

San Gabriel Presbytery

SUPPLEMENT TO PREPARATION FOR MINISTRY ADVISORY HANDBOOK

Pursuant to Section G-14.0402 of the Book of Order of the Presbyterian Church (USA), in addition to the process and requirements set forth in the Book of Order, Presbytery of San Gabriel adopts *Preparation for Ministry in the Presbyterian Church (USA) Advisory Handbook* as its statement of the process and requirements for the inquiry and candidacy phases of preparation for ministry, supplemented as follows:

1. **PRELIMINARY SUBMISSIONS BY INQUIRER.** Promptly after enrollment as an inquirer the individual shall submit growth objectives and a theological reflection on his or her sense of call.
2. **REQUIRED COURSES.** In addition to other satisfactory academic preparation, in order to be certified ready to receive a call, the individual must have taken courses covering the following areas:
 - a. Reformed Theology and the Book of Confessions;
 - b. Presbyterian Polity;
 - c. Presbyterian History and Programs; and
 - d. Reformed Worship and Sacraments.

Courses must be taken for credit and passed, except that Reformed Theology and the Book of Confessions and Presbyterian Polity may be audited, provided that the individual completes and submits to CPM all written course work which would have been required had the course been taken for credit. If an individual fails the Theological Competence examination required by the Book of Order [section G-14.0431], he or she shall not be permitted to retake it until he or she has taken for credit and passed a course covering Reformed Theology and the Book of Confessions (if he or she has not previously done so); and if an individual fails the Church Polity examination required by the Book of Order, he or she shall not be permitted to retake it until he or she has taken for credit and passed a course covering Presbyterian Polity (if he or she has not previously done so).

3. **ANNUAL CONSULTATIONS.** Annual consultations shall be concerned with the spiritual growth and needs of the individual, the financial planning for his or her educational program, and with his or her relation to the church and progress in the program of study leading to ordination for ministry. There shall be a written report in letter form of each consultation, including, as appropriate, a statement of the individual's strengths and areas of needed growth, prepared by the CPM (Committee on Preparation for Ministry) Ministry Team or its representative. Each report shall be submitted to the individual and the sponsoring session.
 - a. Any annual consultations for years prior to entering theological education shall include discussion of the inquirer's preparation for theological growth.

b. The annual consultation for the first year shall include a general assessment of his or her experience and the implications this has for his or her future ministry. The primary focus of this consultation shall not be one of formal examination but of guidance and counseling with the inquirer. The student may request in writing that at the consultation CPM consider any exemptions permitted by the Book of Order to educational requirements.

c. Subsequent annual consultations shall cover matters similar to those of the consultation for the first year as well as a discussion of progress in preparation for ordination, including a preliminary statement of faith, and a review of all grades, field education reports and other evaluations and examinations.

4. **INTERNSHIP.** To be certified ready to receive a call, the individual must complete an internship which shall be approved by the theological educational institution and which, in the interest of providing a diversity of practical experience, ordinarily should not be the individual's home church. .

5. **CLINICAL PASTORAL EDUCATION (CPE).** To be certified ready to receive a call, the individual must satisfactorily complete a course of CPE under the auspices of a supervisor certified by The Association for Clinical Pastoral Education, Inc. (ACPE) attached to an ACPE accredited CPE Center or under the requirements of another accreditation agency approved by CPM.

6. **ORDINATION EXAMINATIONS.**

a. After an inquirer or candidate has failed any part of the ordination examinations twice, the individual will meet with one or more persons designated by CPM to be guided in the particular subject and in examination skills.

b. After guidance the individual will take the examination a third time. If the individual does not then receive a satisfactory grade, CPM will consider whether to recommend to Presbytery that an alternate form of examination be given. In making any such recommendation to Presbytery, the identity of the individual will not be disclosed except that the Moderator of CPM may disclose it privately to any individual Presbyter who states that he or she needs the information in order to vote.

7. **DEMONSTRATION SERMON.** As a part of CPM's final assessment of a candidate's readiness to begin ordained ministry, each candidate shall submit to CPM for its approval a video tape or DVD and a transcript of a sermon accompanied by a statement of exegesis of the scripture upon which the sermon is based.

8. **AUTHORITY OF CPM.** CPM may require of any inquirer or candidate such cooperation, undertakings, consultations, activities, information, reports and other submissions which it may deem desirable in the performance of its responsibilities.

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