



**Committee on  
Preparation for Ministry  
(CPM) Manual  
For Inquirers & Candidates  
under care of the  
Foothills Presbytery**

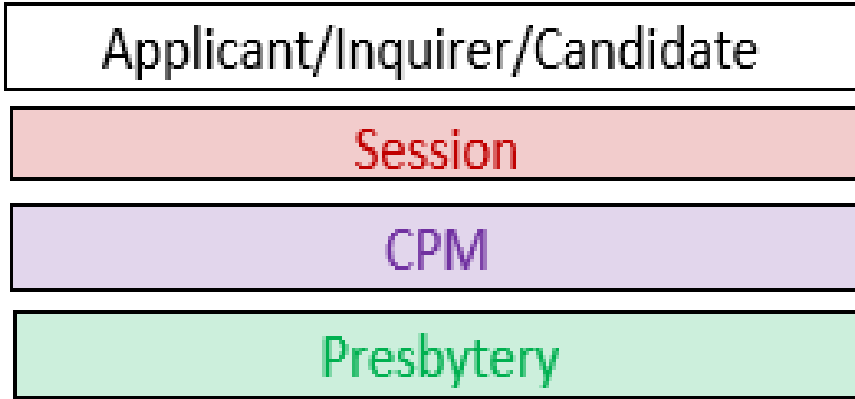
**For Ordination as Minister of Word and Sacrament  
in the Presbyterian Church (U.S.A.)**

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Date/notes	3. Initial Meeting with the CPM	Date/notes
	<p><i>Due to the length of time necessary to obtain the information in this phase, an interview will not ordinarily be scheduled until CPM receives the forms and documents listed below. Upon receipt of these documents, a representative from CPM will contact you to schedule an interview.</i></p> <p><b>Preparing to Meet with CPM</b></p> <p>A. Contact Presbytery office by phone or email to obtain the following forms</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Background Screening Release Form <ul style="list-style-type: none"> <li>○ Submit completed form to the Presbytery office</li> </ul> </li> <li><input type="checkbox"/> References Release Form <ul style="list-style-type: none"> <li>○ Complete the appropriate sections and send them to your references</li> <li>○ Verify with your references that they have submitted their responses to the Presbytery Office</li> </ul> </li> <li><input type="checkbox"/> Foothills Presbytery Personal Financial Statement</li> </ul> <p>B. Official transcripts from all post-secondary schools that you have attended or are currently attending</p> <p>C. Career and Psychological Assessment</p> <p><b>Important notes and instructions:</b></p> <div style="border: 1px solid purple; background-color: #e6e6fa; padding: 5px;"> <ul style="list-style-type: none"> <li>• <i>The CPM will receive and review your report. Please have confidence that the information contained in your report will be held in the strictest confidence and no copies of this report will leave the Presbytery office without your prior written consent.</i></li> </ul> </div> <ul style="list-style-type: none"> <li>• <i>Contact Ministry Development Services (MDS) to schedule an appointment for the required career and psychological assessment (See Appendix D for MDS details.)</i></li> <li>• <i>Notify the CPM Chair or the Presbytery office when you have scheduled your evaluation</i></li> <li>• <i>Your sponsoring church may be able to assist financially with the cost of the psychological assessment. Contact MDS for information about the cost of the assessment. Be sure to ask your Session about assistance <u>before</u> your assessment.</i></li> <li>• <i>This testing process can be lengthy, often taking two months or more for the final report to be prepared. Your counselor will review the report with you prior to submitting it to the CPM.</i></li> <li>• <i>Once the report has been completed, confirm that a copy has been sent to and received by the Presbytery office.</i></li> </ul> <p>D. Check with the Presbytery office to ensure that they have received copies of your completed forms: 1A*, 1B*, FP Personal Financial Statement, 1D*, and 2B*.</p> <p><small>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></small></p>	

Date/notes	Meet with the CPM	Date/notes
<hr/> <p>(Meeting date with CPM)</p>	<p><b>Important notes and instructions:</b></p> <ul style="list-style-type: none"> <li>• <i>The Committee on Preparation for Ministry will interview you at the Presbytery office. Initial Interviews typically last about one hour</i></li> <li>• <i>Reminder: Invite your Session liaison and Pastor to accompany you to the meeting. They may be asked to share experiences of you and your call to ministry.</i></li> <li>• <i>You may invite your life partner, if applicable, to join you for the CPM meeting.</i></li> <li>• <i>During the interview, you will share information about your sense of call and your spiritual journey.</i></li> </ul>	
<hr/> <p>CPM Liaison</p>		
<hr/> <p>(phone)</p>		
<hr/> <p>(email)</p>	<div style="border: 1px solid purple; background-color: #e6e6fa; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>4. Enrollment as an Inquirer</b></p> <p><i>After the interview, the CPM will discuss and vote on your application to become an Inquirer. If your meeting indicates that there are sufficient reasons to encourage a continued exploration into your call to the Ministry of Word and Sacrament, the CPM has the authority to and may enroll you as an Inquirer.</i></p> <p>A. CPM completes forms 2A* and 2B*.</p> <p>B. You will be assigned a CPM liaison.</p> <p><b>Important notes and instructions:</b></p> <ul style="list-style-type: none"> <li>• <i>CPM Liaison shall not be from the Inquirer's home congregation.</i></li> <li>• <i>CPM Liaison will be in regular communication with you and will serve as a bridge between you and the CPM.</i></li> <li>• <i>All communication shall be kept in strictest confidence, to be discussed only with the CPM.</i></li> <li>• <i>During the entire process of preparing for ministry, your liaison will be available to answer questions or concerns.</i></li> </ul> <p>C. CPM will report Applicant's enrollment at the next Presbytery Stated Meeting.</p> </div> <p>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></p>	

Date/notes	<p style="text-align: center;"><b>INQUIRY PHASE</b></p> <p style="text-align: center;"><b>5. Inquiry Phase Responsibilities...moving forward</b></p> <p><i>Following enrollment as an Inquirer, you will have additional requirements, which you should pursue as expeditiously as possible. The CPM will assist you in scheduling some of these, but as the Inquirer, you are ultimately responsible.</i></p> <p>A. Take the Bible Content Exam</p> <p><b>Important notes and instructions:</b></p> <ul style="list-style-type: none"> <li>• <i>This is the first of 5 ordination exams, the successful completion of which is required before being certified “ready to receive a call.”</i></li> <li>• <i>This exam should be taken during the first year of seminary or as early in the Inquiry phase as possible.</i></li> <li>• <i>Inquirer does NOT need CPM approval to take the Bible Content Exam.</i></li> </ul> <p>B. Complete CPM-Approved Sexual Misconduct Prevention Training Seminar</p> <ul style="list-style-type: none"> <li>• <i>Certificate of Completion must be presented to CPM.</i></li> </ul> <p>C. Annual Consultation</p> <ul style="list-style-type: none"> <li>• <i>Required each year while applicant is under care of CPM. See section 6 for specific instructions regarding Annual Consultations.</i></li> </ul> <p>D. Internship (two required during preparation process)</p> <p><b>Important notes and instructions:</b></p> <ul style="list-style-type: none"> <li>• <i>CPM strongly recommends completion of one of two required CPM pre-approved internships (parish or Clinical Pastoral Education (CPE) setting) during Inquiry; however, circumstances may necessitate both internships during the Candidacy phase. All those under the care of Foothills Presbytery CPM should note that the CPM will not meet with a Candidate for a Final Assessment or certify any Candidate “ready to receive a call” until both internships have been successfully completed and documented. See Appendix J for additional information on Clinical Pastoral Education (CPE).</i></li> <li>• <i>All internships shall be pre-approved by the CPM. The CPM strongly recommends students who are working in a church concurrently with their studies undertake a parish internship that is at least in part in a church setting other than the place of employment.<sup>1</sup></i></li> <li>• <i>Application forms may be found in Appendix H and Appendix J.</i></li> <li>• <i>Written evaluations of any internship experience (parish, non-parish, or CPE) by both Inquirer and Supervisor are required by the CPM. These evaluations allow the CPM to determine how best to support the Inquirer in the preparation process. Evaluation forms may be obtained in Appendix I.</i></li> </ul> <p><i>[If the seminary or CPE site uses alternative forms to provide for evaluation, they may be used in lieu of the Foothills Presbytery forms, but they must be approved by the CPM. A statement showing that the student and supervisor discussed these evaluations is also</i></p>	Date/notes
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Date/notes	required. These alternative forms <b>MUST</b> be submitted to the Presbytery office within 3 weeks of the completion of the internship.]	Date/notes
	<p style="text-align: center;"><b>ANNUAL CONSULTATIONS</b></p> <p style="text-align: center;"><b>6. Annual Consultations</b></p> <p><i>An annual consultation is required of all those under care of CPM regardless of current phase or status. These visits are required each year until ordination, withdrawal, or removal.</i></p> <p><b>Important notes and instructions:</b></p> <ul style="list-style-type: none"> <li>• <i>Annual Consultations may not be combined with a meeting which involves a move to Candidacy or a Final Assessment.</i></li> <li>• <i>These meetings typically take place at the Presbytery office during a stated meeting of the CPM. If circumstances warrant, the CPM has the discretion to use an alternative method to conduct this meeting.</i></li> </ul>	
<hr/> <p><i>(1<sup>st</sup> Annual Consult)</i></p>		
<hr/> <p><i>(2<sup>nd</sup> Annual Consult)</i></p>	<p><b>Preparation for Annual Consultation</b></p> <p>A. Meet with your Session of care prior to your Annual Consultation</p> <p>B. Coordinate with your CPM liaison or CPM chair to schedule a time to meet with CPM</p> <p>C. Submit the following forms and documentation no later than noon 2 weeks prior to your scheduled meeting:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> Form 3*</li> <li><input type="checkbox"/> <input type="checkbox"/> Any/all internship evaluations</li> <li><input type="checkbox"/> <input type="checkbox"/> Updated transcript if currently enrolled in seminary (does not need to be an official transcript for an Annual Consultation)</li> <li><input type="checkbox"/> <input type="checkbox"/> Any other requested paperwork</li> </ul> <p>D. Invite your Pastor and Session liaison to attend meeting if available</p> <div style="border: 1px solid purple; padding: 5px; margin-top: 10px;"> <p><b>Meet with CPM</b></p> <p>A. CPM will meet with the Inquirer/Candidate to review progress of the previous year.</p> <p>B. CPM will offer feedback and recommendations to the Inquirer/Candidate for the subsequent year.</p> <p>C. CPM will complete Form 4* at the conclusion of the meeting, which will also be signed by the Inquirer/Candidate.</p> <p>D. Copy of Form 4* will be filed with the CPM paperwork and one will be given to the Inquirer/Candidate.</p> </div> <p><small>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></small></p>	



Date/notes	7. Candidacy	Date/notes
	<p><i>Completing all the previous requirements and recommendations does not guarantee approval of the application for Candidacy. Each Inquirer (and each journey through the ordination process) is unique, and each application is prayerfully considered by the CPM on an individual basis.</i></p> <p><i>The following is for all Inquirers under care of the Committee on Preparation for Ministry (CPM) of Foothills Presbytery when applying to become a Candidate for ordination to the Ministry of Word and Sacrament in the Presbyterian Church (USA). The Inquirer's Session must recommend candidacy to the CPM. Following an interview for this purpose, the CPM may then defer or recommend an Inquirer to the Presbytery for Candidacy. Following the recommendation of CPM, an Inquirer may move to Candidacy only upon an affirmative vote of Presbytery.</i></p> <p><i>The purpose of Candidacy is to further prepare the Inquirer for ordination to the Ministry of Word and Sacrament.</i></p> <p><i>The PC(USA) Book of Order requires a minimum total of 2 years under care of CPM, with a minimum of 12 months in the Candidacy phase regardless of the length of time spent as an Inquirer. This may be shortened only by a three-fourths vote of the Presbytery. It is advisable, therefore, to seek Candidacy prior to the final year of seminary; in most cases this would be prior to the third year. Doing so will help ensure that there is little or no time between graduation and eligibility to accept a call.</i></p> <p style="text-align: center;"><b>PREPARATION FOR CANDIDACY</b></p> <ul style="list-style-type: none"> <li>A. Must have had at least one Annual Consultation as an Inquirer</li> <li>B. CPM strongly recommends the completion of one Internship before applying to become a Candidate</li> <li>C. Meet with CPM Liaison <ul style="list-style-type: none"> <li><input type="checkbox"/> Read the Book of Order, paying extra attention to the following passages: <ol style="list-style-type: none"> <li>1. Ordered Ministries of the Church (G-2.01)</li> <li>2. Ministers of the Word and Sacrament (G-2.05)</li> <li>3. Ordination questions (W-4.0404)</li> </ol> </li> <li><input type="checkbox"/> Complete Form 5A*</li> <li><input type="checkbox"/> Complete the following: <ol style="list-style-type: none"> <li>1. A statement of understanding of Christian vocation in the Reformed tradition and how it relates to your sense of call.</li> </ol> </li> </ul> </li> </ul> <p><small>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></small></p>	

Date/notes		Date/notes
<p>(Meeting date with Session)</p>	<ol style="list-style-type: none"> <li>2. A statement of personal faith that incorporates an understanding of the Reformed tradition (shall include short paragraphs on: God, Christ, Holy Spirit, Scripture, Sacraments, Church, and Christ's second coming).</li> <li>3. An analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships.</li> <li>4. A statement about what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church.</li> <li>5. A statement of self-understanding which reflects the Inquirer's personal and cultural background and includes a concern for maintaining spiritual, physical, and mental health.</li> <li>6. A statement of understanding of the tasks Ministers of Word and Sacrament perform, including an awareness of specific gifts for Ministry of the Word and Sacrament and areas in which growth is needed.</li> </ol> <p><input type="checkbox"/> Review all paperwork with the CPM Liaison and discuss readiness for a move to Candidacy</p> <p>D. Prepare to meet with Session of care</p> <p><input type="checkbox"/> Schedule a date with Session to discuss Candidacy</p> <p><input type="checkbox"/> Contact CPM chair to indicate intention to meet with Session</p> <p><input type="checkbox"/> Discuss with CPM chair a tentative date to meet with the CPM</p> <p><input type="checkbox"/> Provide the forms listed below to the Clerk of Session for distribution <u>prior</u> to the meeting:</p> <ol style="list-style-type: none"> <li>1. Completed Form 5A*</li> <li>2. Form 5B* and 5D* (to be completed following the Session meeting)</li> <li>3. Six responses listed above</li> </ol> <div style="border: 1px solid red; background-color: #f8d7da; padding: 10px; margin-top: 10px;"> <p>E. Meet with Session of care</p> <ul style="list-style-type: none"> <li>• At the conclusion of this meeting, the Session will determine your readiness to move to Candidacy and will make its recommendation to CPM.</li> <li>• If affirmative, the Session will address the following items and forward them to the CPM: <ul style="list-style-type: none"> <li>○ Form 5B* and 5D* to be completed at the conclusion of Session meeting</li> <li>○ Form 5A* and copies of the Inquirer's six statements</li> <li>○ Compose a letter to CPM highlighting session members' perception of the Inquirer's faith development and preparation for ministry</li> </ul> </li> <li>• Discuss the Inquirer's ongoing need for financial support and the church's ability to offer support</li> </ul> </div> <p>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></p>	

Date/notes		Date/notes
<p>(Meeting date with CPM)</p>	<p>F. Prepare to meet with CPM</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact CPM to confirm a meeting date</li> <li><input type="checkbox"/> Confirm that all paperwork has been sent by Session and has been received by the CPM. All paperwork must be submitted by noon 2 weeks prior to meeting.</li> <li><input type="checkbox"/> Invite Session Liaison and Pastor to attend. You may also invite your life partner if applicable.</li> <li><input type="checkbox"/> Be prepared to answer questions and/or address the following:             <ol style="list-style-type: none"> <li>1. Academic progress</li> <li>2. Internship experiences</li> <li>3. Sense of call</li> <li>4. Six reflections</li> <li>5. Statement of Faith</li> <li>6. Reformed Theology, Worship and Sacraments</li> <li>7. Developing pastoral identity and voice</li> <li>8. Informed use of scripture</li> </ol> </li> </ul> <p>G. Meet with CPM</p> <p><b>Important notes and instructions:</b></p> <ul style="list-style-type: none"> <li>• <i>The Committee on Preparation for Ministry will interview you at the Presbytery office. Interviews typically last about one hour.</i></li> <li>• <i>After the interview, the CPM will discuss and vote on your application to become a Candidate. If your meeting indicates that there are sufficient reasons to endorse your application, the CPM will forward its recommendations to Presbytery. You will then be presented to and examined by the Presbytery, typically at its next stated meeting, which will vote on your application to move from Inquiry to Candidacy.</i> <ul style="list-style-type: none"> <li>○ <i>Form 5C* to be completed at conclusion of the meeting</i></li> <li>○ <i>Form 5D* to be completed and prepared for signature of the Presbytery Stated Clerk at the stated meeting scheduled for examination</i></li> </ul> </li> </ul> <p>H. Prepare for examination by Presbytery</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Presbytery shall receive the report and recommendation from the CPM and shall include the examination on the docket for the Stated Meeting of Presbytery</b></li> <li><input type="checkbox"/> Invite Session Liaison and Pastor to attend. You may also invite your family, friends, and life partner, if applicable.</li> <li><input type="checkbox"/> Be prepared to respond briefly to the following:             <ol style="list-style-type: none"> <li>1. Faith journey and sense of call</li> <li>2. Statement of Faith</li> <li>3. Service to the church</li> </ol> </li> </ul> <p><small>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></small></p>	

Date/notes	Date/notes	Date/notes
<i>(Presbytery meeting)</i>	<p>I. Examination by Presbytery</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CPM Chair shall present the Inquirer to the Presbytery.</li> <li><input type="checkbox"/> Inquirer briefly describes faith journey and sense of call to ordered ministry.</li> <li><input type="checkbox"/> Commissioners are given the opportunity to question the Inquirer on statement of faith, faith journey, sense of call, and forms of service to the church.</li> <li><input type="checkbox"/> If the examination is successful, the Inquirer is enrolled as a Candidate for ordination.</li> <li><input type="checkbox"/> Newly enrolled Candidate will be asked to respond to the following questions from the PC(USA) Advisory Handbook: <ul style="list-style-type: none"> <li>1. Do you believe yourself to be called by God to the Ministry of Word and Sacrament?</li> <li>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?</li> <li>3. Do you accept the proper supervision of the Presbytery in matters that concern your preparation for this ministry?</li> <li>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)?</li> </ul> </li> <li><input type="checkbox"/> CPM Liaison will prepare a charge and offer a prayer for the new Candidate.</li> <li><input type="checkbox"/> Stated Clerk completes the remainder of Form 5D.*</li> </ul> <p>*These forms are available on the PC(USA) website at: <a href="https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/">https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/</a></p>	

Date/notes	<p style="text-align: center;"><b>CANDIDACY PHASE</b></p> <p><b>Responsibilities...moving forward</b></p> <p><i>Following enrollment as a Candidate, there will be additional requirements, which you should pursue as expeditiously as possible. The CPM will assist you in scheduling some of these, but they are ultimately the responsibility of the Candidate.</i></p> <p>A. 12-month minimum time requirement. This requirement may be shortened ONLY by recommendation of the CPM and a three-fourths vote of the Presbytery.</p> <p>B. Complete the requirement for second internship. CPM recommends the completion of the first internship during the Inquiry phase; however, circumstances may necessitate both internships during the Candidacy phase. The Candidate should note that the CPM will not meet with a Candidate for a Final Assessment or certify any Candidate “ready to receive a call” until both internships have been completed and documented. These internships must include a minimum of one internship in each of the following settings:</p> <ul style="list-style-type: none"> <li>• Parish setting</li> <li>• CPE (Note: At the August 2020 meeting of Foothills Presbytery, a provisional addendum was approved. See Appendix L for details.)</li> </ul> <p>C. The CPM strongly recommends students who are working in a church concurrently with their studies undertake a parish internship that is at least in part in a church setting other than the place of employment.<sup>2</sup></p> <p>D. All Internships must be approved in advance by CPM. Approval forms may be found in Appendix H and Appendix J.</p> <p>E. Written evaluations of any internship experience (parish, non-parish, or CPE) by both Candidate and Supervisor are required by the CPM. These evaluations allow the CPM to determine how best to support the Inquirer in the preparation process. Evaluation forms may be obtained in Appendix I.</p> <p>[If the seminary or CPE site uses alternative forms to provide for evaluation, they may be used in lieu of the Foothills Presbytery forms, but must be approved by the CPM. A statement showing that the student and supervisor discussed these evaluations is also required. These alternative forms MUST be submitted to the Presbytery office within 3 weeks of the completion of the internship.]</p> <p>F. Take all four Senior Ordination Exams</p> <ul style="list-style-type: none"> <li>• Must have pre-approval from CPM to register for these exams</li> <li>• May not be taken prior to becoming a Candidate</li> <li>• Offered multiple times per year by the Office of General Assembly</li> </ul>	Date/notes
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Date/notes		Date/notes
	<ul style="list-style-type: none"> <li>• All exams, regardless of outcome, are reviewed by CPM. If an exam is failed, the CPM will advise accordingly.</li> </ul> <p>G. Passage of Bible Content Exam</p> <ul style="list-style-type: none"> <li>• This exam may be taken until a passing mark is attained.</li> </ul> <p>H. Annual Consultation</p> <ul style="list-style-type: none"> <li>• Must be held annually until a call is received or until Candidate is no longer under the care of Presbytery.</li> <li>• May not be combined with a Final Assessment</li> </ul> <p style="text-align: center;"><b>8. Certified Ready to Receive a Call / Final Assessment</b></p> <p><i>This marks the culmination of the preparation process and is the final phase prior to ordination. As required by the Book of Order, the CPM will continue to meet annually with the Candidate until such time as the Candidate is ordained as a Minister of Word and Sacrament or is no longer under care of Foothills Presbytery.</i></p> <p style="text-align: center;"><b>PREPARATION FOR FINAL ASSESSMENT</b></p> <p>A. A Candidate may request a final assessment meeting with the CPM only after all the following have been completed:</p> <ol style="list-style-type: none"> <li>1. 12-month Period of Candidacy, with a minimum of 2 years under care as an Inquirer/Candidate</li> <li>2. Annual assessment during the Candidacy phase</li> <li>3. Passage of all 5 Ordination Exams <ul style="list-style-type: none"> <li>• Bible Content</li> <li>• Theology</li> <li>• Biblical Exegesis</li> <li>• Polity</li> <li>• Worship and Sacraments</li> </ul> </li> <li>• Completion of and documentation of both required internships (one each: 1. parish setting, 2. CPE [Note: At the August 2020 meeting of Foothills Presbytery, a provisional addendum was approved. See Appendix L for details.])</li> </ol> <p>B. The following must be submitted to CPM</p> <ol style="list-style-type: none"> <li>1. Final <b>official</b> seminary transcript <ul style="list-style-type: none"> <li>• When final assessment occurs prior to graduation, the most recent, <b>official</b> transcript shall be submitted to CPM. Upon graduation, the candidate must submit a final <b>official</b> transcript.</li> </ul> </li> </ol>	

Date/notes		Date/notes
<hr/> <p><i>(Meeting Date with CPM)</i></p>	<ol style="list-style-type: none"> <li>2. Statement of Faith <ul style="list-style-type: none"> <li>• An updated statement is required for final assessment.</li> <li>• Shall include short paragraphs on: God, Christ, Holy Spirit, scripture, sacraments, church, and Christ's second coming</li> </ul> </li> <li>3. Personal Information Form (PIF) <ul style="list-style-type: none"> <li>• Even in cases when permission is granted by CPM to circulate a PIF prior to Final Assessment, a PIF is still required for final assessment.</li> </ul> </li> <li>4. Sermon and reflection paper <ul style="list-style-type: none"> <li>• A full manuscript of a sermon</li> <li>• One-page reflection on the exegetical process which informed the sermon preparation of a scriptural text of the Candidate's choosing, as well as the intended context for the preaching of the sermon.</li> </ul> </li> <li>5. Expanded answers to ordination questions <ul style="list-style-type: none"> <li>• Written reflection expanding on each of the affirmative answers to the ordination questions found in the Book of Order (W-4.0404)</li> </ul> </li> <li>6. Copies of supervisor and student evaluations from ALL internships (including CPE) <ul style="list-style-type: none"> <li>• It is the Candidate's responsibility to ensure that all evaluations have been submitted to CPM.</li> </ul> </li> </ol> <p>C. Interview with CPM for a final assessment</p> <p>In the final assessment interview, the CPM will evaluate a Candidate's readiness for ministry on a wide range of issues and topics related to the entire preparation process. Be prepared to answer questions about and comment on the following areas:</p> <ol style="list-style-type: none"> <li>1. Questions arising from the submitted material to determine a Candidate's "wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgement." (BoO G-2.0607)</li> <li>2. Education for Ministry <ul style="list-style-type: none"> <li>• Completion of seminary training and supervised field education/internships</li> <li>• Sufficient fluency in the Christian and Reformed tradition including scripture, church history, and theology</li> <li>• Presbyterian polity</li> <li>• Sufficient ability to share Reformed faith in preaching and teaching</li> </ul> </li> <li>3. Spiritual Development <ul style="list-style-type: none"> <li>• Ability to articulate and demonstrate personal faith reflective of the Reformed tradition</li> <li>• Demonstrate continuing growth in personal faith, relationship with God, spiritual disciplines, and self-care</li> </ul> </li> <li>4. Interpersonal Relations <ul style="list-style-type: none"> <li>• Demonstrate sensitivity, compassion, and empathy for others</li> </ul> </li> </ol>	

Date/notes		Date/notes
	<ul style="list-style-type: none"> <li>• Ability to evaluate and articulate one’s own values, gifts, and priorities and to identify and appreciate those of others</li> <li>• Self-differentiated</li> <li>• Ability to analyze one’s setting within location, culture, and history, and within the dynamics of financial and ethical situations</li> <li>• An understanding of personality types, conflict resolution, and an awareness of emotional and spiritual health</li> <li>• Well-developed communication skills for use in a variety of settings</li> <li>• Ability to be fully present and to appropriately address conflict, failure, and pain</li> <li>• Ability to set and maintain appropriate boundaries</li> </ul> <p>5. Personal Growth</p> <ul style="list-style-type: none"> <li>• Demonstrate maturity and integrity through openness, a non-anxious presence, and ability to maintain confidentiality</li> <li>• Self-awareness</li> <li>• Self-motivated</li> <li>• Strong time management skills</li> </ul> <p>6. Professional Development</p> <ul style="list-style-type: none"> <li>• A clear sense of vocation, demonstrating ability to serve the people with energy, intelligence, imagination, and love</li> <li>• Demonstrated commitment to the PC(USA) as a Minister of Word and Sacrament</li> <li>• Ability to articulate what it means to live and serve in the connectional church</li> <li>• Ability to articulate and discuss theology and faith in the practice of ministry in the life of the church and the world</li> <li>• Demonstrated skills for preaching, teaching, worship planning and leadership</li> </ul> <div style="border: 1px solid purple; padding: 5px; margin: 5px 0;"> <p><i>After the interview, the CPM will discuss and vote on your readiness to receive a call. If your meeting indicates that there are sufficient reasons to make the certification, and provided all material and requirements have been met, the CPM may certify the candidate ready to receive a call.</i></p> <ul style="list-style-type: none"> <li>• Form 6* to be completed at conclusion of the meeting</li> <li>• CPM will review PIF and may approve the ability to circulate PIF               <ul style="list-style-type: none"> <li>○ PIF may not be circulated without prior approval by CPM</li> <li>○ Candidate may not negotiate the terms of a call without CPM’s approval to enter such negotiations</li> </ul> </li> </ul> </div> <ul style="list-style-type: none"> <li>• Candidate shall meet with CPM for Annual Consultations until the Candidate receives a call.</li> </ul> <div style="border: 1px solid green; padding: 5px; margin: 5px 0;"> <p><b>D. Presbytery will receive CPM recommendation</b>  <i>A report will be made to the Presbytery of the change in the Candidate’s status to “Candidate Certified Ready to Receive a Call”</i></p> <ul style="list-style-type: none"> <li>• Completes Form 6 “Certificate of Readiness”</li> </ul> </div>	



- Presbytery will notify General Assembly that the Candidate has been certified ready to receive a call
- Continues to annually certify the Candidate's status to the General Assembly Mid Council Ministries so the Candidate's PIF remains active until a call is received

## LIST OF APPENDICES

- A. Foothill Presbytery Roadmap to Ordination
- B. Ordination
- C. Helpful Information
- D. Ministry Development Service Information
- E. Foothills Presbytery CPM Financial Aid Request
- F. Scholarship Information
- G. Education Checklist
- H. Parish Internship Pre-Approval Form
- I. Parish Internship Evaluation
- J. Clinical Pastoral Education (CPE) and CPE Pre-Approval Form
- K. Questions for Student Visits
  - Questions for Inquirers
  - Questions for Annual Consultations
  - Questions for Candidates
  - Questions for Final Assessment
- L. Addendum to CPM Manual

# Appendix A: Foothills Presbytery Roadmap to Ordination

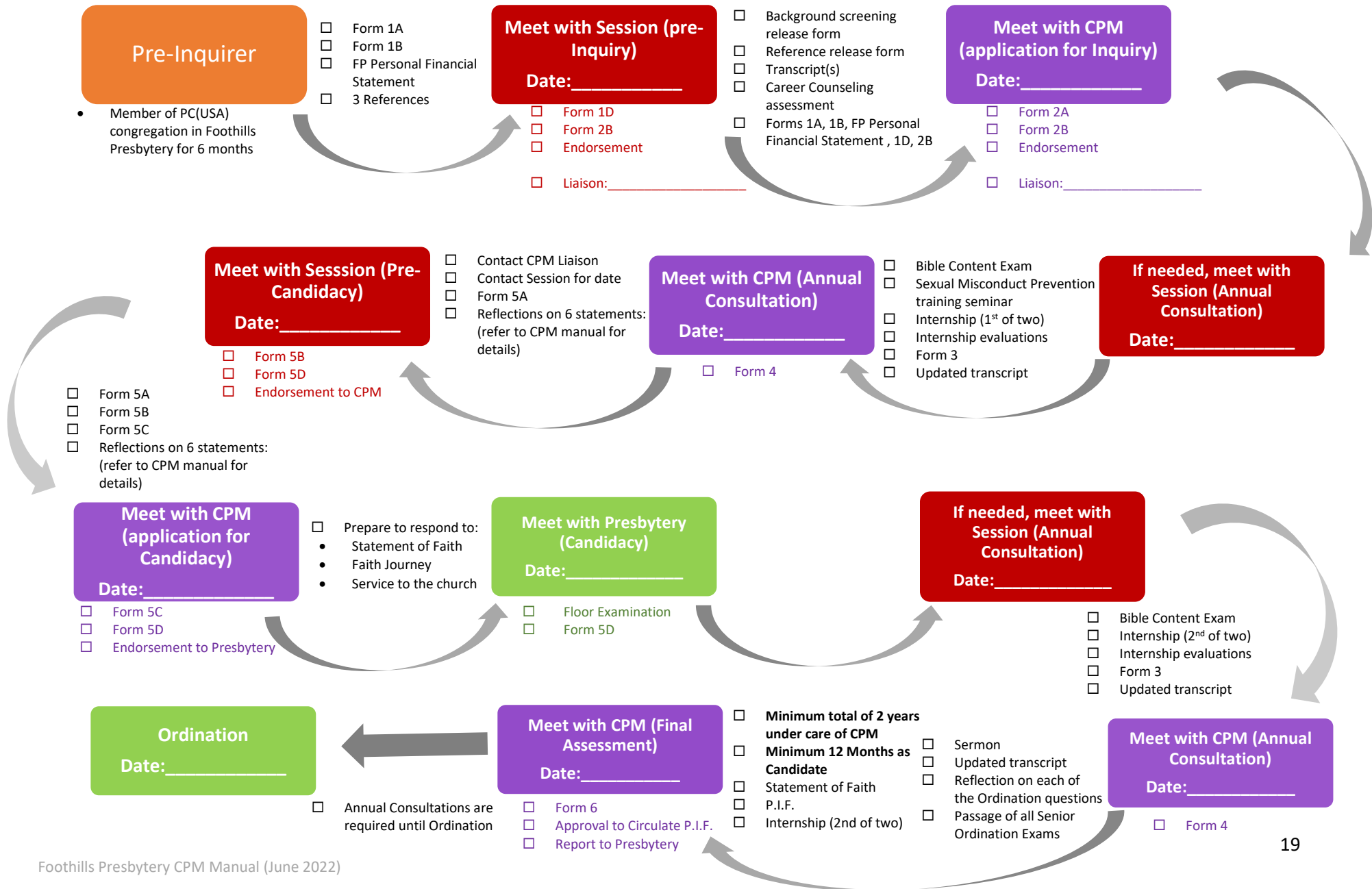
**Applicant**

**Session**

**CPM**

**Presbytery**

The information on this graphic is not intended to be an exhaustive description of the entire process to ordination, but is presented as a visual aid to those under the care of Foothills Presbytery Committee on Preparation for Ministry and to those exploring a call to ordained ministry in the Presbyterian Church (USA). Refer to the Foothills Presbytery CPM Manual for additional details.



## Appendix B: Ordination

### The Path to Ordination *A Consolidated List of Minimum Requirements by the CPM of Foothills Presbytery*

#### From thinking about it....

- Active Member of a PC(USA) church [*within the bounds of Foothills Presbytery*] for at least 6 months **G-2.0602**
- Receive endorsement from the Session of membership for Inquiry **G-2.0602**
  - o Form 1A
  - o Form 1B
  - o Form 1D
  - o Form 2B
- Be interviewed for Inquiry and enrolled as such by CPM **G-2.0601**
  - o *Forms listed above plus:*
  - o Form 2A
    - Career Counseling Assessment
    - Background Check
    - Personal Financial Disclosure
- Supervised Ministry (must be previously approved by CPM) **G-2.0606**
- Receive endorsement from Session of membership for Candidacy
  - o Form 5A
  - o Form 5B
  - o Form 5D
- Be interviewed for Candidacy by the CPM and endorsed for examination by the presbytery **G-2.0604**
  - o *Forms listed above plus:*
  - o Form 5C
    - Reflections on 6 statements (refer to CPM Handbook)
    - At least one annual consultation prior to interview
    - Sexual Misconduct Prevention Training (certificate must be submitted)
- Be examined by Presbytery for Candidacy and enrolled as such **G-2.0604**
- Be interviewed by CPM for Final Assessment **G-2.0607**
  - o Transcript from College or University **G-2.0607b**
  - o Transcript from accredited Theological Institution **G-2.0607c**
  - o Greek and Hebrew language courses **G-2.0607c**
  - o Greek and Hebrew exegetical courses **G-2.0607c**
  - o Receive satisfactory marks on Bible Content Exam. **G-2.0607d**
  - o Receive satisfactory marks on 4 Senior Ordination Exams **G-2.0607d**
  - o Minimum 12 months as Candidate **G-2.0602**
  - o 24 months minimum in the preparation process (Inquiry + Candidacy) **G-2.0602**
    - Approved course in Reformed Theology
    - Approved course in Presbyterian PC(USA) polity

- Unit of CPE

- Be examined by calling presbytery **G-2.0702**
- Be ordained and installed by calling presbytery **G-2.0702**

**... to Ordination**

- Indicates additional requirements by the CPM of Foothills Presbytery. More information may be found in the Foothills Presbytery CPM Handbook.

### **Ordination Information**

The Presbytery of Call shall **ordinarily** examine, ordain and install the Candidate. (G. 2.0702)

Ordination/Installation service should be scheduled only after Candidate passes ordination exam on the floor of Presbytery by the calling Presbytery.

An Ordination Commission consists of a minimum of two clergy and three elders from different churches in the Presbytery. The Presbytery must approve the Commission.

When a call has been extended, the Candidate shall notify the CPM.

A sample of an Ordination/Installation Service can be found in the Book of Occasional Services.

## Appendix C: Helpful Information

The **Book of Order** is an important guide for the preparation for ministry. Read it and reference it throughout the process.

The **Advisory Handbook on Preparation for Ministry in the Presbyterian Church (USA)** should be consulted along with the Book of Order. It is available through the denomination's website: [www.pcusa.org/resource/preparation-ministry-handbook](http://www.pcusa.org/resource/preparation-ministry-handbook).

The **Foothills Presbytery website** has information for all Inquirers and Candidates. You can access the manual and all forms through the Foothills Presbytery website, under Committee on Preparation for Ministry.

All Inquirers and Candidates are required to attend and submit proof (certificate or signed letter) of an approved **Sexual Misconduct Prevention Training**. Such seminars/workshops are typically offered by your seminary. If your seminary does not provide this training, please contact the Presbytery office or the Moderator of the CPM.

**Medical coverage** for full-time seminary students who are Inquirers or Candidates is available under the Medical Plan offered through the Board of Pensions (PCUSA). For more information, contact the Board of Pensions at 800-773-7752 or visit [www.pensions.org](http://www.pensions.org).

As you prepare for Ordination/Installation, the **Book of Common Worship** provides suggestions and outlines of services.

## Appendix D: Ministry Development Services Information

### Introduction

Applicants for Inquiry in the preparation for ministry process are referred to the Ministry Development Services agency for career and psychological assessment prior to meeting with the Committee on Preparation for Ministry. This process can take 6 – 8 weeks, so please plan accordingly.

Ministry Development Services (MDS) guides and nurtures ministerial candidates, church professionals, and individuals from a number of denominations through the process of career and life planning. They provide vocational counseling and assessment, programs in congregational leadership, conflict resolution, boundaries, and self-care.

### Costs

The cost for the testing and assessment for students seeking to be ordained as a Minister of Word and Sacrament can be substantial. These costs are not controlled by Foothills Presbytery. Please contact MDS for current costs. A deposit is required to start the online assessment/inventories. The remaining balance will be due prior to your appointment. As an applicant, you are responsible for the fee or for seeking support from your home church for a portion of this fee. Payment is made directly to MDS.

### Contact Information

The address for Ministry Development Services is 6100 Sardis Road, Charlotte, NC, 28270. Their phone number is 704.554.9222. Their website is [www.ministryds.org](http://www.ministryds.org).

### Process

Below we outline the various steps that you will need to take to complete the assessment. The detailed process is listed, as well as a high level, simple view.

- Step One:** Make an Appointment. Schedule an appointment by calling MDS at 704-554-9222. When you call to make the appointment, MDS will confirm the fee.
- Step Two:** Register. Download the appropriate registration form from their website. Complete and sign the registration form. Return it **at least 14 days** prior to your appointment along with any required deposit.
- Step Three:** Complete Forms. Download, complete, and return all forms required for your category. Each form is available in Word document and PDF formats. You may type directly onto downloaded Word forms. All materials must be returned to MDS to be received **at least 14 days** prior to your appointment.
- Step Four:** Complete assessments/inventories. After MDS has received your registration form and deposit, they will email you about the inventories you must complete. You will complete the inventories at a designated computer testing site. You will be given a password code that you must use to access the inventories at the testing site. The pass code is good only for one testing administration. Results will be shared with you at your appointment. Testing must be completed **at least 14 days** prior to your appointment.

Failure to complete the testing in time may result in cancellation of your appointment.

- **Step Five:** Arrive on Time. Please arrive for your appointment at least 15 minutes early. You may have additional paperwork or inventories to complete before you meet with a counselor.

## Outline of Ministry Development Services Process

Call MDS at 704.554.9222 to schedule an appointment

Complete registration form online at [ministryds.org](http://ministryds.org).  
(This includes paying the deposit.)

Download & complete forms. Must be submitted to MDS at least 14 days prior to appointment.

Complete assessments/inventories. Must be completed at least 14 days prior to appointment.

Appointment: Arrive 15 minutes before your appointment time. You may need to complete additional inventories.



## Appendix E: Foothills Presbytery CPM Financial Aid Request

(Due with the FP Personal Financial Statement on or before \_\_\_\_\_)

Date \_\_\_\_\_

Name \_\_\_\_\_

Seminary Name \_\_\_\_\_

Student ID number if applicable \_\_\_\_\_

A) Have you applied for other scholarships/grants/loans which are not listed on the FP Personal Financial Statement?

\_\_\_\_\_

B) If so, please list them below with the amount requested, source, and whether or not they have been awarded.

Amount	Source

C) How much aid are you requesting from Foothills Presbytery?

\_\_\_\_\_

**Return to Foothills Presbytery via email, fax or mail to:**

[DFoster@FoothillsPresbytery.org](mailto:DFoster@FoothillsPresbytery.org)

[LWhite@FoothillsPresbytery.org](mailto:LWhite@FoothillsPresbytery.org)

Committee on Preparation for  
Ministry Attn: Debbie Foster  
Foothills Presbytery  
2242 Woodruff Road  
Simpsonville, SC 29681  
Fax: 864-288-5778

---

### For Office Use Only

Date Received \_\_\_\_\_

Date the FP Personal Financial Statement Received \_\_\_\_\_

Status:        I        C

Amount of Scholarship Awarded for

\$ \_\_\_\_\_ Spring \_\_\_\_\_ (year)

\$ \_\_\_\_\_ Fall \_\_\_\_\_ (year)

## **Appendix F: Scholarship Information**

### **Robert Olan Spencer Memorial Fund (Synod)**

- \$1000 per Presbytery
  - Two \$500 awards to the same candidate, per presbytery, in two award periods, in a calendar year, OR
  - Two \$500 awards to different candidates, per presbytery, in a calendar year.
- For inquirers and candidates who are in a M.Div. program
- Deadline is typically late November

### **Hawkins Theological Student Scholarship Fund (Synod)**

- Howard and Isabella Hawkins bequeathed funds to the Synod of South Atlantic for theological student scholarships.
- Varying amount
- Offered once/year
- For inquirers and candidates who are in a M.Div. program.
- Deadline is typically July

### **Presbyterian Study Grant (PCUSA)**

- PCUSA's financial aid program for students planning for careers in the church.
- Serves approximately 100 students per year.
- Only MDiv and MACE students are eligible for award and those students must be enrolled full-time and demonstrate need.
  - MDiv students entering seminary must be under care of Presbytery, and advanced to Candidacy by November 1 of the student's third year of studies to continue to be eligible.
  - MACE students must be a member of a Presbyterian Church (U.S.A.) congregation.
- \$1000-6000 award
- Deadline is typically May

### **Price Transition to Ministry Grant (Foothills)**

- To support students preparing for the ministry of Word and Sacrament who are under care of Foothills Presbytery's Committee on Preparation for Ministry and who the CPM has deemed certified ready to receive a call.
- One-time grant of \$1,000 as students transition to an Ordinated Call.
- Student may use grant as they decide.

### **Foothills CPM Financial Need Scholarship**

- For M.Div. students
- Typically \$500 - \$1000 awarded per student, each term
- Awarded twice/year – June & December – (based on need)

### **Foothills CPM Student Grant**

- 50% for grants to all those "under care" of Foothills Presbytery (those preparing for service as minister of Word and Sacrament, Commissioned Ruling Elder, or Certified Christian Educator).
- Capped annually at \$500 for M.Div. students and \$300 for CRE and CCE students.
- Awarded twice/year – June & December

***Also, we encourage our students to check with their church/session liaison about possible, available financial support.***

## Appendix G: Education Checklist\*

Name \_\_\_\_\_

Seminary \_\_\_\_\_ Date \_\_\_\_\_

M.Div. anticipated date of grad \_\_\_\_\_

Area Requirements - list title of the classes	School	Date	Course #	Sem / Qtr	Units
<b>BIBLICAL STUDIES:</b> <i>Old and New Testaments courses, 2 classes in each testament.</i>					
OT					
OT					
NT					
NT					
<b>LANGUAGE AND EXEGESIS:</b> <i>one year each of Hebrew and Greek. Exegesis classes: one in exegetical method (one in each language).</i>					
Hebrew 1					
Hebrew 2					
Greek 1					
Greek 2					
<b>EXEGETICAL METHOD:</b>					
Applied – Greek					
Applied – Hebrew					
<b>REFORMED THEOLOGY:</b> <i>Must reflect a REFORMED perspective and include nature of God, revelation-scripture, theological anthropology, Christology, salvation-atonement, Holy Spirit, church, mission, sacraments, and eschatology.</i>					
<b>CHURCH HISTORY:</b> <i>Covers church history (ancient church to present) including the Reformation.</i>					
Early Church – Reformation					
Reformation – Present					
<b>PRACTICAL THEOLOGY:</b>					
Homiletics/Preaching					
Pastoral Care and Counseling					
<b>PRESBYTERIAN COURSES:</b>					
Reformed Worship & Sacraments					
Presbyterian Church (USA) Polity					
<b>CONTEXTUAL EXPERIENCE:</b>					
Internship in a Presbyterian Church (USA) congregation					
CPE (1 unit) ACPE or CPSP accredited					
<b>ELECTIVES:</b> <i>list on back</i>					

- Some courses may meet more than one requirement.
- Pre-approval is required for any online learning classes and audited courses.
- If not attending a PC(USA) seminary, obtain approvals for completing reformed theology, PC(USA) polity, and worship and sacraments courses. You may incur additional expenses in order to complete these classes at a PC(USA) institution.
- Completing an M.Div. does not necessarily mean the educational requirements of the CPM have been met. It is the student's responsibility (not the CPM's) to ensure that all courses meet our requirements.

*\*Students are expected to take all classes on the Appendix G: Education Checklist for a letter grade (unless the course is only offered pass/fail.)*

## Appendix H: Parish Internship Pre-Approval Form

Submit this completed form to your CPM liaison before formalizing the internship relationship. The CPM strongly recommends students who are working in a church concurrently with their studies undertake a parish internship that is at least in part in a church setting other than the place of employment.<sup>3</sup> CPM may require you to make changes in the proposal, including a change in the internship to a different church.

Student name \_\_\_\_\_ Proposed dates \_\_\_\_\_ -- \_\_\_\_\_  
Supervising pastor's name \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor's email \_\_\_\_\_ Supervisor's phone \_\_\_\_\_  
Internship church name \_\_\_\_\_  
Church address \_\_\_\_\_

**Indicate below the approximate number of hours to be included in that activity.** The CPM anticipates that **most of the following ministry experiences** will be included. While most parish internships are expected to total approximately 400 hours, the hours listed in these blanks may total less than 400. **(Check one: \_\_\_\_\_ 15 hours/week for 9 months or \_\_\_\_\_ full-time for summer)**

### WORSHIP MINISTRY AND PREACHING MINISTRY:

- \_\_\_\_\_ Assist in planning all aspects of several worship services.
- \_\_\_\_\_ Share in worship leadership on a regular basis, including as many aspects of worship leadership as possible and allowable.
- \_\_\_\_\_ Meet with Worship Committee as possible, to observe the various issues with which they deal.
- \_\_\_\_\_ Discuss sermon preparation with supervising pastor.
- \_\_\_\_\_ Preach \_\_\_\_\_ # of sermons and evaluate the sermons with supervising pastor and member(s) of congregation. If possible, videotape the preaching for purposes of critiquing.
- \_\_\_\_\_ Observe and assist as appropriate in celebration of Baptisms and Communion.

### PASTORAL CARE MINISTRY:

- \_\_\_\_\_ Make hospital, nursing home, and/or in-home calls.
- \_\_\_\_\_ Discuss with pastor experiences of hospital, nursing home, and in-home calls.
- \_\_\_\_\_ Learn how the Board of Deacons provides care for the congregation.

### SESSION AND DEACON MEETINGS AND MINISTRY:

- \_\_\_\_\_ Attend a minimum of four Officer meetings. (Session and Diaconate meetings)
- \_\_\_\_\_ Observe new officer training/orientation event.
- \_\_\_\_\_ Observe the preparation of the Session or Board of Deacon meeting agenda.

### MEMORIAL SERVICE MINISTRY (or Funeral Service if held at Funeral Home):

- \_\_\_\_\_ Observe meeting with family and planning the memorial worship service.
- \_\_\_\_\_ Observe details of the entire planning process involving the service.
- \_\_\_\_\_ If possible, assist in a memorial and grave side committal service.

*[If there are no deaths in the congregation during the internship, discuss and plan a memorial service with Supervising Pastor and become familiar with resources to guide you.]*

<sup>3</sup> Approved at the May 27, 2021 Foothills Committee on Preparation for Ministry meeting.

**CHRISTIAN EDUCATION AND NURTURE MINISTRY:**

- Be involved in general planning of overall Christian Education ministry.
- Be a teacher or primary leader in at least one area of educational ministry.
- Be involved in one youth retreat experience (off campus) if possible.
- Attend at least one Christian Education Committee meeting

**MEMBERSHIP AND EVANGELISM MINISTRY:**

- Attend a meeting of the Membership and Evangelism committee/s.

**MISSION AND OUTREACH MINISTRY:**

- Attend a meeting of the Mission Committee.
- Attend or be part of a particular mission outreach event or project.

**WEDDING MINISTRY:**

- Visit with supervising pastor about all aspects of wedding ministry.
  - Assist in or observe a wedding rehearsal and wedding service.
- [If there are no weddings during the internship, discuss and plan a wedding service with the Supervising Pastor and become familiar with resources to guide you.]*

**BUDGETING AND FINANCIAL SUPPORT MINISTRY:**

- Discuss budget process with supervising pastor.
- Attend a Budget/Finance Committee meeting.
- Learn about monthly financial reports.
- Learn about stewardship emphasis program in use in that congregation.

**CHURCH STAFF MINISTRY:**

- Attend church staff meetings whenever possible.
- Meet weekly with supervising pastor.
- Shadow a pastor for at least the equivalent of 3 days.

**Intern shall submit to CPM Liaison this completed form along with the answers to the following questions on a separate sheet of paper:**

**For Intern's Request for Internship Pre-Approval**

1. Why are this church and this mentor a good choice for you and your internship experience?
2. How is this church different from your home church/present church?
3. What is the detailed job description for this internship? Include your responsibilities, work schedule, supervision schedule, potential shadowing activities, etc.
4. What strengths and gifts do you bring to this church? What are you hoping to learn in this internship?

**For Intern's Evaluation after Completion of the Internship**

1. Why was this church and this mentor a good choice for you and your internship experience?
2. How was this church different from your home church/present church?
3. What did you learn about pastoral ministry from your internship? Include details about your responsibilities, work schedule, supervision schedule, potential shadowing activities, etc.
4. What strengths and gifts did you offer to this church? What else would you like to learn about pastoral ministry within a congregational setting?

## Appendix I: Foothills Presbytery Parish Internship Evaluation\*

This report is due to the Foothills Presbytery Office by \_\_\_\_\_

Intern \_\_\_\_\_  Inquirer  Candidate

Site \_\_\_\_\_ Site Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Supervisor Phone(s) \_\_\_\_\_

Dates of Internship: Start Date \_\_\_\_\_ to End Date \_\_\_\_\_

Hours of Internship: \_\_\_\_\_ hours per \_\_\_\_\_ weeks = 400 hours

**Instructions:** The intern and supervisor should respond fully to the following questions. Please type the reports, double-spaced in a normal font size. The Intern's Report should be between 10-12 pages; The Supervisor's Report should be between 3-4 pages. The reports should be exchanged and read. During a supervisory meeting, both Intern and Supervisor should discuss the content of both reports. The joint report should be signed at this supervisory meeting. *It is the Intern's responsibility to submit the completed reports (Intern, Supervisor, Joint) on time to the Presbytery Office.*

### The Intern Report

#### I. Core learning goals include the following:

##### A. Competency in the practices and skills necessary for faithful ministers, effective leaders, and public witnesses for the church in the world at large.

- Describe your strengths, growing edges and plans for improvement in the following areas.
  1. Communication: (For example: preaching, teaching, worship leadership, staff/committee meetings, presentations, written correspondence, phone contacts, and/or direct service...)
  2. Caring: (For example: pastoral care, referral for counseling, home/hospital visitation, team membership, congregant/client follow-up, and/or informal interaction...)
  3. Administration: (For example: leading groups and/or programs, planning, implementing, and evaluating programs; recruiting, training and evaluating staff/volunteers; and/or completing documentation and paperwork...)

\* CPE Evaluation Forms for Self and Supervisors are typically provided by the CPE Program.

4. Community Outreach: (For example: mission work, evangelism, relating to community agencies, and/or public service...)

**B. Competency in the spiritual disciplines and sensibilities.** Discuss your strengths, growing edges, and plans for improvement in the following areas.

1. Spiritual Disciplines: (For example: prayer, devotional life, reading scripture, and/or journaling ...)

2. Spiritual friendship: (Describe your support community and a relationship other than the supervisory relationship that has been particularly satisfying.)

3. Sense of vocational call: (Describe what you have learned about your sense of vocational call/ sense of purpose in life through this experience.)

4. Pastoral identity:

a. Sense of self (For example: self-care, sense of worth, and/or defining and dealing with success...)

b. Dependability (For example: time management, prioritizing responsibilities, maintaining commitments, dealing with frustration, and/or establishing boundaries...)

c. Trust in God (Describe how trust in your abilities intersects with your sense of trust in God.)

**C. A critically informed and contextually aware competency in the basic biblical and theological elements of the Christian faith and the unfolding of Christianity in history are two of the primary goals of the Master of Divinity degree.**

Discuss in detail a biblical, theological and /or historical concept of one of your seminary courses (citing readings and/or lectures if possible) and how it informed your understanding and dealing with a practical ministry situation.

**D. A core goal of the Internship is to participate in supervised ministry:**

1. Describe your experience of being supervised and explain how you would enhance or modify the process. How frequently and how long did you meet with your supervisor? Was this sufficient?

2. What have you learned about the value of helping others understand why you do what you do as a leader (i.e. the value of communicating personal and corporate visions and decision-making processes as well as the value of shared visioning and decision-making)?



## II. Theological reflection on the practice of ministry: (Choose Format A or Format B)

### III. Format A: Significant incident and theological reflection:

In this exercise you will demonstrate how you connect theological discourse to a specific act of ministry. Include relevant reading and material from lectures, your understanding of the tradition from which you come, Biblical paradigms, and reflection based on your faith journey. We are not interested in how much you know as much as the way you use what you have learned to critique your work as a practical and responsible theologian. Begin with a pastoral incident from your work. The incident should be one event that was exceptional in terms of satisfaction or a personal involvement that raised your anxiety. Its significant nature means it was a high or low from the period, or its issue(s) has not been completely resolved. It does not have to be a crisis! It is an incident; that is, it cannot be the entire experience, or a group of similar experiences.

Description of the incident (step one) is limited to no more than two pages, and reflection to three or four pages (steps 2-4).

Step 1: Write a non-judgmental summary of the incident: who, what, when, where, how. What did you feel? How were you vulnerable?

Step 2: Identify the heart of the matter: why does this incident remain in your memory? What issue, question, or quandary does this incident raise for you?

Step 3: Structure a correlation: how does the issue probe your beliefs? What theological doctrines or biblical texts and stories relate?

Step 4: Identify new learnings and calls to action: what do you need to do now to deal with a similar incident in the future?

### Format B: Contextual issues and theological reflection: connecting theological discourse to the everyday realities of ministry

Kathleen A. Cahalan posits: "In prison visits, congregational meetings, educational events, and advocacy work, the church's theological reflection on creation, sin and grace, suffering, the cross and resurrection, and its embodied practices, rituals, and norms all become vital sources for understanding and interpreting God's presence in our lives."

This exercise encourages you to integrate ministry, theology, and a sense of vocation in response to the challenges of lived faith as you seek to interpret and understand a contextual issue related to your site. You might begin with a broad topic such as gang violence, religion and technology or secondary school truancy. However, it might be necessary to make it more manageable by narrowing it down, for example: the church's response to poverty in the United States, narrowed down to the impact of a shrinking economy on the local church, made narrower by addressing your and/or your site's response to congregants who do not earn a living wage.

(Length: Step 1: one page; Steps 2-5: total four to five pages)

Step 1. Succinctly expound upon a contextual concern relevant to your site, and if possible, community. It could be a socio-cultural, sociological, socioeconomic, etc. concern. However, your challenge is to approach it in light of your job description and/or mission of the site.

Step 2. Why did you choose this particular issue?

Step 3. In what way(s) were you challenged by the issue (personal impact)?

Step 4. Draw upon theological course work, your tradition and faith journey, and Biblical paradigms in an attempt to offer an understanding and interpretation of God's presence/involvement regarding this issue.

Step 5. In response to number four above, what was or could be a potential response on your part now or in the future and why?

**IV. Next Steps:**

Please indicate the plans that you have for future learning and ministry. What courses of study do you feel will be helpful to you? What other internship or educational experiences do you feel may be helpful?

**V. Additional Comments:**

**VI. Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_.**

**The Supervisor Report**

Supervisor \_\_\_\_\_

Field Education  
Site \_\_\_\_\_

Student \_\_\_\_\_

**The Joint Report of Intern and Supervisor**

Additional Comments: (Attach extra page if needed.)

## FOOTHILLS PRESBYTERY END OF YEAR APPRAISAL SUPERVISOR'S REPORT

All 3 portions of the evaluation must be turned in together by the student.  
Incomplete evaluations will **not** be accepted.

**Directions:** Respond to the following questions concerning your intern's experience. The length of the evaluation should be between three and four pages, preferably typed, double spaced.  
**Please sign in the space provided and attach these pages to your completed appraisal. The intern is responsible for turning these in to the CPM.**

### Core learning goals for the internship include the following:

- A. Competency in the practices and skills** necessary for faithful ministers, effective leaders, and public witnesses for the church in the world at large. Cite the strengths and growing edges in the following areas of responsibility.
1. Communication: (For example: preaching, teaching, worship leadership, staff/committee meetings, presentations, written correspondence, phone contacts, direct service or etc. ...)
  2. Caring: (For example: pastoral care, referral for counseling, home/hospital visitation, team membership, congregant/client follow-up, informal interaction or etc....)
  3. Administering (For example: leading groups and/or programs, planning, implementing and evaluating programs; recruiting, training and evaluating staff/volunteers; completing documentation and paperwork or etc....)
  4. Community Outreach: (For example: mission work, evangelism, relating to community agencies, public service or etc....)
- B. Competency in the spiritual disciplines and sensibilities.** Discuss the intern's strengths and growing edges in the following areas.
1. Spiritual Disciplines: What have you observed about the intern's personal faith as a foundation for the intern's life and ministry?
  2. Personal Growth: What have you observed about the intern's understanding of self, call to ministry, and integration of the demands of ministry with personal lifestyles and values?
  3. Relationship development: How does the intern relate to people different from the intern? For example the young, elderly, families, the affluent, the poor? How does the intern function as a team member?
  4. Sense of vocational call: What have you observed in the intern regarding formation of a vocational and professional identity?

**C. Competency in the integration of their studies in the academy (Biblical, theological, historical, and practical) with practical service.** Describe the intern's ability to integrate academic work with service in the field.

**NEXT STEPS:**

As the supervisor, what recommendations do you make to the intern and the CPM with regard to the intern's education and preparation for ministry? Please indicate other field education experiences, course work, etc. that you think may be helpful.

Do you commend the intern to the Committee on Preparation for Ministry? If so, why? If not, why?

**CONTINUING EDUCATION:** Please describe your continuing education.

Signature of Supervisor: \_\_\_\_\_

Date \_\_\_\_\_

FOOTHILLS PRESBYTERY

END OF INTERNSHIP EVALUATION JOINT REPORT

**Directions:** This report should be completed together. **Both the intern and supervisor must sign and date this form to indicate that each has read and discussed the attached appraisals.**

**Student: What is your response to your supervisor's comments?**

**Supervisor: What is your response to your intern's report?**

**Additional Comments:**

We have each read and discussed the appraisal and commend them to the Foothills Presbytery Committee on Preparation for Ministry.

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

For office use only: Date received: \_\_\_\_\_ By \_\_\_\_\_

## Appendix J: Clinical Pastoral Education (CPE) & CPE Pre-Approval Form

### What is CPE?

Clinical Pastoral Education (CPE) was conceived by Dr. Richard C. Cabot as a method of learning pastoral practice in a clinical setting under supervision. In the 1920's the Reverend Anton Boisen enlarged the concept to include a case study method of theological inquiry - a study of "the living human document." As CPE developed, others expanded CPE to integrate into pastoral practice knowledge of medicine, psychology, and other behavioral sciences. Today many supervisors emphasize the importance of pastoral relationships being formed through an integration of personal history, behavioral theory and method and spiritual development.

CPE is theological and professional education for ministry. In CPE theological students, ordained clergy, members of religious orders, and qualified lay people minister to people in crisis situations while being supervised. Out of intense involvement with supervisors, other students, people in crisis, and other professionals, CPE students are challenged to improve the quality of their pastoral relationships.

Through pastoral practice, written case studies and verbatims, individual supervision, seminar participation, and relevant reading, students are encouraged to develop genuine, caring pastoral relationships. Through viewing complicated life situations from different viewpoints students can gain new insights and understandings about the human situation. Theological reflection is important in CPE as pastoral people seek ways to integrate theology with life experience.

CPE provides an opportunity to integrate one's theology and values with the actual practice of ministry. It is an intensely personal experience taken in fellowship with others who are also seeking to develop their ministry in pastoral care. Often part of seminary education, it is also continuing education and refreshment in ministry for the experienced pastor. Furthermore, CPE provides the professional training needed for a career in chaplaincy.

### Objectives for CPE

Clinical Pastoral Education includes the goals of Pastoral Reflection, Pastoral Formation, and Pastoral Competence. At the beginning of each CPE Unit, participants develop a learning contract around these three goals:

**Pastoral Reflection:** reflection on one's self as person and pastor in relationship to persons in crisis, the supervisor, and peer group members, as well as the curriculum and institutional setting.

**Pastoral Formation:** focus on personal and pastoral identity issues in learning and ministry.

**Pastoral Competence:** deepening and unfolding of competence in pastoral function, pastoral skills and knowledge of theology and the behavioral sciences.

### Types of CPE Sites

While CPE is most commonly associated with hospital settings, there are a variety of contexts in which students can complete CPE. The ACPE Directory allows students to search such contexts as:

- Hospitals
- Community organizations Correctional centers Counseling centers
- Programs for the developmentally disabled Hospices
- Parishes, Retirement/Geriatric Facilities

## **Units of CPE**

CPE sites often offer several options for program enrollment. Most students complete standard or extended units, but some have enrolled in year-long/residency programs after graduation.

**Standard Unit:** The standard unit is a minimum of 400 hours in a sequence of 11 weeks. Most students opt to enroll in a standard unit during the summer. It is useful to note that some sites also offer standard units during the Fall, Winter, and Spring.

**Extended (Part-Time) Unit:** The extended unit is 400 hours of training spread over a longer period, usually 16 hours a week for at least 25 weeks and can be done during the academic year.

**Year-Long Unit:** The Year-Long CPE programs (offered at some, but not all centers) consists of 3-4 consecutive units.

**Residency:** A residency is a 9- or 12-month program, for which one successful unit of CPE (Level 1) is a prerequisite. It is usually a position that pays a stipend.

## Foothills Presbytery CPE Pre-Approval Form

Pre-approvals must be secured in advance, prior to beginning CPE, internships, etc. Requests must be in writing and should be emailed to both the CPM Liaison and Associate Stated Clerk and the Administrative Assistant. Your CPM Liaison will present the request to CPM and advocate for you; it is to your advantage to keep your CPM Liaison fully informed. Requests must be received at least 2 weeks before the scheduled CPM meeting.

Name of Student \_\_\_\_\_

Date of Request \_\_\_\_\_

-----

**Include in pre-approval request:**

**For CPE (1 unit from accredited site required)**

- CPE Center

Location

Accreditation status by ACPE (Association for Clinical Pastoral Education) or CPSP (College of Pastoral Supervision Psychotherapy)

CPE supervisor

- Dates of the program (start and completion dates)

\_\_\_\_\_

Date Approved by CPM \_\_\_\_\_

Signature of CPM Chair \_\_\_\_\_



## Appendix K: Questions for Student Visits

### Questions for Inquiry

#### Personal Faith and Call to Ministry

- Describe your sense of call to ordained ministry.
- When did you first experience God at work in your life?
- Describe your involvement in your church.
- Who has been most supportive to you in pursuing your call?

#### Suitability of Call

- Tell us about yourself: health, maturity and practical judgment, sense of humor, initiative.
- What gifts do you have that you feel God will use in your ministry?
- How, specifically and generally, has the grace of God impacted your life?
- At this early point in your journey, do you have any idea for what ministry you may be suited?
- What characteristics do you have which would help you become a Teaching Elder?

#### Scripture

- What role does Scripture play in your life?
- Is there a particular Scripture passage that played a part in you recognizing your call?
- Is there a particular Scripture you turn to for comfort in trying times?

#### Theology

- What role do you believe the Church has in our modern society?
- What is your understanding of the Trinity?

#### Sacramental Theology and Practice

- What is your understanding of the Lord's Supper?
- What is your understanding of the Sacrament of Baptism?

#### Polity and Church Constitution

- What is it about being a member of this denomination you value?
- What have been your experiences within the structure of your home congregation?

#### Preaching and Proclamation of the Word

- What is preaching, as you understand it?
- Do you think politics and world situations have a place in sermons?

## Questions for Annual Consultation

### Personal faith and call ministry

- Is there an event or experience in the last year which has further cemented your dedication to your call?
- How have you seen your skills, gifts, abilities for ordained ministry change in the last year?

### Suitability of Call

- In the last year, what has been your best experience as you continue to answer God's call for ordained ministry?
- In the last year, what has been your most challenging experience as you continue to answer God's call or ordained ministry?

### Scripture

- What Scripture do you turn to for comfort in trying times?

### Theology

- What theological insights over the last year have given you a clearer understanding of Scripture?

### Sacramental theology and practice

- In the last year, have you had the opportunity to participate in celebrating the Sacraments?

### Polity and church construction

- In the past year, have you been witness to any divisiveness in the church? How was it handled?

### Preaching and proclamation of the Word

- In the past year, have you had occasion to preach a sermon? What was the text? Tell us about your experience.

## Questions for Candidacy

### Personal Faith and Call to Ministry

- As a result of your internship[s], how has your original sense of God's call for ordination to the Ministry of Word and Sacrament changed?
- Share an internship experience which impacted your understanding of being a pastor/chaplain.
- What area(s) do you hope to gain additional knowledge/experience as you look toward ordination?
- How do you take care of yourself emotionally, spiritually, and physically?
- Have you gained further clarity or insight into your gifts for ministry?

### Suitability of Call

- What are some Scripture passages you might share with someone who is grieving a loss – death, miscarriage, relationship, dementia, cancer, etc.?
- Are there particular areas of ministry that excite you?

### Scripture

- How has the study of original biblical languages informed your understanding of scripture?

### Theology

- With which Reformed theologian do you most readily resonate and why?
- In our world, which seems to focus on the second person of the Trinity, how would you answer someone aged 14-30 who asks: All we need is Jesus - right?
- Why is it important to understand God is sovereign?

### Sacramental Theology and Practice

- In our bifurcated and schismatic world, how would you explain a Reformed understanding of the Sacraments?
- When you serve communion, what are some words you might use to inform the gathering who is welcomed at the Table? Why do Presbyterians call it a Table and not an altar?
- What would your response be to a young adult who has been to their friend's baptism in a lake and requests you to re-baptism them because they were baptized when an infant?

### Polity and Church Constitution

- What is it you appreciate about the PCUSA polity?
- How is the "professional" minister different from the committed laity?

## Questions for Final Assessment

### Personal Faith and Call to Ministry

- What is your understanding of faith?
- Briefly tell us how your call to become Teaching Elder/Minister has evolved.
- How do you understand your function as a Teaching Elder.
  - Articulate how this function is reflected in your current role or call.
- How do you take care of your soul?
- How do you take care of yourself physically?
- What regular spiritual practices do you follow? Why?
- In your call, how open are you to be stretched and led by God? What does that look like?
- If you could do anything as ministry, what would it be?
- When did you first sense God's call on your life?
- What happens when you encounter new interpretations of Scripture?

### Suitability of Call

- What is your sense of the goals, visions, and needs of the church or work to which you are being called?
- How do you see your skills, gifts, interests, and abilities considering those goals and needs?
- What areas of professional development and/or continuing education do you think are most important for you in your first few years in this call?
- What are the major qualities you look for in your relationships with members of the congregation and/or your peers on a staff?
- What are your strongest abilities, experiences, and skills which will enable you to be effective in ministry?
- Tell us about yourself: health, maturity and practical judgment, sense of humor, initiative.
- How do you balance your personal/family life with your ministry?
- How do you "recharge your battery," revitalize your energy level, or find the emphasis for regeneration?
- How, specifically and generally, has the grace of God impacted your life?
- What indications will you look for to determine the effectiveness of your ministry?
- How will you address issues to a congregation that may not hold the same position as you?
- How would you describe your leadership style?

### Scripture

- How would you describe authority of Scripture to a college student?
- How do you interpret (this current event) Scripturally (in this particular context)?
- What do you say when someone says to you: "Scripture contradicts Scripture."
- Tell us about a Scripture verse or passage which speaks to (specific issue) or how you might use it in an adult class to address (specific issue).
- Do you think original textual language is important in sermon preparation?
- How has using the original language impacted your understanding of Scripture?
- What is your favorite passage of Scripture and why? How have you experienced the truth of its message in your life?
- How do you understand the relationship between the Old and New Testaments?
- Generally speaking, how will you use the totality of Scripture throughout the Christian year?

## Theology

- What issues of theological reflection have been demanding your study and thinking recently? Explain some of them.
- In your opinion, what is the foremost theological issue facing the Church today?
- In what ways are the Confessions of our Church important to you?
- How are the Confessions important to the Church?
- How do you define the essential tenets of the Reformed Faith?
- Who is your favorite Theologian and why?
- What does it mean to be Reformed?
- What are the 6 Great Ends of the Church? Which of these resonates most with you and your sense of ministry?
- The following questions deal with the theological content as described in chapter 2 of the Book of Order.
  - Trinity - Give us your understanding of the Trinity? How does it affect your practice of ministry?
  - Christology - Who is Jesus, as you understand him? Of the many titles the New Testament uses for Jesus, which of the following (or others) do you find most illuminating and helpful in expressing your understanding of Jesus: Christ, Messiah, Lord, Son of God, Son of Man, High Priest, Lamb of God, Good Shepherd, Way/Truth/Life?
  - Incarnation - Give us your understanding of the incarnation? How does it affect your ministry?
  - Theological Anthropology - What do you understand the biblical account to mean in the description of human beings as “created in the image of God” (Gen 1:27)? What does it mean to you that human beings are created “male and female” (Gen 1:27)? What is the place of sexuality in your understanding of God’s good creation?
  - Salvation (faith and grace) - Give us your views on redemption through the death and resurrection of Jesus Christ.
  - Atonement - Throughout the history of the Christian faith, there have been many ways of modeling or describing the atoning work of Jesus Christ. What ways of describing the atonement are most meaningful for you, and why?
  - Sovereignty of God - How do you reconcile the sovereignty of God with the evil, pain and sorrow in the world?
  - Human tendency to idolatry: (Nature of Sin) How do you understand sin?
  - Stewardship of all of life - How do you understand our role as stewards?
  - Covenantal Ecclesiology: (Christian Church and Community) - When we speak of the Church, what does it mean to you? How do you understand the ordination vow to peace, unity, and purity? How do you understand the ordination question around being a colleague in ministry?
  - Transformation of society - What do you see as the mission of the Church in the world? Talk about your understanding of the church and its relationship with society.
- How would you explain Election to someone from a different tradition?

## Sacramental Theology and Practice

- How do you understand the connectional nature of the Presbyterian Church USA from a theological perspective?
- What is your understanding of the Lord’s Supper? What is its significance?
- In what way(s) is God present in the Lord’s Supper?
- Are there circumstances that would warrant withholding communion from a church member?
- How do you prepare children to come to the table?
- Explain to us the meaning of the Sacrament of Baptism. Give us your views on Infant Baptism. What do you imagine your practice of Baptism might be.

- General matters
  - What is the place of the sacraments in worship (in terms of both your theology of worship and the placement in the order of service)?
  - What do you imagine that your practice regarding the participation of elders (and deacons, if appropriate) might be in the administration of the sacraments? Why?
- Baptism
  - As you understand the sacrament, what happens in baptism?
  - What scriptural models of baptism (circumcision, ritual cleansing, dying and rising, etc) are most illuminative and meaningful for you?
  - In your ministerial practice, how do you handle requests from relatives to baptize a child whose parents are not members of the church you serve as pastor?
  - How do you handle requests for private baptisms? How do you counsel individuals who come with such requests?
  - How do you respond to a request to rebaptize someone?
- The Lord's Supper
  - How do you understand the liturgical language of the "body" and "blood" of Christ, considering your sacramental theology?
- Why does the PC(USA) recognize only 2 sacraments?

### **Polity and Church Constitution**

- What is the difference between a connectional church and a congregational church? What are the strengths of our connectional system?
- What are the vulnerabilities of a connectional church?
- What is it about being a member of this denomination you value?
- How do you understand accountability to the presbytery?
- What is your conception of how the minister should exercise leadership in the congregation and session under Presbyterian polity?
- Describe the Book of Order's portrayal of the working relationship between Presbytery and congregations. Mention the main practical issues which have arisen in your experience of this relationship.
- How do you balance denominational loyalty with personal freedom of conscience?
- In your ministry, how do you seek to carry out our denomination's commitment to inclusiveness and diversity?
- What does it mean to affirm God alone is the Lord of the conscience? How should this affirmation reflect on controversial issues which divide the church?
- How might your political views inform your ministry? Should they?

### **Preaching and Proclamation of the Word**

- Are there favorite themes to which you return most often in your preaching? What are they? Why are they significant to you?
- What is preaching, as you understand it?
- How do you prepare to preach, including your work with the text, your thinking about the congregation, etc.?
- Is there a role for "the prophet" in preaching?

## **Appendix L: Addendum to CPM Manual**

On August 8, 2020, Foothill Presbytery approved the recommendation from the Committee on Preparation for Ministry to add the following addendum:

Owing to the adverse impact of Covid-19 on CPE (Clinical Pastoral Education) programs and corresponding student participation, the CPM, acting in its reasonable discretion, and for good cause shown, reserves the right to (temporarily) modify or (fully) even waive the CPE requirement for any particular student. This provisional addendum will expire on January 31, 2021, unless extended by the CPM before that date.

## Appendix M: BIBLE CONTENT EXAM STUDY RESOURCES

### Foothills Presbytery CPM

- [How I Would Study for the PC\(USA\) Bible Content Exam \(Part One\) – Matters of Interpretation \(hermeneutrix.com\)](#)
- [How I Would Study for the PC\(USA\) Bible Content Exam \(Part Two\) – Matters of Interpretation \(hermeneutrix.com\)](#)
- <https://quizlet.com/subject/Bible-Content-Exam-PCUSA/> This is comprehensive!
- <https://bibleproject.com/explore/book-overviews/> This is an excellent resource for people who are more visual. There are great videos that summarize each book of the Bible
- Foothills Presbytery Office- Board game created by Will Nickles: a fun way to study with friends!