

Handbook for Persons Under Care



Salem Presbytery Committee on Preparation for Ministry (CPM)

Revised June 2024

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1. General Committee Information

1.1 Committee Makeup and Organization

- Typically, the committee has 12 members, elected in three classes by Salem Presbytery to serve a 3-year term. There are no term limits.
- Three members of the committee are elected as the co-moderators of the committee. Each co-moderator will have a specific responsibility:

Co-Moderator

Moderates meetings and communicates with Presbytery office

Process and Records Moderator

Communicates with advisors to help navigate the process

On-Boarding Moderator

Contact for perspective inquirers to aid in beginning the process

- The committee will consist of roughly equal membership of Ruling Elders and Teaching Elders, male and female, and from a variety of congregations in the presbytery
- Each committee member will be assigned to advise persons under care of Salem Presbytery in roughly equal numbers.

1.2 Committee Meetings

- The CPM typically meets on the first Tuesday of each month. No meeting is scheduled for July.

1.3 Committee Co-Moderator Responsibilities

- Co-Moderator
 - Set meetings dates and agenda
 - Moderates Meetings
 - Communicates with other moderators
 - Submits forms to file with presbytery office
 - Assigns advisors for Inquirers/Candidates from the CPM
 - Schedules those in the process to meet with committee
 - Assign committee task forces and work groups as needed
 - Present reports and recommendations to stated presbytery meetings
 - Manage the day to day questions and inquiries as needed
 - Coordinate communication about semiannual presbytery grants (application and award communication)

- Process and Records Moderator
 - Maintains records of timeline and requirements (CPE, ordination exams) for each person under care
 - Coordinates the calendar of annual reviews, application to inquiry, candidacy and final assessment
 - Shares eligibility information with advisors for moving forward in status
 - Receives and seeks regular updates on those under care and keeps simple spreadsheet of information
 - Creates OGA profiles, approval for ordination exams
 - Attestation on OGA site for final assessment CRRC and PDP publication
 - Makes sure the the advisee's presbytery file is complete prior to annual reviews, interviews for candidacy and final assessment
 - Attests PDPs and ordination exam approvals online
 - Coordinates the CPM members to attend session meetings of churches to explain the CPM process

- On-Boarding Moderator
 - Receives requests from Pre-Inquirers and communicate the steps of the process
 - Contacts presbytery office and Ministry Development Services to verify inquiry steps
 - Meets with Pre-Inquirers to help them understand the requirements for enrollment
 - Connects and establishes relationships with new committee members
 - Communicates and shares with the process and records moderator all concerns and documentation
 - Orients new committee members

1.4 Committee Member Responsibilities

- Attends meetings.
- Serves as an advisor to 1-3 Inquirers/Candidates
 - Advisors will be in regular contact with advisees during the year
 - Contacts advisees prior to the CPM interviews for preparation, expectations, etc.
 - Leads annual reviews
 - Raises issues/concerns requiring committee attention
 - Supports advisees when being presented before presbytery for examination for candidacy
 - Completes Form 4 with inquirers/Candidates at each annual review. Submits completed form to moderator and Salem Presbytery's administrative assistant

2. Presbytery Office Staff Responsibilities to the CPM

2.1 General Presbyter

- Serves as staff resource to the CPM
- Is available for consultation regarding issues/concerns/process for Inquirers, Candidates, committee members, etc.

2.2 Administrative Assistant

- Maintains permanent files of all Inquirers and Candidates
 - All files remain as permanent property of the Presbytery – regardless of withdrawal, removal, transfer, or ordination.

2.3 Stated Clerk

- Works with the CPM co-moderator to file all PC(USA) required forms
- Assists with any questions or clarifications of the Book of Order

2.4 Communications

- Communication Coordinator works with the CPM co-moderator(s) or designee for all the CPM materials available on the Salem Presbytery website

3. Inquirer/Candidate Meetings with the CPM

3.1 General Guidelines for All Meetings with Inquirers and Candidates

The CPM requires, at a minimum, one committee and one advisor meeting with each Inquirer/Candidate within a 12-month period. The CPM may require additional meetings based on the progress or needs of each individual.

- Inquirers and Candidates are expected to provide all written materials within the timelines noted or the meeting will be postponed.
- Inquirers and candidates are welcome, but not required, to invite their pastor and/or session liaison (or substitutes for either) to be present for all the CPM meetings when they are requesting a change of status (Pre-Inquirer to Inquirer; Inquirer to Candidate; Candidate to Certified Ready to Receive a Call).
- All meeting times with Inquirers/Candidates should begin with introductions and conclude with prayer.
- All meetings with Inquirers/Candidates for application to inquiry, candidacy, and final

assessment will be scheduled for approximately one hour. The structure will ordinarily be as follows:

- 30 minute interview with Inquirer/Candidate after which time the Inquirer/Candidate is excused
- 10-15 minute discussion and motions after which time the Inquirer/Candidate is invited back
- 5-10 minute discussion on the vote and requirements of the CPM
- The Inquirer/Candidate will remain to complete any necessary paperwork
- **Optional:** The Inquirer/Candidate may choose to have their pastor and/or session liaison present for the interview. If so, the CPM will hold a 10 minute interview with the pastor and/or session liaison after the Inquirer/Candidate has been excused. The pastor and/or session liaison will then be excused. The Inquirer/Candidate, pastor, and/or the session liaison will be invited to return for the final discussion on the CPM's vote and requirements.

3.2 Appearance Before Presbytery at Stated Meeting

- **Inquiry:** The CPM reports to the presbytery when they have received a new Inquirer. Inquirers are encouraged to attend the meeting and be introduced, but there is no action of the presbytery and no verbal presentation by the Inquirer.
- **Application to Candidacy:** The CPM recommends that the presbytery examine and approve an Inquirer for candidacy. Inquirers will read their faith journey to presbytery and be examined on only what they share with the gathered body.
- **Final Assessment:** The CPM reports to the presbytery when they have approved a candidate as ready for examination for ordination pending a call. The candidate does not need to be present.
- **Examination for Ordination:** Once a candidate receives a call, the presbytery of call will bring the candidate before that presbytery for examination and approval.

4. Presbytery Meeting Roles/Responsibilities

4.1 Enrollment of Inquirer

- The CPM co-moderator reports to presbytery the action completed by the CPM that the individual has been enrolled as an Inquirer.
- The CPM co-moderator introduces the Inquirer at the presbytery meeting if they are present.

4.2 Enrollment of Candidate

- At the presbytery meeting, the CPM co-moderator introduces the Inquirer to the presbytery and opens the examination for receiving the Inquirer as a candidate.
- The Inquirer reads their faith journey statement, which is also printed in the CPM report in the presbytery docket.
- The presbytery moderator invites presbytery members to ask the Inquirer questions related to what they share about their faith journey.
- The presbytery moderator calls for a vote.
- Assuming the vote is affirmative, the presbytery moderator asks the Inquirer to respond to the following questions:
 - Do you believe yourself to be called by God to the Ministry of Teaching Elder?
 - 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?
 - Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
 - Do you desire now to be received by this presbytery as a candidate for the ministry of Teaching Elder in the Presbyterian Church (U.S.A.)?
- The Inquirer's CPM advisor or selected individual (i.e. pastor, etc.) provides a brief charge and prayer.

5. Policy Statements

The denomination has adopted the PC(USA) [Advisory Handbook on Preparation for Ministry](https://pcusa.org/site_media/media/uploads/prep4min/pdfs/p4mah_rel_3-0_2023-07.pdf) (https://pcusa.org/site_media/media/uploads/prep4min/pdfs/p4mah_rel_3-0_2023-07.pdf). As such, Salem Presbytery CPM accepts all guidelines, timelines and expectations as outlined in the handbook.

In addition, Salem Presbytery CPM has adopted the following policy statements to further define its guidelines, timelines, and expectations of individuals preparing for ordered ministry. Summary statements are listed here. Details related to these policy statements are contained in the larger content of this document.

5.1 Pre-Inquirers

Persons seeking to come under care of Salem Presbytery shall satisfy these requirements prior to meeting with the CPM:

- Must have been a member of a congregation of Salem Presbytery for at least six months, in accordance with G-2.0602
- Ordinarily have a preliminary conversation with the CPM's on-boarding moderator regarding the ordination process
- Complete a psychological assessment through an approved center

- Complete a background check through an organization approved by Salem Presbytery
- Complete forms 1A, 1B, and 1C
- Meet with the session of the home church and complete form 1D
- Submit transcripts from college and any graduate work completed

Once all of the above forms, transcripts, and assessments have been received, the on-boarding moderator will schedule a meeting with the CPM.

5.2 Inquiry Phase

The Inquiry phase begins on the date of the CPM meeting on which a person has been enrolled as an Inquirer. In accordance with G-2.0602, persons under care of Salem Presbytery will be in the ordination process for at least two years, at least one of which must be the candidacy phase. Ordinarily, persons under care will be in the inquiry phase for at least one year. During the Inquiry phase, individuals shall:

- Be assigned an advisor or advisor team on the CPM.
- Complete on-line Boundary Training through Congregation U.
<https://congregationu.com/course-clergy-ministerial-ethics/>
- Complete a fiscal fitness seminar provided by the PC(USA) Board of Pensions or an equivalent. These are often held on each Presbyterian seminary campus at least once per year. Salem Presbytery may also sponsor an additional session. (See Indebtedness Policy/Fiscal Fitness for more information). This may be completed any time during the prior to applying for final assessment.
- Attend annual consultation meetings with the CPM and complete Form 3.

5.3 Seeking Candidacy Phase

Ordinarily the inquiry phase will last one year. Before the Inquirer applies for a change in status to candidate, the Inquirer shall:

- Provide updated transcripts of academic work to date
- Complete **either** one unit of Clinical Pastoral Education (CPE) **OR** one field education internship placement prior to applying for a change in status to Candidacy. Provide the CPM with copies of evaluations completed. (See Clinical Pastoral Education and Field Education for more information)
- Meet with the session of the home church to complete Form 5B
- Complete Form 5A in preparation for candidacy, along with short essays in response to the following prompts (**See Sections 8 and 9 below for more information on completing these essays**):
 - a. A statement of the Inquirer's understanding of Christian vocation in the Reformed Tradition and how it relates to his or her sense of call;
 - b. A statement of personal faith which incorporates an understanding of the Reformed Tradition;
 - c. An analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships;

- d. A statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
- e. 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;
- f. A statement of their understanding of the task ministers of the Word and Sacrament perform, including an awareness of their specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed (G-2.05).

5.4 Candidacy Phase (Minimum of 12 months; G-2.0602)

The Candidacy phase begins on the date of the presbytery meeting on which a person has been enrolled as a candidate. During the Candidacy phase, individuals shall:

- Complete required seminary coursework, including coursework prescribed in this manual
- Successfully complete all PC(USA) ordination exams
- Complete **either** one unit of Clinical Pastoral Education (CPE) **OR** one field education internship not completed during inquiry. (See Clinical Pastoral Education and Field Education for more information.)
- Attend annual consultation meetings with the CPM and complete Form 3

5.5 Seeking Final Assessment

After a Candidacy period of no less than 12 months, a candidate may request to meet with the CPM to seek final assessment. Before this request, the candidate must submit to the CPM:

- A draft of a Personal Discernment Profile (or resume if seeking non-parish positions)
- Video recorded sermon sample
- Transcripts showing completion of required coursework
- Successfully pass all ordination exams

Once all requirements have been satisfied the candidate may request a meeting for final assessment with the CPM. If approved by the CPM as "certified ready to receive a call", the candidate is then eligible to begin circulation of their PDP or resume and enter the call process.

If a finally assessed, a "certified ready" person desires to be added to the pulpit supply list of Salem Presbytery, they shall schedule a meeting with the Examinations Task Force.

If the candidate's "certified ready" status is not approved, the candidate will not be able to actively seek a call (i.e., circulate a PDP, submit resumes, etc.) until the candidate completes goals and expectations set in the previous annual review. The candidate's progress towards these goals will be reviewed annually.

5.6 Confidentiality

The work of the CPM should be considered confidential. The CPM reports actions of the committee to the presbytery or Presbytery Council. These deliberations will be treated as confidential. Any background or supporting information shared during the reporting will be carefully considered.

In order for the CPM to do its work, information about persons under care sometimes needs to be shared with church officers who do not sit on the CPM (i.e, the Inquirer/candidate's pastor, session liaisons, seminary advisors or contacts, the executive presbyter, the stated clerk, etc). Only relevant information will be shared, and only in strict confidence.

By the laws of the State of North Carolina, all citizens are deemed mandatory reporters of suspected or known child abuse. Some members of the committee may be required, based on their mandatory reporter status, to report concerns to the state for further investigation.

5.7 PC(USA) Reformed Tradition Education

While all seminaries provide course requirements for completing the Master of Divinity, not all non-Presbyterian seminaries provide appropriate courses in the Reformed tradition. All individuals under care of Salem Presbytery must complete the following courses:

- Presbyterian polity and worship (including detailed study of the Book of Order, the Book of Common Worship and the Book of Confessions)
- Reformed theology
- Greek and Hebrew language
- Greek and Hebrew biblical exegesis

For more specific information regarding these requirements, see below.

Inquirers/Candidates who choose to attend a non-Presbyterian seminary shall be required to supplement their education with the above list of Presbyterian related courses. Transcripts of seminary coursework will be reviewed at each annual consultation to determine completion of the above requirements.

5.8 Ordination Examinations

Inquirers are encouraged to take the Bible Content Examination (offered semi-annually) during their first year of seminary. Prior permission by the CPM is not required. Inquirers may register and pay the fee online at www.pcusa.org.

Generally, an individual will take the remaining four written examinations (offered quarterly) after the individual has been received as a candidate. Individuals must receive permission from the CPM to register for the examinations each time they are attempted. Registration and payment is made online (as noted above). Contact the process and records moderator for more information

about permissions.

For more information about the exams, please see the [PCUSA Ordination Exam Handbook \(https://www.pcusa.org/resource/handbook-ordination-examinations/\)](https://www.pcusa.org/resource/handbook-ordination-examinations/).

5.8.1 Alternative Exam Policies

Time-Related Learning Accommodations: The Bible Content Exam is ordinarily taken in a proctored setting with a 2-hour time limit. With the CPM approval, the time limit can be extended to 3 hours for persons under care who have a documented learning challenge. All the other exams are not proctored. The candidate may take them in whatever setting they wish (so long as it provides internet access).

Other learning accommodations can be arranged with the CPM consultation and approval.

In exceptional circumstances, the CPM, may request an action of Salem Presbytery, to arrange for a student to complete an ordination exam in an alternative format or to waive examination requirements, in accordance with *Book of Order G-2.0610*.

5.9 Official Files

All files maintained on persons under care of Salem Presbytery are the property of the Salem Presbytery and will be kept securely by the Presbytery administrative assistant. When an individual is removed from care of Salem Presbytery, whether by withdrawal (self-initiated or initiated by the CPM), transfer, or due to ordination, the individual's file will be closed and kept on file on the Salem Presbytery server. If an Inquirer or Candidate transfers to another presbytery of care, a copy of the file will be sent directly to the CPM of that presbytery, and the original will be closed and kept on file on the Salem Presbytery server.

5.10 Indebtedness Policy/Fiscal Fitness

Salem Presbytery CPM shall monitor the financial status of Inquirers and Candidates under care through discussions with the Inquirer/Candidate during each annual review.. The presbytery suggests that the total education debt of graduating seminary students should be no more than 50% of the latest available churchwide median salary.

6. Salem Presbytery CPM Requirements

6.1 Psychological Assessment

Salem Presbytery CPM requires all Pre-Inquirers to participate in a comprehensive career

counseling and psychological assessment offered by Ministry Development Services (MDS) (<http://www.ministryds.org/>) (6100 Sardis Road, Charlotte, NC) prior to any application as Inquirer.

Individuals living out-of-state (e.g., persons attending seminary in another state) may obtain permission from the CPM to take these assessments at another PC(USA) approved center. Permission must be obtained IN ADVANCE of making an appointment with another center.

These assessments utilize various interest inventories, psychological tests, consultation with a psychologist and reflection to help each individual and the CPM assess suitability for ministry. Individuals must sign a release form in order for the CPM to receive a copy. These reports are confidential and are only seen by the CPM members. The CPM does not distribute this report but keeps it in the individual's file with the CPM.

6.2 Goals of the Psychological Assessment

- Help the individual understand how their values, interests, personality, potential and learned capabilities all fit into an occupational choice of ministry.
- Provide the individual an opportunity to gain a deeper appreciation of their own strengths, commitment and opportunities for further growth.

6.3 Following Completion of the Assessment

The individual and an MDS counselor discuss the results of the inventories and tests. The report includes biographical information, interpretation of the results of the various inventories, assessment of the individual's promise for ministry, and any recommendations for growth or future directions.

6.4 Some Criteria to Be Explored With MDS

- Openness to learning and self-exploration
- Ability to assess themselves realistically
- Emotional stability
- Vocational history and financial situation
- Family situation (both family of origin and current family setting)
- Effective style of interpersonal relating
- Adequate motivation as it pertains to a sense of call and value system
- Level of maturity
- Level of autonomy and authenticity
- Leadership potential (initiative, self-confidence, enthusiasm, etc.)
- Compatibility of interests with elements involved in the exercise of ministry
- Chance for the Inquirer's needs as a person to find reasonable fulfillment in ministry

- Innate abilities commensurate with the demands of ministry and the capacity to develop new skills
- Academic ability to complete the rigorous demands of seminary education

This evaluation should be completed sometime after contact with the co-moderator for Pre-Inquiry, coming under care of the church of membership, and prior to application as Inquirer. Generally speaking, these appointments are easier to schedule during the summer months. Individuals will need to contact MDS directly to schedule an appointment (704-554-9222).

Costs of the MDS assessment will normally be shared with the individual's home church, the Presbytery, and the individual.

Occasionally, the committee asks an individual, at some point in the preparation for ministry process, to return for a follow-up visit in response to changes in a person's situation, a candidacy of extended duration, or to explore a particular issue.

6.5 Indebtedness/Fiscal Fitness

Pastoral care for advisees and clergy includes caring for their financial well-being and that of their families. This extends to ensuring that no advisee or clergy takes on more debt than can be reasonably repaid from expected earnings. To that end, Salem Presbytery has the following policy:

When Salem Presbytery is the Presbytery of Care:

- The Committee on Preparation for Ministry shall monitor the financial status of Inquirers and Candidates under care, suggesting that the total educational debt level of seminary students upon graduation should be no more than 50% of the latest available churchwide median salary.
- Every seminary advisee under care is required to attend a financial planning workshop such as the Fiscal Fitness Workshop provided by the Board of Pensions.
 - Advisees will note that the Fiscal Fitness Workshop of the Board of Pensions is required for participation in the PC(USA) Seminary Debt Assistance Program which forgives debt if a person takes a call in a small, rural congregation.
 - The Board of Pensions also offers health insurance for seminary students and their families. The Board of Pensions requires seminarians applying for health insurance to complete the Fiscal Fitness Workshop.

6.6 Sexual Misconduct Prevention Training

The CPM requires all persons seeking to be enrolled as an Inquirer to complete a basic sexual misconduct prevention training seminar offered online. The online Boundary Training through Congregation U may be completed through this link:

<https://congregationu.com/course-clergy-ministerial-ethics/>

6.7 Racial Equity Training

Racial Equity training is strongly encouraged for candidates for ministry under care of Salem Presbytery.

6.8 Background Check

All persons seeking to come under care of Salem Presbytery must complete a background check. The CPM on-boarding moderator will send a request to the presbytery's stated clerk to begin this process. As this process takes several weeks, the applicant needs to complete their portion of the process quickly. This background check must be completed and pin-hand prior to enrollment in the inquiry phase of the ordination process.

6.9 Seminary Coursework Requirements

Salem Presbytery CPM assumes that the advisee's transcript, upon completion, will include coursework in biblical and language studies, theology, ethics, church history, worship, preaching, pastoral care, Christian education, and leadership and administration.

Additionally, Salem Presbytery CPM requires all persons under care to have completed:

- A year (two semesters or equivalent) of Greek language and exegetical study
- A year (two semesters or equivalent) of Hebrew language and exegetical study;
- A one semester (or equivalent) course in Presbyterian polity;
- A one semester (or equivalent) course in Reformed theology that includes study of *The Book of Confessions* and of John Calvin;
- A one semester (or equivalent) course in church history that includes attention to the history of the PC(USA);
- A minimum of one course in **supervised** field education in a PC(USA) congregation;
 - One academic year placement (calendar: nine months) at 8-10 hours/week; **OR**
 - One summer placement (calendar: three months) at 40 hours/week
- An introductory unit of Clinical Pastoral Education (CPE):
 - One part-time unit during the academic year; **OR**
 - One full-time unit during the summer

All advisees under care of Salem Presbytery will submit their transcripts annually for evaluation during the Annual Consultation. For more information about Field Education and CPE requirements, please see the manual.

6.10 Field Education

The Book of Order encourages those in the care process "to engage in some form of supervised service to the church" with the guidance and approval of the presbytery of care (G-2.0606).

Salem Presbytery CPM requires all persons to have at least ONE field education experience. This would be an academic year placement (calendar: nine months) at 10 hours/week **OR** one summer placement (calendar: three months) at 40 hours/week. The following guidelines apply:

- Ordinarily, choosing a field education site is coordinated through the individual's seminary (i.e., office of contextual education or similar).
- The CPM does not allow individuals to do field education in their home church or church where they regularly worship.
- The CPM seeks to encourage individuals to pursue a field education site that will offer a new experience for them (e.g., if you grew up in a rural church, seek a suburban or urban congregation. If your home church is a large congregation, seek a small church experience, etc.).
- Student interns will be supervised by a qualified on-site supervisor who serves as the advisee's guide and mentor. Should the advisee or site supervisor have questions regarding what being a "qualified on-site supervisor" entails, they should contact the CPM co-moderator for more information.
- A PC(USA) congregational setting (not home church) in which the advisee will be exposed to and have experience in a wide range of ministry roles and responsibilities
- A learning covenant, which describes the expectations and goals of the field education experience and is signed by both the advisee and the supervisor. This learning covenant will be reviewed by the CPM.
- Written evaluations, based upon the learning covenant, of the advisee's practice of ministry and a final evaluation which will be submitted to the CPM..

6.11 Guidelines for an Ideal Learning Covenant

The intern will have the opportunity to:

1. Participate in worship leadership:
 - a. At least twice a month the intern will help lead the worship service, gaining experience in leading the various elements of the service (call to worship, call to confession, assurance of pardon, children's sermons, scripture readings, pastoral prayers and offertory invitations and prayers).
 - b. At least two times during this internship the intern will be invited to preach at the primary Sunday morning worship service.
 - c. The intern will observe at least one baptism orientation with a family seeking to have their child baptized.
2. Participate in administrative leadership:
 - a. The intern will help to resource at least one committee throughout the internship, with a view to learning how to empower committee members to do committee work (rather than only doing the work of the committee).
 - b. The intern will attend at least three session meetings (or two session meetings

- and a session retreat)
3. Participate in congregational life:
 - a. Academic-year interns will be involved in planning at least one Advent or Lent activity or worship for the congregation.
 - b. The intern will participate in one or two fellowship events to get to know members.
 4. Participate in pastoral care:
 - a. The intern will observe the pastor(s) working with a family to plan a funeral.
 - b. The intern will observe the pastor(s) in at least one pre-marital counseling session.
 - c. The intern will do at least five visits to shut-ins of the congregation.
 - d. The intern will make at least one hospital visit with the pastor(s).

6.12 Covenant Evaluation

1. The intern and supervisor will meet monthly to review these goals and the learnings of the month (for a nine month experience; weekly for a three month experience).
2. The intern's CPM advisor will contact the internship supervisor mid-way through the internship regarding the intern's continuing preparation for ministry as experienced by the congregation. The advisor's report to the CPM following this communication will emphasize both learning accomplishments and opportunities for continued growth.
3. The intern and supervisor will provide written evaluations, signed by both, to the CPM at the end of the internship. Evaluations will reflect on the learnings of the internship and the progress the intern has made in preparing for the Ministry of Word and Sacrament in the PC(USA).
- 4.

6.13 Clinical Pastoral Education (CPE)

Clinical Pastoral Education (CPE) is a program of deepening critical awareness of oneself as "pastor." It is a program of learning pastoral skills integrated with life experience in a setting under extensive supervision.

CPE is theological and professional education that allows a qualified advisee to minister to people while integrating their pastoral experience with personal history, behavioral theory and method, and spiritual development. CPE advisees are challenged to improve the quality of all their pastoral relationships through intense involvement with supervisors, fellow advisees, people to whom they offer ministry, and other professionals.

CPE students learn about the life and work of ministry through clinical practice, theological reflection, written case studies and verbatims, individual supervision, seminar participation and relevant reading. Through viewing complicated life situations from different viewpoints, advisees gain new insights and understanding about the human situation.

Advisees under care of Salem Presbytery shall ordinarily engage in supervised practical ministry experience through CPE programs. The committee further encourages students to choose a CPE program that provides a high-quality supervisory atmosphere to gain the optimal benefit from this valuable learning opportunity.

Requirements and Guidelines:

- At least one unit of CPE through a program approved by the CPM is required of all Inquirers and Candidates in Salem Presbytery.
- Advisees considering becoming a chaplain should enroll in a program certified by the Association of Clinical Pastoral Education or other equivalent organization.
- The CPM may also require a person under care to do a follow up unit of CPE based on that individual's ongoing preparation for ministry needs.
- Advisees may be interested in further Clinical Pastoral Education through a second unit of CPE or a CPE residency. These further educational opportunities can be at sites other than a hospital. Advisees should seek the advice of the CPM about these opportunities.
- Advisees engaged in CPE shall submit final CPE evaluations for each unit of completed CPE (supervisor and self-evaluations) for review by the CPM.

Inquirers and Candidates seeking exemption from CPE will be required to provide the CPM with a written explanation detailing the rationale for their decision and informing the CPM of how they intend to obtain supervised practical ministry experience which the CPE experience is intended to provide. This exemption request must be approved by the CPM.

7. Scholarships and Grants

7.1 Salem Presbytery Grants

Salem Presbytery CPM makes grants to Advisees under care twice each year, in February and September. Applicants must complete an application, available via email from the CPM co-moderator. Completed applications must be submitted by the deadline provided. The deadline can also be found on the CPM calendar. Grant awards depend on requests made and the availability of funds.

7.2 Synod Scholarships

Euler Memorial Seminary Scholarship

The Sherman and Lucille Tilney Euler Scholarship was established through Mrs. Euler's estate to prepare pastors and educators for service to the Church. Mr. and Mrs. Sherman Euler were active in the Presbyterian Church throughout their lives. Mr. Euler worked for the Department of State and was on Foreign Service in Turkey and Japan where Mrs. Euler developed her interests in Ikebana Japanese flower arranging. The Eulers had no children and left the bulk of their estate to the Synod of the Mid-Atlantic for seminary scholarships. The scholarship provides financial resources for students to prepare for ministry at seminaries of the Presbyterian Church (U.S.A.) Consideration for the award may be made by application and selection is competitive.

Applications for this scholarship are due to the Synod of the Mid-Atlantic by February 15th of each year. Scholarships will be awarded based upon availability of funds and the applicant pool. The Euler Scholarship is renewable. Guidelines and an application may be downloaded from the Synod of the Mid-Atlantic website: www.synatlantic.org

7.3 General Assembly Scholarships

There are a number of scholarships and grants available through the PC(USA) General Mission Council. For information about these opportunities, please see the PC(USA) website: <http://www.presbyterianmission.org/ministries/financialaid/presbyterian-study-grant/>

8. Guidelines for Candidacy Essays

Inquirers applying to Candidacy status will provide thoughtful responses to the following six essay prompts. Responses to these prompts should reflect your ability to think theologically, in conversation with Reformed theological traditions (as reflected in the *Book of Confessions*), a basic understanding of ministry in the Presbyterian tradition (as reflected in the *Book of Order*), and evidence that you have grown in your theological, vocational, and pastoral awareness as a result of your seminary education. To these ends, you should explicitly reference the *Book of Order* and *Book of Confessions* as you develop your essays.

Inquirers will email a draft of these essays both to your CPM advisor and the CPM process and records moderator no later than four weeks before the CPM meeting in which you would like to appear. In this time frame, we can provide adequate feedback on your essays so that you have time to improve them before the whole committee reads and evaluates them.

By the end of the Inquiry phase each Inquirer shall demonstrate adequate promise for ministry by presenting:

1. A statement of his or her understanding of Christian vocation in the Reformed Tradition and how it relates to their sense of call;
2. A statement of personal faith which incorporates an understanding of the Reformed tradition;
3. An analysis of at least one concept from the personal faith statement regarding what it suggests about God, humanity, and their interrelationships;
4. A statement of what it means to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
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;
6. A statement of the Inquirer's understanding of the tasks ministers of the Word and Sacrament perform, including an awareness of their specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed (G-2.05).

9. Guidelines for Writing a Statement of Faith

The purpose of the "Statement of Faith" is for the Inquirer/Candidate to reflect theologically on specific areas and to state in a concise form their faith related to those specific areas. Inquirers are asked to submit a statement of faith when applying for candidacy. Candidates are asked to submit a statement of faith for their final assessment.

Persons under care should begin writing a statement of faith early in the ordination process and should revise it regularly. The CPM expects that the statement presented for enrollment in candidacy will differ from the statement presented for ordination. The Inquirer/Candidate is urged to discuss his or her statement with the CPM advisor, a professor, pastor, or other significant persons in his or her life. The statement should also reveal something of the personhood of the individual.

A statement of personal faith should incorporate an understanding of the Reformed tradition. The statement should be no longer than one page single-spaced. It should indicate where the candidate stands on the central doctrines of Presbyterian belief, including the three persons of the trinity, salvation, Holy Scripture, the sacraments, and the mission of the Church. The statement should also give some sense of her or his personal theological style.

The statement of faith will be the basis by which the CPM and the Presbytery conduct their oral examinations of the candidate as part of the examination for ordination. Clichés that might distract a reader should be avoided. The statement should be written in language accessible to lay and clergy. Candidates are invited and encouraged to use inclusive language. Should they choose not to do so, they should be prepared to clarify their rationale for gender-specific language.

The statement must be provided to the committee in advance of these discussions and examinations. The statement will be reproduced as submitted, so typing, spelling and grammar are important.

10. Guidelines for Description of Need and Sermon

The brief description and analysis of a contemporary need and a written sermon are major parts of the readiness and final assessment process. This brief guide lists the requirements and recommendations for these important documents. A sermon prepared for the exegesis examination or a preaching class may be used, eliminating duplicate work.

10.1 Requirements for the description and analysis of contemporary need(s):

- Include description of community to which the sermon was/will be preached
- Include description and analysis of need(s) this sermon seeks to address

10.2 Sermon

The sermon may be submitted via YouTube link, an audio or video file, or written manuscript. If submitting a link or file, the corresponding notes or manuscript should also be included as a reference.

- Requirements for the written sermon
 - Typed, double-spaced; name and date on the cover; pages must be numbered.
 - Must respond to the contemporary need(s) of the community
 - The CPM recommends use of gender inclusive language
- Recommendations for the sermon
 - When preached to an audience (congregation or class), is approximately ten to fifteen minutes in length
 - Shows an awareness of and sensitivity to the particular context.
 - Maintains integrity with the particular biblical text as well as Scripture as a whole

11. Tips for a Successful Journey

As noted throughout the *Advisory Handbook for Preparation for Ministry* and additional materials the keys to a successful journey are building relationships and open communication.

11.1 Inquirer/Candidate

- Keep in regular contact with your Session Liaison, Pastor and CPM advisor.
 - Provide the most up-to-date contact information.
 - Inform the CPM of major life events (marriage/divorce, births/deaths, school changes, etc.)
 - Be open about your thoughts and feelings throughout the process
 - If you are having difficulties communicating with your CPM advisor, feel free to contact the CPM co-moderator or the general presbyter of Salem Presbytery for guidance
- Don't be afraid to ask questions
- Be timely in completing your written materials and requesting materials from outside sources (seminary, assessment centers, etc.)
- Be well-informed by consulting the *Advisory Handbook* and additional materials

11.2 Session Liaison and Pastor

- Keep in regular contact with your Inquirer/Candidate and the CPM advisor.
- Hold the Inquirer/Candidate in prayer
- Keep the session updated regularly on the Inquirer/candidate's journey
- May attend the CPM meetings when the Inquirer/Candidate moves to the next phase in the ordination process
- Review annual goals throughout the year as determined in the Annual Consultation
- Be an advocate for the Inquirer/Candidate with the session for financial, spiritual, and emotional support
- Be present, when possible, at any Presbytery meetings in which the Inquirer/Candidate

will appear

- Don't be afraid to ask questions of the CPM advisor or the CPM moderators
- Be well-informed by consulting the Advisory Handbook and additional materials

11.3 The CPM Advisor

- Hold the Inquirer/Candidate in prayer
- Keep in regular contact with advisees and their session liaisons and pastors.
- Be a guide to understanding the process, interpret committee actions, etc.
- Acknowledge events in the lives of your advisees, offer encouragement along the way.
- Lead the Annual Consultation meetings and submit paperwork on time.
- Review goals with advisees throughout the year (not only prior to annual consultations or when the Inquirer/Candidate comes before the committee for a change in status).

11.4 Helpful Online Training (not required)

Several online training videos that may be useful in your journey toward ordination can be found at the following link:

<https://oga.pcusa.org/section/mid-council-ministries/prep4min/online-trainings/>

12. Salem Presbytery CPM Checklist

12.1 Application to Pre-Inquirer

Must be completed prior to application to inquirer:

	Seminar attendance Date/Conversation with Co-Moderator
	6 months active in a congregation
	Met with pastor
	Background Check completed
	Met with Session, complete form 1D
	NCMDC Assessment completed
	Online Boundary Training

	Training Date: _____
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12.2 Application to Inquirer:

	Forms 1A, 1B, 1C, 1D received
	Pastor Reference Received
	Academic Reference Received
	College Transcript Received School: Degree: Date of Degree:
	Seminary Transcript Received School: Degree: Date of Degree:
	Approved by session Date
	Forms 2A, 2B completed with CPM
	Approved by CPM Date With initial goals set for the year Any exceptions, waivers, additional requirements and/or comments:
	Bible Content Exam Date passed Dates taken:
	Board of Pensions Fiscal Fitness Seminar Date attended: _____
	Field Education Location: _____ Date: _____ Supervisor Evaluation: _____ Advisee Evaluation: _____

	CPE Location: _____ Date: _____ Supervisor Evaluation: _____ Advisee Evaluation: _____
	Annual Review with CPM: __ Review 1 Date: _____ __ Form 3 __ __ Seminary transcript __ Form 4 completed after meeting __ Review 2 Date: _____ __ Form 3 __ Seminary transcript __ Form 4 completed after meeting
	Application to Candidacy: __ Forms 5A, 5B __ Statement of Motivation __ Candidacy Essays __ Seminary transcript __ 2 references received Pastor: _____ Academic: _____ __ Approved by Session Date: _____ __ Approved for Recommendation to Presbytery by CPM Date: _____ __ Approved by Presbytery Date: _____

12.3 Application to Candidate

	Graduation from Seminary: _____ Date: _____
	Bible Content – circle one: Passed as inquirer OR Date Passed: _____
	Theology Ordination Exam Date passed: _____ Dates taken: _____

	Polity Ordination Exam Date passed: _____ Dates taken:
	Biblical Exegesis Ordination Exam Date passed: _____ Dates taken:
	Worship and Sacraments Ordination Exam Date passed: _____ Dates taken:
	Field Education Location: _____ Date: _____ Supervisor Evaluation: _____ Advisee Evaluation: _____
	CPE Location: _____ Date: _____ Supervisor Evaluation: _____ Advisee Evaluation: _____
	Annual Review with CPM: <input type="checkbox"/> Review 1 Date: _____ <input type="checkbox"/> Review 2 Date: _____ <input type="checkbox"/> Form 3 _____ <input type="checkbox"/> Seminary transcript <input type="checkbox"/> Seminary transcript <input type="checkbox"/> Form 4 completed after meeting <input type="checkbox"/> Form 4 completed after mtg Additional Notes <input type="checkbox"/> Review 3 Date: _____ <input type="checkbox"/> Form 3 _____ <input type="checkbox"/> Seminary transcript <input type="checkbox"/> Form 4 completed after meeting

12.4 Application for Final Assessment:

	Passed all 5 ordination exams
	Seminary transcript showing degree conferred (or indication that all coursework is in the process of being completed)
	Completion of at least one field ed AND one unit of CPE
	Form 6
	Pastor Reference Received

	Academic Reference Received
	PDP draft
	Statement of Faith
	Sermon and Statement of Need
	Approved by CPM and OK to circulate PDP Date:

12.5 Annual Consultation with CPM:

	<p>Year 1: Review 1 Date: _____ <input type="checkbox"/> Form 3 <input type="checkbox"/> Form 4 completed after meeting Results (choose one): <input type="checkbox"/> Continue candidate on rolls, continue certified status and ongoing call search <input type="checkbox"/> Continue candidate on rolls, discontinue certified status and call search <input type="checkbox"/> Requirements needed prior to re-assessment are outlined on Form 4</p>
	<p>Year 2: <input type="checkbox"/> Form 3 <input type="checkbox"/> Form 4 completed after meeting Results (choose one): <input type="checkbox"/> Continue candidate on rolls, continue certified status and ongoing call search <input type="checkbox"/> Continue candidate on rolls, discontinue certified status and call search <input type="checkbox"/> Requirements needed prior to re-assessment are outlined on Form 4</p>
	<p>Year 3: <input type="checkbox"/> Form 3 <input type="checkbox"/> Form 4 completed after meeting Results (choose one): <input type="checkbox"/> Continue candidate on rolls, continue certified status and ongoing call search <input type="checkbox"/> Continue candidate on rolls, discontinue certified status and call search <input type="checkbox"/> Requirements needed prior to re-assessment are outlined on Form 4</p>
	<p>Year 4: <input type="checkbox"/> Form 3 <input type="checkbox"/> Form 4 completed after meeting Results (choose one):</p>

	<input type="checkbox"/> Continue candidate on rolls, continue certified status and ongoing call search <input type="checkbox"/> Continue candidate on rolls, discontinue certified status and call search <input type="checkbox"/> Requirements needed prior to re-assessment are outlined on Form 4
	Year 5: <input type="checkbox"/> Form 3 <input type="checkbox"/> Form 4 completed after meeting Results (choose one): <input type="checkbox"/> Continue candidate on rolls, continue certified status and ongoing call search <input type="checkbox"/> Continue candidate on rolls, discontinue certified status and call search <input type="checkbox"/> Requirements needed prior to re-assessment are outlined on Form 4

13. Appendix

13.1 Acronyms

As you navigate the Inquirer/Candidate process, you may encounter some of the following abbreviations used to simplify writing and communications.

BCE	Bible Content Exam, the examination given to all persons seeking ordination in the PC(USA).
BCO	Book of Order (Book of Church Order), the Constitution of the PC(USA) – Part II
BOP	Board of Pensions, the General Assembly board responsible for providing health insurance for all professional full-time church staff and pensions for retired professional staff.
CPM	Committee on Preparation for Ministry, the Presbytery committee charged with the responsibility of helping persons interested in serving as a PC(USA) minister and mentoring them through the process.
COM	Commission on Ministry, the Presbytery commission charged with the responsibility of churches find ministers and ministers find churches.
CLC	Church Leadership Connection, the official name given to the General Assembly internet process of handling leadership matching (churches and ministers.)

CPE	Clinical Pastoral Education, a requirement of Candidates for Ordination in the PC(USA).
CRE	Commissioned Ruling Elder, a person certified by a Presbytery to perform ministerial duties in a PC(USA) congregation.
CRRC	Certified Ready to Receive a Call, the status given to all candidates after completion of all requirements for ordination.
MDS	Ministry Development Services, the General Assembly office that handles the requirements for Inquirers who seek candidacy and candidates who seek ordination.
OGA	Office of the General Assembly of the PC(USA)
PC(USA)	Presbyterian Church (United States of America), the official name of our presbyterian denomination.
PDP	Personal Discernment Profile, the form which ministers and candidates fill out to share who they are and in what sorts of ministerial positions they would be willing to serve.
PIN	Personal Identification Number. Each church has an assigned identification number. That number is generally available from the church's Clerk of Session.
PNC	Pastor Nominating Committee (sometimes called a Pulpit Nominating Committee,) the search committee elected by the congregation to nominate a Pastor (Co-Pastor, or Associate Pastor) for the congregation.