

**Donegal Presbytery**  
**Administrative Commission for Examinations**  
**Information Request**

The Administrative Commission for Examinations asks that each Teaching Elder or Candidate for ordination provide the following information to the Presbytery Office prior to their meeting with the Commission.

**FOR THOSE WHO WILL BE SERVING IN INSTALLED OR TEMPORARY POSITIONS**

- Church Information Form (or Position Description if a Temporary Position)
- Personal Information Form (or Resume if a Temporary Position)
- A Statement of Faith: should be no more than 2 pages, may include images and font is up to the person writing. It should include the following:
  - understanding of the triune God;
  - understanding of each person of the God-head;
  - understanding of the saving work of Jesus Christ;
  - understanding of the Church;
  - understanding of Scripture;
  - understanding of the Sacraments;
  - understanding of eschatology;
  - understanding of humanity and sin
- A biography explaining the examinee's journey of faith
- Terms of Call or Terms of Temporary Contract
- Evidence of completion of state and federal background checks
- Recommendations for members of an installation commission or participants in a Covenant Service of Celebration (if the position is a temporary one)
- Name of a mentor who has been identified by the Connecting Our Ministry Committee
- If a Candidate for Ministry: Certification from CPM in Presbytery of Care that Candidate is Certified Ready to Receive a Call
- Donegal Teaching Elder Information Form (may be filled out at office)

**FOR THOSE WHO ARE SEEKING MEMBERSHIP AS HONORABLY RETIRED OR MEMBER AT LARGE**

- A Statement of Faith: should be no more than 2 pages, may include images and font is up to the person writing. It should include the following:
  - understanding of the triune God;
  - understanding of each person of the God-head;
  - understanding of the saving work of Jesus Christ;
  - understanding of the Church;
  - understanding of Scripture;

- understanding of the Sacraments;
- understanding of eschatology;
- understanding of humanity and sin
- A biography explaining the examinee's journey of faith
- Evidence of completion of state and federal background checks
- Donegal Teaching Elder Information Form (may be filled out at office)

**FOR THOSE SEEKING MEMBERSHIP AND VALIDATION OF A MINISTRY POSITION**

- Position Description demonstrating why this qualifies as a Validated Ministry Position
- Personal Information Form or Resume
- Description of hoped-for connection to a congregation
- A Statement of Faith: should be no more than 2 pages, may include images and font is up to the person writing. It should include the following:
  - understanding of the triune God;
  - understanding of each person of the God-head;
  - understanding of the saving work of Jesus Christ;
  - understanding of the Church;
  - understanding of Scripture;
  - understanding of the Sacraments;
  - understanding of eschatology;
  - understanding of humanity and sin
- A biography explaining the examinee's journey of faith
- Evidence of completion of state and federal background checks
- Donegal Teaching Elder Information Form (may be filled out at office)

This information should be provided to the Presbytery Office at least two weeks before the examination date so that it can be reviewed by Commissioners before the meeting.