

# **New Hope Presbytery Committee on Preparation for Ministry Candidacy Application Forms**

Greetings from the New Hope Presbytery Committee on Preparation for Ministry. This package contains all of the forms and information you need to apply for the candidacy phase of the preparation for ministry process. The candidacy phase is the second step in the preparation for ministry process and is defined in the *Book of Order* as follows:

“The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This shall be accomplished through the guidance and evaluation of candidates, using learning contracts within the context of supportive relationships.” (G-14.0405)

To apply for candidacy under care of New Hope Presbytery, you need to do the following steps:

1. You must successfully complete at least one field education placement (either CPE or in a PC(USA) church or institution) before becoming a candidate. If you have done this, then proceed with the following.
2. Make sure that you send a copy of your supervisor’s evaluation of your field education or CPE experience to the CPM at the Presbytery office.
3. Contact the CPM moderator to schedule a candidacy interview. Space for candidacy interviews can fill up quickly. Be sure to schedule the interview far enough into the future to allow yourself plenty of time to complete the remaining steps in this process and have all paperwork at the presbytery office at least four weeks prior to your candidacy interview with the CPM.
4. Fill out Form 5A/5B, attached to this letter (including the brief “statements” that are described at the top of page 2 of the form), and give these forms to your pastor to distribute to session members. The CPM expects each statement to be about one page long.
5. When you compose your statement of personal faith which incorporates an understanding of the Reformed tradition, please be sure to include what you believe about God, the Trinity (statements on each person), the concept of grace, Holy Scripture, the sacraments, and the church – all on one page!
6. Prepare in writing a short paragraph on each of the nine ordination questions (W-4.4003) explaining what your assent to that specific question will mean to you as you daily serve God as a Minister of the Word and Sacrament.
7. Meet with your session and obtain their recommendation (a member of our committee need not be present).
8. Send the originals of all forms to the CPM at: Committee on Preparation for Ministry, The Presbytery of New Hope, 2309 Sunset Avenue, Rocky Mount NC 27804. Keep a copy of these forms for yourself. The forms must arrive at least 4 weeks prior to your scheduled interview.

9. Meet with the Committee on Preparation for Ministry and obtain our recommendation to be received as a candidate by Presbytery.
10. Appear on the floor of Presbytery to be examined with respect to your Christian faith, forms of Christian service, and motives for seeking the ministry. Presbytery meets in February, July, and October of each year.
11. Be formally received as a candidate at that same Presbytery meeting by responding to the candidate questions and then being charged.

We wish you grace and peace as your move to the next phase of the preparation for ministry process.

New Hope Presbytery Committee on Preparation for Ministry

***APPLICATION TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE***

PRESBYTERY \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE/MAIDEN)

SOCIAL SECURITY #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(STREET OR PO BOX)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

CELL #: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

GENDER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ ETHNIC ORIGIN: \_\_\_\_\_

CHURCH OF MEMBERSHIP: \_\_\_\_\_  
(NAME OF CHURCH)

\_\_\_\_\_  
(ADDRESS) (CITY/STATE) (ZIP CODE)

DATE ENROLLED AS AN INQUIRER: \_\_\_\_\_

IN WHAT CHURCH OCCUPATION ARE YOU INTERESTED AT THIS TIME? (*e.g., PASTOR, YOUTH MINISTER, MISSION WORKER, ETC.*) \_\_\_\_\_

PRESENT SCHOOL: \_\_\_\_\_ EXPECTED DATE OF GRADUATION: \_\_\_\_\_

FORMER/CURRENT OCCUPATION: \_\_\_\_\_

**INQUIRER'S STATEMENT**

IF RECOMMENDED TO BE A CANDIDATE FOR THE MINISTRY OF THE WORD AND SACRAMENT, I PROMISE IN RELIANCE UPON THE GRACE OF GOD TO PARTICIPATE DILIGENTLY AND WHOLEHEARTEDLY WITH THE SESSION AND THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY IN MATTERS WHICH CONCERN MY PREPARATION.

INQUIRER'S SIGNATURE: \_\_\_\_\_  
(DATE)

**REFERENCES**

PLEASE IDENTIFY THREE PERSONS WHO COULD SPEAK TO YOUR PROGRESS IN MINISTRY OVER THE PAST YEAR. REFERENCE COULD BE A PASTOR, ELDER, SEMINARY STAFF, OR MENTOR.

NAME: \_\_\_\_\_  
(TITLE) (FIRST) (LAST)

ADDRESS: \_\_\_\_\_  
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE #: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THIS PERSON: \_\_\_\_\_

NAME: \_\_\_\_\_  
(TITLE) (FIRST) (LAST)

ADDRESS: \_\_\_\_\_  
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE#: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THIS PERSON? \_\_\_\_\_

NAME: \_\_\_\_\_  
(TITLE) (FIRST) (LAST)

ADDRESS: \_\_\_\_\_  
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CELL #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THIS PERSON ? \_\_\_\_\_

**SESSION EVALUATION AND RECOMMENDATION**

BY THE END OF THE INQUIRY PHASE EACH INQUIRER SHALL DEMONSTRATE ADEQUATE PROMISE FOR MINISTRY BY PRESENTING:

- 1) A STATEMENT OF HIS OR HER UNDERSTANDING OF CHRISTIAN VOCATION IN THE REFORMED TRADITION AND HOW IT RELATES TO HIS OR HER SENSE OF CALL;
- 2) A STATEMENT OF PERSONAL FAITH WHICH INCORPORATES AN UNDERSTANDING OF THE REFORMED TRADITION;
- 3) AN ANALYSIS OF AT LEAST ONE CONCEPT FROM THE PERSONAL FAITH STATEMENT REGARDING WHAT IT SUGGESTS ABOUT GOD, HUMANITY, AND THEIR INTERRELATIONSHIPS;
- 4) A STATEMENT OF WHAT IT MEANS TO BE PRESBYTERIAN, INDICATING HOW THAT AWARENESS GROWS OUT OF PARTICIPATION IN THE LIFE OF A PARTICULAR CHURCH;
- 5) A STATEMENT OF SELF-UNDERSTANDING WHICH REFLECTS THE INQUIRER'S PERSONAL AND CULTURAL BACKGROUND AND INCLUDES A CONCERN FOR MAINTAINING SPIRITUAL, PHYSICAL, AND MENTAL HEALTH;
- 6) A STATEMENT OF HIS OR HER UNDERSTANDING OF THE TASK MINISTERS OF THE WORD AND SACRAMENT PERFORM, INCLUDING AN AWARENESS OF HIS OR HER SPECIFIC GIFTS FOR MINISTRY OF THE WORD AND SACRAMENT AND OF AREAS IN WHICH GROWTH IS NEEDED. (G-14.0303g)

THE SESSION OF \_\_\_\_\_ MET WITH \_\_\_\_\_  
(NAME OF CHURCH) (CITY, STATE OF CHURCH)

\_\_\_\_\_ ON \_\_\_\_\_ AND SUBMITS THE FOLLOWING REPORT:  
(NAME OF INQUIRER) (DATE)

\_\_\_\_\_ ENDORSES  
 THE SESSION \_\_\_\_\_ HIS/HER REQUEST TO BE ENROLLED BY PRESBYTERY AS A CANDIDATE.  
 \_\_\_\_\_ DOES NOT ENDORSE

**Session will copy & mail pages 26-28 to Presbytery CPM and Stated Clerk**

### LIAISON

THE SESSION HAS APPOINTED (RE-APPOINTED) THE FOLLOWING ELDER TO ACT AS LIAISON WITH THIS INDIVIDUAL AND WITH THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY, AND TO PARTICIPATE WITH THE INDIVIDUAL AND THE COMMITTEE AS THEY EXPLORE AND EVALUATE HIS OR HER PROGRESS. (G-14.0306b)

NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
(FIRST) (LAST)

CELL #: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

THIS REPORT WAS PREPARED FOR THE SESSION BY: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(POSITION) (PHONE #)

CELL #: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### REPORT OF ENROLLMENT AS A CANDIDATE BY PRESBYTERY

\_\_\_\_\_ WAS ENROLLED AS A CANDIDATE BY  
(NAME OF INQUIRER)

\_\_\_\_\_ ON \_\_\_\_\_  
(NAME OF PRESBYTERY) (DATE)

SIGNATURE OF STATE CLERK: \_\_\_\_\_

*Presbytery Stated Clerk will copy pages 26-28 and mail to: Office of Resourcing Committees on Preparation for Ministry, Presbyterian Church (U.S.A.), 100 Witherspoon Street - Mezzanine, Louisville, KY 40202-1396 AND The Candidate*



*(This page to be detached and retained by applicant)*

### **GOALS AND RESPONSIBILITIES OF CANDIDATES**

- 1) Continue active participation in the life and mission of the Church. (G-14.0303b,g(4)), (G-14.0306a(2))
- 2) Participate responsibly with the Committee on Preparation for Ministry in the goal setting, evaluation and decision making processes related to preparation for the ministry as carried out in preliminary interview(s), annual consultations, and other occasions requested by the committee. (G14.0309)
- 3) Give diligent attention to educational and development tasks involved in preparation for ministry of the Word and Sacrament as prescribed by the Constitution, and to such additional requirements as are determined in consultation with the Committee on Preparation for Ministry. (G-14.0303), (G-14.0304), (G-14.0305), (G-14.0310)
- 4) Fulfill the schedules and time requirements prescribed by the Constitution and the Committee on Preparation for Ministry. (G-14.0303), (G-14.0313c), (G-14.0401)
- 5) Take initiative in maintaining regular and open communication with the Committee regarding experiences, progress in preparation for ministry, and other issues pertaining to educational, spiritual, and personal development.
- 6) Respond promptly and responsibly to all communications, correspondence, requests for reports and information by the Committee, including pre-interview annual consultation reports, together with transcripts and signed field education/internship evaluations.
- 7) Participate in a final assessment regarding readiness to be examined for ordination.
- 8) Attend to constitutionally prescribed procedures for transferring to another presbytery, if such transfer is anticipated. (G-14.0311)
- 9) Participate in a final assessment regarding readiness to be examined for ordination.
- 10) Secure permission of CPM to submit the Personal Information Form to the Church Leadership Connection for circulation before entering negotiations with churches for ministerial service. (G-14.0309d)
- 11) Participate responsibly in the call and examination for ordination process as prescribed by the Constitution. (G-14.0314), (G14.0401), (G14.0402)

***GOALS AND RESPONSIBILITIES OF THE  
COMMITTEE ON PREPARATION FOR MINISTRY***

- 1) Supporting and guiding the Candidate with understanding and sympathetic interest. (G-14.0306a(2))
- 2) Providing regular, open, candid, and sensitive communication and evaluation of candidates' progress in preparation for ministry of the Word and Sacrament, and expecting same from the Candidate.
- 3) Providing specific written descriptions of requirements and time line for meeting candidate's responsibilities to this particular presbytery. (Please attached copy)
- 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. (G-14.0308), (G-14.0306a(2))
- 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. (G-14.0308)
- 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, the sponsoring session, and to the theological institution (G-14.0309). 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, and 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. (G-14.0310d)
- 11) Reviewing the Candidate's Personal Information Form and giving approval to circulate. (G-14.0309d)
- 12) Promptly completing appropriate procedures for Candidate's examination for ordination. (G-14.0314), (G-14.0401), (G-14.0402), (G-14.0507)

*(This page to be detached and retained by Session)*

***GOALS AND RESPONSIBILITIES OF SESSION***

- 1) Developing among church members an awareness of their Christian vocation and challenge them with responsible Christian stewardship of their talents. (G-10.0102d and G-10.0102g)
- 2) Encouraging persons with appropriate motivation and abilities to consider preparation for the ministry of the Word and Sacrament or other church occupations.
- 3) Contacting the Moderator of the Presbytery Committee on Preparation for Ministry when a church member indicates a desire to pursue his/her sense of call to the ministry of the Word and Sacrament. (G-14.0303c and G-14.0306a)
- 4) Meeting for orientation on the preparation process with representative(s) from the Committee on Preparation for Ministry. (G-14.0303c and G-14.0306a)
- 5) Interviewing applicant, if the person requests to be enrolled as an Inquirer, and making a recommendation to the Committee on Preparation for Ministry regarding the application. (G-14.0303d)
- 6) Appointing an elder to be a liaison person with the applicant and the CPM if he/she is enrolled as Inquirer by the Presbytery. (G-14.0306b)
- 7) Providing support and care on an ongoing basis to the Inquirer including the provision of financial support. (G-14.0306b)
- 8) Participating with the Inquirer and Presbytery's Committee in evaluating the Inquirer's growth and progress and receiving a copy of the Inquirer's Annual Report from the committee. (G-14.0303f and G-14.0309b)
- 9) Meeting with the Inquirer to review evidence indicating his/her readiness to proceed to Candidacy. This evidence includes: personal interview with the Inquirer; all consultation reports; and the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes of Inquiry set forth in G-14.0303g(1-6).
- 10) Making a decision regarding whether to recommend to presbytery that the Inquirer proceed to Candidacy Phase. (G-14.0305b)
- 11) Providing support and making a statement to Presbytery, if requested, when the Inquirer is ready for admission to Candidacy.

***Note: If the Inquirer is not received by Presbytery as a Candidate at this time, the session continues to support, counsel, and guide the individual as he/she seeks to discover an appropriate occupational expression of his/her Christian vocation.***

- 12) Upon approval of Candidacy by Presbytery, the Candidate and his/her session may request that a commission of Presbytery conduct a service of reception in the presence of the Candidate's congregation. (G-14.0305h)
- 13) Providing continued support and pastoral care to the Candidate and his/her family, maintaining the liaison relationship with both the Candidate and the Presbytery committee and considering the provision of financial support for the Candidate. (G-14.0306b)
- 14) Receiving and reviewing reports of each annual consultation. (G-14.0309b)
- 15) Removing the Candidate's name from the church roll when notice is received of his/her ordination.

**Note:** *It is important to remember that the Session acts as an advocate for both Inquirers and Candidates and, through its moderator and Presbytery commissioner(s), can call the Presbytery's Committee of Preparation for Ministry to accountability in fulfilling its responsibilities.*



***COVENANT AGREEMENT AND RELEASE  
BETWEEN CANDIDATE, CPM, AND SESSION; AND  
CANDIDATE RELEASE FORM***

After discussion of each of the Goals and Responsibilities of Inquirers, and each of the Goals and Responsibilities of the Presbytery Committee on Preparation for Ministry, the following Covenant Agreement and Release should be completed.

***Copies of page 34 should be given to the Candidate, the Session, Stated Clerk of presbytery and the original retained in the Candidate's File Folder (Form 8).***

**COVENANT AGREEMENT AND CANDIDATE RELEASE**

I, \_\_\_\_\_ have read and discussed the goals and responsibilities of both Candidates and the Committee on Preparation for Ministry with the Presbytery Committee. I do hereby wish to be enrolled in the preparation for ministry process of the Presbyterian Church (U.S.A.) (hereinafter "**Church**") with the understanding that I subject myself to the guidance, counsel and disciplines of the Church as represented by the Presbytery and its Committee on Preparation for Ministry. I fully agree and understand that the decision of the Presbytery Committee regarding my suitability and readiness for ministry may involve questions and/or inquiries that are both personal and private and I hereby release the Church and its committees, agents and representatives from any claims, causes, or actions, which may arise from said inquiries and answers received to such inquiries or any uses made of such answers. Further, I grant permission to the Presbytery Committee to contact any person listed by me as a reference or any other person not so listed to discuss my suitability and readiness.

**I covenant with God, the Session, and the Presbytery Committee on Preparation for Ministry, to rely upon the grace of God, to maintain a Christian character and conduct; to be diligent and faithful in pursuing my call and in preparing for the ministry of the Word and Sacrament. By my signature, I hereby certify that this Covenant Agreement and Release is fully understood by me and I sign it understanding that I will be bound by its terms.**

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

**The Committee on Preparation for Ministry covenants to be a faithful and just partner with you in this relationship; to support, to guide, to nurture and to evaluate you with an understanding and sympathetic interest as you pursue your call to the ministry of the Word and Sacrament.**

Signature of Moderator,  
Committee on Preparation for Ministry: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

**The Session covenants to be a faithful partner with you in this relationship; to support, to care and to nurture you with love as you pursue your call to the ministry of the Word and Sacrament.**

Signature of the  
Moderator of Session: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

***CPM will copy and mail this page to all parties signing document and Stated Clerk of presbytery.***