

The Presbytery of Donegal: Committee on Preparation for Ministry (CPM) Inquirer/ Candidate Check List

The following check list is to guide you through the formal discernment and preparation process for Ministry of Teaching Elder (Minster of Word and Sacrament), as set out by the PC(USA) Book of Order and the Presbytery of Donegal.*

Phase 1: Before Enrolling as an Inquirer

- Be an active member of a PC(USA) church for at least 6 months
- Complete PC(USA) forms 1A, 1B, 1C, in preparation for meeting with your Session
- Meet with Session to talk about your sense of call and your community's affirmation of that call.
- Provide session with form 1D to complete/ receive a session liaison
- Submit** forms 1A – 1D to Presbytery CPM (you submit 1A-C, your session submits 1D)

**All forms should be submitted to Chrissy Wells, Presbytery Executive Administrative Assistant, at christine@donegalpby.org

Phase 2: Becoming an Inquirer

- Meet with CPM on assigned date/ receive CPM Liaison
- Complete forms 2A and 2B with the CPM and your session
- Complete Criminal Background Check, PA Child Line Clearance & FBI Fingerprinting. Provide copies of all 3 clearances to Presbytery Office to keep on file.
- Complete Career/ Psychological Assessment (at approved site)
- Receive approval of seminary choice by CPM

Phase 3: Inquirer (minimum of 1 year)

- Continue education in accordance with Presbytery guidelines
- Seek experiences for spiritual and personal growth/ call discernment
- Pass Bible Content Exam

Phase 4: Moving from Inquirer to Candidate

- Write Faith Journey Statement
- Complete form 5A and submit to CPM
- Meet with Session and provide form 5B to submit to CPM
- Meet with CPM (this may happen as part of your annual consultation); sign forms 5C and 5D

Phase 5: Candidacy (minimum of 1 year)

- Continue education in accordance with Presbytery academic guidelines
- Complete 2 Field Education placements (must be approved by CPM in advance)
- Complete Clinical Pastoral Education (CPE) at approved site
- Pass Ordination Exams (Polity, Exegesis, Theology, and Worship)
- Begin developing Portfolio and 1-page statement of faith

Phase 6: Moving from Candidate to "Certified Ready to Receive a Call" Status

- Submit seminary graduation transcripts to CPM (or most recent transcript if in final year)
- Complete and submit Portfolio including a 1-page statement of faith
- Provide draft of PIF to CPM for comments and approval to circulate
- Meet with CPM for Final Assessment

Ongoing Yearly Expectations:

- Connect with CPM Liaison at least twice/ year.
- Submit Form 3 and "Preparation Grid to CPM one month before Annual Consultation
- Meet with CPM for Annual Consultation on assigned date
- Submit academic transcript to CPM at the end of each year in Seminary

* The CPM guides a discernment process for those exploring a call to ordained ministry as a Teaching Elder in the PC(USA). This discernment begins with prayer and listening to the Spirit's work in our lives. One does not need to be certain of a formal call before entering the process and may exit at any time—just as acceptance to the process is not a guarantee of ordination. The CPM recognizes that discernment of God's call and the journey of faith cannot be confined to a checklist. We are glad to be companions with you on this part of your journey.