

Preparation for Ministry Forms

[Click for preparation for ministry forms.](#) The descriptions for these forms can be found in the [Advisory Handbook](#) on pages 92-96

Forms for Use in the Preparation for Ministry Process

The Office of Preparation for Ministry and Exams provides a set of forms that may be used in conjunction with the standard process of preparation for the ministry as a teaching elder. Some of these forms are used to report actions by presbyteries to the Office of the General Assembly (OGA), while others are used with the internal procedures of presbytery committees or commissions overseeing preparation for ministry.

Forms that are not used for official reports to the OGA may be customized to meet the particular needs of individual presbyteries. To assist in such customization, those forms are also provided in either Microsoft Word or Excel formats as appropriate. Applicants, inquirers and candidates downloading forms from this site should confirm with their respective committee/commission overseeing preparation for ministry whether they may use the PDF files posted here or need to request customized versions from their presbytery. Because these forms take advantage of new features in Adobe Acrobat, you must use the latest version of the Adobe Acrobat Reader. [Download the latest version.](#)

Presbyteries, who would like to use the Word and Excel versions of the files as the basis for creating customized forms for their presbytery may access those files from the [Sample Preparation for Ministry Forms](#).

Application Forms

There are four separate forms to the application for enrollment as an inquirer.

Form 1A

“Application to be enrolled by Presbytery as an Inquirer”

To be completed initially by the applicant seeking to be enrolled. Both the committee/commission overseeing preparation for ministry and the presbytery’s actions regarding the application are recorded on this form. It provides basic information regarding the applicant’s background, identity, and interests. This form includes a list of personal references.

Form 1B

“Questions for Reflection”

These questions are to be completed by the applicant as a basis for direct discussion first with the session of the applicant’s home church and later with the presbytery’s committee/commission overseeing preparation for ministry.

Form 1C

“Financial Planning for Theological Education”

Using basic information provided by the applicant, this spreadsheet automatically generates a projection of the applicant’s financial resources and needs relative to the required seminary training.

Form 1D

“Session Evaluation and Recommendation”

This form is completed by the applicant’s session and forwarded along with the other application forms to the presbytery’s committee/commission overseeing preparation for ministry. The form includes questions that may guide the session’s discussion with the applicant and provide support for its recommendation to the committee/commission overseeing preparation for ministry.

Forms for Enrolling an Inquirer

These forms are used by applicants and their committee/commission overseeing preparation for ministry when a decision has been made to recommend the applicant be enrolled by the presbytery as an inquirer.

Form 2A

“Report of Consultation regarding application”

In addition to formulating its recommendation to the presbytery to enroll the applicant as an inquirer, the committee/commission overseeing preparation for ministry should also establish goals for the first year the new inquirer will be under care. This form records the growth objectives agreed to by the new Inquirer, and the committee/commission overseeing the preparation for ministry process. The completed report is sent to the enrollee, the theological institution, and the sponsoring session.

Form 2B

“Covenant Agreement and Inquirer Release”

A signed acknowledgement of the new covenant relationship entered into by the inquirer, the session and the committee/commission overseeing preparation for ministry. The inquirer release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.

Forms for Consultations

These are used to prepare for and report the outcomes of a consultation. The same forms are used in the inquiry and candidacy phases as well as for consultations once a candidate has been “certified to ready to be examined for ordination, pending a call.”

Form 3

“Pre-consultation report on development areas”

This report, completed by the inquirer/candidate before each consultation, evaluates progress in accomplishing previously agreed-upon goals and objectives. The form requests a listing of completed courses, and includes specific questions to be addressed in each of the five growth areas.

Form 4

“Report on Consultation”

A summary report of the consultation, completed by the committee/commission overseeing preparation for ministry and the inquirer/candidate, that indicates developmental progress in the five key areas along with growth objectives agreed to for the next year. The completed report is sent to the inquirer/candidate, theological institution, and sponsoring session.

Forms for Advancing to Candidacy

The forms on this page are used by Inquirers and their committee/commission overseeing preparation for ministry when a decision has been made to recommend the Inquirer be advanced by the presbytery to candidate status.

Form 5A

“Application to be enrolled by Presbytery as a Candidate”

To be completed initially by the Inquirer seeking to be advanced to candidacy. The recommendations of the session and the committee/commission overseeing preparation for ministry along with the action taken by the presbytery are recorded on this form.

Form 5B

“Session evaluation and recommendation for Candidate”

This form is completed by the inquirer’s session and forwarded to the presbytery’s committee/commission overseeing preparation for ministry. The form includes questions that may guide the session’s discussion with the inquirer and provide support for its recommendation to the committee/commission overseeing preparation for ministry. Attach a letter explaining rationale for the sessions action in light of inquirer’s suitability.

Form 5C

“Report of Consultation to become a Candidate”

A signed acknowledgement of the new covenant relationship entered into by the candidate and the committee/commission overseeing preparation for ministry. This form also establishes growth areas for candidate. The completed report is sent to the inquirer/candidate, theological institution, and sponsoring session.

Form 5D

“Covenant Agreement and Candidate Release”

A signed acknowledgement of the new covenant relationship entered into by the candidate, the session and the committee/commission overseeing preparation for ministry. The candidate release sets in motion an understanding that permits the committee/commission overseeing preparation for ministry to secure information necessary to make responsible decisions and recommendations.

Forms for Reporting Actions to Others

The forms included on this page are used to report a presbytery's actions to others across the church. They cover reporting a person's status with their supervising committee/commission overseeing preparation for ministry, transfer of care to another presbytery, withdrawal/removal from the process, certification of readiness to receive a call, and ordination to the role of teaching elder.

Form 6

“Summary Report of Final Assessment”

This form, completed by the committee/commission overseeing preparation for ministry, acknowledges that the committee/commission overseeing preparation for ministry of the candidate's presbytery has conducted a final assessment of the candidate's preparation and readiness to begin ministry. It certifies that she/he has successfully completed all of the denomination's and the committee/commission overseeing preparation for ministry's requirements and so is ready to be examined for ordination. (Since this report may need to be shared with another calling presbytery, this form should be used by all presbyteries.)

Form 7A

“Changing the Relationship of Care with the Presbytery”

This form is used when anything changes within the process. Such as enrolling as an inquirer, advancing to candidacy, transferring covenant relationship, or being certified ready to receive call. It is completed and signed by the stated clerk who sends the form to the Office of the General Assembly at the address indicated. (This form should be used by all presbyteries.)

Form 7B

“Report of Conclusion of work with this Presbytery”

This form is used to report the ending of the preparation for ministry process (through transfer, withdrawal, removal or ordination) to the Office of the General Assembly. (This form should be used by all presbyteries.)