

*Presbytery of Northeast  
New Jersey*  
**Preparation For Ministry Policies**

INTRODUCTION	3
A WORD ABOUT PRESBYTERIAN PRINCIPLES OF ORDINATION .....	3
PREPARATION FOR MINISTRY PROCESS .....	4
COMMITTEE STATEMENT OF PURPOSE .....	6
LIAISONS WITH THE INQUIRER/CANDIDATE .....	6
BECOMING AN INQUIRER.....	6
Purpose .....	6
Steps to Enrollment as an Inquirer .....	6
Expected Outcomes of Inquiry.....	7
BECOMING A CANDIDATE .....	8
Purpose .....	8
Steps to Becoming a Candidate.....	8
Expected Outcomes of Candidacy .....	9
DURING INQUIRY AND CANDIDACY .....	10
General .....	10
Annual Consultation.....	11
Career Assessment .....	11
EDUCATIONAL REQUIREMENTS .....	12
Course Requirements .....	12
Field Education .....	13
Clinical Pastoral Education .....	13
Internship.....	13
Transcripts .....	13
ORDINATION EXAMINATIONS .....	14
Bible Content Examination .....	14
Final-Year Examinations.....	14
READINESS FOR MINISTRY -- FINAL ASSESSMENT.....	14
General .....	14
Steps to Becoming Ready .....	14
CIRCULATION OF PERSONAL INFORMATION FORM (PIF) .....	15
AFTER YOU HAVE BEEN APPROVED FOR ORDINATION .....	15
ORDINATION PLANS .....	16
FINANCIAL MATTERS.....	16
Expense Reimbursement.....	16

## INTRODUCTION

The requirements for ordination to the ministry of Word and Sacrament in the Presbyterian Church U.S.A. can be found in G-2.06 of the 2015-2017 Book of Order. An Advisory Handbook has been published by The Offices of Preparation for Ministry and Examination Services of the PCUSA. It can be found at [www.pcusa.org](http://www.pcusa.org) under Resources. The Advisory Handbook “is advice for the church.” The policies contained herein are drawn from both of those documents. While it is not necessary for you to obtain a copy of the Advisory Handbook, the Committee on Preparation for Ministry (CPM) does expect you to be familiar with the requirements of the Book of Order. If, at any time now or in the future, this document conflicts with any part of the Book of Order, the Book of Order takes precedence. In addition, **these requirements take precedence over seminary requirements.**

The following policies contained in this document have been adopted by the Presbytery of Northeast New Jersey to guide its CPM, Inquirers, Candidates and churches as they work together to develop leaders to serve the church, to the glory of God. “Shared mutual accountability characterizes the preparation for ministry process.

The Inquirer or Candidate shares responsibility for her or his movement through the process and for planning for evaluating her or his growth.” (Advisory Handbook, p.25)

This manual contains the usual procedures required of Inquirers and Candidates by the CPM of the Presbytery of Northeast New Jersey. While these procedures are informed by the Book of Order, we recognize that each Inquirer or Candidate is a unique person with unique strengths and needs. These procedures are guidelines and *may* be altered to meet the uniqueness of individuals. However, you should not assume that they will be altered for you. Carefully discuss with the CPM your own situation and how your situation can best be met within the requirements of the Book of Order. Since the Committee must function under the mandates of the Book of Order, you too are expected to know the requirements of the Book of Order.

With the exception of the sections, "Papers and Forms Presented to the Committee" and "Exit Interview/Examination for Ordination," the following policies apply to Inquirers and Candidates under care of the Presbytery of Northeast New Jersey, not to Candidates of other presbyteries coming before the COM of the Presbytery of Northeast New Jersey to be examined for ordination.

Thus, some **advice** to Inquirers and Candidates:

- 1. Know the requirements** (of the Book of Order and this Procedure Manual of the Committee on Preparation for Ministry), and
- 2. Plan ahead.**

## A WORD ABOUT PRESBYTERIAN PRINCIPLES OF ORDINATION

The requirements of the Book of Order and the Committee on Preparation for Ministry guide all preparations for ministry. They are central to the theology of call to ministry in the Presbyterian Church - a call to ministry must be perceived by the individual and confirmed by the Church through the Presbytery. “Although demanding, the process is not intended to be simply a series of imposed

requirements; its focus is, rather, on the covenant relationships between persons who are deeply committed to the church and those who are preparing for ministry. As an individual enters into these relationships and assumes responsibility for moving through the process according to the guidelines provided, and maintains regular and open contact with the persons and committees involved, he or she can expect a rich and rewarding experience. (Advisory Handbook, p. 64)

For Inquirers and Candidates who enter into the process, it involves a sense of solemn obligation to God and to the church. In some cases this means that it is the individual's responsibility to recognize and accept the fact that she or he is called to a ministry other than the ministry of the Word or Sacrament. (Advisory Handbook, p. 23)

For presbyteries, it means developing effective means of testing and validating the calls of those seeking to become ministers of the Word and Sacrament, providing them with guidance and oversight, and bringing to active candidacy those with appropriate abilities and motivation." (Advisory Handbook, p. 23)

## **PREPARATION FOR MINISTRY PROCESS**

(Advisory Handbook, p. 30)

The preparation for ministry process involves two phases: Inquiry and Candidacy. These two phases are designed to explore the call, evaluate the gifts, and support the preparation of men and women who feel themselves called to be Ministers of Word and Sacrament. Both the Inquiry Phase and the Candidacy Phase of the process nurture and test the individual's development in five key areas:

- 1) *Education for Ministry*, including evaluation of the individual's academic potential and progress, and reflection on their educational experiences in relation to their preparation for ordered ministry as a teaching elder.
- 2) *Spiritual Development*, providing a framework in which individuals can reflect on their personal faith journey and their spiritual practices to discern the will of God in their lives.
- 3) *Interpersonal Relations*, providing opportunities to reflect on how one relates to others, one's leadership style, and what they mean in terms of the functions and responsibilities of the ministry of the Word and Sacrament.
- 4) *Personal Growth*, through which persons reflect on who they are, what areas they need to develop, how to understand their call, and how to develop personal stewardship.
- 5) *Professional Development*, to help persons develop specific skills that will enhance their effectiveness as teaching elders and as presbyters, especially in the areas of understanding one's ministry context and the ability to deal with conflict that may emerge in ministry settings where one

serves.

During both the Inquiry Phase and Candidacy Phase, the individual's progress is measured by specific expected outcomes formulated in light of these five growth areas. It is important that the expected outcomes be understood as essential goals rather than simply as minimum requirements to be met or papers to be written. These expected outcomes serve as the focus of ongoing consultations between the Inquirer or Candidate and the session and the presbytery's committee charged with this work.

## **COMMITTEE STATEMENT OF PURPOSE**

The COM is concerned with the discernment of an Inquirer's call to ministry and with a Candidate's preparation to respond to that call. Guidance and support for Inquirers and Candidates are fostered through responsibilities shared by the committee with seminaries, sessions and presbytery. The CPM of the Presbytery of Northeast New Jersey will endeavor to support and encourage Inquirers and Candidates through prayer, actively working alongside Inquirers and Candidates, and using our collective insight with the Spirit's leading. The CPM offers the following guidelines and requirements, with the understanding that it may modify or change them where permitted by the Book of Order.

All service to the church is with the approval and under the guidance of the Inquirer's or Candidate's committee on preparation for ministry. Therefore, any Inquirer's or Candidate's ecclesiastical service, whether paid or volunteer, requires committee approval.

## **LIAISONS WITH THE INQUIRER/CANDIDATE**

### **SESSION LIAISON**

The session of the Inquirer's or Candidate's home church will designate an elder to serve as liaison with the Inquirer or Candidate. Inquirers and Candidates and their Session liaison should make contact at least quarterly, and more often if the situation warrants.

### **COMMITTEE LIAISON**

A member or members of the CPM will be assigned to serve as a liaison with each Inquirer or Candidate and with his or her session. Inquirers and Candidates and their committee liaison should make contact monthly, and more often if the situation warrants.

## **BECOMING AN INQUIRER**

### *Purpose*

The purpose of the inquiry phase is to provide an opportunity for the church and for those who believe themselves called to ordered ministry as teaching elders to explore that call together so that the presbytery can make an informed decision about the inquirer's suitability for ordered ministry. (G-2.0603)

### *Steps to Enrollment as an Inquirer*

- Be a member of a church of the Presbytery of Northeast New Jersey for at least six months. You shall talk with your Pastor about your plans.
- Have your Career Assessment completed. (see page 10 of this Manual)
- Session shall contact the CPM for orientation to the process.
- Complete Forms 1A-C which includes "Application to be Enrolled by Presbytery as Inquirer".

These forms can be found on-line at <http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-used-preparation-ministry-process/>

- Make copies of Forms 1A-C for each member of your church's session. Send a copy of Forms 1A-C to the Chairperson of CPM.
- Meet with the session of your church. The session must take formal action on your application. If your session endorses your application, the clerk of session will complete Form 1D and send it to the CPM of the Presbytery of Northeast New Jersey. The session will also appoint a liaison to work with you and the Committee.
- Have copies of transcripts and diplomas from all college work (undergraduate and graduate) sent to the CPM.
- Meet with the CPM. The Committee will review with you your Background Information (Forms 1), Form 2A (including "Report of Consultation regarding Application") and Form 2B ("Covenant Agreement and Inquirer's Release"). The Committee will discuss with you:
  - your journey of faith
  - your exploration and testing of your call to ministry.
  - your educational plans
- If approved by the Commission, the commission will enroll you as an Inquirer. You will ordinarily be introduced to the presbytery at the next stated meeting. In preparation for that meeting, you will be asked to prepare - in writing for inclusion in the presbytery pack - a brief paragraph of biographical information that might include schooling, church relationship, volunteer work or employment, family, children, interests, etc. The Commission encourages you to be present at this presbytery meeting so that you may be introduced to the presbytery.

**NOTE:** The Commission must approve your educational plans, including specifically the theological institution you will attend. Approval is ordinarily given for presbyterian seminaries; other seminaries that are accredited by the Association of Theological Schools (ATS) may be considered. You will find a list set forth on page 11 of this manual. Your educational program must be so planned as to complete all requirements for ordination, including the requirements of the Committee as set forth herein. In order that those preparing for ministry will have the deepest possible acquaintance with the life, mission and ethos of the Presbyterian Church (U.S.A.), the Presbytery of Northeast New Jersey normally requires Inquirers and Candidates to spend at least one year of their seminary studies at a Presbyterian Church (U.S.A.) affiliated seminary. In some cases the committee may waive the requirement concerning one year at a Presbyterian seminary, but only if the following conditions are met:

- the student is seeking a special educational emphasis that is not available at a Presbyterian seminary, OR family, time or financial pressures make attendance at a Presbyterian seminary prohibitively inconvenient, AND
- the student is already well-acquainted with the life, mission and ethos of the Presbyterian Church (U.S.A.), AND
- the non-Presbyterian seminary offers a strong program of Presbyterian studies, including both academic courses and individual advising.

*Expected Outcomes of Inquiry*  
(Advisory Handbook, p.41)

By the end of the inquiry phase, each Inquirer can demonstrate suitability for ordered ministry by

- 1) articulating an understanding of Christian vocation in the Reformed tradition and how it relates to his or her personal sense of call.
- 2) expressing their personal faith in a manner that demonstrates an understanding of the Reformed tradition.
- 3) expounding upon at least one concept from that personal faith statement at greater depth explaining what it suggests about God, humanity, and their interrelationships.
- 4) explaining what it means for them to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church.
- 5) discussing their personal and cultural background as it relates to the ministry of Word and Sacrament, including a concern for maintaining personal spiritual, physical, and mental health. Inquirers should also be able to relate their own personal cultural location to changes in American society and its increasingly multicultural character.
- 6) expressing their understanding of the tasks teaching elders perform, including expression both of his or her specific gifts for this particular ministry and of areas in which further growth is needed.

## **BECOMING A CANDIDATE**

### ***Purpose***

The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as teaching elders. This shall be accomplished through the presbytery's support, guidance, and evaluation of a candidate's fitness and readiness for a call to ministry requiring ordination. (G-2.0604). It is the responsibility of the CPM to create an environment in which the uniqueness of each individual Candidate is taken seriously.

Application to become a candidate follows a period of inquiry during which you have explored and tested your call to the ministry for a minimum of one year.

### ***Steps to Becoming a Candidate***

It is the practice of the Presbytery of Northeast New Jersey that an Inquirer, prior to seeking Candidacy



will have passed the Bible Content Exam, and completed one full year of seminary while under care of the committee.

- Complete Form 5A ("Application to be Enrolled by the Presbytery as a Candidate") and submit it to your session.
- Meet with the session of your church. The session must take formal action on your application to become a candidate. If your session endorses your application, the clerk of session will complete Form 5B "Session recommendation for Enrollment as Candidate" and will send it to the CPM. The session will also appoint (or reappoint) a liaison to work with you and the Committee.
- Meet with the CPM to discuss your statements and your application. The Commission must take formal action on your application and must report this action to the Presbytery. You and the Committee will also complete Forms 5C concerning "Report of Consultation to Become a Candidate" and 5D "Covenant Agreement and Candidate Release"
- The Commission shall report its action to the presbytery.
- If the Commission votes affirmatively, you shall be enrolled as a Candidate under the care of the Presbytery of Northeast New Jersey. At that time the Candidate formally agrees to accept the presbytery's supervision in her or his preparation for the ministry of the Word and as set forth in the following questions -
  - (1) Do you believe yourself called by God to the ministry of the Word and Sacrament?
  - (2) Do you promise in reliance upon the grace of God to maintain a Christian character and conduct, and to be diligent and faithful in making full preparation for this ministry?
  - (3) Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
  - (4) Do you desire now to be received by this presbytery as a Candidate for the ministry of the Word and Sacrament in the Presbyterian Church (U.S.A.)?

### ***Expected Outcomes of Candidacy***

(Advisory Handbook, p.50)

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 Reformed theology, Bible, the polity of the PC(USA), and worship and Sacraments, and evidence of ministerial skill attested through the supervised practice of ministry
- 2) Expressing theological views that are compatible, in the opinion of the presbytery, with the confessional documents of the church.
- 3) Expressing understanding of the meaning of the questions required for ordination (W-4.4003) informed by knowledge of the church in diverse settings
- 4) Revealing commitment to the ordered ministry of a teaching elder 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
- 5) 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 (Some presbyteries may require that such a sermon be preached before the presbytery or a committee thereof as a part of the appearance of the candidate for consideration for a specific call or as a component of the examination for ordination.)

## **DURING INQUIRY AND CANDIDACY**

### ***General***

- You are required to be enrolled under care of the presbytery as an inquirer for at least one year and as a candidate for a minimum of one additional year. Usually, and desirably, the time under care of the presbytery lasts for more than two years but not more than six years from the time he/she becomes an inquirer or enters seminary (whichever date occurs last). During that six year period, the Inquirer/Candidate will complete all the requirements for ministry preparation (seminary, field work, standard ordination exams, certification of readiness for ordination, and receipt of a call.) Any extension of the six years must be approved by the CPM.
- During inquiry/candidacy you remain an active member of your home church and subject to its concern, discipline, and prayers.
- All inquirers and candidates under care and oversight will not ordinarily be permitted to serve congregations during the first full year of seminary.
- The Committee shall appoint one or more of its members to be a liaison(s). Your Committee liaison is responsible, on behalf of the Committee, for guiding your educational preparation. The dominating concern of your liaison(s) is pastoral: to help you accomplish the necessary preparation to fulfill your ministry. Please feel free to discuss with your liaison(s) any concerns you may have about your educational, intellectual, and spiritual preparation.
- You should communicate with the Committee on a regular basis through your liaison(s). You must notify the Committee of a change of address, academic plans, or employment.
- During inquiry and candidacy, you must personally meet at least once a year with your CPM liaison(s) as set forth below to complete papers and forms to be submitted to the CPM.
- All papers and forms submitted to the CPM are to be mailed or e-mailed to the committee chair no later than two weeks before the meeting at which the Candidate or Inquirer is to appear, so they can be scanned and e-mailed to committee members. the Presbytery of Northeast New Jersey's Sexual Misconduct Form is to be included in those papers.
- It is your responsibility to send all evaluations from Field Education, Internships, and CPE to the CPM.

### *Annual Consultation*

- Annually, you should download Form 3 ("Pre-Consultation Report on Development Areas"). You should begin to complete the Form as soon as possible and contact your liaison to arrange a personal meeting.
- Return Form 3 to your liaison at least two weeks before your meeting with him/her. Include your transcripts and field education reports.
- Meet with your liaison to review Form 3.
- Meet with the CPM who will make a determination of whether to continue you under care and review recommendations for growth in the coming year. Form 4 ("Report on Consultation") will be completed at that meeting.

**NOTE:** The Committee may share with you necessary travel expenses for annual consultation(s). For the sake of your convenience and good stewardship, we recommend that this meeting take place when you are in the the Presbytery of Northeast New Jersey area during school breaks, vacations, or holidays.

### *Career Assessment*

All persons seeking to become Inquirers must complete a program of career assessment prior to any initial interview with the Credentialing Committee and are responsible for signing the necessary releases to have the results of their career assessment sent to the chair of the CPM. Applicants for inquiry status shall confirm that their Career Counseling report has been received by the CPM prior to the initial interview meeting between the Committee and the Applicant. Copies of the career assessment report will be shared with the committee and confidentiality is assured.

The Presbytery of Northeast New Jersey requires all applicants for inquiry to have participated in a Career Assessment program, the purpose of which is to help you assess your strengths and weaknesses and to indicate steps by which you may gain the most benefit from seminary studies. The Committee receives a report in order to aid in supporting you during the years of preparation for ministry.

The Committee recommends and prefers the following option. With Committee approval based on geographic convenience, other centers maybe considered. However, remuneration will not exceed the amount usually paid to the approved center as follows:

Physis Associates  
Dr. Dennis J. O'Hara, PhD, ABPP  
Psychologist in Exton, Pennsylvania  
675 Exton Cmns, Exton, PA 19341  
**Phone:** (610) 269-3037

The Presbytery of Northeast New Jersey, the sponsoring session and the Applicant for Inquiry status will share in paying the expenses of this counseling. You should notify the chairperson of the CPM when an appointment has been made so that payment of the presbytery's (1/3) church's (1/3) Inquirer's (1/3) shares of the cost may be arranged. You are, however, responsible for the cost of transportation, lodging, meals and incidental expenses. Financial assistance may be available.

Career assessment center appointments are generally booked months in advance. You are encouraged, therefore, to call the career assessment center for an appointment as early as possible.

## **EDUCATIONAL REQUIREMENTS**

### ***Seminaries of, and related to, the Presbyterian Church (USA)***

Austin Presbyterian Theological Seminary, Austin, TX  
Columbia Theological Seminary, Decatur, GA  
University of Dubuque Theological Seminary, Dubuque, IA  
Johnson C. Smith Theological Seminary, Atlanta, GA  
Louisville Presbyterian Theological Seminary, Louisville,  
KY McCormick Theological Seminary, Chicago, IL  
Pittsburgh Theological Seminary, Pittsburgh, PA  
Princeton Theological Seminary, Princeton, NJ  
San Francisco Theological Seminary, San Anselmo, CA  
Union Theological Seminary & Presbyterian School of Christian Education, Richmond, VA  
Union/Auburn Theological Seminary, New York, NY  
Evangelical Seminary of Puerto Rico, San Juan PR

### ***Also Approved***

New Brunswick Theological Seminary, New Brunswick, NJ

### ***Course Requirements***

Hebrew  
Old Testament Exegesis  
Greek  
New Testament Exegesis  
Church History  
Reformed Theology  
Reformed Worship and Sacraments  
Preaching  
Pastoral Care and Counseling

Christian Education  
Presbyterian Church (U.S.A.) Polity

In addition, the Committee on Preparation for Ministry reserves the right to require additional courses, in order to correct deficiencies in students' undergraduate or graduate programs.

***Field Education***

Inquirers and Candidates are expected to complete the equivalent of four semesters of one-day-per-week supervised field education as part of their seminary program. At least two of those semesters of field education shall be in a Presbyterian Church (U.S.A.) parish setting. A basic unit of CPE (see below) shall be included in the remaining two semesters. Service in the Inquirer's/Candidate's home church is not acceptable to the Presbytery, regardless of whether or not the seminary grants credit for the experience. A mid-year and final report from each field education position is to be sent to the CPM Chair within 30 days of the completion of the respective academic term.

The CPM reserves the right to require a second year of field education in a Presbyterian Church. Your field education and CPE plans must be submitted to and approved by the committee prior to your acceptance of the position. Inquirers/Candidates will be required to resign from their home Sessions and cease any active leadership roles in their home congregations while they are serving their field education assignments.

***Clinical Pastoral Education***

Inquirers and Candidates are required to complete a basic unit of Clinical Pastoral Education (CPE) during their educational preparation. The CPE unit is ordinarily completed during the period of study for the Master of Divinity degree. The CPE program shall be approved by the American Association of Clinical Pastoral Education, and the Credentials Committee. Ordinarily inquirers/candidates shall cover the tuition cost for the one unit of required CPE. A copy of the CPE final evaluation shall be sent to the chair of the Credentials Committee. Results of the evaluation will be shared with the committee.

***Internship***

Students are encouraged to consider a full-year internship, either as part of their seminary field education or following graduation. The Committee on Preparation for Ministry reserves the right to require a full-year internship.

***Transcripts***

At the conclusion of each semester of seminary study, students are required to send a copy of their seminary transcript to the chair of the Credentialing Committee. An unofficial transcript ("student copy" or photocopy) is acceptable for this purpose, with the exception of the final transcript -- which must be an official transcript, indicating receipt of the Master of Divinity degree. The final transcript

must include the seminary registrar's raised seal, and must be mailed directly from the seminary registrar to the Chair of the CPM.

## **ORDINATION EXAMINATIONS**

### ***Bible Content Examination***

Inquirers/Candidates are strongly encouraged to take the English Bible Content Examination as soon as possible after enrolling in seminary. It is the Inquirer's/Candidate's responsibility to apply to take this examination, to pay any examination fees and to see that results are sent to the Chair of the CPM.

### ***Final-Year Examinations***

Candidates must obtain the approval of the CPM before they can take the ordination examinations in Bible Exegesis, Polity, Theology, and Worship and Sacraments, and no earlier than the student's final year of seminary. Permission to take these examinations will ordinarily be given at the annual consultation prior to the beginning of the student's final academic year of seminary. It is the Candidate's responsibility to apply to take these examinations, to pay any examination fees and to send the original graded examinations to the Chairperson of the Committee within seven days of receiving it/ them. You must do this whether you pass or fail an examination.

## **READINESS FOR MINISTRY -- FINAL ASSESSMENT**

### ***General***

During the second half of your senior year (after January) you may begin the final steps to becoming "ready" to receive a call. These steps must be completed before the Committee can consider you "ready" to receive a call. and therefore to present you to the presbytery for examination for ordination.

### ***Steps to Becoming Ready***

- You should carefully review and be sure you have taken steps to complete all requirements for "Final Assessment and Negotiation for Service" as detailed in G-2.0607.
- You must be a candidate for the ministry of Word and Sacrament for at least one year.
- Submit to the Committee (carefully prepared and typed double spaced):
  - Sermon: Such sermon, including the reading of the scripture, should be no more than 10 minutes in length.
  - Exegesis: Exegetical Study of the biblical material out of which the sermon arose including a study of key words, discussion of context, notes on significant points of grammar and variant readings, and an interpretation of the passage.
  - Statement of Faith: This statement should be a statement of your personal faith (not a restatement of a creed) and ought to address such doctrines as the nature of the Godhead, the meaning of salvation in Christ, the life and mission of the Church, the authority of

Scripture, and the role of the Sacraments. The statement of faith should not be longer than one side of an 8½" x 11" sheet of paper. It should be single-spaced, and double-spaced between paragraphs. We recommend sensitivity to the use of inclusive language.

- Meet with the Committee to discuss all aspect of your preparation and readiness for ministry.

**NOTE:** It is the CPM's responsibility to certify you ready to receive a call. Certification of the validity of a particular call is the responsibility of the presbytery (usually through their Committee on Ministry) in which the calling body or church is located. When the Presbytery of Northeast New Jersey is the calling presbytery, the committee will present the candidate for ordination, the candidate will preach his or her sermon to the Presbytery, and the committee will make a recommendation to the presbytery. When another Presbytery is issuing the call, the committee will still conduct the final assessment as a means of determining the candidates' readiness. In the case of those being examined for ordination by the Presbytery of Northeast New Jersey, the final version of the statement of faith will be duplicated and distributed in the papers for the presbytery meeting. The Candidate is responsible for emailing a copy of the final version to the presbytery office in time for distribution.

## **CIRCULATION OF PERSONAL INFORMATION FORM (PIF)**

Candidates are encouraged to begin writing their Personal Information Forms no later than the summer before their senior year of seminary. Candidates must submit the final copy of their PIF to the Chair of the CPM for approval.

The committee will not consider PIF's for approval to circulate until the Candidate has passed all five standard ordination examinations and is in their final semester of Seminary having completed all other requirements. The committee Chair, or that person's designee, must provide written permission before the Church Leadership Connection will accept the PIF for circulation. Under no circumstances will a candidate be permitted to return to his or her home church as their first call following graduation.

## **AFTER YOU HAVE BEEN APPROVED FOR ORDINATION**

You are still responsible to the Committee and under its care until you receive a call and are ordained. It is not uncommon for a period of time to elapse between the completion of all requirements for ordination and the receipt of a call.

The Committee continues to have care and concern for you and continues to carry you in its prayers. The Committee will continue to express this concern through the required annual consultation and annual report. This report may be less structured and formal than what is done during your seminary years, but is essential in our staying in contact with you and helping you as you continue your theological, intellectual, professional, and spiritual growth and preparation for ministry.

## **ORDINATION PLANS**

The ordination of candidates to the ministry of the Word and Sacrament shall ordinarily take place in the presence of the congregation in which the candidate is a member, and in the place for the regular worship of that congregation. (G-2.07).

You will make arrangements for your examination and ordination with the appropriate officers of the presbytery(ies). Be sure you give attention to the proper make-up of the administrative commission appointed to conduct your ordination which may differ from presbytery to presbytery.

## **FINANCIAL MATTERS**

### *Expense Reimbursement*

The Committee may share with you, at the prevailing presbytery rate, necessary travel expenses for annual consultation(s). For the sake of your convenience and good stewardship, we recommend that this meeting take place when you are in the Presbytery of Northeast New Jersey area during school breaks, vacations, or holidays. It is the responsibility of Inquirers and Candidates to submit an accounting of their expenses to the Committee Chair. The presbytery reserves the right to make alternative arrangements for annual consultations (such as sending a member of presbytery to conduct the consultation, or authorizing another presbytery's Committee on Preparation for Ministry or its equivalent to conduct the consultation). A voucher form will be made available to the Inquirer/Candidate at the annual consultation.