

## Contact Information

Mid-Kentucky Presbytery  
1044 Alta Vista Road  
Louisville, Kentucky 40205-1798

Phone number: 502-896-8159.

All forms may be sent to the above address marked "Attn: CPM" or to [officemkp@gmail.com](mailto:officemkp@gmail.com)

Current Chair of CPM is Jennifer Gingerich. She may be reached at:  
(502) 645-4578, [jgingerich6@gmail.com](mailto:jgingerich6@gmail.com).

Your CPM liaison is \_\_\_\_\_

The CPM liaison may be reached at:



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# **Mid-Kentucky Presbytery**

## **Commission on Preparation for Ministry**

### **Manual for Inquirers and Candidates**

#### **INTRODUCTION**

All Christians are called to ministry in the church of Jesus Christ. This vocation stands at the center of our faith and practice no matter what our particular occupation. Each among us has different gifts, talents, and abilities, and therefore each Christian's call is different and particular. The responsibility of the church, then, is to assist all in discerning how they are called by God to service.

Along this journey, some in the church find themselves particularly called to ordained ministry as deacons, ruling elders, and ministers of word and sacrament. These offices of the church do not indicate status or privilege but mark that some have been set apart for particular service through the voice of the church. The call to ordained ministry begins with an inner urgency, but the church then experiences that call publicly as it affirms the individual's gifts for ministry and confirms God's call through the acts of ordination and installation.

In the Presbytery of Mid-Kentucky, the Commission on Preparation for Ministry is responsible for the church's work of discernment with those who believe they are called to be ministers of word and sacrament. The work of this commission is set out in section G-2.06 of the Book of Order.

The care process is a covenant relationship including God, the inquirer/candidate, the church session, and the presbytery's Commission on Preparation for Ministry (CPM). The CPM of the Presbytery of Mid-Kentucky has a number of particular guidelines and processes that are described in this handbook. In addition to these particular guidelines, we have the following expectations of all involved in the process. CPM, as a keeper of a care process, is a supervisory entity, not merely a consultative one. Decisions about process, goals, achievements, and requirements are made in covenant consultation with inquirer/candidate. CPM needs to be aware and approve of any and all elements in the process. Inquirers and candidates shall take the initiative in maintaining regular and open communication with CPM regarding experiences, progress in preparation for ministry, and other issues pertaining to educational, spiritual, and personal development. Candidates and inquirers are to respond promptly and responsibly to all communications, correspondence, and requests for reports and information by CPM, including pre-interview annual consultation reports, together with transcripts, signed field education/internship evaluations, and copies of ordination exams and exegesis papers.

#### **When to Begin the Process**

When an individual begins to sense a call to ordered ministry, the person should begin conversations with their church's pastor and/or session. When the individual is ready to begin preparation for ministry, he/she should contact the presbytery's CPM chair.

There are no rigid rules for when in the educational process an individual should become an inquirer, although the ideal time is prior to applying to seminary. Applicants should remember that the inquiry period is just that -- a time for inquiry and exploration. Initiating the process does not imply the intent or the need to see the process through until ordination or a promise from CPM or presbytery that ordination will be the end result.

## **THE CPM PROCESS**

### **Application for Inquiry**

An individual must be a member of a sponsoring church and have been active in the work and worship of that congregation for at least 6 months (G-2-0602 ). The first step in the process is to contact the session moderator (ordinarily the pastor) requesting an interview with the session to be examined for inquiry in the PC(USA).

The moderator will contact the CPM chairperson to begin the process and to schedule a session orientation meeting to take place prior to meeting with the applicant. All applicants must complete the necessary forms for inquiry to present to the session. Those forms can be found at <http://www.pcusa.org/resource/application-enrolled-presbytery-inquirer/>

These include:

Form 1A (Application to be enrolled by the Presbytery as an Inquirer)

[http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form1a.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form1a.pdf)

Form 1B (Questions for Reflection) [http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form1b.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form1b.pdf)

Form 1C (Financial Planning for Theological Education) (if applicable)

[http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form1c.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form1c.pdf)

Form 1D, Session evaluation and recommendation: [http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form1d.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form1d.pdf),

Form 2A (Report of Consultation Regarding Application to become an In-

quirer)[http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form2a.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form2a.pdf)

Form 2B (Covenant and Inquirer Release) [http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form2b.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form2b.pdf)

Submit all completed forms to the pastor and/or moderator of session so that they may be circulated to all members of the sponsoring session (preferably at least a week) prior to examination by the session. All materials should be typed and clearly legible.

After meeting with the session, if the session votes for endorsement, the clerk of session will send the appropriate paperwork to the presbytery office. The applicant shall provide a current or final transcript from a regionally accredited four-year college/university (G-2.0607.b). We prefer that the applicant consult with CPM prior to selection of seminary. Non-PC(USA) seminaries must be approved by the CPM. Individuals should be aware that additional coursework may be required when attending non-PC(USA) seminaries.

### **Interview with CPM**

Interviews with CPM are scheduled in advance with the CPM moderator. All paperwork must be submitted to the CPM moderator 2 weeks prior to the meeting. Applicants are strongly encouraged to bring a pastor and session representative of the sponsoring congregation to the CPM meeting.

After introductions, the applicant will speak briefly about her/his faith journey and reasons for seeking enrollment as an inquirer at this time. The pastor and session representative will describe ways in which the applicant has been active in the work and worship of the congregation. Following conversation, the CPM will take action on the recommendation of the session. If affirmative, the applicant shall be enrolled as an inquirer with Mid-Kentucky Presbytery effective on the date of the

meeting and a CPM liaison shall be assigned. The CPM will inform the newly enrolled inquirer of the requirements the inquirer.

The newly enrolled inquirer will also be given a background check form to return to the presbytery office within a week that will allow the presbytery to run a criminal background check and a credit check. Both the criminal and credit background checks will provide the CPM necessary information to insure that inquirers have not developed patterns of behavior that could jeopardize successful ordained ministry in the Presbyterian Church (U.S.A.).

## **Inquirer**

While there is no minimum or maximum duration established by the Book of Order for the inquiry period, the Mid-Kentucky Presbytery's CPM requires that it lasts at least one year. The phase of inquiry shall be of sufficient length for the inquirer, the session, and the CPM to decide whether the inquirer should apply to become a candidate. During this time, CPM will 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. All written materials must be typed and accompanied by appropriate signatures.

Some of the factors affecting the length of the inquiry period are:

- The individual's level of maturity
- The educational status of the individual
- The time needed for the individual to complete the requirements that CPM may have defined for the inquiry period

## **Responsibilities of Inquirers**

Inquirers are expected to continue active participation in the life and mission of the church. They are to participate responsibly in goal-setting evaluation, and decision-making processes related to preparation for ministry. This is accomplished in partnership with the CPM and its liaison, through interviews, annual consultations, and other occasions provided by CPM. During inquiry, the individual may begin the field education process (see Field Education section) and take the Bible Content exam. Other ordination exams may be taken with the prior approval of the CPM. Transcripts of all coursework are to be provided to CPM in a timely fashion following completion of each semester. The mandatory psychological and vocational assessment is to be completed during inquiry.

## **Bible Content Exam**

Inquirers are encouraged to take the Bible Content Exam. CPM will reimburse the inquirer for the payment of this exam once the chair or Mid-KY presbytery office receives a receipt. If the examination is failed, the inquirer will be responsible for paying for subsequent attempts.

## **Boundary Training**

All inquirers/candidates must complete an approved boundary/sexual misconduct training or its equivalent. Contact the presbytery office to ascertain dates and locations where the presbytery's boundary training will be offered again. If training is offered by another entity, contact CPM to see if this training satisfies our boundary training requirement.

## **Psychological/Vocational Assessment**

All inquirers are required to complete an in-depth psychological and career counseling program, to be scheduled within three months of becoming an inquirer. Inquirers are responsible for making an appointment with the following center:

St. Luke's Institute  
9400 Williamsburg Plz, Suite 300  
Louisville, KY 40222  
502.632.2471

This psychological evaluation can be an intense experience. The counseling center requires extensive paperwork to be filled out and returned to the center before the appointment for evaluation. Please give thoughtful consideration to your responses. The evaluation itself will take two days with the inquirer's liaison attending the final interview. The inquirer signs a waiver authorizing the psychologist to provide CPM with a copy of the assessment, which is sent to the presbytery office. Ordinarily, the assessment will only be reviewed by the moderator and the CPM liaison.

The total cost of the assessment (\$2,350) is shared by the individual, the endorsing congregation and the presbytery. The presbytery pays \$1,350 of this, while the inquirer and session each pay \$500. The counseling center invoices the presbytery for the entire amount, and the presbytery invoices the inquirer and the session. (No payment should be made directly to the center.)

Inquirers in this presbytery who are studying or working in another part of the country may sometimes be given permission by CPM to complete their counseling requirement at another counseling center.

## **Transitioning into Candidacy**

An inquirer moves into the candidacy phase when the individual has confidence in God's call to the specific ministry of word and sacrament. As part of their ongoing relationships of care and support, inquirers can receive helpful guidance from their pastors, session liaisons and CPM liaisons as to when to apply for candidate status.

Inquirers seeking candidacy must complete all applicable forms:

- Forms 5A ([http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form5a.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form5a.pdf))
- Form 5B ([http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form5b.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form5b.pdf))
- 1-page Faith Journey
- 1-page preliminary Statement of Faith

All completed paperwork is to be submitted to the pastor or moderator of session to be shared with all members of the sponsoring session. The inquirer will meet with the session for examination and endorsement. If endorsed, the inquirer will notify the CPM liaison and a candidacy interview with CPM will be scheduled by the CPM moderator. Two weeks prior to the scheduled meeting, the inquirer shall provide all paperwork to the moderator for distribution to the Commission. The inquirer's pastor and session liaison are expected to attend this meeting.

Candidacy interviews with CPM follow the same general format as that of inquiry interviews. During the interview, the CPM considers the inquirer's call to ministry and whether or not to recommend that the presbytery act to enroll the inquirer as a candidate. Following the interview, the individual should contact the CPM liaison to follow up on any issues that came up during the meeting.

Presbytery will ordinarily act on this recommendation at its next regularly scheduled meeting. At that meeting the 1-page Faith Journey paper and the 1-page Statement of Faith are provided to the presbytery, and the individual speaks briefly about her/his sense of call and answers related questions that come from the floor. If presbytery votes to enroll the inquirer as a candidate, a worship litany proceeds which includes the constitutional questions and charge to the candidate (W-4.003). The date of enrollment as a candidate is the date of the presbytery meeting.

If the presbytery does not approve the transition to candidacy, then the inquirer is referred back to the CPM for further support and guidance.

## **Candidate**

According to the Book of Order, "The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of word and sacrament. This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination" (G-2.0604).

### **Length of the Candidacy Period**

The candidacy period must be at least one full year (the year begins with the successful examination for candidacy at a presbytery meeting). It lasts until the candidate receives an approved call and is examined and ordained, or until the candidate's name is removed from the roll of candidates in accordance with G-2.0609. John, check this reference.

### **As a Candidate**

Before moving to be certified ready to receive a call, the candidate must complete:

- All 5 ordination exams (if not previously completed). CPM will ordinarily pay for an inquirer's/candidate's first attempt at completing each exam. Each subsequent attempt will be the financial responsibility of the inquirer/candidate.
- A unit of Clinical Pastoral Education (CPE) if not previously completed
- The MDiv degree
- One year (part time) or 3 months (full time) of Field Education (in compliance with the seminary attended by the inquirer/candidate)
- Boundary training (if not previously completed)

If a candidate wishes to be certified ready to receive a call before any of the above requirements are complete, he/she may submit a written request for an exemption to the CPM chair (i.e. certified pending the completion of the MDiv degree).

### **Personal Information Form**



The Personal Information Form (PIF) is distributed by Church Leadership Connection of the Presbyterian Church (U.S.A.). The purpose of the PIF is to give persons seeking a call the opportunity to:

- Provide information about themselves, their sense of call, capabilities and training experience, personal/professional style, hopes, and spiritual aspirations
- Obtain an interview with Pastor Nominating Committees (PNCs) or other groups entrusted with the responsibility of extending a call
- Help prepare for the interview

### **When to Submit the PIF**

Once candidacy requirements have been met, the candidate may contact the CPM liaison to schedule a final assessment with the Commission to be “certified ready to receive a call” and circulate a PIF. Once the request to circulate the PIF has been approved by CPM, and the candidate has submitted his/her PIF online, the Church Leadership Connection will contact the moderator of the CPM to attest to the certification.

A blank PIF can be downloaded from: <http://pcusa.org/clc>

### **Final Assessment and Certified Ready**

Before a candidate can receive a call, CPM is responsible for conducting a final assessment of the candidate’s readiness to begin ordained ministry. A summary of this assessment is reported to presbytery. The final assessment may be scheduled at any time during or after the final year of seminary, once the candidate has been a candidate for a minimum of three months and the other prerequisites have been completed or exceptions or alternatives have been approved.

At the final assessment, CPM reviews the candidate’s preparation for ministry and seeks to determine if he/she is ready for examination for ordination, pending receipt of a call. Three particular elements of this determination include:

- The candidate has expressed theological views compatible with the confessional documents of the church.
- The candidate has demonstrated an understanding of the meaning of the questions required for ordination (W-4.4003), informed by knowledge of the church in various settings.
- The candidate has revealed a commitment to the order of minister of word and sacrament 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 (see Addendum 3).

### **Prerequisites**

Before the final assessment can be scheduled, the CPM Chair must confirm that:

- The appropriate documentation is available to show that the candidate has passed the five examinations sponsored by presbyteries’ Cooperative Committee on Examinations.
- A transcript has been submitted from a theological institution accredited by the Association of Theological Schools and acceptable to the presbytery, showing satisfactory completion

of course work: in Reformed Theology, Presbyterian Polity, Hebrew and Greek, and exegesis of the Old and New Testaments using Hebrew and Greek texts.

- Documentation is available confirming that the candidate has demonstrated ministerial skill during field education.
- Report from Clinical Pastoral Education supervisor and psychological assessment has been received and reviewed by CPM.
- The candidate has completed an approved boundary/sexual misconduct training or its equivalent

The documents necessary to submit to the CPM for the Final Assessment are:

- A written one page Statement of Faith
- An exegetical paper demonstrating adequate knowledge of Biblical Greek or Hebrew as it applies to a particular Scripture passage
- A written sermon based on the exegetical passage, with a description of the congregation to which it is to be preached.
- A draft of the candidate's PIF (In some instances, submission of a resume may be more appropriate. Consult with your liaison if you believe this applies to you.)

### **At the Assessment Itself**

The candidate will preach the sermon followed by discussion and questions about the sermon and exegetical material by the CPM.

The CPM will review the Statement of Faith with the candidate, providing comments and recommendations regarding any alternations or improvements.

The CPM members will review and comment on the PIF, asking questions for clarification and giving advice to the candidate.

The candidate's pastor, session liaison, and other guests present will be invited to make comments. Other questions may be asked by CPM members in ascertaining the readiness of the candidate for ministry.

The candidate is then excused from the meeting room to allow the CPM to discuss, deliberate, and vote on the final assessment and any further actions requested by the Commission. The candidate is invited to return to the meeting to hear a report of the CPM's action and to discuss next steps.

If approved, the candidate's final PIF may be circulated. The individual may be placed on the presbytery's Pulpit Supply list without further consultation with CPM. The candidate remains under care of the CPM until ordination and is expected to diligently seek a call. The examination for ordination is conducted by the calling presbytery.

## **GENERAL INFORMATION**

### **Financial Assistance**

Ordinarily, the CPM provides significant financial assistance to the inquirer/candidate throughout their call process. If additional funds are required, please submit a completed application to receive financial assistance from the Quissenberry fund (see Addendum 5)

### **Time Requirements for the Overall Process**

The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate (G-2-0602).

Candidates and inquirers are to make their timely progress a top priority. CPM expects an inquirer and candidate to complete his/her process within five years. While this may not be possible in a very few extenuating circumstances (and CPM will consider those), CPM ordinarily expects a process lasting no more than 5 years in which there is cohesion, direction, and momentum, with one thing building on another. Should it appear to CPM that any circumstance – whether it is personal, financial, or other – comes between the inquirer/candidate and completion of the process in five years, CPM will discuss the situation with the inquirer/candidate to help him/her discern what the issues are and to decide how and in what way to move forward.

If the process takes more than 5 years, CPM may intervene by removing the inquirer/candidate from the process, by removing the certification ready-to-receive-a-call, or by including additional requirements.

### **Annual Retreat**

Mid-Kentucky Presbytery holds a retreat once a year. The retreat includes time for worship, meeting with CPM members, sharing stories with others in the preparation of ministry process, and learning about practices important for ordered ministry. This retreat should typically be held in the Fall at a church in Mid-Kentucky Presbytery. Inquirers' and candidates' annual consultations may be completed at the annual retreat (see below).

Attendance and participation at the retreat is required if reasonably possible. Permission to miss the annual retreat must be submitted to Mid-KY Presbytery in writing.

### **Annual Consultations**

Annual consultations are essential and required. They must be done each year that the inquirer or candidate is under the care of the Mid-Kentucky Presbytery, including those who are already certified ready to be examined for ordination pending a call. This consultation may be completed at the CPM retreat, at a regular CPM meeting, or at another time with a smaller group of CPM members as previously approved by the CPM.

In their consultations, inquirers/candidates will meet with CPM members to discuss their progress toward goals for development. To facilitate this conversation and provide a written record of the meeting, all inquirers and candidates must submit Form 3 (Pre-consultation Report on Development Areas). This report, completed by the inquirer/candidate before each consultation, evaluates progress in accomplishing previously agreed-upon goals and objectives. The form requests a listing of completed courses and includes specific questions to be addressed in each of the five growth areas and must be submitted at least two weeks before the retreat. Following the consultation, the

inquirer/candidate and their liaison will meet again to complete Form 4 (Report on Consultation). Forms 3 and 4 may be found at:

[http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form3.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form3.pdf)  
[http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/form4.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/form4.pdf)

Copies of Forms 3 and 4 will be sent to the CPM liaison and session liaison, and the original will be placed in the file at the presbytery office.

If an inquirer is examined for candidacy or a candidate is examined to be certified ready to receive a call, this may suffice for their annual consultation (and there-by restart the “one year” clock for annual consultation).

If an inquirer or candidate misses an annual consultation, that individual will be put on notice by the CPM and shall contact her/his liaison to schedule and complete an alternate annual consultation within 6 months. If the alternate annual consultation is not completed within that time frame, CPM may remove the inquirer or candidate from the process. Diligent effort will be made by the CPM to communicate with the inquirer/candidate prior to this action.

### **Field Education**

During the preparation process, the individual must complete one unit of field education approved by the CPM (either part-time during the academic year or full time for a summer placement). To provide for parish experience, greater understanding of the workings, theology, and polity of the Presbyterian Church (U.S.A.), and for continued growth into the role as a professional in ministry, the CPM encourages the completion of a field education unit during the inquiry phase. The CPM requires at least one field education unit or internship be in a Presbyterian church other than and different from the individual’s home congregation.

Although seminaries have varying requirements for field education placements, Mid-Kentucky Presbytery CPM has agreed on certain minimum requirements for congregational placements. The inquirer is encouraged to share this list with potential field education churches and supervisors to obtain feedback about whether the placement will satisfy the field education requirement by Mid-Kentucky Presbytery:

- The intern will participate in worship preparation by writing liturgy periodically, engaging in exegesis regularly, and preaching at least twice throughout the year.
- The intern will participate in Christian education through opportunities to teach at various age-levels at the church.
- The intern will participate in pastoral care and visitation for at least 20 hours throughout the internship.
- The intern will witness polity in a Reformed church by observing meetings of session, presbytery, and other committees as appropriate. The intern will engage in regular meetings with a supervisor who is an ordained minister of word and sacrament. During these meetings, the intern will reflect on experiences outlined above as well as explore areas of spiritual growth.

Following the field education placement, field education reports shall be forwarded to the presbytery office and reviewed by the inquirer’s/candidate’s liaison and CPM chair. If concerns arise, the report may be shared with additional members of the CPM.

Whereas field education is often arranged by the seminary and local congregation of placement, CPM will become involved intimately in field education placement when it feels the placement is in a congregation under duress and the candidate/inquirer may not have the most effective field education experience.

If the individual comes to CPM with field education previously completed, CPM will review whether the earlier experience is acceptable or if an additional placement is necessary.

Inquirers and candidates must submit a copy of midpoint and final evaluations of their field education placement to CPM. This is most often done through the seminary's office of field education. It is the individual's responsibility to see that CPM has received this report.

Some seminaries require more than one field education experience. In this case, the second field education experience should also be discussed with CPM prior to assignment.

### **Clinical Pastoral Education (CPE)**

The CPM requires one unit of Clinical Pastoral Education (CPE) in an accredited program. In addition to offering students valuable pastoral care training in healthcare- or parish-based settings, CPE provides the opportunity to increase self-understanding through individual supervision and interaction with a multi-faith peer group. In CPE students often gain exposure to ministering with individuals in crisis or at end of life, while also learning from one's own reactions to these experiences.

As with field education, all placements shall be presented to and approved by the CPM. All CPE reports shall be forwarded to the CPM and then reviewed by the inquirer's/candidate's liaison and the CPM chair. If concerns arise, the report may be shared with additional members of the CPM.

### **Ordination Exams**

Before completion of the candidacy process, the candidate must meet several requirements. These include presentation of satisfactory grades together with the examination papers in the five areas covered by the Presbyteries' Cooperative Committee on Examinations for Candidates.

These examinations are:

1. Bible Content
2. Open Book Bible Exegesis
3. Theological Competence
4. Worship and Sacraments
5. Church Polity

#### *Timing of Examinations*

Inquirers or candidates may take the Bible Content Examination as early as their first year of seminary. The other four examinations ordinarily are taken by inquirers or candidates after completion of one or two full years of theological education. These four examinations require approval by the CPM chairperson. CPM's permission is not needed to take the Bible Content Examination.

The Bible Content Examination is offered twice a year: the first Friday in February at 10 a.m. local time and the Friday before Labor Day at 10 a.m. local time. This examination assesses the candidate's knowledge of the form and content of the Old and New Testaments. It is a 100-item, multiple-choice examination.

The exams in the areas of Theology, Worship and Sacraments, Church Polity, and Bible Exegesis are offered four times a year, at the end of January, April, July, and October, usually on the last full

weekend of those months. These examinations are provided in the form of essay questions. Examination information, forms, and deadlines are available online at: <http://oga.pcusa.org/section/mid-council-ministries/prep4min/standard-ordination-exams/>.

Individuals will receive email notification of examination results, either satisfactory or unsatisfactory. That report will also be sent to the CPM chairperson to be included in the presbytery's records. For more information about the ordination exams, the PC(USA) Handbook may be found at [www.pcusa.org/resource/handbook-ordination-examinations](http://www.pcusa.org/resource/handbook-ordination-examinations).

### **Concluding Relationship with the CPM**

The covenant relationship between the individual and the presbytery of care ordinarily concludes when the candidate is examined and approved for ordination by the calling presbytery. Upon the successful examination for ordination, the CPM chair will offer the candidate an "exit interview" in which the candidate may provide CPM with insight about their experiences in the call process and feedback about how CPM might improve the process.

In the alternative, the inquirer or candidate may conclude the covenant relationship with the CPM in three other ways:

#### **1. Transfer:**

At the request of the inquirer or candidate, the CPM may approve a transfer of covenant relationship to another presbytery. This change also includes a transfer of membership to a sponsoring congregation in the new presbytery and can only be done following the action of the CPM in the new presbytery to receive and enroll the inquirer or candidate. Those wishing to undertake a transfer should notify the CPM through the CPM liaison before beginning the process.

#### **2. Withdrawal:**

At any time in the process, following consultation with the session and CPM, an inquirer or candidate may withdraw from the covenant relationship. Should a person find it necessary to withdraw, the CPM requires a written notification to that effect. Notifications should be made to the liaison with a copy sent to the presbytery office.

In the case of a withdrawal, the inquirer or candidate may ordinarily be reinstated to the process at the stage at which he or she withdrew (Inquiry or Candidacy).

*Reinstatement:* Should a person who has previously withdrawn from the ordination process make a request to reinstate their process, that request shall normally be granted with the following conditions taken into consideration:

- All previous academic work while in the Presbyterian Church (USA) care process shall ordinarily be accepted.
- All recent Presbyterian Church (U.S.A.) ordination exam results shall ordinarily be accepted.
- Previously approved internship hours while under care of the Presbytery of Mid-Kentucky may be accepted but a review shall be done by the CPM to determine how recent the internship hours are and their relevance to current ministry needs.
- There may be additional requirements after further review.

- Requests should be sent to the presbytery office once the individual has met with their session and received its endorsement. CPM will review the request at its next regular meeting.

### **3. Removal:**

CPM may remove an inquirer or candidate at any time during the process for sufficient reasons (G-2.0609) CPM will report this action to the presbytery and the individual's name will be removed from the rolls

### **Exceptions and Waivers**

Exceptions to Book of Order requirements for ordination must may be met in an alternative manner with a 2/3 vote of CPM and a 3/4 vote of presbytery. All requests for exceptions must be made in writing.

Waivers to requirements for ordination listed in this manual and ordinarily required by Mid-KY Presbytery must also be made in writing. These will be considered on a case-by-case basis and must be approved by a majority vote of CPM.

### **Advisory Handbook on the Preparation for Ministry**

A helpful link from our national offices:

[http://www.pcusa.org/site\\_media/media/uploads/prep4min/pdfs/p4mah\\_2017\\_rel\\_2.1.pdf](http://www.pcusa.org/site_media/media/uploads/prep4min/pdfs/p4mah_2017_rel_2.1.pdf)

**Addendum 1**  
**For Sessions:**  
**Examining a member wishing to begin the process**  
**for becoming a minister of word and sacrament**

When someone in the congregation feels that s/he may be called for ordered ministry as a minister of word and sacrament, s/he will contact the pastor and clerk of session requesting an interview with the session to formally explore this call together. Prior to the session meeting, session should read the member's responses to Preparation for Ministry Form 1A. At the meeting in which the interview is conducted, session should discuss the person's qualifications and gifts for ministry of word and sacrament, concerns or "growing places" for the person, and the session's ability and desire to support said member. In addition, the session will consider the following questions with this person before endorsing as an inquirer for ministry:

- Has this person been an active member of this church for a minimum of 6 months?
- In what ways has s/he demonstrated an eagerness to serve the body of Christ?
- What personal qualities are evidence of a healthy and vital faith in God through Jesus Christ?
- Does this person demonstrate a spiritual maturity appropriate for someone considering ordered ministry?
- What motivations, whether positive or negative, impel this person's sense of call: Service to God in the world? Compassion for God's children? Guilt? A need for power and status?
- What real and potential talents for ministry are evident in this individual?
- What types of interpersonal relationships does this person have with others in the congregation? Do boundaries seem healthy? How do other members respond to this person's style of communication and leadership?
- Does this person accept feedback well? How well does he or she work cooperatively and respectfully with others?
- Does the session feel comfortable being in this discernment process with this person?
- Is the session willing to pray for this person throughout this process? Is the session willing to check in with this person, offering support or guidance periodically?

Following this discussion, the session may recommend to the presbytery that this person be admitted to the inquirer phase of preparation for ministry. The session does this by:

- Appointing a session liaison for this person. The liaison will be chiefly responsible for communicating with the person throughout the discernment process. The liaison will also accompany this person to session meetings, CPM meetings, and presbytery meetings as he/she is able.
- Filling out Form 1D and mailing it to Mid-Kentucky Presbytery marked "attn: CPM." The inquirer will then meet with the Commission on Preparation for Ministry in order for the CPM to explore similar questions.

The session will be informed if the person being called has been accepted "under care" as an inquirer by Mid-Kentucky Presbytery.



**Addendum 2**  
**For Sessions:**  
**Examining an inquirer wishing to become a candidate**  
**in the discernment process for becoming a minister of word and sacrament**

After an inquirer from your congregation has been in the process for a minimum of nine months, he or she may again approach the session looking for endorsement to the next phase in the ordination process, referred to as “candidacy.” At this time, session will consider the inquirer’s answers to the questions on CPM Form 5A, as well as exploring the following questions at a session meeting:

- Has this person maintained an active role in the life and ministry of your congregation or another congregation closer to his/her seminary?
- What are the responses of others who work with this person in ministry?
- What evidence of personal growth have you witnessed during the period of being an inquirer?
- Is this person able to articulate his or her sense of call to ordered ministry?
- What are the gifts for ministry that you easily identify in this person’s life?
- Where might his/her gifts be utilized in response to the needs of the church and God’s people broadly in the world?
- What are the functions that, within the Reformed tradition, distinguish the ministry of word and sacrament from other forms of ministry such as the ordained service of deacons and ruling elders? Does this inquirer have the gifts, temperament, and interests that would enable him or her to fulfill those functions?
- How willing and able is this person to follow the call of God’s Spirit to serve in this ministry wherever it leads?
- Does this person demonstrate a spiritual maturity appropriate for someone considering ordered ministry?
- Is this person someone session members would feel confident in calling as a pastor?
- Does the session feel comfortable being in this discernment process with this person?
- Is the session willing to pray for this person throughout this process? Is the session willing to check in with this person, offering support or guidance periodically?

Following this discussion, the session may recommend to the presbytery that this person be admitted to the candidacy phase of preparation for ministry. The session does this by:

Filling out form 5B and mailing it to Mid-Kentucky Presbytery marked “attn: CPM.” The inquirer will then meet with the Commission on Preparation for Ministry in order for the CPM to explore the move to candidacy.

The session will be informed if the person being called has been recommended to move to the candidacy phase of the discernment process. The inquirer must attend a meeting of Mid-Kentucky Presbytery and answer questions from the floor of presbytery. The session is encouraged to attend this presbytery meeting for support. If the inquirer is accepted by the presbytery, the session is encouraged to set aside a time in regular worship to commission and pray for the candidate (an example of the liturgy can be found in the Book of Common Worship, page 480).

## **Addendum 3**

### **Final Assessment Process**

During the Final Assessment with the CPM, the CPM will confirm that the candidate has met all educational and examination requirements. In addition, the CPM will determine whether the candidate possesses the qualities listed in G-2.0607a as appropriate for beginning ordered ministry:

“Wisdom and maturity of faith” – Carefully reviewing not only the “S”/“U” evaluations of the standard ordination exams, but the responses themselves and the readers’ evaluative comments can provide evidence in this area. This can also be examined by a review of the candidate’s statement of faith.

“Leadership skills” – A review of the supervised practice of ministry reports should indicate not only an open and receptive spirit to learning but also describe instances when the candidate initiated change or helped a community follow the lead of the Spirit into new ministries through group discernment process. Additional information will also be obtained by calling or emailing the candidate’s provided references.

“Compassionate spirit” – Look not only at what ministries of care the candidates have participated in but also at their personal motivations for engaging in these forms of service and their attitudes toward those whom they served. Does the candidate show genuine concern?

“Honest repute” – What have been the experiences of all the covenant partners in working with the candidate? Has s/he consistently demonstrated integrity and openness? Has s/he accepted accountability when appropriate?

“Sound judgment” – Ministry as a minister of word and sacrament requires high levels of critical self-awareness and emotional intelligence in working with others. Has the candidate been an active participant in setting goals for his/her own development and preparation for ministry? Is s/he realistic in expectations of others?

## **Addendum 4**

### **CPM Responsibilities**

CPM shall ordinarily meet once a month. At each meeting, CPM will conduct the business of CPM which includes (but isn't limited to): examining those wishing to be inquirers, examining those wishing to be examined for candidacy, examining those wishing to be certified ready to receive a call, conducting annual consultation, reviewing ordination exams, reviewing reports required by CPM, and acting on requests for exceptions and waivers. Each meeting will be limited to 2 hours, unless a longer meeting has been agreed upon by CPM members in advanced. The chair shall take care to try to limit the business of each meeting to 2 hours.

CPM shall only conduct business for which paperwork is given to the chair a full two weeks in advance of the meeting. Any business received in writing less than two weeks in advance of the meeting will be considered at the chair's discretion.

Although CPM will get to all business in a timely manner, inquirers or candidates may not be able to attending the meeting that they desire depending on how much business the CPM has at the time of receiving the request to meet.

The CPM shall provide a liaison for each inquirer/candidate under care. This liaison will:

- Contact the inquirer/candidate periodically in order to be informed about inquirer's progress on goals/education.
- Discern with the inquirer/candidate nuances of vocation.
- Relay any concerns or requests from inquirer/candidate to CPM.
- Review all ordination exams, field education reports, and CPE reports of the inquirer/candidate.
- Attend final interview in the psych evaluation for inquirer/candidate when capable of doing so. In the necessary absence of the liaison, the chair or another member of CPM will attend.
- Review the final psych assessment and relay relevant recommendations from the evaluation to the CPM.

If an inquirer/candidate or a liaison feels the relationship between that particular inquirer/candidate and the liaison isn't beneficial, they are encouraged to share this with the CPM chair and/or the presbyter for community life.

## Addendum 5

### Financial Responsibilities of the CPM

Ordinarily, in the course of an inquirer's or candidate's time under care, the CPM will provide financial support for the following:

- Psychological evaluation (Total cost is \$2100. CPM will pay \$1100. Inquirer/Candidate and home church will each pay \$500).
- "First attempt" for all ordination exams (including the Bible Content Exam). All subsequent attempts will be the financial responsibility of the inquirer candidate.

CPM may also choose to provide financial assistance for those currently in seminary by providing a book fund in the fall of each year, the amount of which will be determined by the CPM each year.

CPM also presents a *Book of Common Worship* at the commissioning of the inquirer becoming a candidate (at a presbytery meeting) and a symbol of ministry (typically a stole) for the candidate in his/her ordination service.

Other financial scholarships may be given to inquirers and candidates from the Quissenberry Fund. See application for Quissenberry funds on the next page. Request for Quissenberry funds should be given to the CPM chair two weeks before any stated meeting of CPM.

## **Addendum 6**

### **Guidelines for Writing a Statement of Faith**

One page long – may be single spaced

Articulate your own beliefs about God, the church, humanity, etc. Try to cover the major doctrines of the church (e.g. Who is God? Who is Jesus? What is the Church? What do the Sacraments mean? etc.)

Do not include footnotes or citations. Use your own words.

For an example of using contemporary language to concisely articulate important theological concepts, take a look at the “Brief Statement of Faith” in the Book of Confessions which evokes scripture without quoting directly.

Keep in mind that the audience is Presbyterian ministers and ruling elders. It is helpful to use language that is contemporary and evocative, but not overly academic or obscure. They will be looking to see that the candidate can articulate a theology from the PC(USA) perspective in a way that is compelling to a church member or an unchurched person.

- Topics that should regularly be included:
  - Sacraments of Baptism and the Lord’s Supper
  - Great themes of the Reformed tradition like the sovereignty of God, election, grace alone, faith alone, scripture alone
  - Human identity and purpose
  - Purpose of the Church
  - Salvation
  - Eschatology (How does it all end? What is our eternal hope?)
  - Authority of the Bible
  - The Holy Trinity (God [Mother/Father/Parent], Jesus the Christ, the Holy Spirit)

The Statement of Faith is focused on articulating theological beliefs. The Faith Journey document is the place for autobiographical information, sense of call, and spiritual journey. If you have more questions, feel free to contact your liaison or others on the CPM for clarification.

# **Mid-Kentucky Presbytery**

## **APPLICATION FOR FINANCIAL ASSISTANCE FROM THE QUISSENBERRY FUND**

### **Background:**

Upon his death in 1905, Mr. I. M. Quisenberry bequeathed \$5,000 to Cumberland Presbytery to establish an endowment to educate local preachers. Almost 110 years later, the fund has grown to over \$82,000. Mid-Kentucky Presbytery is the successor to Cumberland Presbytery. In keeping with the wishes of the benefactor, this fund will be used to provide scholarships and other financial assistance for those in Mid-Kentucky Presbytery who are training for the ministry of teaching elder in the Presbyterian Church (U.S.A.).

Inquirers and Candidates may apply for financial assistance from the Commission on Preparation for Ministry through funds that are available through the Quisenberry Fund. In addition, the Commission on Preparation for Ministry may elect to distribute funds from the Quisenberry Fund to Inquirers and Candidates under care of Mid-Kentucky Presbytery throughout the year.

### **Guidelines:**

Individuals are eligible to apply for financial assistance through funds available from the Quisenberry Fund if they:

1. Hold membership in a congregation of Mid-Kentucky Presbytery;
2. Are enrolled as an Inquirer or Candidate for ordained ministry of word and sacrament;  
and
3. Demonstrate financial need.

Inquirers and Candidates may apply for financial assistance annually if needed to support their education for ministry.

**APPLICATION FOR FINANCIAL ASSISTANCE FROM THE QUISSENBERRY FUND**

*Return completed form to Mid-Kentucky Presbytery CPM chairperson*

In applying for financial assistance, I understand that my application will be reviewed by the presbytery's Commission on Preparation for Ministry and Finance Committee.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Church membership: \_\_\_\_\_

Seminary: \_\_\_\_\_ Year/Class: \_\_\_\_\_

\_\_\_\_ Inquirer \_\_\_\_ Candidate

**WORK AND LEADERSHIP EXPERIENCES:**

List any new or recent work and leadership experiences since your most recent meeting with the Commission on Preparation for Ministry.

Amount of assistance requested: \_\_\_\_\_

Describe your need for financial assistance.

How will this financial assistance support your preparation for ordained ministry?

Are you seeking or have you received financial assistance from any other organizations or entities? Yes or No (Circle) If yes, please list the sources and amounts.

Is there anything else the committee should know as it considers your request for financial assistance?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This identification sheet is to be retained by the presbytery.**

----- FOR OFFICE USE ONLY -----

Date received: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

By: \_\_\_\_\_

Assigned No.: \_\_\_\_\_



## PREPARATION FOR MINISTRY CHECKLIST

The Commission on Preparation for Ministry may amend this checklist as necessary. All forms referenced in this checklist may be downloaded at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

### Applicant

- Be an active member of a sponsoring congregation for at least 6 months (G-2-0602).
- Contact the session moderator (ordinarily the pastor) of sponsoring church requesting an interview with session to be examined for inquiry in the PC(USA). (See Addendum 1.)
- Ask session moderator to contact CPM chairperson to schedule a session orientation meeting to take place prior to the session's interview with the applicant.
- Complete relevant parts of Forms 1A (Application to Be Enrolled by the Presbytery as an Inquirer), 1B (Questions for Reflection), and 1C (Financial Planning for Theological Education).
- If the session votes for endorsement to become an inquirer, send the original and appropriately signed copies of Form 1D (Session Evaluation and Recommendation), 2A (Report of Consultation Regarding Application to Become an Inquirer), 2B (Covenant and Inquirer Release), as well as Forms 1A, 1B, and 1C, to the presbytery office (contact information for Mid-Kentucky Presbytery can be found on inside cover of this manual).
- Provide one of the following to Mid-Kentucky Presbytery office: proof of graduation from an accredited four-year college/university, or proof of acceptance to or graduation from an approved seminary (G-2.0607.b).
- Chair of CPM schedules a meeting with CPM. If not contacted within 2 weeks of sending information, please follow up with CPM chair.
- If CPM votes for enrollment as an inquirer, send completed Forms 2A and 2B to the presbytery office.
- Complete background check form and return to presbytery office for criminal background check and credit check.

### Inquirer

- Meet with CPM liaison to discuss goals for inquiry phase.
- Within three months of becoming an inquirer, schedule a psychological/vocational evaluation. Follow up with evaluator to ensure that CPM has received the results of the evaluation in a timely fashion.
- Complete field education placement(s) as needed to meet CPM requirements, and confirm that CPM has received a report.
- Provide a copy of each semester's transcript (or its equivalent) of theological study.
- Complete Annual Consultation(s)  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_

### **Advancing to Candidacy:**

- Discuss interest in becoming a candidate with session and CPM liaisons.
- Complete Forms 5A (Application to Be Enrolled by Presbytery as a Candidate) and 5B (Session Recommendation for Enrollment as a Candidate).
- Write one-page Faith Journey and a one-page preliminary Statement of Faith.
- Submit completed forms and statements to the pastor or moderator of session so that they can be circulated to all members of the sponsoring session.
- Meet with the session for examination and their endorsement. (See Addendum 2.)
- If the session votes to recommend enrollment as a candidate, make sure the clerk of session sends the appropriately signed original copies of Forms 5A and 5B and the Faith Journey and Statement of Faith to the presbytery office. The inquirer should also keep copies.
- CPM chair will schedule an interview with CPM. (Follow up if there is no contact within two weeks.) Invite session liaison and pastor to attend the CPM interview.
- After the interview, contact the CPM liaison to follow up on any issues that came up during the meeting. Ask someone to give a charge at the presbytery meeting.
- Make sure Forms 5C (Report of Consultation to Become a Candidate) and 5D (Covenant Agreement and Candidate Release) are sent to presbytery office.
- Appear at designated meeting of presbytery and speak for 3-5 minutes on sense of call. Be prepared to answer questions from the floor of presbytery about sense of call, faith journey, and statement of faith, and the constitutional questions put by the moderator of presbytery.

### **Candidate**

- Complete Master of Divinity degree at an approved seminary, if not done earlier.
- Complete CPE (with a report in the presbytery office)
- Complete Field Education (with a report in the presbytery office).
- Attend approved boundary/sexual misconduct workshop or its equivalent in order to be certified ready to receive a call. (Contact the presbytery office for scheduled sessions.)
- Successfully complete all five ordination examinations, if not done earlier.

### **Final Assessment and Certified Ready**

- During or after the final year of seminary, after completing at least 3 months of candidacy, contact CPM liaison to schedule a final assessment to be certified ready to receive a call.
- Send to CPM a final one-page Statement of Faith, a one-page statement of faith, an exegetical paper demonstrating knowledge of Greek or Hebrew as it applies to a particular Scripture passage, a written sermon based on the exegetical passage with a description of the congregation to which it is to be preached, and a draft of the Personal Information Form (PIF).
- Meet with CPM to preach the sermon and respond to questions.
- If certified ready for a call, make sure Form 6 (Summary Report of Final Assessment) is sent to presbytery office.

### **Candidate Ready to Receive a Call**

- Request from Stated Clerk to be placed on the presbytery's pulpit supply list, if desired, or to preach regularly in other congregations until a call is received.
- Request CPM's permission to circulate the Personal Information Form (PIF).
- Continue with Annual Consultations until receiving a call and being successfully examined for ordination.