

Presbytery of San Jose – Committee on Preparation for Ministry (CPM)

Outline of Procedures

Note: All official CPM Forms (those identified by numbers) can be found and downloaded from: www.pcusa.org/prep4min/cpmform.html
Presbytery of San Jose forms attached or found at: www.sanjosepby.org/resource.html

Initial Interviews

1. Applicant begins Form 1 (pages 1-9), meets with her/his Session, Session completes Form 1 (pages 10 & 11) and sends to CPM.
2. Pastor or Clerk contacts CPM and CPM representative meets with Session
3. Applicant begins Form 2A
4. CPM consultation scheduled by applicant through CPM chair with support of pastor
5. CPM meets with applicant, pastor & session liaison (if possible). CPM:
 - a. votes to receive as inquirer
 - b. assigns liaison
 - c. completes Form 2A and gives to Stated Clerk to send to Louisville
 - d. with inquirer completes Form 2B – Covenant Agreement
 - e. sets up annual meeting schedule
6. In order to better facilitate process toward ordination in the PCUSA, inquirers and candidates of San Jose Presbytery are strongly encouraged to attend a Presbyterian seminary. Those who do not intend to do so must submit to CPM a written statement explaining the reasons for this choice and how they plan to complete the required courses in Reformed Worship, Polity, and Reformed Theology. If an inquirer is considering a non-Presbyterian seminary, this must be discussed with CPM and the written statement received and approved in advance of a final decision. If an inquirer has already begun study in a non-Presbyterian seminary, this written statement must be submitted to CPM prior to her/his initial consultation. *CPM may require students to study at least one year at a Presbyterian seminary.*
7. Inquirer is to complete psychological evaluation within 6 months of initial consultation. Presbytery pays 1/3, church pays 1/3 and inquirer pays 1/3.

CPM Annual Consultations with Inquirers

1. Inquirer is responsible for knowing annual schedule; if CPM needs to change from previously agreed upon date or time, CPM liaison is responsible for conferring with inquirer; if inquirer needs to change date or time, inquirer is responsible for conferring with CPM at least 1 month in advance of scheduled meeting. Inquirer must meet with CPM annually in order to maintain inquirer status.
2. CPM liaison reminds Inquirer 2-3 months in advance of consultation.
3. Inquirer is responsible for inviting pastor and session liaison to consultation.
4. Inquirer is responsible for completing Form 3 (typewritten, please) before *each annual consultation* and getting that to chair of CPM *10 days in advance of meeting date* (CPM meets 3rd Thursday of the month). This can be emailed, mailed, or faxed. Electronic copies are preferred.
5. Bible Content exam is usually completed during Inquirer stage.

6. Form 4 (Report of Annual Consultation) is completed by inquirer and CPM liaison following each annual consultation; copies to CPM chair, CPM liaison & inquirer.
7. Evaluation of committee is completed and mailed to presbytery by inquirer.
8. Presbytery will cover necessary travel costs in excess of \$100 (inquirer pays for \$100), and inquirer is expected to make the least expensive arrangements reasonably possible. Inquirer is responsible for submitting receipts for reimbursement.

Move from Inquirer to Candidate

1. If inquirer is traveling or for some other reason desires to complete the following 3 meetings (session, CPM, presbytery) within a short time frame, she/he must alert the pastor and CPM liaison well in advance (no less than 6 weeks) to see if such a schedule is possible.
2. Inquirer prepares Form 5A and responds in writing to the 6 topics on page 2 of that form. Inquirer sends this to chair of CPM *10 days prior to scheduled consultation* and to session (in advance of consultation so that elders can read material).
3. Inquirer completes Form 3 for CPM annual consultation, and sends this to chair of CPM *10 days prior to scheduled consultation*.
4. Inquirer meets with Session; if Session votes to recommend candidacy, clerk of session completes page 2 of Form 5A - "Session Evaluation and Recommendation" and sends to CPM (before CPM's consultation with inquirer).
5. Inquirer meets with CPM for annual consultation; CPM votes whether or not to recommend candidacy to presbytery, if vote is to recommend -
6. Presbytery receives CPM report and recommendation. Inquirer should be ready to speak briefly about faith journey and sense of call. Presbytery examines the inquirer (concerning Christian faith, forms of Christian service, and motives for seeking ministry), and if the examination is approved, the presbytery receives the inquirer as a candidate.
7. Form 5A is completed, copies to CPM chair & liaison, candidate, and clerk of presbytery – who sends it to Louisville.
8. Form 5B is completed (Covenant), with copies to CPM chair, liaison & candidate.

CPM Annual Consultations with Candidate

1. Candidate responsible for knowing annual schedule; if CPM needs to change from previously agreed upon date or time, CPM liaison is responsible for conferring with candidate; if candidate needs to change date or time, candidate is responsible for conferring with CPM at least 1 month in advance of scheduled meeting. Candidate must meet with CPM annually in order to maintain candidate status.
2. CPM liaison reminds candidate 2-3 months in advance of annual consultation.
3. Candidate is responsible for inviting pastor and session liaison to consultation.
4. Candidate is responsible for completing Form 3 (typewritten) before *each annual consultation* and getting that to chair of CPM *10 days in advance of meeting date*. This can be emailed, mailed, or faxed. Electronic copies preferred. Candidate reviews Form 4 from previous consultation before preparing Form 3 for upcoming consultation.
5. Form 4 (Report of Annual Consultation) is completed by candidate and CPM liaison following each annual consultation; copies to CPM chair, CPM liaison & candidate.

6. Evaluation of committee is completed and mailed to presbytery by candidate.
7. Presbytery will cover necessary travel costs in excess of \$100 (candidate pays for \$100) and candidate is expected to make the least expensive arrangements reasonably possible. Candidate is responsible for submitting receipts for reimbursement.

Internships

1. The CPM of San Jose Presbytery requires 2 field experiences of every candidate. The general form of each internship is to be discussed with the CPM, which seeks to be flexible and responsible in its requirements. Most often, the internships take these 2 forms:
 - a. 9-12 months part-time internship in a parish (different in nature from your home church experience);
 - b. 3 months full time chaplaincy, often in a hospital and part of a Clinical Pastoral Education experience.
2. Each internship must:
 - a. be approved *in advance* by CPM, including job description or covenant (please use CPM's form for internship approval);
 - b. include regular, ongoing supervision by an ordained Presbyterian clergy or other trained supervisor;
 - c. be completed with a written evaluation by supervisor, intern/candidate, and parish (when applicable);
 - d. be paid, with the exception of CPE's.

Course Requirements (See separate sheet. If you have questions, please contact your liaison *before* you sign up for classes!)

Ordination Examinations

1. Inquirer/Candidate is responsible for registering for, taking and passing all 5 ordination exams required by the Book of Order. Normally the seminary alerts students to deadlines for registration, but the student is ultimately responsible for acquiring this information and following through.
2. CPM chair's signature is required in order to register for exams. Please contact CPM chair well in advance of registration deadline.
3. Candidates are responsible for sending their exams, along with grading sheets, to the CPM chair *within 2 weeks of receiving their exam packets*.

Preparation for Final Consultation (separate hand out with details)

1. Candidate prepares Form 3 for annual consultation, statement of faith; sermon, exegetical outline and notes and gets those to CPM chair *10 days in advance of meeting date*.
2. Candidate arranges to preach (above sermon) at a church in the presbytery before consultation with CPM, and informs CPM liaison of location, date and time of service. If needed CPM liaison or chair will assist candidate in finding a church in which to preach, but it is candidate's responsibility to initiate and complete the arrangements.
3. CPM arranges for CPM members to attend service where candidate is preaching.

4. In advance of CPM final consultation, candidate reviews with liaison to be certain that all necessary requirements are completed and documentation is in candidate's file.
5. CPM conducts final assessment of the candidate's preparation and readiness to begin ministry, and confirms that she/he has successfully completed all of the denomination's and the Committee's requirements and is ready to be examined for ordination. CPM completes Form 6.

Personal Information Form (PIF)

CPM must receive and review a candidate's PIF (usually done at the final consultation), and the permission of the chair of CPM is required before a candidate can circulate her/his PIF.

Candidates Ready to Receive a Call

Candidates who are ready in all respects to receive a call but not yet ordained continue in their covenant relationship with CPM and their home church. In order to honor this relationship:

1. Candidates are required to submit an annual written report to CPM (form attached) on a mutually agreed upon schedule. Candidates should keep CPM informed of any changes, challenges or needs as appropriate through their liaison.
2. The session of a candidate's home church is required to submit an annual written report to CPM (form attached) as well. The session should stay in touch with the candidate in a supportive and guiding manner.
3. CPM will provide a liaison with candidates, and will keep the candidates in their prayers. If support or guidance is requested, CPM is ready to help in whatever way it is able.
4. Candidates are required to meet no less than once every 3 years with CPM.