

Checklist for Completion of the Process of Preparation for Ministry in the Maumee Valley Presbytery, Presbyterian Church (U.S.A.)

(Inquirers, candidates, and commissioned ruling elder students)

Name of Inquirer/Candidate/CRE Student: _____ Email: _____
(Circle all that apply)

Sponsoring Session: _____ Clerk of Session Email: _____

Session Liaison: _____ Email: _____

If CRE student: Regular track Alternate track Mentor: _____

			Date Completed	Inquirer, Candidate or CRE student Initials	Presbytery Represent. Initials	Reference*
<div style="float: left; border: 1px solid black; padding: 2px; transform: rotate(-45deg); font-weight: bold;">Inquirer/Candidate CRE Student</div> <div style="float: right; border: 1px solid black; padding: 2px; margin-top: 10px;">← Check boxes when completed.</div>						
Applicant Phase:						
<input type="checkbox"/>	<input type="checkbox"/>	Applicant is an active member of sponsoring congregation at least 6 mos.				G-2.0602
<input type="checkbox"/>	<input type="checkbox"/>	Sponsoring session notifies Discipleship Commission, which functions as the Committee on Preparation for Ministry.**				G-2.0601
<input type="checkbox"/>	<input type="checkbox"/>	Applicant completes <u>Forms 1A, 1B and 1C[#]</u> ; session completes <u>Form 1D</u> .				AH p. 98
<input type="checkbox"/>	<input type="checkbox"/>	CRE applicant completes additional questions from the CRE packet.				MVP
<input type="checkbox"/>	<input type="checkbox"/>	Inquirer <u>Form 2B</u> is signed by applicant and sponsoring session. (<u>Session liaison</u> is appointed on <u>Form 1D</u> .)				G-2.0602 AH p.98-99
<input type="checkbox"/>	<input type="checkbox"/>	PMT** and/or CRET** interviews applicant. PMT and applicant complete <u>Form 2A</u> and sign <u>Forms 2A & 2B</u> . (PMT liaison is designated on <u>Form 2A</u> .)				AH p. 40
Inquirer Phase/CRE student:						
<input type="checkbox"/>	<input type="checkbox"/>	Inquirer/student is introduced at stated meeting of presbytery (if practical).				MVP
<input type="checkbox"/>	<input type="checkbox"/>	Inquirer completes a psychological assessment scheduled by Maumee Valley Presbytery (not arranged by the inquirer)				MVP
<input type="checkbox"/>	<input type="checkbox"/>	Inquirer completes <u>Form 3[^]</u> in preparation for first annual consultation .				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	1 st annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	PMT/CRET completes <u>Form 4</u> following 1 st annual consultation.				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	Inquirer completes <u>Form 3[^]</u> in preparation for 2nd annual consultation .				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	2 nd annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	PMT/CRET completes <u>Form 4</u> following 2 nd annual consultation.				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	Inquirer completes <u>Form 5A</u> requesting to become a candidate.				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	Session confers with inquirer; session completes <u>Form 5B</u> to make recommendation regarding candidacy to presbytery through PMT.				AH p. 99
<input type="checkbox"/>	<input type="checkbox"/>	PMT confers with inquirer; recommendation to presbytery (<u>Form 5C</u>).				AH p. 100
<input type="checkbox"/>	<input type="checkbox"/>	Presbytery examines inquirer and (if affirmative) enrolls inquirer as candidate. Candidate, session, & presbytery complete and sign <u>Form 5D</u> .				AH p. 100
Course Work^a: (Date and initial upon receiving a grade of satisfactory.)						
<input type="checkbox"/>	<input type="checkbox"/>	Transcript showing graduation, with satisfactory grades, at a regionally accredited college or university				G-2.0607b
<input type="checkbox"/>	<input type="checkbox"/>	Bible content examination satisfactory (usually in 1 st year of seminary)				AH p. 53
<input type="checkbox"/>	<input type="checkbox"/>	Biblical Exegesis examination satisfactory (candidate's senior year ^b)				AH p. 53
<input type="checkbox"/>	<input type="checkbox"/>	Church Polity examination satisfactory (candidate's senior year ^b)				AH p. 53
<input type="checkbox"/>	<input type="checkbox"/>	Worship & Sacraments examination satisfactory (senior year ^b)				AH p. 53
<input type="checkbox"/>	<input type="checkbox"/>	Theological Competence examination satisfactory (senior year ^b)				
(Complete other side.)						

		Date Completed	Inquirer, Candidate, or Student Initials	Presbytery Represent. Initials	Reference *
<input type="checkbox"/>	Transcript from an accredited theological institution acceptable to the presbytery; must contain the information specified in G-2.0607c. ^c				G-2.0607c
<input type="checkbox"/>	Complete at least one unit of Clinical Pastoral Education (CPE) through an accredited institution.				MVP
<input type="checkbox"/>	Preaching class through Maumee Valley Presbytery (MVP)				MVP
<input type="checkbox"/>	Online course: Biblical Interpretation				MVP
<input type="checkbox"/>	Online course: Reformed Theology/Church History				MVP
<input type="checkbox"/>	Online course: The Christian Life				MVP
<input type="checkbox"/>	Online course: Mission/Evangelism				MVP
<input type="checkbox"/>	Online course: Teaching the Bible				MVP
<input type="checkbox"/>	Online course: Pastoral Care				MVP
<input type="checkbox"/>	Online course: Polity/Administration				MVP
<input type="checkbox"/>	Online course: Worship/Sacraments				MVP
<input type="checkbox"/>	Online course: New Testament Bible Survey				MVP
<input type="checkbox"/>	Online course: Old Testament Bible Survey				MVP

Candidate Phase^d/CRE student:

<input type="checkbox"/>	Upon successful completion of all exams, candidate prepares for and undergoes final assessment. MVP requires that preparation include an exegesis and sermon (on the same text), updated statement of faith, and a written statement outlining understanding of each of the ordination questions.				G-14.0405b
<input type="checkbox"/>	Upon successful completion of the final assessment, PMT certifies that the candidate is ready to be examined for ordination, pending a call (Form 6). Evidence of readiness must be as specified in G-2.0607a-d. ^c				G-2.0607 AH p. 100
<input type="checkbox"/>	CRET examines CRE student to ascertain readiness to become a CRE.				G-2.1002
<input type="checkbox"/>	Examination by Presbytery for ordination (of candidate) or for commissioning (CRE student). For candidate, this may be in a presbytery other than MVP.				G-2.0702 G-2.1002
<input type="checkbox"/>	Report ordination or transfer to another presbytery on Forms 7A and 7B.				G-2.0608

Annual Consultations beyond the 2nd year:

See Advisory Handbook pp. 31, 54. PMT/CRET conducts annual consultations till candidate/CRE student is certified ready to receive a call/commission.

<input type="checkbox"/>	Inquirer/candidate/CRE student completes <u>Form 3</u> in preparation for 3rd annual consultation .				AH p. 99
<input type="checkbox"/>	3 rd annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	PMT/CRET completes <u>Form 4</u> following 3 rd annual consultation.				AH p. 99
<input type="checkbox"/>	<u>Form 3</u> is completed in preparation for 4th annual consultation .				AH p. 99
<input type="checkbox"/>	4 th annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	PMT/CRET completes <u>Form 4</u> following 4 th annual consultation.				AH p. 99
<input type="checkbox"/>	<u>Form 3</u> is completed in preparation for 5th annual consultation .				AH p. 99
<input type="checkbox"/>	5 th annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	PMT completes <u>Form 4</u> following 5 th annual consultation.				AH p. 99
<input type="checkbox"/>	<u>Form 3</u> is completed in preparation for 6th annual consultation .				AH p. 99
<input type="checkbox"/>	6 th annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	PMT completes <u>Form 4</u> following 6 th annual consultation.				AH p. 99
<input type="checkbox"/>	<u>Form 3</u> is completed preparation for 7th annual consultation .				AH p. 99
<input type="checkbox"/>	7 th annual consultation is conducted.				AH p. 99
<input type="checkbox"/>	PMT completes <u>Form 4</u> following 7 th annual consultation.				AH p. 99

See footnotes on the following page.

Footnotes

* References are to the *Book of Order 2019-2021*, Part II of the Constitution of the Presbyterian Church (U.S.A.), <https://www.pcusastore.com/Products/OGA19010/book-of-order-20192023-download.aspx>; or the *Advisory Handbook on Preparation for Ministry in the Presbyterian Church (U.S.A.)*, Release 2.1, Dec. 2017, <http://oga.pcusa.org/section/mid-council-ministries/prep4min>

** The Discipleship Commission (as it oversees those duties traditionally performed by a Committee on Preparation for Ministry/CPM) assembles a Preparation for Ministry Team (PMT) for each inquirer/candidate and oversees a single Commissioned Ruling Elder Team (CRET) for all CRE students.

All forms referenced on this checklist can be downloaded at

<https://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

Form 1C anticipates financial costs of attending a theological institution. Applicants intending to pursue the CRE student track do not have to complete Form 1C.

^ Form 3 includes a section on ordination exams. Inquirers intending to pursue the CRE student track do not need to take the ordination exams.

^a G-2.0610 requires a three-fourths vote of the presbytery to waive the requirement to take the standard ordination examinations. The *Advisory Handbook*, pp. 101-108, provides details regarding alternative procedures in lieu of the standard examinations.

^b "In order for a candidate (or an inquirer) to take the standard ordination examinations in Biblical Exegesis, Theological Competence, Church Polity, and Worship and Sacraments, she or he must have the presbytery's approval." (*Advisory Handbook on Preparation for Ministry in the Presbyterian Church (U.S.A.)*, Release 2.1, Dec. 2017, p. 87)

^c G-2.0607 *Final Assessment and Negotiation for Service* (quoted from *Book of Order 2019/2021*)

A candidate may not enter into negotiation for his or her service as a minister of the Word and Sacrament without approval of the presbytery of care. The presbytery shall record when it has certified a candidate ready for examination by a presbytery for ordination, pending a call. Evidence of readiness to begin ordered ministry as a minister of the Word and Sacrament shall include:

a. a candidate's wisdom and maturity of faith, leadership skills, compassionate spirit, honest repute, and sound judgment;

b. a transcript showing graduation, with satisfactory grades, at a regionally accredited college or university;

c. a transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing a course of study including Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study, and graduation or proximity to graduation; and

d. examination materials, together with evaluations that declare those materials satisfactory in the areas covered by any standard ordination examination approved by the General Assembly. Such examinations shall be prepared and administered by a body created by the presbyteries.

^d G-2.0602: "The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate."