

# Checklist for CPM Paperwork

(Modified 9-9-16)

The following paperwork must be turned into the presbytery office no later than one month prior to the scheduled meeting of CPM. Forms may be found on-line at

<http://gamc.pcusa.org/ministries/prep4min/forms-used-preparation-ministry-process/>

## Inquiry

- Form 1A – Background Information for Session and Committee on Preparation for Ministry** (Personal Information)
- Form 1B – Questions for Reflection**
- Form 1C – Financial Planning for Theological Education**
- Form 1D – Session Evaluation and Recommendation**  
(Make sure the “The Session Endorses \_\_\_ /Does not Endorse \_\_\_” section is checked)
- Form 2A – Application to be Enrolled by Presbytery as an Inquirer**  
(Make sure the correct box is checked)
- Form 2B - Covenant Agreement and Inquirer Release**  
*As you know, much of the information requires a response from you, but please note that in a couple of places, your session and/or your pastor is required to sign or respond. Assure this form is signed by both the Moderator of Session and you.*
- Up-to-date transcripts of your academic work** (both college and seminary).
- A copy of your psychological evaluation report.**  
*You must “release” the Southwest Ministry Development Center and request them to send us a copy. If you don’t do that, they won’t send us your evaluation.*

## Annual Consultation only

- Form 3 - Pre-Interview Consultation Report Growth and Development in the last 12 months**
- Up-to-date transcripts of academic work.**
- Evaluation(s)** from 1) the **supervisor** of your Supervised Practice of Ministry placement and/or CPE supervisor, and 2) your **Self-Evaluation** of these ministry experiences.
- Any other relevant information the CPM needs** (e.g., If you’ve been required by us to seek counseling, an evaluation/report from that person).

*For your Annual Consultation, you will meet with your liaison and one other member of the CPM at a mutually agreed upon time (not with the entire CPM). Please send these forms to the **presbytery office** (for your file) as well as to the **two designated CPM members** (for your consultation).*

## Annual Consultation & Candidacy

- Form 3 Pre-Interview Consultation Report Growth and Development in the last 12 months**
- Up-to-date transcripts of academic work.**
- Evaluation(s)** from 1) the **supervisor** of your Supervised Practice of Ministry placement and/or CPE supervisor, and 2) your **Self-Evaluation** of these ministry experiences.
- Any other relevant information the CPM needs** (e.g., If you've been required by us to seek counseling, an evaluation/report from that person).
- Form 5A – Application to be Enrolled by Presbytery as a Candidate**  
*This includes your response to the six (6) narrative questions. As you know, much of the information requires a response from you, but please note that in a couple of places, your session and/or your pastor is required to sign or respond.*
- Form 5B – Covenant Agreement and Candidate Release.** (Note: You only have to give one set of references for both Forms 3 and 5A.) Assure that this form is signed by both the Moderator of Session and you.

## Annual Consultation & Final Assessment

- Form 3 - Pre-Interview Consultation Report Growth and Development in the last 12 months**
- Up-to-date transcripts of academic work.**
- Evaluation(s)** from 1) the **supervisor** of your Supervised Practice of Ministry placement and/or CPE supervisor, and 2) your **Self-Evaluation** of these ministry experiences.
- Any other relevant information the CPM needs** (e.g., If you've been required by us to seek counseling, an evaluation/report from that person).
- Exegesis paper of a particular Biblical text.**
- Sermon manuscript based on the above text.**  
*Reminder: You will preach this sermon for the CPM as part of your Final Assessment.*
- One-page Statement of Faith.**
- Draft of your Personal Information Form (PIF).**
- Evidence of attending a boundaries workshop which includes discussion and explanation of sexual ethics and standards of conduct for officers in the PC(USA).**
- Evidence of attending a workshop/seminar/program on financial planning including topics related to fiscal fitness, debt, tax issues for clergy, and retirement savings plans.**

## **Final Assessment only**

- Exegesis paper of a particular Biblical text.**
- Sermon manuscript based on the above text.**  
*Reminder: You will preach this sermon for the CPM as part of your Final Assessment.*
- One-page Statement of Faith.**
- Draft of your Personal Information Form (PIF).**

**A final note:**

Please do not send any of this paperwork to the CPM chair or to your liaison (*with the exception of those anticipating Annual Consultations only*). All of it goes to the presbytery office (**Mission Presbytery; attn: CPM; 7201 Broadway, Suite 303; San Antonio, TX 78209**).

If your paperwork has not been received by the stated deadline, then you will not be able to meet with the CPM at its next meeting. We will gladly welcome you at our next meeting once your file is complete. Moving from your slot will encroach upon someone else's time, and "overload" the next meeting. If you decide to delay meeting with the CPM, or if you choose to delay any of the requirements asked of you, you will be delayed in the process.

*If* you have made **prior arrangements** with your CPM liaison and/or with the chair, those of you coming for Inquiry or Candidacy may bring your session endorsement form with you or send it prior to the meeting.

- For Inquirers, this is Form 1D **and** 2A
- For Candidates, this is Form 5A (This note applies only to these forms.)

**We're all "in this together," but: Ultimately, your paperwork is your responsibility (not your liaison's, not your session's and not the presbytery office's). It is your job to make sure your forms, etc. get to the presbytery office by the deadline. You are welcome to call Cathy Hooker if you have questions about what you lack or what's missing. Your session may send in various forms of paperwork for you, but it's your job to make sure that happens, and that your file is complete. Doing things ahead of time is OK; Cathy has a file for you, and for each meeting.**