

CPM – Inquirers and Candidates Tracking Chart

Inquirer / Candidate:

Date Begun: / / **Today's Date:** / /

Session Liaison:

CPM Liaison:

Inquiry Phase

Action Step	Person(s) Responsible	Accountability Partner	Date Completed
Contact your pastor; alert pastor of one's interest	Inquirer	Pastor	
Complete Form 1A, transmit Form 1D to Clerk of Session	Inquirer	CPM / Staff can direct you to forms	
Complete Form 1B, transmit Form 1D to Clerk of Session	Inquirer	CPM / Staff can direct you to forms	
Complete Form 1C, transmit Form 1D to Clerk of Session	Inquirer	CPM / Staff can direct you to forms	
Schedule interview with Session	Inquirer	Pastor / Moderator of Session	
Session requests instructions on their role	Pastor or Clerk of Session	CPM / Staff	
Session interviews / endorses (or not)	Inquirer and Session	Clerk reports action to CPM	
If Session endorsement given, schedule interview with CPM	Inquirer	CPM Moderator	
Following CPM interview, complete / sign Forms 2A and 2B	CPM and Inquirer		
Annual Consultation: complete Form 3 and send to liaison	Inquirer	CPM Liaison	
Annual Consultation: schedule candidate: <ul style="list-style-type: none"> • Year 1 • Year 2 • Year 3...*,** 	CPM Moderator	CPM Liaison	Yr 1 Yr 2 Yr 3

*Annual consultations continue as long as one is an inquirer or candidate.			
**Complete Form 4, send to Inquirer and Session following each consultation	CPM Moderator	CPM Liaison	

Candidacy Phase

Action Step	Person(s) Responsible	Accountability Partner	Date Completed
Move to Candidacy: Complete Form 5A	Inquirer	CPM Liaison	
Move to Candidacy: Complete "Six Statements" Form (PGC only)	Inquirer	CPM Liaison	
Moving to Candidacy: Complete Form 5B	Session	Inquirer	
Moving to Candidacy: Complete Form C and D	Inquirer and CPM		
Interviewed by presbytery on your sense of call	CPM and Inquirer	Stated Clerk	
Annual Consultation: complete Form 4 and send to liaison	Candidate	CPM Liaison	
Annual Consultation: schedule candidate: <ul style="list-style-type: none"> • Year 1 • Year 2 • Year 3...*,** *Annual consultations continue as long as one is an inquirer or candidate. **Complete Form 4, send to Candidate and Session	CPM Moderator	CPM Liaison	Yr 1 Yr 2 Yr 3
Schedule and complete psychological evaluation	Candidate	CPM Liaison	

Complete supervised field education	Candidate	Seminary	
Complete Clinical Pastoral Education (CPE)	Candidate	Seminary, CPM Liaison	
Complete Sexual Misconduct Prevention / Boundaries training	Candidate	Presbytery staff (currently Carolyn McBurney)	
Seek permission from CPM to take the Bible Content Exam	Candidate	CPM Liaison	
Register for and pass the Bible Content Exam	Candidate	CPM Moderator – c.f. http://oga.pcusa.org/section/mid-council-ministries/prep4min/	
Authorize candidate to take the Bible Content Exam	CPM Moderator	GA Office of Candidate Preparation (currently Tim Cargill)	
Seek permission from CPM to take senior ordination exams	Candidate	CPM Liaison	
Register for and pass the following: 1. Exegesis 2. Theology 3. Polity 4. Worship and Sacraments	Candidate	CPM Liaison	1. _____ 2. _____ 3. _____ 4. _____
Prepare work for final assessment of one's candidacy: • College and seminary transcripts • Documentation of having passed all exams • Exegesis paper on a particular passage of Scripture • Sermon on the same passage • Statement of Faith • Personal Information Form (PIF)	Candidate	CPM Liaison	• _____ • _____ • _____ • _____ • _____ • _____

Approve candidate's PIF	CPM Moderator	OGA staff	
Schedule candidate's final assessment	CPM Moderator	CPM Liaison	
Seek and receive a call	Candidate	The Holy Spirit	
Schedule examination for ordination on the floor of presbytery (either presbytery of call or care)	CPM Moderator	Stated Clerk	
Following presbytery approval, schedule, plan, and craft your ordination service	Candidate	Presbytery staff: will provide instructions Moderator of presbytery: will officiate	
<p>Presbytery Forms:</p> <ul style="list-style-type: none"> • Form 6 – Readiness for Ordination • Form 7a – Change within Presbytery • Form 7b – Conclusion of Work with Presbytery 	Presbytery Staff (currently Beth Kath)	OGA – (these are online forms)	
<p>Special accommodations granted</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	CPM and/or Presbytery	Requested by Candidate	