Procedure for Applicant to become a Commissioned Ruling Elder (CRE)

Presbytery of Sheppards and Lapsley

Rev. 7-1-18

1. Obtain the following documents from Presbytery website: What is a CRE and what can they do? Personal information form; Faith Statement and guidelines; Pastor and Session endorsement forms; three individual reference forms. (all documents have two pages)

2. Send completed forms and a brief statement of faith to the Commission on Ministry (COM) designated person. Beverly Dodson at BevDod@gmail.com.

3. Applicant will interview with person (currently Bev Dodson) designated by COM, who will make recommendation to COM on applicant’s acceptance.

4. Enroll in CRE program studies through Dubuque University **without** assistance from COM or its designee, or any Presbytery staff. The Presbytery has no control over an applicant’s acceptance. Pay fees directly to Dubuque University, and sign the release form provided by Dubuque stating that a COM designee (currently Bev Dodson) may monitor an applicant’s studies. If scholarship funds are available from the Presbytery, the applicant can apply for partial reimbursement.

5. Select a Minister mentor to be approved by COM. The COM designee for CRE’s will discuss mentor’s role with both applicant and Minister designated.

6. When all CRE courses are completed to the COM’s satisfaction, a recommendation will be made by the COM designee as to whether there is need for further study or work with the mentor.

7. After all study is completed; applicant will appear before COM for a final interview. Applicant will be examined on personal faith, motives, and areas of instruction and will be required to preach a short sermon. COM will determine whether to recommend to Presbytery that applicant is ready for commissioning as called. When certified all requirements completed, the applicant may then be placed on the. Presbytery Supply list for filling pulpits as needed. The applicant is not commissioned until such time as a call is received and approved by the COM with recommendation to Presbytery. The Commissioning will take place at a Stated Meeting of Presbytery where the applicant will respond to the constitutional questions.

8. This role is reviewed annually. All CRE and all graduates of the program must submit an annual report to the COM and participate in the required ten-hour continuing education to be eligible to remain on the supply list or to retain his/her commission.

9. A CRE may serve in his/her own church based on particular criteria and on a case by case basis determined by the COM in consultation with those involved and where there is no one else available and when the responsibilities involved are not incumbent upon the session to perform.

10. A CRE shall sign a covenant agreement.