

Greetings from the Salem Presbytery Committee on Preparation for Ministry! This letter contains important information for you regarding the process of ordination as a minister of Word and Sacrament in the PCUSA. Here are several steps you will want to take in the near future (some you may already have done!):

Steps for the Perspective Inquirer:

- 1. Speak with your minister** Take time to talk to your minister expressing your interest in becoming an inquirer. If necessary, your pastor will arrange for a member of the CPM to talk with your Session about the process of seeking ordination in the Presbyterian Church (USA).
- 2. Complete forms 1A, 1B, and 1C** and give these completed forms to your Session prior to meeting with them for their endorsement. These forms will serve as the guide for discussion between you and the Session about your call to ministry. If the Session chooses to endorse you as an inquirer, the Session will complete form 1D and will appoint one of its members to be your liaison. You or your Session need to e-mail Forms 1 A-D to the CPM.
- 3. Vocational and Psychological Evaluation** You will need to set up an appointment with Ministry Development Services in Charlotte for some vocational and psychological testing. Their number is (704) 554-9222. You schedule the meeting with them at your convenience. The CPM pays \$462, we ask your home church to pay \$462, and we ask you to pay \$462 of the cost of the testing. MDS will not bill your church directly, so you will need to make arrangements with your home church to provide their portion. If the money is a problem, the CPM can help you with that, so let us know. MDS will send a copy of their report to our committee as well as to you.
- 4. Background check** Contact Christine Ratledge (cratledge@salempresbytery.org) to complete a background check.
- 5. Transcripts** Submit college and any postgraduate transcript.

When all materials have been received we will then schedule a meeting with the CPM. We meet on the first Tuesday by Zoom.

A word from our Book of Order: "The purpose of the inquiry phase is to provide an opportunity for the church and for those who believe themselves called to ordered ministry as Minister of Word and Sacrament to explore that call together so that the presbytery can make an informed decision about the inquirer's suitability for ordered ministry." Book of Order G-2.0603

Please feel free to contact me with any questions about these forms or the process itself. I hope you are enjoying this exciting time of exploring your call to ministry. Our committee looks forward to working with you. Blessings to you on your journey!

Grace and Peace,

Rev. Courtney Stevens, CPM Co-Moderator
Salem Presbytery

Date: _____

Form 1A

Application to be Enrolled by Presbytery as an Inquirer

Name of applicant: _____
(family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ Alt phone: _____
(h/o/m) (h/o/m)

Email: _____

Permanent address: _____
(if same, write 'same') (street) (city) (state) (zip)

Gender: _____ Date of birth: _____ Race/Ethnicity: _____

Current church membership: _____
(name of church)

Address: _____
(street) (city) (state) (zip)

Date received as a member: _____ Number of members: _____

Have you ever applied to a presbytery to be enrolled as an inquirer or candidate? _____

If yes, was enrolled as: _____ in _____ presbytery

From _____ to _____

In what church occupation are you interested in at this time? _____
(e.g. pastor, youth minister, mission worker, educator)

Present or most recent school attended: _____

Location: _____ Date of graduation: _____

Applicant's Statement

I hereby apply to be enrolled by _____ Presbytery as an inquirer.
(presbytery name)

_____ I certify no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me.

_____ I am unable to make the above certification. I offer instead on the attachment a description of the complaint and/or outcome of the situation with explanatory comments.

I certify that the above statement and other information in this application are true and correct. I promise to participate diligently and wholeheartedly with the session and the presbytery in exploring my vocation.

Applicant's signature: _____
(date)

Date: _____ Name: _____

Form 1A

Family Situation

Current marital status: _____ Ages of any children in the home: _____

Are you and your household members open to the possibility of relocation in conjunction with theological studies and/or accepting a ministry position? _____

If you are limited in your ability to relocate, please describe on the following lines:

Church Background

Year of baptism: _____ Year of your confirmation/profession of faith: _____

Most recent church affiliations (include up to three):

Dates of participation:

_____	_____
_____	_____
_____	_____

Have you been ordained as a ruling elder in the PC(U.S.A.)? _____

Date: _____

Have you been ordained as a deacon in the PC(U.S.A.)? _____

Date: _____

Have you been ordained in another denomination? _____

Date: _____

If so, name of denomination: _____

Office: _____

List up to five areas of involvement in the life and mission of the church, either as a participant or leader, that are most significant in your sense of call to the role of teaching elder. Mark current involvements with an asterisk.

Area of involvement:

Role:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____ Name: _____

Academic Information

List the academic institutions you have attended, beginning with college, and supply the information requested in each column. If you are currently pursuing an educational program, indicate your academic classification in the final column.

Institution	Dates attended	Program/major	GPA	Diploma/degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Briefly describe your academic interests/gifts by completing the following table:

	Subjects in which you did your best academic work:	Subjects in which you did less well:
College:	_____	_____
Graduate school:	_____	_____
Professional school:	_____	_____
Other training:	_____	_____

Have you ever had an individualized educational program (IEP)? _____

If so, what accommodations did the IEP include?

On the space provided, list your academic honors, awards, special recognitions, sports, organizations and extracurricular activities that have been most meaningful:

Occupational History

Beginning with your current or most recent position, list all full time or part time jobs in which you have been employed. Include the five most, recent up to the past 20 years. Place a PT beside the title of part time jobs.

Job title	Dates	What did you enjoy most?	What did you enjoy least?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date: _____ Name: _____

Form 1A

References

References should include at least two of the following: someone from your church; a former employer; a peer; or a former professor or school administrator.

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ *(h/o/m)* Alt phone: _____ *(h/o/m)*

Email: _____

How long have you known this person, and in what capacity? _____

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ *(h/o/m)* Alt phone: _____ *(h/o/m)*

Email: _____

How long have you known this person, and in what capacity? _____

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ *(h/o/m)* Alt phone: _____ *(h/o/m)*

Email: _____

How long have you known this person, and in what capacity? _____

Date: _____

Form 1B

Questions for Reflection

Name: _____
(family) *(first)* *(middle/natal)*

Reflect on the following questions and then write responses in the space provided (limited to about 275 words).

1. Describe yourself as a person.

2. Describe briefly your understanding of what it means to you to be an inquirer. Please include the most important events, experiences and persons that have prompted you to apply to become an inquirer.

3. Write a brief statement of your personal faith describing what you believe about God, Jesus Christ, the Holy Spirit and your relationship to them.

Date: _____ Name: _____

Form 1B

4. What does it mean to you to be Presbyterian?

5. Describe your current spiritual practices and disciplines.

6. Who/what is your ideal/role model for ministry? What do you expect in your ministry? What aspect of ministry do you find least interesting?

Date: _____ Name: _____

Form 1B

7. What are you doing to maintain your physical and emotional health?

8. Comment on what have been/are some of your more meaningful interests and hobbies.

9. After completing and reviewing Form 1C of this application to be received as an inquirer, briefly discuss how you plan to finance your theological education.

Signature: _____

(date)

FINANCIAL PLANNING FOR THEOLOGICAL EDUCATION

Name: _____

Date: _____

On the following pages, enter descriptions in underlined fields and whole dollar amounts in shaded fields as needed. Other fields will automatically tabulate.

ESTIMATED FINANCIAL RESOURCES

	Monthly Total	Annual Total	Overall Totals	Projected Need
Income				
Student earnings				
Spouse earnings				
Guaranteed income (Social Security, VA, etc.)				
Child Support payments received				
Other (specify): _____				
Other (specify): _____				
Total Income:				
Other Assistance				
Home Church/Congregational support				
Family/Friends support				
Presbytery support				
PCUSA scholarships/loans				
Foundations or Corporations grants				
Other (specify): _____				
Other (specify): _____				
Total Other Assistance:				
Current Assets				
Cash and savings				
Investments (CDs, stocks, etc.)				
Retirement savings (IRAs, 401Ks, etc.)				
Real Estate				
Automobiles (value over any amount owed)				
Other (specify): _____				
Other (specify): _____				
Total Current Assets:				
Total Estimated Financial Resources:				

Name: _____

ESTIMATED EXPENSES

	Monthly Total	Annual Total	Overall Totals	Projected Need
Educational Expenses				
Annual tuition				
Special academic programs (CPE, intern, etc.)				
Fees				
Books				
Other (specify): _____				
Other (specify): _____				
Total Educational Expenses:				
Living Expenses				
Rent/mortgage payment				
Utilities				
Food & household supplies				
Automobile (payments, insurance, fuel, etc.)				
Telecommunications (phone, cell, online, etc.)				
Clothing				
Incidentals				
Health insurance (only "out of pocket" expense)				
Other medical/dental				
Transportation:				
Dependent allowance				
Child Care				
Child Support payments				
Life insurance premiums				
Charitable donations				
Other (specify): _____				
Other (specify): _____				
Total Living Expenses:				
Total Estimated Expenses:			_____	
Total Income less Expenses:				_____

Name: _____

OTHER INFORMATION

Indebtedness Applicant's (and spouse's or prospective spouse's) current indebtedness. Report principal amounts and related monthly payments.

Student Loans:	<i>Combine Undergrad/Grad</i>	Applicant		(Prospective) Spouse		Total Family Debt
		Balance of Principal	Monthly Payment	Balance of Principal	Monthly Payment	
	Fed. Subsidized Stafford					
	Fed. Unsubsidized Stafford					
	Federal Perkins Loans					
	PC(USA) Loans					
	Loans from parents/family					
	Other educational loans					
	Estimated future loans					
	Totals:					
Non-educational:	<i>List mortgage, credit cards, etc</i>					

	Totals:					
Combined indebtedness totals:						

Assets Non-seminary scholarships (grants) for which you have applied (mark with '*') or have received.

<i>Source of Assistance</i>	Amount Fall Term	Amount Spring Term

Totals:		

I certify that the information contained on all sheets of this form is a true and accurate statement of my financial circumstances and is made in good faith.

Signature _____

Date _____

Session Evaluation and Recommendation Regarding Enrollment as an Inquirer

The session of _____
(name of church) (city) (state)
 met with _____ on _____ and submits its
(name of applicant) (date)
 report on the following pages.

The session endorses ____ / does not endorse ____ this applicant's request to be enrolled as an inquirer.

Liaison

The session has appointed the following ruling elder to act as a liaison with this individual and with the presbytery's committee, and to participate with the individual and the presbytery as they explore and evaluate his/her progress.

Name: _____
(title) (family) (first) (middle/natal)

Current address: _____
(street) (city) (state) (zip)

Main phone: _____ (h/o/m) Alt phone: _____ (h/o/m)

Email: _____

This report was prepared for the session by:

Name: _____
(title) (family) (first) (middle/natal)

Main phone: _____ (h/o/m) Alt phone: _____ (h/o/m)

Email: _____

Report on Session's Consultation with Applicant

To assist the presbytery in reaching its decision regarding whether to enroll the applicant as an inquirer, please provide brief responses to the following issues for consideration when consulting with a prospective inquirer (see *Advisory Handbook*, pp. 68). Since this is the beginning of the process, primary attention should be given at this time to evaluating natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth during the period of inquiry.

1. What personal qualities are evidence of a healthy and vital faith in God through Jesus Christ?

Date: _____ Name: _____ Form 1D

2. How is that faith currently being expressed through the individual's participation in the worship, life, and mission of this congregation?
3. What motivations, whether positive or negative, impel the sense of call? Service to God and the world? Compassion for God's children? Guilt? A need for power and status?
4. What real and potential talents for ministry are evident in this individual (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)?
5. What is the level and adequacy of the individual's academic interest, leadership skills, cross-cultural competencies, emotional intelligence, and motivations?

Date: _____ Name: _____

Form 1D

6. What is the evidence of his or her physical health and stamina?

7. What is this evidence of his or her emotional well-being?

8. What is the evidence of his or her self-discipline?

9. Does the individual have a reasonable plan to finance his or her theological education?