

Presbytery of Sheppards & Lapsley
Commission on Preparation for Ministry
Ordination Process – Summary
Approved by Committee on Preparation for Ministry May 23, 2022

This document is intended to be helpful and is based on the following sources, but is not definitive:

- PC(USA) Book of Order:
<https://oga.pcusa.org/section/mid-council-ministries/constitutional-services/constitution/#boo>
- Advisory Handbook of the Commission on Preparation for Ministry of the Presbytery of Sheppards and Lapsley
<http://pslpcusa.org/wp-content/uploads/2019/11/CPM-Advisory-Handbook-Revised-November-2019.pdf>
- PC(USA) Advisory Handbook on Preparation for Ministry
https://www.pcusa.org/site_media/media/uploads/oga/pdf/pcusa-cpm_advisory_handbook_rel.2.1.pdf
- **Note:** All forms except PSL can be found at:
<https://oga.pcusa.org/section/mid-council-ministries/prep4min/application-forms/>

I. Pre-Inquiry Phase

1. The following forms to be completed by the applicant and submitted to the Session:
 - a. **Form 1A Application to be enrolled by Presbytery as an Inquirer**
 - b. **Form 1B Questions for Reflection**
 - c. PSL Estimated Financial Resources Worksheet (“PSL Financial”)
<http://pslpcusa.org/resources/>
2. Meet with Session and if approved submit following to CPM:
 - a. **Form 1A Application to be enrolled by Presbytery as an Inquirer**
 - b. **Form 1B Questions for Reflection**
 - c. **Form 1D Session Evaluation and Recommendation**
 - d. A final transcript that shows the undergraduate degree, and
 - e. A transcript of any graduate and/or seminary study and degrees
3. Meet with CPM:
 - a. Review the applicant’s vision for ministry, process of discernment, etc.
 - b. If CPM approves, following required:
 - i. **Form 2A Report of Consultation regarding application**
 - ii. **Form 2B Covenant Agreement and Inquirer Release**

II. Inquiry Phase

Following required:

1. Vocational Assessment with an appropriate professional approved by the CPM
2. Completion of an approved field education experience and an approved accredited unit of CPE
3. Annual review meeting with CPM
 - a. Inquirer submit to CPM **Form 3 “Pre-consultation report on development areas”**
 - b. Following the meeting, the CPM prepares **Form 4 “Report on Consultation”**
4. Begin or continue coursework toward a Master of Divinity degree at an accredited seminary
5. Inquirers are encouraged to take Bible Content Exam during the Inquiry phase
6. Complete **six statements** that are a major part of application for Candidacy:
<http://pslpcusa.org/wp-content/uploads/2022/05/2022-04-24-CPM-Advisory-Handbook-Revised-May-2022.pdf>
 - a. Statement of Call
 - b. Statement of Faith
 - c. Concept Paper
 - d. Statement on Being Presbyterian
 - e. Statement of Self-Understanding
 - f. Statement of the Tasks of Ministers of Word and Sacrament

7. Complete the background check form from CPM

III. Transition to Candidacy

1. **Form 5A: Application to Be Enrolled by Presbytery as a Candidate**
2. Meet with the pastor and session to review the six statements and request endorsement
3. **Form 5B Session recommendation for Enrollment as Candidate**
4. Meet with CPM and provide following:
 - a. **Form 5A Application to Be Enrolled by Presbytery as a Candidate**
 - b. **Form 5B Session recommendation for Enrollment as Candidate**
 - c. **Form 5C Consultation Report by CPM Regarding Application to Become a Candidate**
 - d. **Form 5D Covenant Agreement and Candidate Release**
 - e. **Form 3 Pre-consultation Report on Development Areas**
 - f. **Form 4 Report on Consultation**
 - g. Psychological Evaluation
 - h. Six Inquirer's statements
 - i. Statement of Call
 - j. Statement of Faith
5. The CPM will formulate growth goals for the Inquirer and present them to the Inquirer
6. Meet with Presbytery

IV. Completion of The Candidacy Phase and Circulation of the PIF

The Candidate's file should contain:

1. **Form 1A Application to be enrolled by Presbytery as an Inquirer**
 2. **Form 1B Questions for Reflection**
 3. **PSL Financial**
 4. **Form 1D Session Evaluation and Recommendation**
 5. **Form 2A Report of Consultation regarding application**
 6. **Form 2B Covenant Agreement and Inquirer Release**
 7. **Form 3 Pre-consultation report on development areas**
 8. **Form 4 Report on Consultation**
 9. **Form 5A Application to Be Enrolled by Presbytery as a Candidate**
 10. **Form 5B Session recommendation for Enrollment as Candidate**
 11. **Form 5C Consultation Report by CPM Regarding Application to Become a Candidate**
 12. **Form 5D Covenant Agreement and Candidate Release**
 13. Vocational Assessment Report
 14. CPE supervisor's evaluation
 15. Field education supervisor's evaluation
 16. Six Inquirer's statements
 17. Transcripts and evidence of anticipated or past seminary graduation with completion of all CPM's required courses
 18. All five ordination examinations successfully completed and submitted to the CPM
 19. Statement of Faith and Faith Journey
 20. A written essay expanding on an idea in statement of faith
 21. A theological paper from a year at school
 22. Exegesis and sermon
- <https://oga.pcusa.org/section/mid-council-ministries/clc/personal-information-form>