE FILES

WORKING COMMITTEE DOCUMENTS: During the course of the Committee on Preparation's multi-year oversight of inquirers/candidates for ordination as Minister of Word and Sacrament (under provisions of the Book of Order G-14.0400), a substantial number of papers, letters, documents, reports, and similar documents are generated in the Committee's file on each person under the Presbytery's care. All such records are on-going, working, ecclesiastical records of the Presbytery of Seattle, and copies of substantially all of such documents regularly are provided to the inquirer/candidate concurrently with the document being generated. Some such documents include copies of Book of Order mandated psychological reports, copies of seminary grades, and copies of Ordination Examination scores, all of which documents were provided to the Committee upon the prior written consent of the person under care. In addition, the working file may consist of annual plans of inquirers/candidates, summaries of annual performance against plans, letters of recommendation, schedules of meetings, reports of Committee actions and suggestions, and so forth. The volume of each such record can be substantial.

FORMAL PRESBYTERY REPORTS/DOCUMENTS: During the course of the Committee's work, regular, formal reports about inquirers/candidates under care are made to the Presbytery of Seattle. All of such formal reports are made a part of the records of the Presbytery of Seattle. Those kinds of formal documents/reports include the following: (1) Forms 1-6 and their responses, (2) educational institution transcripts, (3) letters and documents from churches, pastors, and/or sessions of the inquirer/candidate, (4) psychological and/or career analyses, (5) records of conversations and/or communications from the committee and/or the candidate concerning their preparation and/or readiness for ministry within the Presbyterian Church (USA), and (6) any other notes or memoranda concerning the individual under the Presbytery's care.

STATEMENT OF FILE POLICY

It is the Committee's stated policy that (1) all of the Committee's working documents generated during the years a person seeking ordination is under care of the Committee are supporting documents, secondary to the formal reports/documents sent by the Committee to the Presbytery, (2) all such

working documents are time-dated, of limited need and interest, and of no long-term value, and (3) many of such working documents may, but do not necessarily, contain spiritual and personal observations about and by the persons under care, which observations are relevant only at a particular point on a long and otherwise developing journey to ordination, and which observations therefore have no permanent record value.

Therefore, it is the Committee's stated policy that any and all working documents of the Committee shall be destroyed at five (5) years after the Committee's jurisdiction ends for any given inquirer/candidate under care.

JURISDICTION ENDS

The Committee's jurisdiction for any given inquirer/candidate ends at the later of (1) the person completes the entire Committee on Preparation's oversight process and receives a call to be ordained to serve within the Presbyterian Church (USA) or other agency whose work has been validated as a position of service or call or (2) the person withdraws from the inquiry/candidacy process or is removed by the Presbytery. The end of the Committee on Preparation's jurisdiction over an individual seeking ordination is made a matter of permanence in the Presbytery of Seattle minutes through its action.

MANNER OF DESTRUCTION

The records shall be burned, shredded, or otherwise destroyed in such a manner as the records are obliterated and not reasonably recoverable. Electronic copies will be deleted.

EXCEPTIONS

If the Committee has notice that any objection or claim has been raised involving the Committee's oversight of any given inquirer/candidate, then notwithstanding the destruction times set forth in this policy, records on any such inquirer/candidate shall not be destroyed, but shall be maintained for a period of five (5) years after the final resolution of such objection or claim involving the Committee's work.

If the Committee has been notified that the inquirer/candidate has been disciplined during candidacy, then, instead of destruction, the records shall be transmitted to the Stated Clerk of the Presbytery for retention.

REPORTS OF DESTRUCTION

The Committee shall maintain a record of the dates of the destruction (or transmittal to the Stated Clerk) of each inquirer(s)/candidate(s) records.

Adopted June 2, 2009.

NOTES