

GOALS AND RESPONSIBILITIES OF THE
COMMITTEE ON PREPARATION FOR MINISTRY

- 1) Supporting and guiding the Candidate with understanding and sympathetic interest.
- 2) Providing regular, open, candid, and sensitive communication and evaluation of Candidates' progress in preparation for Ministry of the Word and Sacrament, and expecting the same from the Candidate.
- 3) Providing specific written descriptions of requirements and time line for meeting Candidate's responsibilities to this particular presbytery.
- 4) Giving guidance to the candidate regarding: course of study, familiarity with the Bible and with the confessions, practical training and plans for education including the choice of institutions, the candidate's financial needs, and service to the church. Giving guidance and instruction in the faith and polity of the church.
- 5) Receiving from the Candidate the annual written report concerning progress in studies and service to the church, including a report from the Candidate's institution of learning.
- 6) Checking with the Candidate in advance when scheduling annual consultations and other meetings with the committee, with appropriate consideration of the person's schedule and responsibilities and adequate lead time to effectively complete and return preliminary reports.
- 7) Conducting annual consultations and preparing jointly with the Candidate a written report of each consultation, submitting copies to the individual, and the CPM file. Maintaining an accurate and appropriately comprehensive file of the candidate's records and information regarding progress in preparation for Ministry of the Word and Sacrament.
- 8) Giving approval for the Candidate to take appropriate examination(s) administered by the Presbytery's Cooperative Committee on Examinations.
- 9) Promptly processing requests for exceptions, transfers of credentials as agreed to by the Committee and the Candidate.
- 10) Scheduling and conducting a final assessment regarding readiness to be examined for ordination, ordinarily during the Candidate's last year of seminary.
- 11) Reviewing the Candidate's Personal Information Form and giving approval to circulate.
- 12) Promptly completing appropriate procedures for Candidate's examination for ordination.