

Denver Committee on Preparation for Ministry Supplemental Policies

These policies were developed by the Denver Presbytery Committee on Preparation for Ministry. They are supplemental to the policies outlined in the Preparation for Ministry in the PC(USA) Advisory Handbook and were adopted by Denver Presbytery in August 2008. If there are conflicting issues between the CPM Supplemental Policies and the Advisory Handbook, CPM Supplemental Policies supersede the Advisory Handbook; the Book of Order supersedes CPM Supplemental Policies.

These policies are intended to supplement the advisory handbook and not to re-write it. Therefore, we avoided repeating language from the advisory handbook and the Book of Order unless necessary to clarify a particular policy.

The Denver CPM was authorized by Denver Presbytery in 2008 to revise the committee's supplemental policies without further action by the presbytery as long as the revisions do not conflict with the Book of Order and as long as the revisions are reported to the presbytery at the next regular assembly.

CPM Policy Team:

Elder Sharon Blackstock, Elder Jeff Mague, Rev. Samuel Park, and Rev. Rich Stewart.

What We Believe

The Denver Presbytery Committee on Preparation for Ministry:

- Believes that all Christians, whatever their occupations, share the call to be God's ministers.
- Believes that the preparation for ministry process, based upon the governmental principles and procedures of this denomination, is the best system for preparing individuals for ministry of Word and Sacrament in the PC(USA).
- Believes that members of Session, CPM and Presbytery are all in the process of discernment with the inquirers and candidates under our care.
- Believes that our mission is to prepare individuals for competent ministry of the Word and Sacrament.
- Recognizes that the process makes rigorous demands on inquirers, candidates, pastors, session members, CPM and presbytery.

Abbreviations

"Advisory Handbook" – *Preparation for Ministry in the PC(USA) Advisory Handbook*

B/O – Book of Order

CPE – Clinical Pastoral Education

CPM – Committee on Preparation for Ministry

I/C – Inquirers/Candidates

PC(USA) – Presbyterian Church in the United States of America

PIF – Personal Information Form

I. Introduction to Preparation for Ministry Process

Outline: Preparation for Ministry Process

Forms: PC(USA)

A description of the forms used in the Preparation for Ministry process may be found in the Advisory Handbook. Copies of PC(USA) application forms may be found online at <http://www.pcusa.org/prep4min/pdf/cpmforms.pdf>

Forms: Presbytery of Denver

Applicants for enrollment as an inquirer or for transfer from another presbytery must sign and submit Denver Presbytery's Sexual Misconduct Policy and Procedure. This form is available from the Presbytery at info@denpres.org.

Application and Enrollment for Inquiry

STEPS 1 – 6: FORMS 1 & 2A

- Step 1 - Applicant is an active member of sponsoring congregation for at least six months.
- Step 2 - Session notifies CPM of applicant.
- Step 3 - CPM representative meets with session for session orientation.
- Step 4 - Session interviews applicant, makes recommendations to CPM/presbytery, chooses session liaison.
- Step 5 - CPM interviews applicant, makes recommendation on enrollment as an inquirer, appoints CPM liaison.
- Step 6 - Presbytery enrolls inquirer.

The Inquiry Phase

STEP 7: FORMS 2B, 3 & 4

- Step 7- Review of preparation process and progress. Develop covenant agreement for guidance, goals, consultations, and reports.

Application and Enrollment for Candidacy

STEP 8 – 11: FORM 5A

- Step 8 Inquirer applies to become a candidate through session.
- Step 9 Session confers with inquirer. Reviews evidence of inquiry phase and makes recommendation to CPM/presbytery.

- Step 10 CPM confers with inquirer, reviews evidence of inquiry phase, and makes recommendation regarding candidacy.
- Step 11 Presbytery receives CPM recommendation and examines inquirer.
Presbytery receives and enrolls as candidate.

Outline: Preparation for Ministry Process (continued):

The Candidacy Phase

STEP 12: FORMS 3, 4 & 5B

- Step 12 - Review of preparation process and progress. Develop covenant agreement for guidance, goals, consultations, and reports.

Readiness for Ordination

STEPS 13 – 16: FORMS 3 & 6

- Step 13- Presbyteries' Cooperative Examinations.
- Step 14 - CPM conducts a final assessment of candidate's readiness to receive a call.
- Step 15- CPM recommends candidate to presbytery to be certified ready to receive a call (after all requirements have been met).
- Step 16 - CPM approves circulation of Personal Information Form to explore obtaining a call.

The First Call

STEPS 17 – 18: FORM 7B

- Step 17 - Negotiation for service/call.
- Step 18 - Examination and ordination.

II. Matters Relating to Administration of Preparation Process

CPM

The CPM may authorize a subcommittee of CPM to conduct any type of consultation with an inquirer or candidate. A letter from the candidate and a letter from the subcommittee following the consultation shall constitute the report of the consultation. A copy of the report shall be forwarded to the church of care.

At any regular CPM meeting, a minimum of 5 committee members must be present in order to conduct consultations and make necessary decisions. Subcommittees authorized by the CPM to conduct consultations on behalf of the committee may comprise less than 5 members.

The date used to determine the beginning of any CPM process shall be the date the CPM takes action regarding an inquirer or candidate, not the date reported to the presbytery assembly.

Communication

Communication between an inquirer or candidate and the CPM normally starts by contacting the CPM liaison.

Inquirers and candidates shall submit written materials two weeks in advance of the date the I/C is scheduled to meet with the committee. Failure to do so may mean rescheduling the individual's meeting with the CPM, at the moderator's discretion and as the CPM calendar permits.

I/C's who are students in seminary shall promptly inform their CPM liaisons of their schedule of academic coursework and grades.

Confidentiality

The proceedings of the CPM remain confidential unless information about a particular inquirer/candidate is requested by the presbytery, session or the I/C, and the CPM deems it necessary and beneficial to the process to release the information. Inquirers/candidates shall be consulted regarding the release of confidential information. Psychological evaluations will not be shared outside the bounds of Denver CPM unless permission is granted by the inquirer/candidate. Private information (e.g. financial means, social security number, etc.) shall be kept in confidence.

Information about the preparation for ministry process, including general public knowledge about particular I/Cs, is not considered confidential and may be shared between the committee and others.

See also the records retention policy regarding the release of certain documents in inquirer/candidate files.

Psychological Evaluation

The CPM uses the psychological evaluation as one tool for assessment of an individual, normally during the inquiry phase. A supplemental evaluation may be determined beneficial by the CPM during the course of care, but requests to “retake” the psychological evaluation will not be approved by the CPM.

The cost of an I/C’s psychological evaluation shall be shared between the individual, the CPM and the individual’s session. If a supplemental evaluation is required by the CPM, the cost will be paid by the CPM.

Psychological evaluations are confidential and will be protected carefully. A copy will be retained in the CPM I/C’s file. The CPM liaison may retain a copy of his/her I/C’s psychological evaluation in the liaison’s personal CPM file. Liaisons will forward the evaluation to the next liaison or to the CPM Moderator or destroy the evaluation after no longer serving as liaison for a particular inquirer or candidate.

If the CPM liaison or CPM Moderator determines there are issues in an I/C’s psychological evaluation that need to be reported to the entire committee, such issues will be reported to the CPM prior to the next scheduled meeting with the I/C. If copies of the psychological evaluation are distributed to the entire CPM for review, such copies will be destroyed after that review.

I/C’s may request to review their psychological evaluation before it is seen by the CPM as a whole and prior to their next meeting with the committee following completion of the psychological evaluation.

Psychological evaluations are shared outside the bounds of Denver CPM only with the permission of the inquirer/candidate.

Annual Consultations

It is appropriate that each consultation with an inquirer or candidate will open with prayer by the CPM Moderator, and close with prayer by the CPM liaison.

Inquirers/Candidates who have not completed their theological education are expected to forward to the CPM a current copy of their transcripts prior to each annual consultation and the name of an advisor or professor at the seminary who may be contacted.

Per G-14.0421 [B/O 2007-09], “... The seminary or institution of theological education shall make an annual report on the progress of the inquirer or candidate toward preparation for ministry” The Denver CPM recognizes a transcript from the seminary or institution as meeting this requirement.

The CPM encourages an inquirer’s or candidate’s pastor and/or session liaison to appear with the I/C at each step of the process before the committee. Normally, only the pastor and session liaison will accompany the I/C when meeting with the CPM. Any additional attendees must be approved in advance by the CPM Moderator.

The CPM will normally reimburse reasonable expenses for I/Cs living outside the bounds of Denver Presbytery so that they may attend all required meetings with the CPM and the presbytery. Every effort should be made by both the I/C and the CPM to obtain the lowest travel costs available.

Examination Requirements (G-14.0472)

Presbytery may not waive any of the examination requirements of G-14.0431 before an inquirer or candidate has failed to receive a satisfactory grade on two attempts on any particular exam, unless the inquirer or candidate has a disability that affects the person's test-taking ability, such disability to be documented by a person or persons of the presbytery's choice. The Committee on Preparation for Ministry shall be authorized to select the person or persons to make the determination of disability. The CPM shall report the rationale for granting the exception; approval shall be by three-fourths vote of the presbytery. The exception shall be noted in the minutes of presbytery.

In the case of either failure on a particular exam on two attempts, or documented disability, the CPM may appoint a special committee of three members of presbytery qualified to conduct an examination of the candidate. The special committee shall consult with the appropriate PC(USA) office regarding an appropriate alternative exam or examination process and conduct the examination. The examination will require approximately the same time to complete as would the standard exam.

The results of the exam shall be reported to the CPM and shall inform the recommendations of the CPM on future steps toward ordination.

Length of Time Under Care

The entire process of preparation for ministry will normally be completed in five years or less. If an I/C remains stalled in a particular phase of the process for more than three years, the CPM may initiate action to discontinue him/her from the process.

Post Final-Assessed Candidates:

Candidates who have been final-assessed will have their status reviewed for continuation on an annual basis. For any candidate not pursuing and/or receiving a call within a year of being final-assessed, the CPM reserves the right to enforce any or all Book of Order provisions.

Annual consultations with final-assessed candidates may be conducted by a subcommittee of CPM either in person or by telephone. Correspondence from the candidate and correspondence from the subcommittee following the consultation shall constitute the report of the consultation. A copy of the report shall be forwarded to the church of care.

Personal Information Form

After a candidate has been final-assessed, the liaison will review the candidate's personal information form (PIF) and may approve the PIF for circulation. No candidate will circulate a PIF without prior approval by the CPM liaison, unless provisions specified in G-14.0440 have been met.

Church Leadership Connection

Link to the PC(USA) Church Leadership Connection page for information about Opportunity Search and PIFs: <https://clc.pcusa.org/asp/OpportunitySearch.aspx>

Records Retention

The CPM collects and retains the following types of information about inquirers and candidates:

- a. Documents fulfilling the constitutional requirements of the PC(USA), including forms, essays, ordination exams, academic transcripts;
- b. Documents fulfilling the requirements of Denver Presbytery, including psychological evaluation reports, CPE evaluation reports, field education reports, background check reports, presbytery misconduct statements and attestations; and
- c. Minutes, correspondence and incidental materials resulting from the work of the committee.
- d. Signed disposition authorization forms, letters from I/Cs authorizing Denver CPM to release records, and records regarding disposition of specific I/C files.

Depending on the outcome of the preparation process, these materials will be handled in different ways:

- a. When the candidate is under consideration for a call or has requested transfer to another presbytery, the constitutionally required documents are made available to the CPM/COM of the calling/transfer presbytery and may be released to them upon request. Documents fulfilling the requirements of Denver Presbytery may be released to the CPM/COM of the calling/transfer presbytery only with prior written permission from the candidate/inquirer. Minutes, correspondence and incidental materials will not normally be released. Any materials not released to the calling/transfer presbytery shall be retained per the retention policy below.
- b. When a candidate is ordained and the records have not been transferred to the calling presbytery, or when an inquirer/candidate's preparation process is terminated for any reason, the I/C file shall be retained by Denver Presbytery for 10 years after date of ordination or date of termination and then destroyed.
- c. Signed disposition authorization forms, letters from I/Cs to Denver CPM regarding the release of records, and records regarding disposition of particular I/C files shall be retained permanently and separately from I/C files.

Inquirers/candidates who are ordained or who leave the preparation process for any reason may request copies of the constitutionally required documents and documents fulfilling the requirements of Denver Presbytery for up to 10 years following date of ordination or termination. The Stated Clerk of Denver Presbytery or CPM Moderator shall send a letter to I/C's after they are ordained or leave the preparation process, explaining the ten-year retention policy and informing them that they may request copies as outlined above.

Inquirers/candidates under care of Denver Presbytery will be required to sign a form certifying that they have read the records retention policy and authorizing the presbytery to destroy their CPM files 10 years after termination from the preparation process. Disposition authorization records shall be retained permanently and separately from I/C files.

Denver CPM Supplemental Policies
Adopted by Denver Presbytery August 16, 2008

The Stated Clerk of Denver Presbytery shall make reasonable effort to locate and correspond with those persons whose closed inquirer/candidate files are currently (2008) retained by the presbytery. Such correspondence should include an explanation of the CPM records retention policy and a request that the person sign a form authorizing the presbytery to destroy his/her file after 10 years.

- For those persons whose files are currently (2008) retained by the presbytery and have been ordained or terminated from the process longer than 10 years, the Stated Clerk of Denver Presbytery shall offer to send to them the constitutionally required documents and documents fulfilling the requirements of Denver Presbytery. If the person does not wish to receive the documents, the file shall be destroyed. A record of how the file was handled shall be retained permanently.
- CPM files for persons who have been ordained or terminated for longer than 10 years, but cannot be located, shall be destroyed. A memo explaining the reasonable effort made to locate these persons shall be retained permanently.

The CPM moderator or his/her designee is responsible for inquirer/candidate files. Files must be stored in a secure place and available only to the CPM Moderator, CPM Secretary and CPM members as authorized by the CPM Moderator.

**Records Disposition Authorization
Denver Presbytery Committee on Preparation for Ministry**

Records Retention Policy:

The CPM collects and retains the following types of information about inquirers and candidates:

- a. Documents fulfilling the constitutional requirements of the PC(USA), including forms, essays, ordination exams, academic transcripts;
- b. Documents fulfilling the requirements of Denver Presbytery, including psychological evaluation reports, CPE evaluation reports, field education reports, background check reports, presbytery misconduct statements and attestations; and
- c. Minutes, correspondence and incidental materials resulting from the work of the committee.

Depending on the outcome of the preparation process, these materials will be handled in different ways:

- a. When the candidate is under consideration for a call or has requested transfer to another presbytery, the constitutionally required documents are made available to the CPM/COM of the calling/transfer presbytery and may be released to them upon their request. Documents fulfilling the requirements of Denver Presbytery may be released to the CPM/COM of the calling/transfer presbytery only with prior written permission from the candidate/inquirer. Minutes, correspondence and incidental materials will not normally be released. Any materials not released to the calling/transfer presbytery shall be retained per the retention policy below.
- b. When a candidate is ordained and the records have not been transferred to the calling presbytery, or when an inquirer/candidate's preparation process is terminated for any reason, the I/C file shall be retained by Denver Presbytery for 10 years after date of ordination or date of termination and then destroyed.

Inquirers/candidates who are ordained or who leave the preparation process for any reason may request copies of the constitutionally required documents and documents fulfilling the requirements of Denver Presbytery for up to 10 years following date of ordination or termination. The Stated Clerk of Denver Presbytery or CPM Moderator shall send a letter to inquirers/candidates after they are ordained or leave the preparation process for any reason, explaining the ten-year records retention policy and informing them that they may request copies as outlined above.

I have read and understand the Denver CPM records retention policy and authorize Denver Presbytery to dispose of my CPM file per this policy.

Signature _____

Printed Name _____

Address _____

Phone # _____ Date _____

III. Matters Relating to Inquirer/Candidate Preparation

Session

In order to maximize a session's involvement in an I/C's preparation for ministry process, the CPM encourages sessions to appoint liaisons who are currently serving on session.

The CPM will review the process of preparation for ministry with each session recommending that an individual be enrolled as an inquirer. This presentation should take place as close as possible to the time when the applicant meets initially with her/his session. The session should provide adequate time for the CPM presentation.

In order to better understand session responsibilities regarding I/C's under its care, the session should review the following sections of the Advisory Handbook: Part I, Section Two: "Role of Session"; Part II, Chapter 8: "Recommended Duties of the Session Liaison"; and the resources section for a description of required forms.

New Inquirers

Before being enrolled as an inquirer by Denver Presbytery, an individual must be the equivalent of a senior at an accredited college or university.

Expectations of New Inquirers:

- Read the Advisory Handbook, CPM Supplemental Policies, Educational Requirements
- Learn the steps involved in the preparation for ministry process
- Direct all questions about the preparation process to your CPM liaison
- Be responsible for your own process
- Recognize that each step in the process will bring increasing challenges

A CPM liaison will be assigned to an enrolling inquirer upon her/his initial meeting with the CPM or as soon as possible thereafter. The CPM liaison is the primary contact between the inquirer and committee. An inquirer shall not be assigned a CPM liaison who is a member of the inquirer's church of care. See Section V – "Expectations of CPM Liaisons".

Typical Goals During First Year of Inquiry:

1. Take the Bible Content Exam.
2. Complete the psychological evaluation.
3. Review CPM policies, Advisory Handbook and educational requirements with your CPM liaison and work toward meeting these requirements as you continue under care. I/C's are responsible for understanding what is required of them.
 - a. Develop a plan for meeting field education and CPE requirements.
 - b. Develop a plan for graduating from seminary, meeting all education requirements per Denver CPM policies, including consideration of spending at least one semester at a Presbyterian seminary.
4. Attend as many presbytery meetings during the next year as time permits.

5. Communicate regularly throughout the year with the CPM liaison.
6. Growth expectations during first year: Develop a basic understanding of ...
 - a. Nature and theology of call in the Reformed tradition
 - b. Sense of vocation or call
 - c. Qualities necessary for ministers of Word & Sacrament
 - d. Need for a highly evaluative environment during the preparation for ministry process

Expected Outcomes of Inquiry Phase

The CPM expects to see development and growth in the following areas before an inquirer becomes a candidate:

1. Ability to articulate a sense of call to Christian vocation in the Reformed tradition;
2. Ability to express a personal faith that incorporates an understanding of the Reformed tradition;
3. Ability to articulate basic concepts and understandings of Reformed theology;
4. Ability to articulate what it means to be Presbyterian;
5. Ability to self-reflect regarding one's personal and cultural background, including attention to maintaining spiritual, physical, and mental health;
6. (a) Ability to articulate an understanding of the task ministers of the Word and Sacrament perform; and (b) ability to articulate an awareness of his or her specific gifts for ministry of the Word and Sacrament and of areas in which growth is needed.

Expectations of an Inquirer Requesting a Move to Candidacy

An inquirer is expected to read the Advisory Handbook and follow the guidelines provided concerning their preparation for ministry process:

- Application for move to candidacy starts with the session. The section titled "Expected Outcomes of Inquiry", Section One of the Advisory Handbook, lists a series of written statements that must be presented to the session first and then if recommended for candidacy, to the CPM along with the inquirer's application for candidacy. These written statements parallel the "Expected Outcomes for Inquiry Phase" shown above.
- The section titled "Admission to Candidacy", found in Section One of the Advisory Handbook, outlines the process for making application for candidacy.
- The section titled "Description of Forms Used in the Preparation for Ministry" (Resources section of the Advisory Handbook) lists all the forms needed for each step in the preparation process.

Next Step: Admission to Candidacy

Typical Goals During Candidacy Phase:

Annual goals for an individual candidate are specific to the progress he or she has made toward meeting the requirements of the preparation process and may include:

1. Complete a unit of clinical pastoral education (CPE) (or Field Education, etc.)
2. Review your transcripts with your CPM liaison in order to determine progress toward meeting the presbytery's educational requirements.
3. Update your plan for meeting all CPM educational requirements, including courses not offered by your seminary.
4. Practice articulating a clear sense of call to ministry of Word and Sacrament.
5. Take and pass the ordination exams.

Expected Outcomes of the Candidacy Phase (Evaluated during Final Assessment)

By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin ministry of the Word and Sacrament by ...

1. Presenting evidence of competence in the fields of theology, Bible, polity, and worship and Sacraments, ordinarily attested by completion of the requirements of G-14.0450; and evidence of ministerial skill attested in the supervised practice of ministry.

Evidence to be submitted: Complete and submit the checklist for educational requirements (see below), showing that all requirements have been met.

2. Presenting evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth (G-11.0103n).

Evidence to be submitted: Prepare and submit a written statement regarding how you plan to transition into a called position and your plans for continuing study and growth.

3. Expressing well developed, Reformed theological views compatible with the confessional documents of the church.

Evidence to be submitted: Prepare and submit a brief statement of your personal faith. The statement is to be limited to one page, and should be a carefully thought out, confessional representation of your personal beliefs, including, but not limited to, the following topics: The persons and doctrine of the trinity, the person and work of Jesus Christ, the church, the sacraments and the scriptures.

4. Expressing understanding of the meaning of the questions required for ordination (W-4.4003) informed by knowledge of the church in diverse settings.

Evidence to be submitted: Prepare and submit a written statement expressing your understanding of the meaning of the ordination questions.

5. Revealing commitment to the ministry of the Word and Sacrament within the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry.

Evidence to be submitted: Prepare and submit a written statement discussing your commitment to the ministry of the Word and Sacrament.

6. Presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose.

Evidence to be submitted: Prepare and submit a sermon outline and the related exegetical work completed in preparation for the sermon; describe the contemporary situation it addresses, then present the sermon to the CPM.

Next Step: Final Assessment (G-14.0450)

“In the final year of theological education or when a candidate has satisfied all of the requirements of this section, and before the candidate has received a call, the committee on preparation for ministry of the candidate’s presbytery shall conduct a final assessment of the candidate’s readiness to begin ordained ministry.”

When conducting final assessment and certifying candidates ready to seek a call, the Committee on Preparation for Ministry shall review with the candidate the “Expected Outcomes of the Candidacy Phase” (above), and certify that the candidate is ready for examination pending a call.

Final assessments will be conducted after all ordination exams have been passed, CPE and field education evaluations have been submitted to CPM, and the candidate is in the final semester or quarter of his/her seminary degree program. Candidates will be certified ready to receive a call only after completion of all requirements.

Requirements to be Certified Ready to Receive a Call

To be certified by the presbytery responsible for the Candidate’s preparation, each Candidate is required to fulfill the following:

1. Demonstration of readiness to begin ministry of the Word and Sacrament as required in the Expected Outcomes above.
2. Presentation of a diploma and a transcript showing satisfactory grades at a regionally accredited college or university.
3. Presentation of a diploma and transcript from a theological institution accredited by the Association of Theological Schools acceptable to the presbytery, showing satisfactory grades and including Hebrew, Greek and exegesis of the Old and New Testaments using Hebrew and Greek texts;
4. Presentation of satisfactory grades with the examination papers in the five areas covered by the Presbyteries’ Cooperative Committee on Examinations for Candidates.

IV. Educational Requirements for Inquirers and Candidates Under Care of Denver Presbytery

EDUCATIONAL REQUIREMENTS:

BIBLICAL STUDIES

Introduction to Old and New Testaments, biblical studies
(Semester system: four courses)
(Quarter system: six courses)

LANGUAGE AND EXEGESIS

Hebrew and Greek

(Semester system: one class for each)
(Quarter system: one class for each)

Exegesis of the old and new testaments using Hebrew and Greek texts

(Semester system: one class for each)
(Quarter system: one class for each)

[Reference 2007-2009 Book of Order G-14.0450c]

PRACTICAL THEOLOGY

Including 1) Spiritual formation, 2) Reformed worship and sacraments, 3) Homiletics/preaching, 4) Christian education, 5) Pastoral care and counseling, and 6) Christian social ethics
(Semester system: one class each)
(Quarter system: one class each)

SYSTEMATIC THEOLOGY

Including courses that address reformed theology with writings of Calvin
(Semester system: two classes)
(Quarter system: three classes)

CHURCH HISTORY

To include a full span of the history of the Christian church with emphasis on the Reformation and reformed tradition
(Semester system: two classes)
(Quarter system: three classes)

POLITY AND REFORMED CONFESSIONS

To include study in the Book of Order and Book of Confessions
(Semester system: two classes, study of each required)
(Quarter system: two classes, study of each required)

It is assumed that all classes will be taken for full graded credit. CPM will consider requests from Inquirers/Candidates to take an occasional course on a pass/fail basis.

SUPERVISED FIELD EDUCATION

The CPM requires that an I/C engage in some form of structured, supervised ministry prior to certification for examination for ordination. If this is not completed through the I/C's seminary, then the I/C will be responsible for developing this experience for him/herself with the counsel of the CPM.

Any inquirer or candidate under care of Denver CPM shall inform the CPM that he or she intends to pursue a field education assignment or Temporary Supply position that involves sole pastoral responsibility for the life of a church (see "Service in Covenant Relationship", Advisory Handbook (pp. 13-14)).

CLINICAL PASTORAL EDUCATION (CPE)

Generally, this requires 400 hours of coursework and clinical field work in a hospital or similar setting. It may be accomplished through the course of a summer or may be taken as an extended yearlong experience. Your seminary should be able to provide locations of facilities offering CPE. A copy of your CPE evaluation must be forwarded to the CPM.

Each Candidate will be required to show documentation regarding the fulfillment of these requirements. Any differences between the above requirements and the offerings of the inquirer/candidate's seminary must be discussed with the Denver CPM for resolution and approval.

The CPM will review each case individually concerning distance learning. The CPM normally requires two academic years be spent on a seminary campus.

EDUCATIONAL REQUIREMENTS FOR INQUIRERS AND CANDIDATES
DENVER PRESBYTERY COMMITTEE ON PREPARATION FOR MINISTRY
 Approved by CPM September 12, 2007
 Completion Checklist

Inquirer/Candidate Name _____ Date _____

Study Area (List Course Taken & Grade)	Quarter System Grade	Semester System Grade
BIBLICAL STUDIES Introduction to Old and New Testaments, biblical studies	6 Courses Required	4 Courses Required
1.		
2.		
3.		
4.		
5.		
6.		
LANGUAGE AND EXEGESIS Hebrew & Greek	2 courses Required	2 courses Required
1.		
2.		
Exegesis of the old and new testaments using Hebrew and Greek texts	2 Courses Required	2 Courses Required
1.		
2.		
PRACTICAL THEOLOGY Including 1) Spiritual formation, 2) Reformed worship and sacraments, 3) Homiletics/preaching, 4) Christian education, 5) Pastoral care and counseling, and 6) Christian social ethics	6 Courses Required	6 Courses Required
1.		
2.		
3.		
4.		
5.		
6.		

Comments:

Denver CPM Supplemental Policies
Adopted by Denver Presbytery August 16, 2008

Inquirer/Candidate Name _____ Date _____

Study Area (List Course Taken & Grade)	Quarter System Grade	Semester System Grade
SYSTEMATIC THEOLOGY Including courses that address Reformed theology with writings of Calvin	3 Courses Required	2 Courses Required
1.		
2.		
3.		
CHURCH HISTORY To include a full span of the history of the Christian church with emphasis on the Reformation and Reformed tradition	3 Courses Required	2 Courses Required
1.		
2.		
3.		
POLITY AND REFORMED CONFESSIONS To include study in the Book of Order and Book of Confessions	2 Courses Required	2 Courses Required
1.		
2.		
DATE OF MOST RECENT SEMINARY TRANSCRIPT FORWARDED TO CPM:		
SUPERVISED FIELD EDUCATION The CPM requires that an I/C engage in some form of structured, supervised ministry prior to certification for examination for ordination. If this is not completed through the I/C's seminary, then the I/C will be responsible for developing this experience for him/herself with the counsel of the CPM. (List What, Where, When, Contact, Date Completed)		
Has Field Educ Evaluation been forwarded to the CPM? ____Yes ____No		
CLINICAL PASTORAL EDUCATION (CPE) Generally, this requires 400 hours of coursework and clinical field work in a hospital or similar setting. It may be accomplished through the course of a summer or may be taken as an extended yearlong experience. Your seminary should be able to provide locations of facilities offering CPE. A copy of your CPE evaluation must be forwarded to the CPM. (List What, Where, When, Contact, Date Completed)		
Has CPE Evaluation been forwarded to the CPM? ____Yes ____No		
Each Candidate will be required to show documentation regarding the fulfillment of these requirements. Any differences between the above requirements and the offerings of the inquirer/candidate's seminary must be discussed with the Denver CPM for resolution and approval.		

V. EXPECTATIONS OF CPM LIAISONS

CPM liaisons shall be responsible for the following:

- I. Instructing inquirers/candidates that all questions about the preparation process should come first to you as the CPM liaison.
- II. Helping your I/C understand CPM's confidentiality policy (see Section II).
- III. Communicating with Your Inquirers/Candidates:
 - a. Regular communication (phone, email, in-person) normally once a month
 - i. Discuss progress re. goals set by CPM, academic coursework, seminary grades, service to the church, developments in personal life.
 - ii. Review deadlines for applications for exams.
 - iii. Review CPM educational requirements – are these being met?
 - iv. Confirm date and explain what's expected for the I/C's next meeting with the CPM:
 1. Bring pastor and/or session liaison
 2. Written materials due to the CPM secretary two weeks in advance (failure to do so may mean rescheduling):
 - a. Review expected outcomes for inquiry phase
 - b. Review expected outcomes for candidacy phase
 - c. Review requirements to be certified ready for examination, pending a call
 - b. Help your inquirers/candidates understand their responsibilities re:
 - i. Reading the advisory handbook/CPM supplemental policies and understanding the process.
 - ii. Communicating with you when they have questions about the process.
 - iii. Keeping you informed of their progress (2-way communication).
 - c. Encourage your inquirers/candidates to attend presbytery meetings.
- IV. Communicating with CPM
 - a. CPM liaison reports regularly to the CPM, especially when there are issues or concerns re. an inquirer/candidate
 - b. The CPM liaison is the primary contact for persons and/or requests for information re. individual inquirers/candidates.
 - c. In the unlikely event that the relationship between an I/C and the CPM liaison becomes ineffective, the I/C or the CPM liaison shall contact the CPM Moderator, who will bring the situation to the CPM for resolution.

V. About the Psychological Evaluation

- a. Taken early during the inquiry phase; once received, the liaison reviews it; liaison may retain a copy if you wish. Report to CPM only if there are issues in the I/C's psychological evaluation that need to be reviewed.
- b. I/C's who wish to see their psychological evaluation may request a copy through their CPM liaison.
- c. Psychological evaluations are confidential and must to be protected. If the CPM liaison decides to keep a copy, you are expected to protect it, pass it on to the next liaison, or destroy it when you are no longer the liaison.
- d. Psychological evaluations are shared outside the bounds of Denver CPM only with the permission of the inquirer/candidate

VI. About Ordination Exams

- a. Bible Content Exam is normally taken during inquiry phase (February)
- b. Bible Exegesis, Theology, Worship/Sacraments, Polity exams are normally taken during candidacy phase (offered August/January)

VII. About the Personal Information Form (PIF)

- a. After a candidate has been final-assessed, the CPM liaison reviews his/her PIF and must approve it before it may be circulated.
 - i. Ask for help from other committee members for this review if desired.
 - ii. Contact CPM Moderator after you have approved the PIF (Moderator releases it via the PC(USA) website).

Addendum to CPM Supplemental Policies

Inquirer - Candidate / First Call Pastor Indebtedness Policy
Denver Presbytery
Adopted 08/25/02

Rationale: The cost of seminary education continues to escalate. While most theological institutions provide some financial aid, it is very common for seminary graduates to begin their professional vocation with a large indebtedness. Such indebtedness and the concerns that may accompany it have the potential of negatively impacting the effectiveness of the pastor's first call and future ministry. It is Denver Presbytery's goal to not only be aware of these concerns for its inquirers/candidates and ministers but to take pro-active steps in assisting these servants of the church to deal creatively and effectively with them. In addition, eligibility criteria for the Seminary Debt Assistance Program of the Board of Pensions requires that recipient presbyteries have an Indebtedness Policy.

For Pastors / Associate Pastors Serving a First Call in Denver Presbytery

- 1.) The COM liaison shall discuss with potential candidates for call the adequacy of compensation being offered by the church, particularly in relationship to seminary indebtedness.
- 2.) A minister serving a first call within Denver Presbytery shall participate in the "Fiscal Fitness" workshop sponsored by the Board of Pensions (PCUSA) or other financial planning workshop within the first year of ministry or show evidence of having previously attended such a workshop. The cost shall be borne by continuing education allowance and, when necessary, supplementary funds provided by COM.
- 3.) First call pastors **meeting the criteria for the Board of Pensions Seminary Debt Assistance Program** shall apply for available grants. Criteria: first call to church of 150 members or less, church budget of less than \$100,000, permission of the Presbytery, graduate of PC(USA) seminary.
- 4.) The COM shall encourage the pastor and his or her church to develop a plan for continued support and guidance for the pastor.

For Inquirers and Candidates of Denver Presbytery

- 1.) Inquirers shall be encouraged to:
 - meet with a regional representative or other person of the Board of Pensions or other qualified financial advisor to assess net worth and to make a plan for financing the cost of seminary
or
 - participate in a "Fiscal Fitness" workshop sponsored by the Board of Pensions (PCUSA). The Committee on Preparation for Ministry will assist in finding ways to cover the cost.
- 2.) Prior to moving to candidacy, inquirers shall provide the Committee on Preparation for Ministry with a plan for financing the cost of seminary.

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Adopted by Denver Presbytery August 16, 2008

- 3.) A designee of the Committee on Preparation for Ministry shall counsel with an inquirer/candidate regarding his/her level of (anticipated) indebtedness in relationship to the prospective salary that can be expected, based on the current median income as reported annually by the Board of Pensions and Presbytery's established minimum compensation. (The Board of Pensions recommends that seminary indebtedness should not exceed 40% of churchwide median effective salary.)
- 4.) At the time of annual consultation, the Committee on Preparation for Ministry is encouraged to inquire as to the status of the inquirer's or candidate's level of indebtedness and shall assist the student, as appropriate, in determining ways to limit or decrease that indebtedness. Students shall be made aware of any possible grant or interest free loan programs available through the Financial Aid for Studies Office of the PC(USA) and PC(USA) seminaries.
- 5.) The Committee on Preparation for Ministry shall be an advocate with the session of which the inquirer or candidate is under care in order to generate financial support for the candidate in the form of grants.