

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

OUTLINE OF PROCEDURES

Note: All CPM Forms (those identified by numbers) can be found and downloaded from:

<http://oga.pcusa.org/section/mid-council-ministries/prep4min/>

Presbytery of San Jose forms attached or downloaded from:

<http://www.sanjosepby.org/resources-forms/cpm/>

Initial Interviews

1. Applicant begins Form 1A, 1B, and 1C, meets with her/his session.
Session completes Form 1D and sends to CPM.
2. Pastor or clerk of session contacts CPM and arranges meeting with session
3. CPM consultation scheduled by applicant
4. CPM meets with applicant, pastor & session liaison (if possible).
5. CPM:
 - a. may or may not receive as inquirer
 - b. assigns liaison
 - c. completes Form 2A for stated clerk to send to Office of the G.A.
 - 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 the Presbytery of San Jose are 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 a psychological assessment within 6 months of initial consultation. Cost of assessment is divided as follows: Presbytery 1/3, church 1/3 and inquirer 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 before *each annual consultation* and forwarding to chair of CPM *10 days in advance of meeting date* (CPM ordinarily meets 3rd Thursday of the month). Only electronic copies please.
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. Presbytery will cover necessary travel costs in excess of \$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 completes Form 5A and sends to chair of CPM *10 days prior to scheduled consultation* and to session in advance of consultation.
3. Inquirer completes Form 3 for CPM annual consultation, and sends to chair of CPM *10 days prior to scheduled consultation*.
4. Inquirer meets with Session; if Session votes to recommend candidacy, completes Form 5B - "Session Evaluation and Recommendation" and sends to CPM (before CPM's consultation with inquirer).
5. Inquirer meets with CPM for annual consultation; if CPM votes to recommend -
6. Form 5C and 5D are completed.
7. Presbytery receives CPM report and recommendation. Inquirer should be ready to speak briefly about faith journey and sense of call. Presbytery may only ask questions concerning Christian faith, forms of Christian service, and motives for seeking ordained ministry. If examination is sustained, inquirer is moved to candidate.

CPM Annual Consultations with Candidate

1. Candidate 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 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*. Only electronic copies please. 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. Presbytery will cover necessary travel costs in excess of \$100 and candidate is expected to make the least expensive arrangements reasonably possible. Candidate is responsible for submitting receipts for reimbursement.

Internships

1. CPM ordinarily 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 church, 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 (CPE) 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.

Course Requirements (Listed on separate document. If you have questions, please contact your liaison *before* you sign up for classes)

Ordination Examinations

1. Inquirer/Candidate is responsible for registering, taking and passing all five standard ordination exams required by the Book of Order.
2. CPM chair authorization 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 (see separate document for details)

1. Candidate prepares Form 3 for annual consultation; statement of faith; sermon, exegetical outline and notes and sends to CPM chair *10 days in advance of meeting date*.
2. Candidate arranges to preach the required sermon at a church 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 sermon or view recording.
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 CPM'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 completed at the final consultation), and Presbytery approval is required before a candidate can negotiate for service.

Candidates Ready to Receive a Call

Candidates who are certified ready for examination for ordination but have not yet received a call will continue in their covenant relationship with CPM and their home church. In order to honor this relationship:

1. Candidates are required to submit Annual Report to CPM (form on presbytery website) 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 candidate's home church is required to submit Session's Annual Report TO CPM (form on presbytery website). The session should stay in touch with the candidate in a supportive and guiding manner.
3. CPM will continue to provide a liaison for the candidate and will keep the candidate in their prayers. If support or guidance is requested, CPM will seek to assist.
4. Candidates are required to meet once every 3 years with CPM.