JOHN KNOX PRESBYTERY
Committee on Preparation for Ministry
Revised Policy Manual
February 2026

Part I:
Policies for those Seeking Ordination as a Teaching Elder
(pages 2-9)

Part 2:
Policies for those Ruling Elders Seeking Commissioning (CRE)
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JOHN KNOX PRESBYTERY
Committee on Preparation for Ministry
Part 1: Policies for those Seeking Ordination as a Teaching Elder

I. INTRODUCTION

The following policies have been adopted by the John Knox Presbytery's Committee on Preparation for Ministry (CPM) to guide its inquirers, candidates and churches as they work together to develop leaders to serve the church.

These policies are a supplement to those outlined in the *Book of Order* and by the Presbyterian Church (USA). Forms and additional resources are available on the General Assembly website: (https://pcusa.org/resource/advisory-handbook-preparation-ministry).

CPM is concerned with the discernment of a person's call to ministry and their preparation to respond to that call within the Presbyterian Church (USA). This is done in two phases: inquiry and candidacy. Guidance and support of each individual throughout the process are shared by the committee, session, presbytery and seminary.

Each inquirer or candidate is responsible for submitting all papers and forms to the presbytery office no later than two weeks before the meeting at which they are scheduled to appear. If materials are not filed in time for committee members to prepare adequately, the consultation may be postponed to a future date, even if the process is delayed.

Annual consultations with each inquirer/candidate may be by either electronic means or in person.

II. SERVICE IN COVENANT RELATIONSHIP

During inquiry and candidacy, the individual continues to be an active member of their congregation and subject to the concern and discipline of the session. During the time the individual is enrolled as an inquirer or candidate, the session shall report to the presbytery any matters of sexual misconduct (G-2.0605). In matters relating to preparation for ministry, the individual is under the oversight of the presbytery through CPM.

A. Consultation and Guidance

1. The inquirer or candidate is required to make an annual written report giving progress in studies and service to the church, including a report from the individual's seminary. (**Form 3** – completed by inquirer or candidate https://pcusa.org/resource/form-3-pre-consultation-report-development-areas)

2. CPM shall regularly consult with each person for the purpose of evaluating and nurturing inquirers and candidates. At least annually the committee shall determine whether to continue or terminate the period of inquiry or candidacy and report this decision to the presbytery.

3. There shall be a written report of each regular consultation, including a statement of the individual's strengths and areas of needed growth, prepared jointly by the committee or its representative and the inquirer or candidate.
(**Form 4** – completed by CPM in consultation with inquirer or candidate
http://oga.pcusa.org/section/mid-council-ministries/prep4min/forms-annual-consultations/)

4. The content of these regular consultations shall include, but need not be limited to, assessment of the inquirer's or candidate's development in terms of the outcomes for the appropriate phase, and goals set in previous consultations.

B. It is ordinarily the responsibility of the CPM chair to register the individual with PCUSA (P4M.pcusa.org) and update their progress.

III. INQUIRY

A. Inquiry Defined
The purpose of inquiry is to provide an opportunity for the church and those who believe themselves called to serve as a Teaching Elder to explore that call together in such a way that a decision regarding the inquirer's discernment of call and suitability to progress to candidacy can be made.

B. Process and Requirements
The process and requirement of the inquiry phase shall be as follows:

1. A person who has been an active member of a particular church for at least six months and desires to begin the process shall submit an application form to the presbytery office.
(**Forms 1A, 1B and 1C** – completed by applicant
https://pcusa.org/resource/form-1a-application-be-enrolled-presbytery-inquirer
https://pcusa.org/resource/form-1b-questions-reflection
https://pcusa.org/resource/form-1c-financial-planning-theological-education

2. The person shall indicate to the session of the particular church a desire to explore the personal implications of becoming a Teaching Elder.

3. The session shall contact the chair of CPM for orientation to the process used in JKP, and consult with the individual. A representative of CPM ordinarily shall meet with the session either electronically or in-person to review the process in JKP. The session must vote to

endorse the individual and designate a session liaison who shall be in regular contact during the entire process. The session liaison will periodically inform the session of the progress and/or needs.
(**Form 1D** – completed by Session https://pcusa.org/resource/form-1d-session-evaluation-and-recommendation)

4. A background and ethics checks on all persons applying to come under care is required by John Knox Presbytery. These must be completed before the status of inquirer is granted.

5. CPM will interview the applicant and then decide whether or not to recommend that the presbytery enroll the person as an inquirer. A CPM member will be assigned to serve as a liaison and shall be in regular contact throughout the process.
(**Forms 2A** completed by CPM **and 2B** signed by Inquirer, Session and CPM –
https://pcusa.org/resource/form-2a-report-consultation-regarding-application
https://pcusa.org/resource/form-2b-covenant-agreement-and-inquirer-release

6. Ordinarily, each person will appear before the presbytery in order to be enrolled. The date of the presbytery's action to enroll shall mark the beginning of the covenant relationship. The inquiry and candidacy phases shall continue for a period of no less than two years, including at least one year as a candidate. (G-2.0602)

7. All persons who have met with CPM and who have been formally enrolled as an Inquirer by John Knox Presbytery must complete a career assessment and counseling evaluation. ***Ordinarily, no inquirer will be advanced to candidacy phase without this assessment being completed.*** Inquirers are responsible for signing the necessary releases so that the results of their career consultation will be sent to the presbytery office. Copies of the report will be shared with the committee.

   Assessments are normally done through LeaderWise in New Brighton, MN (https://www.leaderwise.org/assessments). **Inquirers make their own arrangements for testing, and appointments must be booked well in advance.** Any alternate testing center must be approved by CPM.

8. The inquirer shall provide a certificate of completion of boundary training, which includes the topic of sexual misconduct, and child sexual abuse prevention training with recertification at least every thirty-six months. The presbytery shall determine which trainings are approved to meet the criteria of these two requirements. (G-2.0603)

9. The phase of inquiry shall be of sufficient length for the inquirer, the session, and CPM to decide whether the person should apply to become a candidate. By the end of the inquiry phase, and in order to become a candidate, each inquirer shall demonstrate adequate promise for ministry by completing:

(1) an application to enroll as a candidate, with session endorsement. (**Forms 5A** completed by applicant **and 5B** completed by Session – https://pcusa.org/resource/form-5a-application-be-enrolled-presbytery-candidate)
https://pcusa.org/resource/form-5b-session-recommendation-enrollment-candidate

(2) When moving into candidacy, the committee requests that you reflect on the following prompts in a one-page document to help the committee assess your growth through your time as an inquirer:

(a) How has your sense of call changed or grown during your time as an inquirer?

(b) How has your understanding of Reformed theology and/or tradition changed or grown during your time as an inquirer?

(c) How are you maintaining spiritual, physical, and mental health through your ordination process?

IV. EDUCATIONAL REQUIREMENTS

CPM highly encourages studies at a Presbyterian Church (USA) affiliated seminary so that the inquirer/candidate will be well-acquainted with the life, mission and ethos of the Presbyterian Church (USA).

A. General Course Requirements
The CPM will determine that the following subject areas are represented on the seminary transcripts of candidates under their care (G-2.0607):
- Hebrew
- Old Testament Exegesis
- Greek
- New Testament Exegesis
- Church History
- Reformed Theology
- Preaching
- Pastoral Care and Counseling
- Christian Education
- Presbyterian Church (USA) Polity

CPM reserves the right to require additional courses, in order to best prepare the individual for ministry.

B. Clinical Pastoral Education
Everyone shall complete a basic unit of Clinical Pastoral Education (CPE) at an accredited site or alternative approved by CPM. Students taking CPE are required to send a copy of

their final CPE evaluation to the presbytery office. Copies of this evaluation will be shared with the committee. If scholarship assistance is needed, the Inquirer/Candidate should communicate this to their Session and CPM liaisons.

C. Supervised Practice of Ministry/Field Education

1. Everyone shall complete the equivalent of three semesters of supervised field education as a part of their seminary education. At least two semesters of field education must ordinarily be in a parish setting unless a candidate's vocational call would suggest alternative forms of field education. Ideally, service would occur outside of the inquirer's/candidate's home church. CPM will work with the inquirer/candidate to find an acceptable field education placement.

2. All Supervised Practice of Ministry/Field Education placements must be approved by CPM. Students must arrange to have copies of all evaluations of their supervised practice of ministry experiences sent to the Presbytery Office. Copies will be shared with the committee.

3. The CPM reserves the right to require additional supervised education should it appear to be in the best interest of the inquirer/candidate's call process.

D. Transcripts

At the conclusion of each year of seminary study, students are required to send copy of their seminary transcript(s) to the presbytery office. An unofficial transcript(s) ("student copy" or photocopy) is acceptable for this purpose, with the exception of the final transcript(s) which must be official transcript(s) including the seminary's official raised seal and must come directly from the seminary registrar to the Presbytery. The transcript(s) must show that the person under care has earned a graduate level degree that included courses in Hebrew and Greek, exegesis of the Old and New Testaments using Hebrew and Greek, satisfactory grades in all areas of study leading to imminent graduation.

V. CANDIDACY

A. Candidacy Defined

The purpose of candidacy is to provide for the full preparation of persons to serve 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-2.0604)

B. Process and Requirements of Moving to Candidacy

1. CPM shall confer with the inquirer and review the work that has been done to assess whether a call to ministry has been discerned, and if the inquirer is ready to proceed to candidacy.

(**Form 5C** completed by CPM in consultation with applicant and **Form 5D** signed by applicant, Session and CPM – Form 5C, Form 5D

2. After it has been determined an inquirer is ready to move to candidacy, CPM shall make a recommendation that presbytery examine and enroll the person as a candidate.

3. Presbytery shall receive the report and recommendation of CPM and shall examine the inquirer with respect to their Christian faith, forms of Christian service undertaken, and motives for seeking the ministry.

4. If the examination is approved, the presbytery shall receive the inquirer as a candidate after the following manner. The moderator shall propose the following questions to the inquirer:

    i. Do you believe yourself to be called by God to the ministry of the Word and Sacrament?
    ii. 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?
    iii. Do you accept the proper supervision of the presbytery in matters that concern your preparation for this ministry?
    iv. 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.)?

5. If these questions are answered in the affirmative, the proceedings shall close with prayer.

6. The date on which presbytery acts to receive the person is the official starting date of candidacy. Candidacy lasts until the person receives an approved call and is examined and ordained, or until the candidate's name is removed from the roll of candidates in accordance with G-2.0609.

7. By the end of the candidacy phase, each person shall demonstrate readiness to begin as a Teaching Elder by
    i. completion of the requirements of G-2.0607;
    ii. expressing theological views compatible with the confessional documents of the church;
    iii. revealing commitment to the ministry as a Teaching Elder within the discipline of 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;

iv. 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. This sermon shall be preached before the CPM.

VI. ORDINATION EXAMS

A. Inquirers are strongly encouraged to take the Bible Content Examination as soon as possible after enrolling in seminary. It is the inquirer's responsibility to apply to take this exam, to pay for any fees and to see that the results are sent to the Presbytery Office. The committee may use the exam results to guide inquirers and candidates in their course work selections.

B. Candidates shall seek approval of CPM to apply to take the four standard ordination exams. Permission will ordinarily be given at the time of the annual consultation. The chair of CPM will ordinarily be registered with PCUSA (P4M.pcusa.org) to approve the candidate to take the exams. It is the candidate's responsibility to apply to take these exams, to pay any fees and to see that the results are sent to the presbytery office.

VII. PERSONAL DISCERNMENT PROFILE (PDP)

Candidates shall not circulate a Personal Discernment Profile (PDP) until they have been assessed by CPM as ready to receive a call and been given permission by CPM. (G-2.0607) The CPM chair will ordinarily approve the candidate's PDP for circulation in the CLC website.

VIII. FINAL ASSESSMENT/EXAMINATION FOR ORDINATION

A. Candidates under the care of John Knox Presbytery will have a final assessment with CPM. These are ordinarily done at regularly scheduled CPM meetings. Scheduling of a final assessment will be done after all the requirements have been met. Final assessments are based on a review of all previous work as well as the following materials, which must be submitted to the Presbytery office at least two weeks in advance of the meeting. (G-2.0607)

1. *Statement of Faith*
    a. Each person must submit a statement of faith. It should be no longer than one side of an 8½ X 11-inch sheet of paper, typed, single spaced, and double spaced between paragraphs. It should be sensitive to the use of inclusive language. The candidate is responsible for getting a copy of the final version to the presbytery office for distribution to CPM for final assessment, and to any calling presbytery examining the candidate.

b. The statement of faith should be a personal expression of the candidate's beliefs concerning but not limited to:
   - God
   - Jesus Christ
   - The Holy Spirit
   - The nature and mission of the Church

2. *Written Exegesis*
   A written Bible exegesis not longer than 5 pages will be submitted with the sermon manuscript/outline.

3. *Sermon*
   A sermon manuscript or outline based on the written exegesis. At the final assessment, the Candidate will provide the committee with a sermon based on the written exegesis.

4. *Examination*
   The Committee shall administer an oral examination for each candidate covering any aspect of their training, education, and understanding of ministry in order to assess the candidate's readiness to enter into ministry.

5. *Certification of Readiness*
   At the conclusion of the final assessment, CPM will vote on whether or not to sustain the examination. If the examination is sustained, CPM is authorized by presbytery to then take action to certify the candidate ready for examination for ordination, pending a call. Such action shall be reported to the next stated meeting of presbytery. (G-2.0607)
   (Form 6 completed by CPM –
   Form 6

6. *Policies for Ordination/Installation Of Candidates (COM-42)*
   Policies concerning the ordination/installation of candidates is not under the jurisdiction of CPM and can be found at https://jknox.org/wp-content/uploads/MO-COM42.pdf

VI. EXCEPTIONS

A. CPM will consider exceptions to the above policies only under rare or unforeseen circumstances. Exceptions are not a means of relaxing requirements, but rather of declaring that requirements have already been met in alternative ways.

B. Exceptions to CPM policies must be approved by CPM. Exceptions to *Book of Order* requirements must be approved by CPM, recommended to presbytery, and approved by a 3/4 vote of presbytery.

VII. Funding Assistance

John Knox Presbytery has established an assistance fund for inquirers/candidates under its care. The amount of assistance available each year will be determined by Presbytery. Application forms are available from the Presbytery Office.

JOHN KNOX PRESBYTERY
Committee on Preparation for Ministry
Part 2: Policies for those Ruling Elders Seeking Commissioning (CRE)

I. Overview

A. Book of Order Requirements:
The Book of Order (G-2.10) establishes the function, training, examination, commissioning, and supervision of Commissioned Ruling Elders (CRE) and their ongoing accountability to a presbytery.

B. Definition of Commissioned Ruling Elder:
A Commissioned Ruling Elder is a Ruling Elder, called by God, affirmed by their session, nurtured and trained by presbytery, to limited pastoral service to a particular congregation(s) within John Knox Presbytery (JKP). They may serve full or part-time, with or without compensation. The local commission is valid only within the bounds of JKP and only in the church/es specified and is validated annually. It may be renewed at the expiration or terminated at any time at the discretion of the Presbytery's Committee On Ministry (COM) or at the request of the CRE.

C. The Identification of Gifts
Within every congregation, God bestows multiple gifts upon the members of that church. As churches have lifted individuals and encouraged them to pursue the ministry of Word and Sacrament, it is important that churches today actively search for the gifts God has given Ruling Elders of the church that can also be used in the ministry of the church in the office of Commissioned Ruling Elder to a particular pastoral service.

D. Preparation to be a Commissioned Ruling Elder (CRE)
The CRE course of study is particularly designed for those Ruling Elders seeking to become Commissioned Ruling Elders, whether for service in a particular congregation, as a chaplain or in some other validated ministry approved by JKP.

E. No Guarantee of Placement
Completion of the program does not guarantee placement of any kind, nor does it guarantee the right to exercise all of the functions possible for a CRE (G-2.1001) For those who are seeking to serve a congregation as a CRE, JKP, through its Committee on Ministry (COM), will work person-to-person and church-to-church to identify optimal placements. Those Ruling Elders who have qualified to be Commissioned as a CRE may be considered for such placements.

II. Procedures

A. Program Responsibility

1. The Commissioned Ruling Elder preparation program of John Knox Presbytery is administered by the Committee on Preparation for Ministry (CPM).

2. The CPM has the following responsibilities:
    a. Admission, or dismissal for cause, of applicants to the program.
    b. Consultation with Ruling Elders seeking to be commissioned as they explore their sense of call. Consultation may take place either in person or via electronic means.
    c. Consultation with the Ruling Elder's Session. Consultation may take place either in person or via electronic means.
    d. Oversight of the CRE applicant during the preparation process including monitoring progress, supporting the applicant's needs, and appointing a liaison from the committee.
    e. Referral of the Ruling Elder Applicant for Commissioning to the JKP COM for examination, approval of placement, and post-commissioning oversight (see G-2.1002-.1004) once CPM concludes a Ruling Elder Applicant for Commissioning is ready.
    f. Completion of an annual review with each applicant who is "Commissioned Ready" but has not not been commissioned to service, to determine their status in the program.

B. Application Process for Ruling Elders

1. An applicant to the program shall be a ruling elder in the Presbyterian Church USA (PCUSA). (G-2.1001)

2. A Ruling Elder believing that they have been called by God, and/or, an elder whom the congregation has discerned with gifts for ministry, seeks validation of the call by contacting the Session of the church where they are a member.

3. The applicant shall have been a member of the PCUSA for at least two years, an elder for at least one year, and active in the life of a particular church within the bounds of John Knox Presbytery for at least one year prior to submitting the application.
    3a. Membership within a Reformed body may be considered to be equivalent to membership in the PCUSA as determined by the CPM and approved by Presbytery.

4. Application for a Ruling Elder to seek commissioning will be filed with the CPM and will include a completed **Application Form** (Appendix 1) and the completed **Session Endorsement Form** from the church session (Appendix 2) and an interview with CPM. Applications are available through John Knox Presbytery.

5. CRE applicant may be required to participate in vocational discernment arranged by CPM should it be deemed necessary or desired.

6. Applicants who have previous study in required areas may submit transcripts of those classes to CPM for consideration as a substitute for equivalent courses.

7. Applicants to the program should be aware that acceptance to this program does not guarantee placement as a Commissioned Ruling Elder or any other validated ministry in JKP.

III. Process for Preparation for Commissioning

A. Step One - Applying

1. A Ruling Elder believing that they have been called by God, and/or, a ruling elder whom the congregation has discerned with gifts for ministry, seeks validation of the call by contacting the Session of the church where they are a member.

2. The Session shall contact the Committee for Preparation on Ministry (CPM) for orientation to the process.

3. The session shall consult with the Ruling Elder and, if the individual requests to enroll in the CRE Program, shall review the **Application Form** (Appendix 1) and make a recommendation to the CPM using the **Session Endorsement Form** (Appendix 2).
    a. Endorsement by the session means the session is aware that the member is intending to enroll in the CRE Program, sees potential in the individual and that it will be supportive through prayer and encouragement.
    b. At this time the session should appoint one of its members as a liaison to the applicant for the duration of the process.

4. After receiving the **Application Form** (Appendix 1) and **Session Endorsement Form** (Appendix 2), the CPM Committee shall meet with the applicant. The interview shall include discussion of the individual's:
    a. personal faith
    b. sense of call and motives in seeking enrollment in the program
    c. competency in Book of Order requirements

d. communication skills
e. willingness to engage in study/mentoring program
f. review of information contained in the application.

5. The Presbytery Office shall conduct an ethics and background check of the applicant.

6. The applicant will participate in a professional evaluation. Assessments are normally done through LeaderWise in New Brighton, MN (https://www.leaderwise.org/assessments). **Applicants make their own arrangements for testing, and appointments must be booked well in advance.** Any alternate testing center must be approved by CPM.

7. If CPM enrolls the applicant in the CRE program, CPM shall appoint a liaison (preferably a Teaching Elder) for CRE's.

B. Step Two - Educational Requirements

1. Training will not require the same levels of knowledge required of Teaching Elders. Ruling Elders seeking commissioning are responding to personal calls from God to fulfill limited pastoral service within JKP. (G-2.1001)

2. Educational overview: Realizing that some applicants may enter this program with a very specific ministry in mind while other candidates may not, the CPM shall formulate a course of study with each applicant.
    a. Realistic timelines for completion of the requirements will vary depending on the availability of classes and the schedule of the applicant.
    b. CRE applicants will take their required course work through University of Dubuque Theological Seminary's Christian Leadership Program, The Academy (Synod of the Lakes and Prairies) or another program as approved by CPM.
    c. Some additional work may be required, depending on the type of ministry a CRE applicant is preparing to undertake. Although the formal phase of preparation will end at commissioning, education for ministry is a lifelong process.
    d. An initial detailed **Learning Plan** (Appendix 3), including time-lines, will be written and signed as a covenant between CPM, the applicant and their CPM liaison. This Learning Plan/covenant may be revised during the course of preparation.

3. The basis of the **Learning Plan** (Appendix 3) will include the following core courses:

    a. Introduction to Old Testament
    b. Introduction to New Testament
    c. Pastoral Care
    d. Presbyterian Polity
    e. Reformed Worship and Sacraments
    f. Introduction to Preaching
    g. Foundations of Christian Education
    h. Reformed Theology

4. Course assessment with instructor's feedback and/or transcripts will be made available by the student at CPM's request.

C. Step Three - Final Assessment

1. Upon completion of the terms of the Learning Plan, and review of the **CRE Completion Of Requirements Form** (Appendix 5), an examination will be conducted by the CPM including:
    a. A demonstration of proficiency and knowledge in the areas of the following:
        i. Bible
        ii. Reformed theology
        iii. Sacraments
        iv. Pastoral Care
        v. Presbyterian polity
        vi. Preaching
        vii. Christian Education
    b. A **Statement of Faith** (Appendix 4)
    c. A sermon preached

2. Following the successful completion of the examination of the applicant, the CPM will attest to the Committee on Ministry (COM) that the applicant has met all requirements and is ready to be commissioned for service within JKP. COM will be responsible for Presbytery Commissioning and further oversight. (See COM policies for commissioning procedures: G-2.1002 and G-1.2003)

3. Applicants to the program should be aware that completion of this program does not guarantee Commissioning to limited pastoral service or any other validated ministry in JKP. Applicants will remain under care of CPM until such time as they are passed to COM for Commissioning or removed from the list of Ruling Elders seeking Commissioning.

Appendix 1
The John Knox Presbytery
COMMISSIONED RULING ELDER APPLICATION FORM

Date: _____

PERSONAL INFORMATION

Name: _____ E-Mail: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

MEMBERSHIP INFORMATION

Church Name: _____

Church Address: _____

Church Phone: _____

Length of Membership: _____ Name of Pastor: _____

Clerk of Session: _____ Clerk's Phone: _____

Past Membership – Presbyterian Church (name/address/membership dates):

Past Membership – Other Denominations (name/address/membership dates):

ORDINATION INFORMATION

Have you been baptized? _____ Yes _____ No

Have you been ordained? _____ Yes _____ No

Number of years in *active* service as PC(USA) Elder _____; as PC(USA) Deacon _____

EDUCATION

Please list your high school and college education. Begin with the most recent.

YEAR	INSTITUTION	DEGREE

CHURCH EXPERIENCE

1. List your service in the following areas:

   a. local church (e.g., teaching, choir, committees, etc.) –

   b. other governing bodies (e.g., Presbytery, Synod, etc.) –

   c. informal learning experiences (e.g., personal study, retreats, etc.) –

2. What aspects of present church life do you enjoy most?

3. What aspects of present church life are the most frustrating?

4. What gifts and talents do you have which contribute to your ministry?

5. Describe your sense of call.

6. What does it mean to you to be a Presbyterian?

7. In what areas of your life would you like to grow?

8. Please provide a brief statement of your faith. What do you believe about God, Jesus and the Holy Spirit and what does that mean about the church?

REFERENCES

Please list three references, including a pastor, a church friend, and another person.

NAME	ADDRESS	PHONE

If accepted, I understand I will be making a commitment of both an academic and personal nature. By signing this document I also submit to a background check done by the Presbytery office.

Signature of Applicant: _____ Date: _____

Signature of Clerk of Session: _____

Date of Session Endorsement: _____

Make a copy for your records and return Session Endorsement Form and CRE Application Form to:

CPM Committee Moderator
John Knox Presbytery
cpm@jknox.org

Appendix 2
The John Knox Presbytery
Commissioned Ruling Elder Program
Session Endorsement Form

We, the Session of the _____ Presbyterian Church,

having reviewed the application of Elder _____ do hereby

endorse them for the Commissioned Ruling Elder Program of John Knox Presbytery.

1. The applicant has demonstrated in this congregation the following spiritual gifts that promote the ministry and mission of the Church while giving God the glory:

2. As a Session, we expect to support and encourage the applicant in the process of seeking commissioning in the following ways:

3. Name of Session Liaison with CRE _____

   Address _____

   Phone _____ Email _____

4. Add any other information you wish.

_____ _____
(Signed by Moderator of Session) Date

_____ _____
(Signed by Clerk of Session) Date

Make a copy for your records and return Session Endorsement Form and CRE Application Form to:

CPM Committee Moderator
John Knox Presbytery
cpm@jknox.org

Appendix 3
THE JOHN KNOX PRESBYTERY
CRE SAMPLE LEARNING PLAN

- CRE Application and Session Endorsement received by CPM
- Initial interview of applicant made by CPM
- CPM Liaison recruited for the applicant (Teaching elder preferably)
- Learning Plan covenant developed including study in the following areas:
    - Biblical content including both Old and New Testament
    - Reformed theology
    - Reformed Worship & Sacraments
    - Presbyterian Polity
    - Preaching and teaching
    - Practice of ministry including Congregational Care
- One-on-one Check-in meetings with CPM Liaison
- Other classes deemed appropriate
- Examination by CPM in the areas of:
    - Bible
    - Reformed theology
    - Polity
    - Preaching and teaching
    - Special Emphasis
- Statement of Faith written
- Sermon preached before CPM
- CPM informs COM of applicant's readiness

  OR

  CPM informs applicant of additional study requirements

Appendix 4
The John Knox Presbytery
Commissioned Ruling Elder Program
Statement of Faith Outline

A statement of faith is to be written upon entering and exiting the program. The intention of which is not only to identify the applicant's personal call but also to show the growth of the applicant as they work through their own spiritual discernment and education in the program.

Write your personal Statement of Faith. Your statement should be no longer than 2 pages, 12 pt font, double spaced.

Reflecting on the following may be helpful:

- What do you believe about God
- What do you believe about Jesus
- What do you believe about the Holy Spirit
- What do you believe about the Church and its role in society

Appendix 5
THE JOHN KNOX PRESBYTERY
CRE COMPLETION OF REQUIREMENTS FORM

CRE Applicant's Name _____

Indicate the dates when each item has been satisfactorily completed. When all items are dated and this form has been signed, forward it to the Committee On Ministry (COM).

_____ Application and session letter of endorsement received by CPM

_____ CPM interviews CRE applicant

_____ CPM votes to receive applicant into the CRE program.

_____ Career Assessment completed (if required by CPM)

_____ Ethics and Background check completed

_____ Professional evaluation (MMPI for example) completed

_____ CPM liaison assigned

_____ Learning Covenant created and signed

_____ Learning plan successfully completed:

- Old Testament
- New Testament
- Preaching
- Reformed Worship & Sacraments
- Reformed Theology
- Presbyterian Polity
- Foundations of Christian Education
- Pastoral and Congregational Care
- Additional courses if required by CPM

_____ Sermon Preached for CPM

_____ Statement of Faith submitted

_____ Final interview with CPM

The Committee for Preparation of Ministry (CPM) of John Knox Presbytery attests that _____ has met all the requirements for study and preparation and is now ready to be placed as a Commissioned Ruling Elder in John Knox Presbytery by the Committee on Ministry (COM).

Signatures:

_____ _____

(Signed by CPM Chair) Date

_____ _____

(Signed by CRE Candidate) Date