

Committee on Preparation for Ministry
Effective Date: November 14, 2002

SUGGESTED ORDINARY TIMELINE FOR
THE COMMITTEE ON PREPARATION PROCESS

1. Individual feels called to ministry in the Presbyterian Church (U.S.A.)
 - a. If individual is in college, it is appropriate to begin the process at least in one's senior year; or
 - b. If individual is a second career person who is still employed, it is important to begin the process before making any major decisions such as leaving one's work or making a decision about which seminary to attend.

The roll of the Committee on Preparation for Ministry is to assist in the discernment process.

- i. If individual has been a member of local church for one year, individual contacts minister and local session about sense of call.
- ii. Individual contacts chairperson of Committee on Preparation for Ministry to indicate interest and the fact that minister and session are aware of sense of call.
- iii. Committee on Preparation for Ministry assigns a liaison who plans an orientation for the individual, minister and session.
- iv. Individual makes arrangements to take psychological exams. Expenses should be covered by the individual and church.
- v. Initial forms should be completed to apply to become an Inquirer. All information should be received at least a month before the meeting (*allow at least 1yr for the transition period*).

2. Individual meets with CPM to become an Inquirer. The Inquiry phase must be for at least one year.
 - a. Following enrollment as an Inquirer, annual consultations are required during the whole process. The annual consultations are held on Memorial weekend (May) at the Feliciana Retreat Center.
 - b. When individual begins seminary, the junior (first) year is usually the year of inquiry. The Bible Content examination is usually taken in February of that year.
 - c. When Inquirer reaches the first semester of middler (second year), preparation should be made to complete the forms for application to become a candidate. *The application includes a meeting with the session of the local church followed by a meeting with the CPM.* The meeting with CPM might possibly be in December when the candidate is home. *With CPM approval the Inquirer is referred to the Presbytery of South Louisiana.*
3. Inquirer is on the February Presbytery Agenda to be examined. This is usually in mid-February.
 - a. When the candidate enters the third and senior year, candidate receives permission from CPM to take ordination exams; and develops the Personal Information Form.
 - b. The PIF should be presented to the CPM for it's approval.
 - c. Usually in early spring of the candidate's senior year, candidate meets with CPM for a Final Assessment to be examined and to be approved as ready to receive a call. At that point, the candidate can begin to distribute the PIF and be interviewed by Pastor Nominating Committees.
4. There may be extenuating circumstances, which will require different meeting times for the individual inquirer or candidate.

11/14/02
BW/bdb