

Responsibilities of the Committee on Preparation for Ministry

Mission Statement: To provide support to individuals in their discernment of a call to ordination as a Teaching Elder (Minister of the Word and Sacrament) or as a Certified Christian Educator in accordance with the *Book of Order*.

Membership: It shall consist of twelve members, in equal numbers of Teaching Elders and Elders. The primary presbytery staff resource person is the stated clerk, who serves as an ex-officio member with voice but without vote.

Quorum: The quorum for meetings shall be a majority of the membership.

Tasks:

1. Provide educational opportunities for congregations and individuals to help identify individuals whose gifts are appropriate for the teaching ministry.
2. Provide educational opportunities for congregations and individuals about the call to ministry process.
3. Provide congregations with education and support in their responsibilities for inquirers/candidates.
4. Provide support to inquirers/candidates through the following:
 - a. Provide information on the steps of the process.
 - b. Perform annual consultations to assess preparation, progress, and to provide consultation on courses and field work.
 - c. Assign a committee advocate who will communicate regularly with the inquirer/candidate, provide counsel, and report status/questions/concerns to the committee.
 - d. Provide resources on financial aid and counseling.
 - e. Share expenses for career counseling, psychological exams, and travel for annual consultations.
 - f. Provide helpful information and consultation annually.
5. Provide reports and recommendations on status of inquirers/candidates to presbytery.
6. Review the Ethics Policy and the Sexual Misconduct Policy annually with all candidates.
7. With the authority of the presbytery, certify candidates as ready for examination for ordination, pending a call, with the provision that all such actions be reported to the next stated meeting of the presbytery.

8. Provide support to Educators who are in the process of certification as follows:
 - a. Keep a record of those in the process that would include name, place of employment, copy of the plan for study as approved by the Certification Council, names of those serving on the reference group, yearly progress report, notation of when exam process begins, report from the reference group after exam has been approved by it, and copy of notification that certification has been approved.
 - b. Appoint a person from the committee to serve on the reference group, that person to be determined by the makeup of the reference group, i.e. laity or clergy to provide a balance to the reference group.
 - c. Coordinate presentation of the certificate at a presbytery meeting with the educator, his or her advisor and the preparation committee.
 - d. Keep current with requirements for certification as they change
 - e. Encourage educators to seek certification by providing scholarship money for course work or continuing education to assist in meeting the requirements for certification.

Basic characteristics of members:

1. Can articulate one's own sense of call to ministry as an elder or teaching elder.
2. Familiarity with educational process (secular or religious).
3. Ability to act as a mentor by listening and seeking resources.
4. Interest in the inquirer/candidate process.

Adopted 6/25/2002