

## **Job Description for Advocate of Candidate**

Each candidate will be assigned a member of the Committee on Preparation for Ministry. Below are the expectations for an Advocate.

1. To get to know the candidate ( see pg 31)
2. Keep contact information up to date and inform the chairperson of changes.
3. Knowledge and familiarity with the process (Guide)
4. Be proactive-relational
5. If in time, help in choosing seminary and then help candidate achieve a balance in selecting courses.
6. If at seminary at non-Presbyterian seminary make sure they get required courses (Greek, Hebrew, polity and made aware of Ordination Examinations)
7. Communicate – frequent contacts (at least 1/month)
8. The advocate, on behalf of the committee, will monitor the expectations the committee has of Inquirers and Candidates including:
  - a. Their work on their covenant with the committee
  - b. Attend at least one session meeting
  - c. Be an active member of a church where they live
9. Be aware of any financial issues – debt, need for books, etc.
- 10 .Keep track of what is done and where person is in the process and notes on their history.
- 11 .Get or read a copy of the students file from the Chairperson.
- 12 .Will make contact with the Inquirer's/Candidate's Session liaison.

Initial policy 1/5/12

Revised 2/2/12, 3/1/12