

Discerning the Call to Ordained Ministry

Steps and Procedures of the
Committee on the Preparation for Ministry

The Presbytery of San Francisco

(Adopted on February 9, 2021)

Presbytery of San Francisco
545 Ashbury Ave 📍 El Cerrito, CA
(510) 849-4393 🌐 www.presbyteryofsf.org

TABLE OF CONTENTS

Chapter 1 – Welcome and Overview to the CPM Process	page 3
The CPM Ordination Process as Spiritual Discernment.....	3
Overview of the Ordination Process.....	3
A Note on the Requirements.....	3
Our Commitment to Support and Communal Discernment.....	4
Being Open to the Outcomes of the Discernment Process Toward Ordination.....	4
Our Commitment to a Flexible and Contextual Process.....	5
 Chapter 2 – Application Phase	 page 6
Steps During the Application Phase to Become an Inquirer.....	6
Application Phase Checklist to Become an Inquirer	9
 Chapter 3 – Inquiry Phase	 page 10
During the Inquiry Phase.....	10
Steps during the Inquiry Phase to Become a Candidate.....	11
Inquiry Phase Checklist to Become a Candidate.....	14
 Chapter 4 – Candidacy Phase	 page 15
During the Candidacy Phase.....	15
Steps during the Candidacy Phase to Prepare for Final Assessment.....	16
Candidacy Phase Checklist to Prepare for Final Assessment.....	19
 Chapter 5 – Post Finalist Phase	 page 20
During the Post Finalist Phase.....	20
Coming to the End of CPM Process.....	20
 Chapter 6 – Searching for and Receiving a Call	 page 21
Searching for a Call.....	21
Entering into Formal Negotiations with a Church.....	21
Receiving a Call.....	21
 Chapter 7 – Consultations	 page 22
Steps to Prepare for an Annual Consultation.....	22
 Chapter 8 – Suspension, Withdrawal, and Reinstatement	 page 23
Suspending the Process.....	23
Withdrawal from the Process.....	23
Reinstatement to the Process.....	23
 Chapter 9 – Transfers and Removals in the CPM Process	 page 25
Transfer to another Presbytery.....	25
Transfer to another Session.....	25
Removal from the CPM process.....	25

Chapter 10 – Requirements	page 26
Requirements At-A-Glance.....	26
Prerequisite Requirements.....	27
Ongoing Requirements.....	27
Specific Requirements.....	28
Track-specific Requirements.....	29
Chapter 11 – Advanced Approvals, Credits and Waivers	page 34
Advanced Approvals.....	34
Credits.....	35
Waivers.....	35
Chapter 12 – Financial Assistance	page 36
Psychological Evaluation.....	36
Airline Travel.....	36
CPM Scholarship Fund.....	36
Appendix 1 – General CPM Information.....	37
Appendix 2 – Education Requirements of the Presbytery of San Francisco.....	38
Appendix 3 – List and Description of CPM Forms Needed.....	39

Chapter 1 – Welcome and Overview to the CPM Process

Welcome to the process of ordination with the Committee on the Preparation for Ministry (CPM) of the Presbytery of San Francisco! On behalf of the presbytery, CPM serves the presbytery's congregational members who are responding to a sense of God's call in their lives to the **ministry of the Word and Sacrament** (ordained ministry) in the Presbyterian Church (U.S.A.). We pray that this will be a time of discernment and growth as you seek to follow God's call for you.

The CPM Ordination Process as Spiritual Discernment

The spiritual discipline of discernment is the intentional process that seeks to understand what God wills for us and how we are to act upon it. As Presbyterians, we believe that the process of heeding the call to ordained ministry in the Presbyterian Church (U.S.A.) is that of **communal discernment**. As you engage in the CPM Ordination Process, you will be given the opportunity to explore and discern your sense of call, evaluate your gifts for ministry, and assess your readiness for ministry together with your sponsoring church and CPM.

Overview of the Ordination Process

The preparation for ministry process involves the following phases of discernment:

1. Application Phase – sensing a call to the ministry of the Word and Sacrament, seeking affirmation of that call with your pastor and church, and submitting the documents necessary to formally begin the CPM process
2. Inquiry Phase – exploring the call to the ministry of the Word and Sacrament as an *Inquirer*
3. Candidacy Phase – affirming the call to the ministry of the Word and Sacrament as a *Candidate*
4. Post-Finalist Phase – continuing your candidacy after being ‘certified ready for examination for ordination, pending a call, to the ministry of the Word and Sacrament’

Detailed steps for moving through these phases are delineated in chapters 2-5.

Once you become an *Inquirer*, a **minimum of two years** is required to proceed through the steps towards ordination to the ministry of the Word and Sacrament, including at least **one year as a candidate**.¹ Please note that it is not unusual for the process to take more than two years.

A Note on the Requirements

It is crucial to understand the educational and professional requirements for completing the CPM Ordination Process. **Please read Chapter 10 to ensure that you are familiar with the requirements.** You may find that some of our educational and supervised practice of

¹ Book of Order (2019-2021), G-2.0602

ministry requirements² may not be in alignment with your seminary requirements. Others take time and need planning. CPM recognizes potential challenges in fulfilling the various requirements. However, CPM has found, along with those who have undergone our process, that the benefits from completing the requirements we put forth consistently outweigh the challenges in preparing for ministry, and help develop your sense of call

Our Commitment to Support and Communal Discernment

As mentioned above, the process of discerning your call to the ministry of the Word and Sacrament is one that is communal. In order for this to happen effectively and faithfully, CPM recognizes that relationships built on mutual trust are needed. A structure where a big group of people (committee) meets with an individual (you) merely once a year is not conducive to fostering true relationships. Therefore, seeking to be intentional about creating and facilitating opportunities where relationship-building can occur more naturally, a ‘Support Team’ will be created when you begin your process.

Your **Support Team** will be a three-person team comprised of your:

1. CPM liaison – your main contact for any communication between you and CPM
2. Elder advocate – a leader from your sponsorship church who has seen your potential for ordained ministry and advocates on your behalf
3. Pastoral advocate – a person who can be a mentor to you as you grow in your understanding and role as a minister of the Word and Sacrament in the PC(USA)

These are individuals who have **committed to support you and participate in regular discernment with you**. They will be responsible for being the pathways to regular communication and support during your process.

Our desire is that the CPM process will be a time of true discernment and growth, undergone in a community that supports you and walks alongside with you

Being Open to the Outcomes of the Discernment Process Toward Ordination

You have most likely entered into this discernment process with your sponsoring church and CPM with the intent of becoming ordained. However, it is important to recognize that communal discernment requires all parties that are involved be open to the leading of the Holy Spirit throughout the entire process. During any of the phases, the Holy Spirit may lead you to a call that is different than what you originally thought. This could possibly mean: 1) clarification of the type of ministry to which you are called (e.g., chaplaincy vs. parish ministry) 2) confirmation of a call to non-ordained ministry (e.g., commissioned lay pastor, social worker), 3) other discernment (e.g., no call to ministry, but confirmation of a different vocation).

Regardless of the outcome, it is important to remember that the CPM process is a journey of discernment, and we cannot dictate the Holy Spirit to lead us in a particular direction. We are merely called to be faithful to that process, no matter where we end up.

² *Supervised practice in ministry* refers to field education (internship) and Clinical Pastoral Education (CPE)

Our Commitment to a Flexible and Contextual Process

Preparation for ministry in our postmodern world is complex. Not only is the religious landscape in the United States changing, the circumstances and life experiences from which people seek preparation for ordained ministry in the PC (USA) have become more diverse. CPM is mandated to do its work within the parameters of the presbytery and the PC(USA)³. However, we are also committed to being sensitive to the various contingencies and responses that this diversity brings, and we seek to be as flexible and contextual as possible.

³ *Standing Rules of the Presbytery of San Francisco, and the Book of Order*

As mentioned above, a sense of call is discerned within community. Perhaps you have been feeling the Holy Spirit's nudge to ordained ministry. Or, perhaps your pastor or mentor has encouraged you to think about ordained ministry. This first phase of the CPM process is to take your initial sense of call and invite your sponsoring church and pastor into the discernment process, as well as to take the steps necessary to formally begin the CPM process.

STEPS DURING THE APPLICATION PHASE TO BECOME AN INQUIRER (Checklist at the end of chapter – p.9)

Application Prerequisites

- a. Be a member** of one of the congregations in the Presbytery of San Francisco
Since the CPM is a ministry of the Presbytery of San Francisco, you must apply as a member of a church in the presbytery.
- b. Have been active in the work and worship of the congregation for at least six months** ⁴
An important part of the communal discernment in your call to ordained ministry is for your congregation to see and be able to identify the gifts you possess for ministry.
- c. Hold a baccalaureate (undergraduate) degree** ⁵
Please note: In addition to a baccalaureate degree, the PC(USA) requires a degree from an accredited theological institution for those being ordained ⁶, if you have not begun the process of searching for or attending a graduate theological institution yet, this would be a good time to start.

Application Steps

- a. Contact the Committee on the Preparation for Ministry** (cpm@sfpby.org) who will send you the 'Applicant Packet' with necessary information and forms.
 1. The Presbytery's "Steps and Procedures for Ordination" paper
 2. Copies of all CPM forms
 3. *Standards of Ethical Conduct*
 4. *Sexual Misconduct Prevention Policy and Procedures of the Presbytery of San Francisco*
 5. Other miscellaneous resource materials.
- b. Contact your pastor** of the church where you are a member (sponsoring church) and share your decision to apply
Your pastor can be a wonderful support for you as you undergo the CPM process.

⁴ G-2.0602. You do not necessarily need to have been a member of the church during these six months

⁵ G-2.0607b. While the Book of Order requires completion of the baccalaureate before final assessment, the Presbytery of San Francisco requires the completion of the baccalaureate before the application to inquirer will be accepted. Exceptions may be granted under extraordinary circumstances.

⁶ G-2.0607c

They can pray for and with you, and walk alongside of you in your discernment. In addition, as the leader of your sponsoring church, the pastor can play an important part of helping the session participate in the communal discernment process of your call. They can also guide the session in becoming one of the important support systems during your process.⁷

c. **Ask your pastor to set up a session orientation** with a CPM representative.⁸

The *session orientation* covers the specific duties and responsibilities that the session of your sponsoring church has in your preparation and discernment process. In addition to the regular session members, you, and a prospective elder advocate (if applicable) are invited to attend. The documents that are provided to the session by CPM (see the documents listed below in bold) at the meeting will give guidance to the session as it considers whether or not to endorse you to become an inquirer, and become your sponsoring church.

d. After the *session orientation*, **schedule to meet with the session** to receive the endorsement of your sponsoring church. **Prepare Forms 1A and 1C** to give them to session beforehand. **Send the session Form 1B** to complete at the end of the meeting. After the meeting, request the **Clerk of Session to complete and send Form 1B to CPM** (cpm@sfpby.org)

At this meeting, the session of your sponsorship church is invited to discern and endorse your desire to be enrolled by the presbytery as an Inquirer. Taking into account what they already know of you and your gifts (through your participation at the church) in addition to what you have shared with them in Form 1A, the session will prayerfully evaluate your natural and spiritual gifts, commitment and motivation for ministry, and potential for growth. They will then decide on your endorsement – the vote will be recorded in the session minutes.

Once you are endorsed, the session will work with you to provide an ‘**elder advocate**’ who will commit to walking with you throughout the CPM process (if they haven’t already). This person needs to be a Ruling Elder, but does not have to be currently serving on session. The session will also work with you to designate a ‘**pastoral advocate**’. In most instances this will be the current pastor of the sponsorship church. However, there may be circumstances where you are not as familiar with this pastor. In this case, please contact CPM immediately and we will work with you, your session, and your pastor to determine the best ‘pastoral advocate’ for you. These two advocates will be a part of the **Support Team** mentioned in Chapter 1.

The session is also requested to **approve financial support** as you begin the process: **at the minimum 1/3 cost of the psychological assessment (approx. \$350).**

⁷ There will be cases where the applicant may not know the pastor well (i.e. applicant being off to college/seminary, applicant is a new member, etc.). In these cases, as necessary, CPM will work with the pastor, session, and the applicant to provide a pastoral mentor/liason who may be better suited for the role.

⁸ The orientation may be waived if a session orientation has been conducted with that particular session within the previous twelve months or the church has a standing candidates' care committee of the session.

They may also consider other types of financial assistance (travel expenses, book funds, coursework, etc.) as they review Form 1C that you have submitted to them.

e. Complete Psychological Evaluation

Psychological evaluations must be conducted by an accredited psychological assessment center that is approved by CPM. Please see Appendix 1 for contact information. Please note that it sometimes takes a while to get an appointment, and it can take up to three months for the evaluation to be completed.

The presbytery will cover 1/3 of the costs, your sponsoring church will cover 1/3, and you will be responsible for covering 1/3.

f. Complete remaining forms, and submit documentation to CPM (cpm@sfpby.org)

1. Forms 1A, 1C, A, B, C, D, E
2. Transcripts from undergraduate/graduate work you have done
3. Evaluations (self and supervisory) from supervised practice of ministry⁹ (if applicable)

g. Schedule to meet with CPM for your Inquirer Interview – all paperwork **must be submitted one month in advance of the meeting date.**

Once CPM has all the initial paperwork, we will schedule to meet with you in person. Please make sure that your **elder advocate and pastoral advocate** are able come with you to this meeting. **They must be present** for you to be interviewed by CPM and for you to be enrolled as an Inquirer. **Please plan about two hours for this initial meeting.**

At this meeting, the CPM (on behalf of presbytery) will begin to join and participate in the communal discernment of your call that you have already begun with your sponsoring church. We will first ask you to introduce yourself and give us a brief summary of your journey thus far. Then we may ask questions and discuss items related to your psychological evaluation, educational and financial plans, your discernment of call, among others with you. We will also take time separately to ask your elder and pastor advocates to speak on your behalf.

After prayerful deliberation, **CPM will vote to recommend you to the Presbytery to be enrolled as an Inquirer.** If the vote is positive, you have formally begun the CPM process – congratulations! (The official vote by presbytery to enroll you as an Inquirer will occur at the next presbytery meeting in the consent agenda – however, the CPM interview date is the effective date for you to begin the Inquirer phase.) **You will also be appointed a CPM liaison** who, as a part of your **Support Team**, will be one of your main contact persons for ongoing communication and support. **Please take initiative in maintaining contact with your CPM liaison** (suggested frequency is quarterly, and otherwise as needed).

⁹ Supervised practice of ministry refers to field education (internship) and Clinical Pastoral Education (CPE)

Finally, CPM will work together with you to establish a *covenant*¹⁰ which includes goals in various areas for you to work toward, as well as things that CPM promises to do to support you. This covenant will remain in effect until your next meeting with CPM.

In the event that CPM fails to recommend you to be enrolled as an Inquirer at this time, CPM will share their decision and possible next steps with you, your elder advocate, and your pastoral advocate.

APPLICATION PHASE CHECKLIST TO BECOME AN INQUIRER

Application Prerequisites

- a. Be a member of a congregation in the Presbytery of San Francisco
- b. Have been active in the work and worship of the congregation for at least six months
- c. Hold a baccalaureate (undergraduate) degree

Application Steps

- a. Contact the Committee on the Preparation for Ministry (cpm@sfpby.org) who will send you the 'Applicant Packet' with necessary information and forms.
- b. Contact your pastor and share your decision to apply
- c. Ask your pastor to set up a *session orientation* with a CPM representative. Make sure to be at the orientation!
- d. After the *session orientation*, schedule to meet with the session to receive endorsement from them as your sponsoring church. Prepare Forms 1A and 1C to give to session beforehand. Send the session Form 1B to complete at the end of the meeting. After the meeting, request the Clerk of Session to complete and send Form 1B to CPM (cpm@sfpby.org)
- e. Complete the Psychological Evaluation
- f. Complete remaining forms and submit documentation to CPM (cpm@sfpby.org)
 1. Forms 1A, 1C, A, B, C, D, E
 2. Transcripts from undergraduate/graduate work you have done
 3. Evaluations (self and supervisory) from supervised practice of ministry (if applicable)
- g. Schedule to meet with CPM for your Inquirer Interview. Your CPM elder advocate and pastoral advocate must be present at the meeting. All paperwork must be submitted a month in advance of the meeting date.

¹⁰ Your covenant will be based on the desired outcomes of the Inquiry Phase (p.9-10)

Chapter 3 – Inquiry Phase *Exploring your Call to Ministry... Am I Suited for Ordained Ministry?*

*Congratulations for becoming an Inquirer! The purpose of the Inquiry Phase is to provide an opportunity for you, the church, and the presbytery to **explore** together whether you are called to the ministry of the Word and Sacrament. The process of communal discernment continues as you learn more about yourself while engaging in study and service, and the CPM and the church will learn more about you. Together we will seek to discern and clarify where God is leading you next. **Normally, the length of this phase is one year, or more.***

During the Inquiry Phase, you will explore your sense of call by:

1. Self-Evaluating, Self-Examining, and Self-Assessing

This phase is a time for you to explore your sense of call to the ministry of the Word and Sacrament through:

- a. *Self-Evaluating* – what are the personal implications of being a minister of the Word and Sacrament? Are you suited for this vocation?
- b. *Self-Examining* – how do the following affirm your sense of call (or lead you in a different direction)?
 - your motivations for becoming a minister of the Word and Sacrament
 - your personal faith
 - your ministry experience
- c. *Self-Assessing* – do the gifts necessary for the ministry of the Word and Sacrament align with your natural and spiritual gifts?

2. Growing and Working Toward:

- a. Being able to articulate an **understanding of Christian vocation** in the Reformed tradition, and how it relates to your personal sense of call
- b. Being able to **express your personal faith** in a manner that demonstrates an understanding of the Reformed tradition
- c. Being able to **expound upon at least one concept from that personal faith at a greater depth** explaining what it suggests about God, humanity, and their interrelationships
- d. Being able to **engage in theological reflection** and **perspectives of Christian spirituality**
- e. Being able to **discuss your personal and cultural background** as it relates to the ministry of the Word and Sacrament, including a concern for maintaining personal, spiritual, physical, and mental health
- f. Being able to **relate your own personal cultural location to changes in American society** and its increasingly multicultural character
- g. Being able to **express your understanding of the tasks that ministers of the Word and Sacrament perform**, including an awareness of both of **your specific gifts** for this particular ministry and of areas in which **further growth is needed**

3. **Discerning with your sponsoring church: their affirmation of your fitness for ministry**

As you engage in some form of supervised service to the church¹¹, here are some questions that may guide your communal discernment. You are encouraged to **use them as a starting point for your regular conversations with your elder and pastoral advocate.**

- a. What are the gifts for ministry that they recognize in your life? Where might they see those gifts fit in response to the needs of the church and God’s people broadly in the world?
- b. Do they see you having the gifts, temperament, and interests that would enable you to fulfill the distinct functions of the ministry of the Word and Sacrament (as opposed to other forms of ministry, such as the ordained service of deacons and ruling elders)?
- c. How willing and able do they understand you to be to follow the call of God’s Spirit, wherever that may lead?

4. **Discussing and discerning with your CPM liaison: your connection to CPM and the presbytery**

As you maintain quarterly contact with your CPM liaison, you are encouraged to discuss your ongoing process of exploring your sense of call, including your working toward the *covenant* (developed at your previous meeting with CPM), and the three steps outlined above.

* * * * *

STEPS DURING THE INQUIRY PHASE TO BECOME A CANDIDATE

(Checklist at the end of chapter – p.14)

Once you have taken the time needed to fully complete the inner and outer work required above and have begun to test your sense of call through some supervised practice of ministry (field education or CPE), you are ready to prepare for the next phase: Candidacy.

a. **Discern with your CPM liaison and pastor** the appropriate time to move to candidacy.

Be sure to take the time necessary during the Inquiry Phase. Make sure you have worked on the areas detailed above and are able to clearly articulate your thoughts regarding the questions of discernment outlined in point 2.(a-g) on p. 10. Also, make sure you have completed the goals that were included in your covenant when you became an Inquirer.

b. If so discerned, **request to meet with the session of your sponsoring church. Complete and provide Forms 3 & 5A¹² to the session.** In addition, provide the session with Form 5B to be completed at the end of the meeting.

The session will review your paperwork and prayerfully engage in discernment regarding their endorsing you as a Candidate. They may ask you to share how your sense of call has developed since becoming Inquirer. They may also share how they have seen your gifts

¹¹ G-2.0606: “Inquirers and candidates shall, with the permission of the presbytery of care, engage in some form of supervised service to the church.” (This requirement does not necessarily need to take place at the sponsoring church.)

¹² Form 5A includes your preliminary *Statement of Faith*. A final version will be required for your Final Assessment, but CPM asks you to begin formulating one during this step.

for ministry develop and grow during the Inquiry Phase.

The vote by session to endorse you as a Candidate will be recorded in the minutes of the meeting. If the vote is positive, **request the session to send Form 5B to your CPM liaison.**

- c. Schedule to meet with CPM** for your Candidacy Interview – all paperwork **must be submitted one month in advance of the meeting date to your CPM liaison.**
1. Form 3 & 5A
 2. Updates on Form D (if any)
 3. Any new self/supervisor evaluations from supervised practice of ministry, if applicable.
 4. Updated transcript.

d. Meet with CPM for Candidacy Interview

Once your CPM liaison has received all the paperwork, we will schedule to meet with you in person. Please make sure that your **CPM liaison, elder advocate, and pastoral advocate** are able come with you to this meeting. **They must be present** for you to be interviewed by CPM and for you to be advanced to candidacy. **Please plan about two hours for this meeting.**

At this meeting, CPM will engage with you in the ongoing communal discernment of your call, specifically as you seek to become a Candidate. As we begin, we will most likely ask you to give us an ‘update’ of your life since you became an Inquirer, but because we assume that you have been in regular contact with your CPM liaison, elder advocate and pastoral advocate, the CPM moderator will facilitate **discussion of mutual sharing among you and your Support Team** so that the committee, as a whole, will be able to obtain a clearer understanding of the outcomes in exploring your call. We will also take time separately to ask your elder advocate, pastor advocate, and CPM liaison to speak on your behalf.

After prayerful deliberation, **CPM will vote to recommend you to the Presbytery to be advanced as a Candidate. If the vote is positive, you have become a Candidate effective the date of the CPM meeting** – congratulations! The CPM chair will lead all those present in a time of blessing and prayer, and will ask you to answer the following Questions for Candidacy:¹³

1. Do you believe yourself to be called by God to the ministry of the 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 full 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 desire now to be received by this Presbytery as a candidate for the ministry of the Word and Sacrament in the Presbyterian Church (USA)?

Once CPM has voted to recommend you to become a Candidate, **you will need to appear**

¹³ While the Book of Order no longer mandates these questions, the Presbytery chooses to ask these questions.

before the Presbytery of San Francisco at its stated meeting for formal approval. In preparation for this presbytery meeting, you will need to prepare a one-page paper (frequently referred to as the ‘M.E.W.’ paper) which includes: 1. your motivation for ministry, 2. the experience of your faith journey, and 3. your work experience in the church. **This paper must be sent to your CPM liaison at least one month in advance of the presbytery meeting**, and will be included in the presbytery packet for all presbytery commissioners to read beforehand.

Similar to the Inquiry Phase, CPM will work together with you to establish a covenant¹⁴ for your Candidacy Phase which includes goals in various areas for you to work toward, as well as things that CPM promises to do to support you. This covenant will remain in effect until the next meeting CPM has with you.

In the event that CPM fails to recommend you to be enrolled as Candidate at this time, CPM will share their decision and possible next steps with you and your Support Team.

e. Appear in front of the Presbytery of San Francisco at its stated meeting for approval

CPM has been engaged in communal discernment with you on the presbytery’s behalf, but this is the time for the presbytery to officially meet you and formally approve your Candidacy. Be sure to invite all who have supported you in your journey this far to the meeting: your elder advocate, pastoral advocate, CPM liaison, congregation members, family and friends. They can be there for support, and once the presbytery approves your Candidacy, they can celebrate with you as well!

Your interview will take place during the CPM report of the presbytery meeting. You will be introduced by your CPM liaison, and then you will be asked to give a short introduction or overview (2 minutes) of your M.E.W. paper that you submitted. After this, your CPM liaison will ask you one question related to your motivation for ministry, faith experience or work in the church (which will be discussed with you beforehand). After you answer, the moderator of the presbytery will open the floor for additional questions. Those present are free to ask any question as long as it is within the parameters of your motivation for ministry, faith experience or work in the church.

Once the time of questioning is finished, you will be escorted from the room as the presbytery engages in a period of discussion, deliberation, discernment, and voting. If your advancement is approved, you will be escorted back into the room where the moderator of presbytery will ask you to answer the *Questions for Candidacy* (the same questions from the CPM meeting), followed by a brief charge and prayer.

¹⁴ Your covenant will be based on the desired outcomes of the Candidacy Phase (p. 14-15)

INQUIRY PHASE CHECKLIST TO BECOME A CANDIDATE

Candidacy Prerequisite: Exploration of Call

- a. Self-Evaluation, Self-Examination, Self-Assessment
- b. Growth and Work outlined in p. 9-10
- c. Discernment with sponsoring church: elder advocate, pastoral advocate
- d. Discernment with presbytery: CPM liaison
- e. Completion of some supervised practice in ministry (field education or CPE)

Steps Toward Candidacy

- a. Discern with your CPM liaison and pastor the appropriate time to move to candidacy.
- b. If so discerned, **request to meet with the session. Complete and provide Forms 3 & 5A to session.** In addition, **provide the session with Form 5B to be completed at the end of the meeting.**
- c. **Schedule meeting with CPM for your Candidacy Interview. Your CPM liaison, elder advocate and pastoral advocate must be at the meeting.** The following paperwork **must be submitted a month in advance of the meeting date to your CPM liaison.**
 1. Form 3 & 5A
 2. Updates on Form D (if any)
 3. Any new/self-evaluations from supervised practice in ministry (field education or CPE), if applicable.
 4. Updated transcript.
- d. **Meet with CPM for Candidacy Interview for discussion and communal discernment**
- e. **Appear in front of the Presbytery of San Francisco at its stated meeting for approval**
 1. **One-page paper** ('M.E.W.' paper) which includes: 1. your **motivation** for ministry, 2. the **experience** of your faith journey, and 3. your **work** experience in the church.
 2. **This paper must be sent to your CPM liaison at least one month in advance of the presbytery meeting,**

Welcome to the Candidacy Phase! The purpose of this phase is to affirm your call to the ministry of the Word and Sacrament. As a Candidate, you will work towards full preparation by completing all remaining requirements. Together with your church and CPM, you will continue to prayerfully discern the leading of the Holy Spirit as it relates to being called as a minister of the Word and Sacrament to a validated ministry. **The length of this phase must be at least one year.**¹⁵

During the Candidacy Phase, you will affirm your call by:

1. Growing and Working Toward:

- a. **Completing all requirements** for ordination for the Presbytery of San Francisco ¹⁶
- b. Being able to **exhibit commitment to service as a minister of the Word and Sacrament** within the Presbyterian Church (U.S.A.) with wisdom and personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry
- c. Being able to present evidence of competence in the fields of Reformed theology, Bible, the polity of the PC(USA.), and worship and sacraments (**passing the standard ordination examinations in Bible Content, Reformed theology, Presbyterian Polity, Reformed Worship**)
- d. Being able to present a written sermon, together with a description of the contemporary context to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose (**passing the standard ordination examination in Exegesis, and preaching the sermon during the Final Assessment**)
- e. Being able to present evidence of ministerial skill attested through the supervised practice of ministry (**completing field education requirements, including at least one unit of Clinical Pastoral Education**)
- f. Being able to **express understanding of the meaning of the following questions required for ordination (W-4.0404)**, informed by your knowledge of the church in diverse settings
 - i. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
 - ii. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?
 - iii. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
 - iv. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
 - v. Will you be governed by our church’s polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God’s Word and Spirit?
 - vi. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors,

¹⁵ G-2.0602

¹⁶ For the complete list of requirements and details, see Chapter 10

- and work for the reconciliation of the world?
- vii. Do you promise to further the peace, unity, and purity of the church?
 - viii. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
 - ix. Will you be a faithful minister of the Word and Sacrament, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

2. Continuing to discern with your Support Team (elder advocate, pastoral advocate, CPM liaison)

During the Candidacy Phase, you will continue to maintain regular contact (quarterly contact is recommended, more frequently as needed) with your Support Team. From various perspectives (see Roles of Support Team ¹⁷) they will be able to support you as you continue toward completion of your studies and training, work toward the *covenant* developed at your previous CPM meeting, and grow in your understanding of what it means to be a minister of the Word and Sacrament in the PC(USA).

* * * * *

STEPS DURING THE CANDIDACY PHASE TO PREPARE FOR FINAL ASSESSMENT
(Checklist at the end of chapter – p.19)

Once you have completed all the requirements (including passing all five standard ordination examinations), and are able to articulate your growth in the areas outlined above, you may now prepare to be *certified ready to be examined for ordination, pending a call, to the ministry of the Word and Sacrament*. This is otherwise called the Final Assessment.

- a. **Discern with your CPM Liaison** the appropriate time to schedule your Final Assessment
 Be sure that all of your requirements and paperwork are completed and that you are able to articulate your growth during your time as Candidate¹⁸. Make sure that you have worked on the areas detailed above and have completed the goals that were included in your *covenant* when you last met with CPM. Your CPM liaison may contact your references and field education/CPE supervisors for further information to assist in communal discernment.
- b. If so discerned, **schedule a meeting with CPM for your Final Assessment**. In addition to the previously required paperwork on file, the following **must be submitted one month in advance of the meeting date to your CPM liaison**.
 - 1. Form 3
 - 2. Updates on Form D (if any)

¹⁷ See Chapter 1 for the roles of your Support Team

¹⁸ One exception to this prerequisite may be the completion of your educational requirements. You may schedule your Final Assessment if you are in your final term of your educational program, just as long as you are able to substantiate the anticipated completion of all the educational requirements as well as the date of graduation.

3. *Statement of Faith* – one-page document taken from Form 5B (completed at Candidacy Interview) and revised as needed
4. Sermon manuscript, with exegetical background (see Chapter 10 for specific requirements)
5. Any new self/supervisory evaluations in supervised practice of ministry (field education/CPE) (if applicable)
6. Certifications (Healthy Boundaries Seminar, Fiscal Fitness Seminar, Diversity Training)
7. Updated Transcript.

c. **Meet with CPM for Final Assessment**

Once your CPM liaison has received all the paperwork, we will schedule your Final Assessment. Please make sure that your **CPM liaison, elder advocate, and pastoral advocate** are able come with you to this meeting. **They must be present** for you to be interviewed by CPM and for you to be *certified ready for examination*. **Please plan about two hours for this meeting.**

At this meeting, similar to when you became a Candidate, CPM will facilitate communal discernment to determine whether you are ready to be ‘*certified ready to be examined for ordination, pending a call, to the ministry of the Word and Sacrament*’. The Final Assessment is where CPM *certifies* you as ready to be examined. This examination, sometimes referred to as the *Trials of Ordination*, does not occur until you have received a call from a church or validated ministry. It is traditionally held within the presbytery of your calling church/validated ministry.

After brief introductions, you will be asked to **preach a 15-minute sermon** that you have prepared beforehand, and for which you have sent us the manuscript along with the background exegetical work. Then similar to previous meetings, CPM will facilitate a **discussion of mutual sharing among you and your Support Team** so that the committee, as a whole, will be able to obtain a clearer understanding of the outcomes and growth shown during your Candidacy, and your readiness to be examined for ordination. The discussion topics may include your sermon, Statement of Faith, most recent covenant with CPM, evaluations, and other issues that CPM might deem relevant. We will also take time separately to ask your elder advocate, pastor advocate, and CPM liaison to speak on your behalf.

After prayerful deliberation, **CPM will vote to recommend to the presbytery that CPM certifies you ready for examination for ordination, pending a call**. If the vote is positive, **you have completed your Final Assessment, effective the date of the CPM meeting** – congratulations! The CPM chair will lead all those present in a time of blessing and prayer, and to confirm your readiness will ask you to answer the following questions for ordination (which will be asked again at the time of ordination):

- i. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- ii. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?
- iii. Do you sincerely receive and adopt the essential tenets of the Reformed faith as

expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?

- iv. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- v. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- vi. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- vii. Do you promise to further the peace, unity, and purity of the church?
- viii. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
- ix. Will you be a faithful minister of the Word and Sacrament, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

Once you have completed the Final Assessment, the motion to certify shall be reported at the next Presbytery meeting on the consent agenda. The effective date will be the date of the CPM interview. (You will not need to appear before presbytery.)

Similar to the Candidacy Phase, CPM will work together with you to establish a *covenant*¹⁹ which will remain in effect until you receive a call and are ordained, or until the next meeting CPM has with you (once every three years). This *covenant* includes goals in various areas for you to continue working toward, as well as things that CPM commits to do for you.

In the event that CPM fails to recommend to the Presbytery that *CPM certifies you ready for examination for ordination, pending a call* at this time, CPM will share their decision and possible next steps with you and your Support Team.

¹⁹ Your covenant will be based on your needs as a Post Finalist

CANDIDACY PHASE CHECKLIST TO PREPARE FOR FINAL ASSESSMENT

Final Assessment prerequisites: Affirmation of Call

- a. You have completed all the CPM requirements for the Presbytery of San Francisco
- b. You are able to articulate your growth during the Candidacy Phase outlined on p. 14-15 including understanding of and commitment to the questions for ordination (W-4.0404)

Steps Towards Final Assessment

- a. Discern with your CPM Liaison the appropriate time to schedule your Final Assessment
- b. If so discerned, schedule and meet with CPM for your Final Assessment. Your CPM liaison, elder advocate and pastoral advocate must be at the meeting. In addition to the previously required paperwork on file, the following must be submitted one month in advance of the meeting date to your CPM liaison.
 1. Form 3
 2. Updates on Form D (if any)
 3. *Statement of Faith* – one-page document taken from Form 5B (completed at Candidacy Interview) and revised as needed
 4. Sermon manuscript with exegetical background (see Chapter 10 for specific requirements)
 5. Any new self/supervisory evaluations from supervised practice in ministry (field education/CPE) if applicable
 6. Certifications (Healthy Boundaries Seminar, Fiscal Fitness Seminar, and Diversity Training).
 7. Updated Transcript.
- c. Meet with CPM for Final Assessment – sermon, discussion, communal discernment

You will not need to meet with the Presbytery following your Final Assessment

Chapter 5 – Post-Finalist Phase

Congratulations! You have finished the Final Assessment and now are a ‘Post Finalist’. Although you have completed all the requirements, and communal discernment has deemed you ready to begin ordained ministry, you are still considered a Candidate under care of the presbytery until you have received and accepted a call and are ordained.

During the Post Finalist Phase, you will continue your Candidacy by:

- a. **Maintaining regular ongoing contact with CPM**
 - i. **With your CPM liaison** – every six months, or more frequently as necessary
 - ii. **With the CPM** – every three years for a Consultation ²⁰
- b. **Circulating your Personal Information Form (PIF) and actively seeking a call** in a church, or other validated ministry
- c. **Working toward the goals that were developed in the most recent *covenant*** with CPM

Coming to the end of your CPM process through the Presbytery of San Francisco - there are several ways in which your process with CPM may come to an end:

- a. **Being ordained** through receiving and accepting a call (see Chapter 7 for more details)
- b. **Transfer to another presbytery** to be under care (see Chapter 9 for more details)
- c. **Withdrawal** from the CPM process (see Chapter 8 for more details)

If you wish to withdraw from the CPM process, please give a written notification to your CPM liaison and the Presbytery Office.

- d. **Removal** from the CPM process (see Chapter 9 for more details)

There may be circumstances where it is appropriate for the Presbytery (through CPM) to remove those under care from the process. CPM will make every effort to contact the individual and ensure a fair process before voting to remove him/her from the process.

Exit Interview – Regardless of how you end your CPM process with the Presbytery of San Francisco, an Exit Interview will be conducted by your CPM liaison and an additional CPM member within six months. This is for the committee to receive feedback regarding your experience of the process, which will help CPM become better equipped to assist those under care in their processes in the future.

Denominational note on Standard Ordination Examinations – The PC(USA) *recommends* that those under care in the Post Finalist Phase retake the examinations after five years of passing them. This is to ensure that you are current in your understanding and proficiency of Presbyterian polity, theology, worship, sacraments, and biblical exegesis. While this is not a current requirement for the Presbytery of San Francisco, we may ask you to retake your Standard Ordination Examinations depending on your circumstance and the length of your being a Post Finalist.

²⁰ See Chapter 7 for information on Consultations

Chapter 6 – Searching for and Receiving a Call

Searching for a Call

For most candidates, the process of receiving a call begins with circulating your Personal Information Form (PIF).

- a. Once you have completed your Final Assessment, and have been certified “ready for examination for ordination, pending a call,” you are given permission to circulate your PIF, receive and accept a call to a validated ministry.
- b. If you have met the prerequisites below, permission may be given for circulating your PIF before completing the Final Assessment. A written request is required for approval.
 1. Successful completion of Bible Content and Senior Ordination exams.
 2. Must be a Candidate
 3. You must be in your final year of Master of Divinity program or have graduated.

The *Church Leadership Connection* website contains helpful information on the search process (including downloading blank PIF forms) along with other helpful resources. It can be found at <http://oga.pcusa.org/section/mid-council-ministries/clc>

Entering into Formal Negotiations with a Church

- a. You must be graduating from seminary within the next six months
- b. You must be certified ready for examination (i.e. have completed your Final Assessment)

Receiving a Call

When a call has been extended to you, the responsibility for ecclesiastical action switches from CPM to the **Committee on Ministry (COM) of the presbytery of call**. You are advised to *work closely and carefully* with the Pastor Nominating Committee (PNC) of the church of call and the presbytery of call regarding plans for examination, ordination, and installation. Note that these plans must be approved by the calling presbytery prior to a service of ordination and/or installation taking place.

If the presbytery of call is San Francisco, or if there is an extraordinary reason for your presbytery of call to request and authorize the Presbytery of San Francisco to examine and ordain you, please be in touch with the Presbytery office *as soon as possible* regarding required packet materials and plans for ordination. Note: ordination services can happen only after Presbytery has approved your commission and your service must be scheduled at least 10 days after Presbytery approval.

Chapter 7 – Consultations

The CPM requires that those under care who have not completed their Final Assessment **meet with the CPM annually** for continued support, nurture and discernment. (When those under care meet with the CPM to request being advanced to Candidacy, and for the Final Assessment, these are considered Interviews and not Consultations.) Annual consultations help CPM to maintain contact with you and your Support Team, enabling us to continue communal discernment and understanding how we can continue to support you.

Post Finalists are required to **meet with the CPM at least every three years**, or more frequently, as necessary.

STEPS TO PREPARE FOR A CONSULTATION

(For steps to prepare for the Candidacy Interview and Final Assessment, please refer to p.14 and p.19)

- a. **Discernment with your CPM liaison** if it is appropriate to schedule an Annual Consultation
Regular communication with your CPM liaison will assist in discerning when an Annual Consultation would be helpful or is due.
- b. If so discerned, **schedule a meeting with CPM for your Annual Consultation.** (For Post Finalists, the Annual Consultation may be conducted by 2-3 persons appointed by CPM at a place and time apart from the regular CPM meetings.) The following forms **must be submitted one month in advance of the meeting date to your CPM liaison.**
 1. Form 3
 2. Form D (if applicable)
 3. Any self/supervisory evaluations from supervised practice in ministry (field education or CPE), if applicable
 4. Updated transcript (if applicable)
- c. **Meet with CPM for Annual Consultation.** Discussion topics for this interview may include:
 1. General ‘check-in’ and how the CPM process is going
 2. Any challenges in working toward the goals that were included with the most recent covenant
 3. Ways in which CPM might offer more support and guidance for your process
 4. Any requested approvals from CPM
 5. Your process of seeking a call (if applicable)
 6. Discernment regarding your continuation of the CPM process (if applicable)
- d. Similar to previous meetings, **CPM will work together with you to establish a new covenant** which will remain in effect until your next meeting with CPM.

You **will not** need to meet with the Presbytery following your annual consultation

Chapter 8 – Suspension, Withdrawal, and Reinstatement

Suspension and Withdrawal will only be considered after all parties (the individual, CPM and sponsoring church session) have been consulted and it has been determined that this is the right move.

Suspending the Process

CPM allows for those under care to suspend their process for up to 3 years for personal reasons, after which they may be reinstated. If you would like to suspend your ordination process, please **contact the Presbytery Office (through your CPM liaison) and the session of your sponsorship church (through your elder and pastor advocate) as soon as possible to discuss your desire to suspend.** CPM requires a **written request** be sent to the Presbytery Office and the session of your sponsorship church. The suspension will take effect after CPM has approved the request.

If you choose to exercise this option, **please remain in annual contact** (either face to face or via email) with the CPM. If we do not hear from you after 3 years, CPM will assume that you would like to be removed from the process and may begin to take appropriate action.

Withdrawal from the Process

If you desire to withdraw from the ordination process, please **contact the Presbytery Office (through your CPM liaison) and the session of your sponsorship church (through your elder and pastor advocate) as soon as possible to discuss your desire to withdraw.**²¹ CPM requires a **written notification to that effect** to be sent to the Presbytery Office and the session of your sponsorship church. The request to withdraw will be placed on the consent agenda for approval by the Presbytery at its next meeting.

If you would like to meet one final time with the CPM, we would welcome a chance to talk and pray with you.

Reinstatement to the Process²²

If you have previously withdrawn from the ordination process but request reinstatement within 10 years, the request will normally be granted with the following conditions taken into consideration:

- a. All previous academic work while in the PC(USA) care process will ordinarily be accepted.
- b. All recent PC(USA) ordination exam within the past 10 years results shall be accepted.
- c. Previously approved supervised practice in ministry (field education/CPE) hours while under care of San Francisco Presbytery may be accepted but a review will be done by the CPM to determine how recent the experience was and their relevance to current ministry needs.
- d. You will ordinarily be reinstated to the process at the stage at which you withdrew (Inquirer or Candidacy) but the time requirement of that stage of the process will be restarted.

²¹ G-2.0609

²² Please be advised that while our current policy may allow for reinstatement to the process should a person change their mind, there is no guarantee that future policies will continue to allow this.

- e. There may be additional requirements after further review.

Requests for reinstatement should be sent to the presbytery office once you have met with the session of your sponsoring church and received their endorsement. CPM will review your request at the next regular meeting.

Chapter 9 – Transfers and Removals in the CPM Process

Transfer to another Presbytery

There may be circumstances when it is appropriate for you to transfer your CPM process from the Presbytery of San Francisco to another presbytery. If this is the case, contact your Support Team to discuss with them your desire to do so. You will need the approval of both sessions and presbyteries involved for the transfer to occur.²³

If you have been a Post-Finalist for over three years, and live out of the area, we strongly recommended that you transfer your CPM process to the Presbytery where you are now residing. This is so that you are able to seek the support from a presbytery that is better-situated to offer local resources, connections, and opportunities as you continue your ordination process. Please contact your Support Team to begin the transfer process.

Transfer to another session

If you desire to transfer your membership to another church within the Presbytery to continue your CPM process, contact your CPM liaison, who will guide you through a process of discussion, discernment and necessary steps for transfer.

Removal from the CPM Process

There may be circumstances where it is appropriate for the Presbytery to remove an Inquirer or Candidate from the CPM process.

- a. The CPM shall make every effort to contact the Inquirer or Candidate and explain the rationale behind the decision to remove the person from the process.
- b. The CPM shall allow any interested parties, including the individual, a chance to address their concerns to the CPM prior to making their recommendation to the Presbytery.²⁴
- c. The session of the sponsorship church shall be copied on all correspondence involving information, deadlines, and actions about removal of the Inquirer or Candidate from the process.
- d. The Presbytery shall be presented with a summary of the reasons for removal before it takes its final action.
- e. Once the individual has been removed from the process, notifications shall be made to the person, the session, and if appropriate, the theological institution (if applicable).²⁵

²³ G-2.0608

²⁴ G-2.0609

²⁵ G-2.0609

Chapter 10 – Requirements

The requirements of the Presbytery of San Francisco are in full compliance with the Book of Order. In some instances, our requirements exceed the educational and experiential requirements of master degree programs from accredited theological institutions, even PC(USA) seminaries. Our Presbytery mandates these additional requirements in order to better prepare candidates for the ministry of the Word and Sacrament to meet the challenges of our unique ministry context.

Note: Although CPM is here to help, you are responsible for meeting and completing the requirements!²⁶

REQUIREMENTS AT-A-GLANCE

This is just the basic list ('checklist') of requirements

You will need to be familiar with the details for each requirement explained in the pages that follow

Prerequisite Requirements

1. Member of your sponsorship church (a church in the Presbytery of San Francisco), and 6 months of active participation
2. Baccalaureate degree from a regionally accredited college or university

Summary of Ongoing and Specific Requirements

1. Regular contact with CPM liaison (quarterly, or more frequent), and annual contact with CPM
2. Regular contact with elder advocate and pastoral advocate (quarterly, or more frequent)
3. Request for advanced approvals required by CPM (field education, CPE, Work in church, Standard Ordination Examinations, circulation of Personal Information Form, Alternative Education Plans)
4. Timely submission of all paperwork (forms, transcripts, evaluations)
5. Psychological Evaluation
6. Receipt of and adherence to "Standards of Ethical Conduct"
7. Receipt of and adherence to the "Sexual Misconduct Prevention Policy and Procedures of the Presbytery of San Francisco"
8. Healthy Boundaries Seminar/Certification
9. Submission to a Criminal Background Check
10. Statement of Faith
11. Standard Ordination Examinations (Bible Content, Senior Ordination Examinations)
12. Sermon preached at Final Assessment
13. Certifications (Healthy Boundaries, Fiscal Fitness, Diversity Training)
14. Educational Requirements including a degree from an accredited theological institution and completion of the specified educational requirements of the Presbytery
15. 1 unit (400 hours) accredited Clinical Pastoral Education (CPE) or approved equivalent
16. 800 hours of supervised field education or approved equivalent

²⁶ You are required to keep copies of all paperwork related to the CPM process including all academic syllabi and academic work. The Presbytery staff maintains a complete file with originals of all paperwork, psychological assessments, self and supervisory evaluations, certifications, Ordination exams, correspondence, advanced approvals, etc. **These files are kept indefinitely at the Presbytery Office, regardless of how you exit the CPM process.**

REQUIREMENTS-IN-DETAIL

Some of these requirements are time-sensitive and must be *completed in order* to advance through the preparation process. Other requirements can be completed during any phase of the process. However, **all requirements must be completed before the Final Assessment.**

*A note about the ‘tracks’: Depending on your circumstance when you began the CPM process, the requirements for Education and Supervised Practice of Ministry differ slightly. The first three areas of requirements (Prerequisite, Ongoing and Specific) are for all those under care of CPM. However, the **Educational and Supervised Practice of Ministry areas have four ‘tracks’**: 1) Presbyterian seminary degree, 2) Non-Presbyterian seminary degree, 3) Commissioned Lay Pastor with seminary degree, and 4) Commissioned Lay Pastor without seminary degree.*

Prerequisite Requirements (for all ‘tracks’)

1. Member of your sponsoring church (a church in the Presbytery of San Francisco), and six months of active participation
Since the CPM is a ministry of the Presbytery of San Francisco, you must apply as a member of a church in the presbytery. The six-month active participation requirement is a way for your congregation to see and be able to identify the gifts you possess for ministry. This is important as they are a part for the communal discernment in your call to ordained ministry.
2. Baccalaureate degree from a regionally accredited college or university
While the Book of Order (G-2.0607b) requires completion of the baccalaureate before final assessment, the Presbytery of San Francisco requires the completion of the baccalaureate before the application to inquirer will be accepted. Exceptions may be granted under extraordinary circumstances.

Ongoing Requirements (for all ‘tracks’)

1. Regular contact with CPM liaison (quarterly, or more frequent), and annual contact with CPM²⁷
2. Regular contact with elder advocate and pastoral advocate (quarterly, or more frequent)²⁸
Regular contact with your Support Team (CPM liaison, elder and pastoral advocates) is crucial to your ongoing discernment process. CPM assumes that you will have been in regular contact when we conduct the face-to-face interviews.
3. Request for advanced approvals required by CPM ²⁹
 - a. Supervised field education (written request with details)
 - b. Clinical Pastoral Education
 - c. Employment in the Church (written request with job/role details)
 - d. Standard Ordination Examinations (second time+)
 - e. Circulate PIF (if before Final Assessment) ³⁰
 - f. Alternative Education Plans (written request)

²⁷ These can take the form of in-person meetings, email, phone calls, and video conferencing as appropriate. In general, in-person meetings are required for CPM interview meetings.

²⁸ These can take the form of in-person meetings, email, phone calls, and video conferencing as appropriate.

²⁹ See Chapter 11 for steps to request approvals

³⁰ See Chapter 6 for details

4. Paperwork and Forms – complete and timely submission
5. Updated transcripts and self/supervisory evaluations from supervised practice in ministry (field education/CPE)
Transcripts and evaluations are confirmation that you have fulfilled the educational and supervised practice of ministry requirements, and so are required to be submitted and updated regularly.

Specific Requirements (for all ‘tracks’)

1. Psychological Evaluation (Application Phase)
Psychological evaluations help you and CPM understand the potential professional and personal implications for you as you seek ordained ministry. While the evaluation does not give the whole picture of a person, it can be helpful in identifying potential areas of growth during the process, along with other psychosocial health issues which may affect your process. Our Psychological Assessment Subcommittee reads through each evaluation and gives CPM a one-page assessment to help us understand the implications of the evaluation.
2. Receipt of and Adherence to Policies (Application Phase)
As those seeking to serve God’s people, it is of utmost importance that those under care of CPM maintain healthy boundaries and standards of ethical conduct.
 - a. Standards of Ethical Conduct
 - b. Sexual Misconduct Prevention Policy and Procedures of the Presbytery of San Francisco
 - c. Healthy Boundaries Seminar/Certification
3. Submit to a criminal background check (Application Phase)
4. Statement of Faith (Candidacy Interview [draft] and Final Assessment)
This brief (one-page, single-spaced, typed) statement should express your personal faith in your own words. It should not be a restatement of the Apostles’ or Nicene Creed or any other affirmation of faith, and should address the major themes of Christian doctrine and the Reformed tradition including: Belief about God, the Trinity, humanity, scripture, sin and evil, the nature and mission of the Church, the Sacraments (both baptism and Lord’s Supper), the nature of Christian ministry, and eschatology.³¹
5. Standard Ordination Examinations (www.pcusa.org/exams)
These exams are one of the ways in which those under care show readiness in being effective as a minister of the Word and Sacrament.
 - a. Bible Content Examination (should be taken during Inquirer stage)
The Bible Content examination is intended to assess your knowledge of stories, themes, and pertinent passages in the Old and New Testaments.
 - b. Senior Ordination Examinations (taken after 2 years of full-time theological education)
The Senior Ordination Examinations are designed to demonstrate the ability to integrate faith and theological education in practical ministry. The exams present pastoral challenges and ask you to address them in light of the

³¹ A note about departures: If you have a theological departure that surfaces as you develop your Statement of Faith, and feel strongly led to declare the departure, you are encouraged to disclose it with your CPM liaison as soon as possible. CPM has a process in which departures are handled with care and confidentiality.

theological training you have received. Specifically, the four areas covered include: Biblical Exegesis, Theological Competence, Worship and Sacraments, and Church Polity.

6. Sermon (Final Assessment)

A written submission is due one month in advance of the Final Assessment. The components of the requirement include:

- a. A written version of the 15-minute sermon (typed, double spaced)
- b. A written description of the contemporary context to which the sermon is addressed
- c. A written exegetical interpretation of the biblical material out of which the sermon arose
- d. Oral delivery of the sermon presented at the Final Assessment

7. Certifications

Documentations of completion (4-8 hour workshop or equivalent) must be sent to your CPM liaison for each area:

- a. Healthy Boundaries Seminar – This training is important not only for developing healthy boundaries for yourself as a minister, but how you might identify and address boundary violations in your ministry context
- b. Fiscal Fitness Seminar – This training is designed to help you understand the financial implications of becoming/being a minister of the Word and Sacrament, such as negotiating a call, clergy-specific financial information, and retirement planning
- c. Diversity Training – This training seeks to foster understanding and mindfulness of the diversity that is present in our churches and communities. It will also help you become more aware of your own implicit biases, how they can affect the way you minister, and how you might address them. Look for training resources such as race, interfaith or intercultural relations.

Track-specific Requirements: Educational and Supervised Practice in Ministry Requirements (in addition to the requirements above)

A. ‘Presbyterian seminary’ track – for those who are attending, or have graduated from a Presbyterian seminary

1. Educational Requirements

- a. A degree from a theological institution accredited by the Association of Theological Schools
- b. Specific required coursework by the Presbytery ³²

2. Supervised Practice of Ministry Requirements (must be pre-approved by CPM)³³

- a. Accredited Clinical Pastoral Education (CPE) – 1 unit (400 hours) or approved equivalent

The CPE experience exposes you to critical pastoral situations such as prisons and hospitals, in which you will discover and develop skills and attitudes related to urgent situations. CPE experience includes participating in intense small group dynamics, peer feedback and

³² See Appendix 2 for the list of educational requirements for the Presbytery of San Francisco

³³ See Chapter 11 – “Advanced Approvals, Credits and Waivers”

evaluation of ministerial skills, pastoral identity, and interpersonal relationships. Go to www.acpe.edu for more information and a list of accredited CPE sites. CPM recommends that you have **at least one year of seminary education** before engaging in CPE.

- b. Supervised field education (internship) – 800 hours minimum (or approved equivalent) of which **400 hours must be completed in a context significantly different** from your own church/ministry experience, **preferably a racial/ethnic context if you are not a person-of-color**. Diversity in areas such as socio-economic level, church size, location (urban/suburban), theology, worship style, etc. could be considered.

The pastoral internship exposes and allows you to practice a broad range of pastoral functions including preaching, worship leadership, visitation, session and presbytery meetings, and conflict management normally in a congregational setting. The CPM may recommend or require that particular responsibilities be included in the position description based on your work experience and background. If your CPE does not include an interfaith component, the CPM may recommend or require this to be a part of your supervised field education experience.

B. ‘Non-Presbyterian seminary’ track – for those who are attending, or have graduated from a Non-Presbyterian seminary

1. Educational Requirements

- a. A degree from a theological institution accredited by the Association of Theological Schools
- b. Specific required coursework by the Presbytery ³⁴

CPM prefers that you take the Presbyterian-related courses (Polity, Reformed Theology/Book of Confessions, Reformed Worship/Sacraments) at a Presbyterian seminary. However, if it is not feasible (life circumstances, cost-prohibitive, etc.) you may take the Presbyterian courses offered through the Commissioned Lay Pastor program of the Presbytery. The CLP intensive courses are significantly shorter and less in-depth, and may not be sufficient to help you pass the Senior Ordination Exams. If you take the CLP Presbyterian classes, **but are not able to pass the Senior Ordination Exams in two attempts, CPM will require you to retake the course at the seminary level, or will propose an Alternative Education Plan for each subject not passed.**

2. Supervised Practice of Ministry Requirements (must be pre-approved by CPM) ³⁵

- a. Accredited Clinical Pastoral Education – 1 unit (400 hours) or approved equivalent

The CPE experience exposes you to critical pastoral situations such as prisons and hospitals, in which you will discover and develop skills and attitudes related to urgent situations. CPE experience includes participating in intense small group, peer feedback and evaluation of ministerial skills, pastoral identity, and interpersonal relationships. Go to

³⁴ See Appendix 2 for the list of educational requirements for the Presbytery of San Francisco

³⁵ See Chapter 11 – “Advanced Approvals, Credits and Waivers”

www.acpe.edu for more information and a list of accredited CPE sites.

CPM recommends that you have **at least one year of seminary education** before engaging in CPE.

- b. Supervised field education (internship) – 800 hours minimum (or approved equivalent) of which **400 hours must be completed in a Presbyterian ministry context. If not a person-of-color, 200 hours (of the 800) are encouraged to be in a racial/ethnic context, preferably a racial/ethnic context if you are not a person-of-color.** If not feasible, diversity in areas such as socio-economic level, church size, location (urban/suburban), theological, worship style, etc. could be considered.

The pastoral internship exposes and allows you to practice a broad range of pastoral functions including preaching, worship leadership, visitation, session and presbytery meetings, and conflict management normally in a congregational setting. The CPM may recommend or require that particular responsibilities be included in the position description based on your work experience and background. If your CPE does not include an interfaith component, the CPM may recommend or require this to be a part of your supervised field education experience.

C. **‘Commissioned Lay Pastor (CLP) with seminary degree’ track** – for those who hold a degree from seminary, have completed the requirements for the CLP training, and have been commissioned to ministry at a particular ministry site

1. Educational Requirements

- a. A degree from a theological institution accredited by the Association of Theological Schools
- b. Specific required coursework by the Presbytery ³⁶
 - i. Presbyterian CLP courses previously taken **may** be substituted for the Presbyterian course requirements **if** Senior Ordination Examinations are passed.³⁷
 - ii. Other completed CLP courses **may** receive credit for a ¼ semester course toward Presbytery educational requirements ³⁸

2. Supervised Practice in Ministry Requirements (must be pre-approved by CPM) ³⁹

- a. Accredited Clinical Pastoral Education – 1 unit (400 hours) or approved equivalent

The CPE experience exposes you to critical pastoral situations such as prisons and hospitals, in which you will discover and develop skills and attitudes related to urgent situations. CPE experience includes participating in intense small group, peer feedback and evaluation of ministerial skills, pastoral identity, and interpersonal relationships. Go to www.acpe.edu for more information and a list of accredited CPE sites.

³⁶ See Appendix 2 for the list of educational requirements for the Presbytery of San Francisco

³⁷ If the Senior Ordination Examinations are not passed after two attempts, CPM will require a full seminary level course, or an Alternative Education Plan for each subject not passed.

³⁸ Based on the following calculation: One 3-credit seminary course = 45-48 contact hours, one CLP course = 10 contact hours

³⁹ See Chapter 11 – “Advanced Approvals, Credits and Waivers”

CPM recommends that you have **at least one year of seminary education** before engaging in CPE.

- b. Supervised field education (internship) – 800 hours minimum or approved equivalent ⁴⁰

Current supervised ministry experience as CLP will be honored, in addition to previous supervised ministry work you may have done in seminary. The number of hours honored will depend upon your particular circumstance. Your circumstance **may require additional field education hours** to ensure the diversity and variety of ministry experiences (i.e. racial/ethnic, Presbyterian-related, etc.) that your ministry experience until now may not have provided. **Please submit a proposal, along with evaluations (as applicable) for all your supervised ministry work (including your current ministry setting).** CPM will work together with you and your Support Team to determine how you will be able to fulfill this requirement.

- D. **Commissioned Lay Pastor (CLP) without seminary degree track** – for those who do not hold a degree from seminary, but have completed the requirements for the CLP training, and have been commissioned to ministry at a particular ministry site

- 1. Educational Requirements

- a. A degree from a theological institution accredited by the Association of Theological Schools – **you must obtain a degree in order for you to be considered for ordination, as required by the Book of Order.**
- b. Specific required coursework by the Presbytery ⁴¹
 - i. Taking required Presbyterian courses at a seminary is **strongly encouraged.**
 - ii. If you do not take the Presbyterian courses at a seminary, the Presbyterian CLP courses previously taken **may** be substituted for the Presbyterian course requirements **if** Senior Ordination Examinations are passed.⁴²
 - iii. Other completed CLP courses **may** receive credit for a ¼ semester course toward Presbytery educational requirements.⁴³

- 2. Supervised Practice of Ministry Requirements (must be pre-approved by CPM) ⁴⁴

- a. Accredited Clinical Pastoral Education – 1 unit (400 hours) or approved equivalent

The CPE experience exposes you to critical pastoral situations such as prisons and hospitals, in which you will discover and develop skills and attitudes related to urgent situations. CPE experience includes participating in intense small group, peer feedback and evaluation of ministerial skills, pastoral identity, and interpersonal relationships. Go to www.acpe.edu for more information and a list of accredited CPE sites. CPM recommends that you have **at least one year of seminary education**

⁴⁰ See Chapter 11 – “Advanced Approvals, Credits and Waivers”

⁴¹ See Appendix 2 for the list of educational requirements for the Presbytery of San Francisco

⁴² If the Senior Ordination Examinations are not passed after two attempts, CPM will require a full seminary level course, or an Alternative Education Plan for each subject not passed.

⁴³ Based on the following calculation: One 3-credit seminary course = 45-48 contact hours, one CLP course = 10 contact hours

⁴⁴ See Chapter 11 – “Advanced Approvals, Credits and Waivers”

before engaging in CPE.

- b. Supervised field education (internship) – 800 hours minimum or approved equivalent

Current supervised ministry experience as CLP will be honored, in addition to supervised ministry work that may also be separately required for seminary. The number of hours honored will depend upon your particular circumstance. Your circumstance **may require additional field education hours** to ensure the diversity and variety of ministry experiences (i.e. racial/ethnic, Presbyterian-related, etc.) that your ministry experience until now may not provide. **Please submit a proposal, along with evaluations (as applicable) for the supervised ministry work at your current ministry setting. Remember to ask for pre-approval for any supervised field education required by your seminary. CPM will work together with you and your Support Team to determine how you will be able to fulfill this requirement.**

- E. **Other circumstances and ‘tracks’** – for those under care of CPM that do not fit any of the four tracks listed above

CPM will work with the individual and their Support Team to determine the appropriate Educational and Supervised Field Educational requirements.

Chapter 11 – **Advanced Approvals, Credits and Waivers**

Advanced Approvals are needed for the following requirements. Please submit a **written proposal** to your CPM liaison with the details below (except for *d. Standard Ordination Examinations*).

- a. Supervised field education (internship)
 - i. Name of organization, location
 - ii. Supervisor with credentials and contact information
 - iii. Supervisory schedule (weekly, bi-weekly, etc.)
 - iv. Start and completion dates of the Internship
 - v. Job description with total number of hours (FT/PT with hours per week) detailing
 1. Responsibilities that relate to Presbyterian practice/polity (attendance at session, presbytery, etc.)
 2. Worship leadership, preaching, teaching, and pastoral care
 - vi. Compensation
 - vii. Compare and contrast how this field education differs from other church experience that you have had (i.e. social context, membership, theological perspective, racial/ethnic makeup, age.)
- b. Clinical Pastoral Education (CPE)
 - i. CPE center, location and accreditation status by ACPE
 - ii. Name of CPE supervisor
 - iii. Job description with total number of hours
 - iv. Start and completion dates of the program
 - v. Cost of CPE unit
- c. Employment in the Church
 - i. Name of organization and location
 - ii. Supervisor title, and contact information
 - iii. Job description with time commitment (hours per week)
 - iv. Anticipated dates of employment
 - v. Compensation
- d. Standard Ordination Examinations (second time+)

After your first attempt at taking the examinations (which does NOT need approval), you will need to seek oral permission from CPM to take them again. Depending on your circumstance, we may ask you to develop a plan that will help you pass the exams.
- e. Circulate PIE (if before Final Assessment) – please see Chapter 6 for details
- f. Alternative Education Plans – CPM’s Educational Subcommittee will review and recommend to CPM for approval. Detail the following:
 - i. Rationale for alternate plan
 - ii. Course syllabus or equivalent
 - iii. Teacher contact information and credentials
 - iv. Form of evaluation and credits.

Credits toward fulfilling Educational Requirements and Supervised Practice in Ministry (field education/CPE) requirements will be considered and approved by CPM with a written proposal. Please submit to your CPM liaison.

- a. Educational Requirements – requesting that certain classes fulfill certain educational requirements
Present a written proposal that gives your rationale for the credit. **CPM’s Educational Subcommittee will review your proposal** and recommend approval to CPM.
- b. Previous Field education (internship) or Ministry experience credit – up to 800 hours
 - i. Church name and location
 - ii. Supervisor with credentials and contact information
 - iii. Supervisory schedule (weekly, bi-weekly, etc.)
 - iv. Dates of the internship/employment
 - v. Job description with total number of hours (FT/PT with hours per week) detailing responsibilities and roles, including responsibilities that relate to Presbyterian practice/polity
 - vi. Compensation
 - vii. If applicable, compare and contrast how this internship/employment differs from other church experience, i.e. social context, membership, theological perspective, racial/ethnic makeup, age.
 - viii. All self and supervisory written evaluations including personnel reviews if applicable
 - ix. Any theological reflection type papers written in fulfillment for field education requirements

Upon receiving your written proposal, CPM will review your request. Some remedial requirements may be required, such as attending session and Presbytery meetings, working with a Presbyterian pastor as a mentor, preaching in churches, etc.

Waivers for requirements – accommodations to particular circumstances

There may be cases where communal discernment reveals that there are good and sufficient reasons for certain requirements to be waived for those under care of CPM. **These do not happen very often, and they must be under extraordinary circumstances.**

Proposals for waivers **must be submitted in writing** to your CPM liaison, and must include details and explanation (what/why) for the waiver request. They must also include the outcome of conversations you have had in regards to this waiver with your Support Team (CPM liaison, elder advocate, pastoral advocate). CPM will review your request and prayerfully discern to approve the waiver or not.

Please note that waiving the requirements in the Book of Order⁴⁵ require $\frac{3}{4}$ vote of the presbytery⁴⁶. Therefore, while CPM is able to make a *recommendation for the waiver* to the presbytery, it does not have the authority to approve the request directly.

⁴⁵ G-2.0607

⁴⁶ G-2.0610

Chapter 12 – *Financial Assistance*

CPM is able to offer the following financial assistance:

1. **Psychological Evaluation** – CPM covers 1/3 of the costs (the sponsoring church is requested to cover 1/3, and the individual covers the remaining 1/3)
2. **Airline Travel** – If you need to travel by airplane for your CPM interviews, CPM covers 1/3 of the cost. The tickets must be economy class, and no more than two round-trip tickets per year are covered.
3. **CPM Scholarship Fund** – Every person under care of CPM is granted \$1250 to use during their time in the CPM process. This scholarship fund can be used for anything that will assist you in your CPM process. However, **written pre-approval by CPM is required**, which includes the amount and reason for request. Please send the written request to your CPM liaison, who will bring it to CPM for approval.

To request reimbursement/payment for any of the above, please submit an Expense Voucher Form to cpm@sfpby.org with receipts.

Appendix 1 – *General CPM Information*

1. CPM generally meets the 1st Wednesday of every month. Location of meetings alternates between the Presbytery Offices in El Cerrito, and Lafayette-Orinda Presbyterian Church (see addresses below).
2. CPM currently has two subcommittees:
 - i. Educational Subcommittee – reviews and recommends credits/waivers related to educational requirements
 - ii. Psychological Assessment Subcommittee – reviews the psychological evaluations and gives the committee a general overview and assessment of the evaluation
3. Presbytery normally meets 5 times a year. The Presbytery website, www.presbyteryofsf.org, lists the dates and locations for scheduled meetings.

4. Contact Information for the Presbytery

The Presbytery of San Francisco
545 Ashbury Avenue
El Cerrito, CA 94530
(510) 849-4393
www.presbyteryofsf.org

Lafayette-Orinda Presbyterian Church
49 Knox Dr.
Lafayette, CA 94549
(925) 283-8722

* Committee on the Preparation for Ministry (CPM) - cpm@sfpby.org

* Jennifer Sacramento Streett, Partner for Operations and Presbytery Communications
(510) 849-4393, ext. 302 | jennifer@sfpby.org

* Rev. InHo Kim, Partner for Congregational Vitality and Clergy Support
(510) 849-4393, ext. 312 | ikim@sfpby.org

5. Helpful Resources

- a. PC(USA) Home Page – www.pcusa.org
 - b. PC(USA) Preparation for Ministry – www.pcusa.org/prep4min
 - c. PC(USA) Bible Content and Ordination Exams – www.pcusa.org/exams
 - d. PC(USA) Church Leadership Connection (including PIF Forms) – <http://oga.pcusa.org/section/mid-council-ministries/clc/>
 - e. First Call, First Steps Seminar (fiscal fitness) – <http://www.pensions.org/For-seminarians-and-candidates>
 - f. The Association for Clinical Pastoral Education (CPE) – <http://www.acpe.edu>
 - g. Kyros Ministry (“Maintaining Professional Boundaries” – N. California) - <http://www.kyros.org>
6. Accredited Psychological Assessment Center (you may contact your seminary for additional centers but they must be approved by CPM prior to the assessment)

Interfaith Counseling Center, Inc. (www.interfaithcc.org)
Rev. Dr. Scott Sullender, PhD (ssullend@gmail.com)
15 Austin Ave., San Anselmo, CA 94960
(415) 256-9701

Appendix 2 – Education Requirements of the Presbytery of San Francisco

Completing a degree from an accredited theological institution does not necessarily mean the CPM educational requirements have been met. It is your responsibility to ensure that all courses meet the requirements. Required classes must be taken for credit and grade (unless the course is exclusively pass/fail). Auditing is generally not allowed.

	Semester	Quarter
BIBLICAL STUDIES: Old and New Testaments, <u>2 classes in each testament</u> . Classes must cover the Pentateuch, Gospels, and writings of Paul	4 classes @ 3 units each = 12 semester units	4 classes @ 4 units each) = 16 quarter units
LANGUAGE AND EXEGESIS: <u>Language</u> – One course each of Hebrew and Greek language <u>Exegesis</u> - One course each in Hebrew exegesis and Greek exegesis (in <i>original language</i> , not English)	2 classes @ 3 units each = 6 semester units 2 classes @ 3 units each = 6 semester units	2 classes @ 4 units each = 8 quarter units 2 classes @ 4 units each = 8 quarter units
SYSTEMATIC THEOLOGY: Must reflect a <u>Reformed perspective</u> and include nature of God, revelation-scripture, theological anthropology, Christology, salvation-atonement, Holy Spirit, church, mission, sacraments, and eschatology	2 classes @ 3 units each = 6 semester units	3 classes @ 4 units each = 12 quarter units
CHURCH HISTORY: Covers church history (ancient church to present), including the Reformation	2 classes @ 3 units each = 6 semester units	3 classes @ 4 units each = 12 quarter units
PRACTICAL THEOLOGY: 5 classes total <ul style="list-style-type: none"> ● Homiletics/Preaching – Required ● Pastoral Care and Counseling – Required ● Spiritual Formation –Required <i>in-class format</i> to gain group experience ● Choose 2 Practical Theology Electives from the following subject areas: Ethics, Christian Education, Mission, Evangelism, Leadership, and Administration. These 2 classes must be from distinctively different subject areas (e.g. 1 course in Mission and 1 course in Ethics) 	5 classes @ 3 units each = 15 semester units	5 classes @ 4 units each = 20 quarter units
PRESBYTERIAN COURSES: 1 class in each area <ul style="list-style-type: none"> ● Reformed Worship & Sacraments ● Presbyterian Polity ● Book of Confessions (If a systematic theology, historic theology, or polity class covers the Confessions, it may “double count” for the Book of Confessions class. The course syllabus will be required to establish that the class meets the criteria.) 	3 classes @ 3 units each = 9 semester units	3 classes @ 4 units each = 12 quarter units

Appendix 3 – *List and Description of CPM Forms Needed*

- Form A – Psychological Assessment Release Form (Application Phase)
- Form B – Sexual Misconduct Self-Certification (Application Phase)
- Form C – Receipt of Standards of Ethical Conduct and the Sexual Misconduct Policy and Procedures of the Presbytery of San Francisco (Application Phase)
- Form D – Education Check List (Ongoing, as applicable)
- Form E – Criminal Background Check Release Form (Application Phase)

- Form 1A – Application to be Enrolled by Presbytery as an Inquirer (Application Phase)
- Form 1B – Session Evaluation and Recommendation (Application Phase)
- Form 1C – Estimated Financial Planning Spreadsheet (Application Phase)
- Form 3 – Annual Consultation Form (Ongoing, as applicable)
- Form 5A – Application to be Enrolled by Presbytery as a Candidate (Inquiry Phase)
- Form 5B – Session Evaluation and Recommendation (Inquiry Phase)

These forms are included in the ‘Applicant Package’ that was sent to you when you applied. They are also available at <https://www.presbyteryofsf.org/cpm-student-applicant-package/>