

**Presbytery of Carlisle Committee on Preparation for Ministry
Commissioned Ruling Elder Training**

RECOMMENDATION SUMMARY WITH BACKSTORY AND RATIONALE

Compiled by the CPM CRET Review Team:

**Rev. Donna Christopher (CPM), Rev. Kim Wadlington (CPM), RE Bill Uffelman (CPM),
RE Scott Pepperman (COM), and Rev. Katy Yates Brungraber (COM),
resourced by Interim Stated Clerk Rev. Meg Shoeman**

In February 2021, the Committee on Preparation for Ministry (CPM) felt a need to evaluate the effectiveness of the Commissioned Ruling Elder Training (CRET). While there had been some successes in the past, recent misunderstandings and missed opportunities led to delays and frustrations. Additionally, more and more congregations in the presbytery were in transition, asking about CRE leadership when they could not afford or find ordained pastoral leadership.

With just two CREs in training, the presbytery had to face a hard reality:
the presbytery could not provide qualified CREs needed for pulpit supply or church assignments.

The Review Team kept asking:

Do our requirements equip the CREs for what they need to do? Attached to this Recommendation Summary are the Review Team's plan and forms for a revised training process, pending CPM and COM approval:

- Page 4 CRE Transcript
- Page 5-6 CRE Training Process Requirements Checklist
- Page 7 CRE Application Form – Part A, basic biographical information (filled out by Applicant)
- Page 8 CRE Application Form – Part B, motivation, spiritual practices (filled out by Applicant)
- Page 9 CRE Application Form – Part C, contact info for references (filled out by Applicant)
- Page 10 CRE Personal Reference Form (filled out by three References)
- Page 11 CRE Session Endorsement Form (filled out by home church Moderator and Clerk)
- Page 12 CRE CPM Interview Form
- Page 13 CRE Liaison Bi-Annual Feedback Form
- Page 14 CRE Field Education/ Internship/ Practicum Checklist (filled out by Field Ed Supervisor)
 - Worship and Sacrament, Pastoral Care, Preaching and Proclamation, Church Admin
- Page 15 CRE One Year Pulpit Supply Form
- Page 16 CRE Assignment, Commissioning and Supervision by the COM
- Page 17 CRE Continuing Education Plan Form

Features of other presbyteries' programs that the Review Team believe will increase accountability, add value, improve relationships, and make Carlisle's training more spiritually rewarding include:

- a. Identify/ hire a Teaching Elder Registrar/ Coordinator, to work with congregations and to encourage REs in the presbytery to consider this training – whether or not they feel called to seek Commissioning – and track participants
- b. Create a one-page transcript to track RE progress through the training
- c. Create a streamlined two-year process for completing the training, followed by pulpit supply
- d. Develop "classes" of Applicants who enter the training program in the spring and fall, and who, with shared experience, become a ministerium with and for one another
- e. Invest in the hybrid/online training programs of IPLF/Redstone or Northumberland: \$1,500 per semester (\$6,000 over the two-year period that students from Carlisle Presbytery participate)

- f. Require
 - i. home congregations to commit to supporting the RE with prayer, a mentor from within the congregation, financial support, opportunities to report to Session, and in other ways
 - ii. Background checks for REs in training
 - iii. 1-day workshops (may be via Zoom, offered through our partner presbyteries or Carlisle Presbytery) that explore family systems, conflict management, states of faith development, self-care, grief counseling, praying in public, church admin, etc.
 - iv. Field Education / Internship / Practicum of (8 months), not serving the RE's home church
 - v. Extra experiences like Clinical Pastoral Education if a RE shows gifts or needs in these areas
 - vi. A COM representative to review the RE in worship leadership as part of their evaluation
 - vii. A 2-year period of active pulpit supply service in multiple congregations (which follows completion of certain requirements, and precedes eligibility for consideration as a CRE)
 - viii. That on completion of the training, the RE develop a continuing education plan, which is to include reading, research, one-on-one work with a mentor, and additional seminary classes

As of January 2022, the Review Team believes that incorporating these features and requirements will elevate the presbytery's collective leadership base and Carlisle's congregations will be better served.

BACKSTORY AND RATIONALE

The Review Team, formed in March 2021 under the leadership of CPM's Rev. Kelly Wiant, began their work by **considering best practices for CRE training** in other presbyteries. Ordinarily meeting once a month via Zoom, the Review Team spoke with representatives from various long-standing CRE training programs, reviewed paperwork from additional programs, and interviewed CRE Roz Presby and CRE Neal McCullough – both graduates of Carlisle's CRE training. In August 2021, leadership of the Review Team passed from Rev. Wiant to Rev. Donna Christopher. The Review Team recognized that CRE training requirements should be rigorous enough to adequately prepare REs for real and challenging pastoral assignments, but not onerous – and certainly not be as lengthy, arduous, or expensive as following God's call to Minister of Word and Sacrament.

The Review Team found that **good things** about the existing CRE training program included

- a. Being based on *Book of Order* requirements, with a well-documented application process
- b. Having requirements for a Statement of Faith, psychological evaluation, and 8 seminary courses
- c. Granting voice and vote at presbytery meetings to RE's who are commissioned

The Review Team found that there were some **growing edges** that needed to be addressed.

- a. There was no Boundary Training requirement.
- b. There was no intentional framework with defined expectations for field education / practicum.
- c. Dubuque Seminary – which long had been recommended for CRE and Certified Christian Educator coursework – was removed in 2021 from the Association for Presbyterian Church Educators (APCE) approved list for certification coursework, so was withdrawn for CRE training.
- d. The training program was not equipped with a timely review process for struggling individuals.

The Review Team found that existing training programs in other presbyteries offered a **variety of models** from which Carlisle's training could benefit. The Team developed a grid to compare the range of options from seminary coursework to in-house workshops, biannual weekend intensives to monthly Zoom classes, 2-year to 4-year CRE training programs, and "enrichment" to "certified/diploma" tracks.

The Team had clarity: Carlisle should not re-create the wheel but should dovetail in partnership with one or more of the following:

- a. Inter-Presbytery Leadership Formation (Redstone, Upper Ohio Valley, Washington, Kiskiminetas)
- b. South Carolina Lay School of Theology (a joint venture of 5 South Carolina presbyteries)
- c. Huntingdon Presbytery Certified Lay Preacher and Commissioned Lay Pastor Program
- d. Northumberland, Lackawanna and Lehigh Presbyteries Certified/Commissioned Pastor Training

The Review Team wrestled at length with the issue of **whether a RE who had completed training should or should not be commissioned to their home congregation**. The Team found that other presbyteries leaned toward not commissioning to home congregations for reasons of authority, and family dynamics.

- a. When a person has grown up in a congregation or become a go-to servant, it is extremely difficult – both for the individual and the congregation – to see that person in the new role of pastoral leader from whom they will receive nurture, instruction, and correction if needed.
- b. Should there be a circumstance where the CRE has to be corrected or where there is division in the church, then the faith walks of the CRE and the congregation can be detrimentally affected.
- c. The call of CREs, similar to that of Ministers of Word and Sacrament, involves going where the Lord sends, within the presbytery at least – to serve the greater, connectional church, and to be willing to trust enough to leave a flock they know and love in the hands and timing of the Good Shepherd.

One training program had a hard and fast rule about not serving in one's home congregation, no exceptions; additionally, CREs were not allowed to use the title "Reverend." Others took the decision on a case-by-case basis. The Review Team agrees that **whether or not to assign a CRE to be the pastoral leader of their home congregation is a COM decision**; the Review Team discourages such assignments.

Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER TRAINING TRANSCRIPT

COM Approved Assignment to

 Presbyterian Church
 COM Assigned Mentor / Date

Ruling Elder Name _____

Cell Phone _____ Home Phone _____

E-mail _____

Home Address _____

Home Church Name and Pastor Name _____

CPM CRE Coordinator _____ CPM Endorsement Date _____

FORMS	Date	Notes
RE Application Received w/Session Endorsement, References		
CPM Interview Form		
CPM Liaison Assigned: _____		
CPM Liaison Biannual Feedback Form #1 / #2 / #3 / #4		
CPM Liaison Biannual Feedback Form #4 / #5 if needed		
Full Psychological Evaluation through _____		
Boundary Training through Carlisle Presbytery		
RE Reflection papers on four Field Education areas Worship / Pastoral Care / Preaching / Church Administration		
Letter from Supervising Pastor/HOS for Field Education Worship / Pastoral Care / Preaching / Church Administration		
Extra Field Ed experience such as Clinical Pastoral Education		
COM Representative Review of worship leadership		
One Year Pulpit Supply Form from _____ to _____		
CPM Exam results and Endorsement Form for COM "ready to be considered for commissioning"		
Continuing Education Plan Form		

COURSES	TERM	INSTRUCTOR	PASS/FAIL
Old Testament Bible (Seminary)			
New Testament Bible (Seminary)			
Reformed Theology			
Preaching			
Applied to COM to serve on Authorized Pulpit Supply List			
Reformed Worship and Sacraments			
Presbyterian Polity			
Pastoral Care			
Teaching			

ELECTIVES / WORKSHOPS	DATE	ELECTIVES / WORKSHOPS	DATE
Family systems		Stages of faith development	
Conflict management		Self-care	
Grief counseling		Church administration	
Praying in public		Church history	

Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER TRAINING PROCESS REQUIREMENTS CHECKLIST

The requirements for Commissioned Ruling Elders (CREs) are found in the PC(USA) *Book of Order*, G-2.10. These requirements govern this policy and all guidelines and procedures established under it. Those who feel called by God to the ministry of being a CRE may have similar desires to serve Christ's church as do Ministers of Word and Sacrament. However, due to age, health, family obligations, etc., they may not be able to follow God's call further than a one-hour radius from their home. Even so, they must prepare themselves in parallel with Ministers of Word and Sacrament, for they ultimately will have most of the same duties. While CREs are not required to complete advanced theological or divinity degrees, complete PC(USA) ordination exams, and/or participation in Board of Pensions, they are a gift from God to the connectional church and deserve the presbytery's full support.

1. A Ruling Elder (RE) who senses being called by God to become a CRE must be endorsed by the Session of the particular congregation of which he/she is a member.
 - a. **REQUIRED:** CRE Application Form (Parts A, B, and C Complete)
 - b. **REQUIRED:** Session Endorsement Form and letter from the Session of the congregation of which the Applicant is a member

2. The RE will be interviewed by the presbytery's Committee on Preparation for Ministry (CPM), which has oversight and authority over training. The RE's suitability for entrance into CRE training will be determined by the CPM.
 - a. **REQUIRED:** CPM's Interview Form with candidate's agreement to share all transcripts and feedback with CPM.

3. The CPM will assign a Minister of Word and Sacrament (MWS) or Ruling Elder (RE) member of CPM to be a Liaison. The Liaison will make themselves available to answer questions and help the RE navigate the process through the duration of their training – a two-to-four-year commitment. Details of Liaison duties are on the COMMISSIONED RULING ELDER LIAISON BIENNIAL FEEDBACK FORM.
 - a. **REQUIRED:** Biannual (October and April) feedback form to CPM from Liaison.

4. The RE will register for and successfully complete coursework in these areas:
 - a. **REQUIRED:** Transcripts in the areas of
 - i. Old Testament Bible*
 - ii. New Testament Bible*
 - iii. Reformed Theology*
 - iv. Preaching*
 - v. Reformed Worship and Sacraments
 - vi. Presbyterian Polity
 - vii. Pastoral Care
 - viii. Teaching

Courses are available in person, online and/or in a hybrid format through various theological institutions and certified programs as approved by CPM: Princeton, Pittsburgh, APCE's Certified Christian Educator Coursework, Redstone Presbytery's IPLF, or Northumberland's Commissioned Pastor Training. The specific education completed by REs who have been trained in other presbyteries will be evaluated on a case-by-case basis.

*After successful completion of OT, NT, Reformed Theology, and Preaching, individuals in the training program may apply through the Commission on Ministry to serve on the presbytery's **Authorized Preaching List.**

5. The RE will undergo a full psychological evaluation through an approved testing facility, such as Samaritan Counseling in Lancaster. The cost of this (approximately \$1,800) is shared: 1/3 by the candidate, 1/3 by the CPM, and 1/3 by the congregation.
 - a. **REQUIRED:** Psychological evaluation results
6. The RE will sign up for and compete Boundary Training, provided by the presbytery (usually offered in February, free of charge)
 - a. **REQUIRED:** Documentation from the Clerk of Carlisle Presbytery of the RE completing Boundary Training
7. The RE will receive a field education / internship / practicum assignment from CPM that may be tailored to particular needs. The 8-month assignment will average 10-15 hours per week, under the supervision of a Pastor/Head of Staff or the already-assigned Liaison in the absence of a Pastor/Head of Staff. Components are listed on the of the Field Education / Internship / Practicum Checklist Form
 - i. Worship and Sacraments (prerequisite Polity AND Proclaiming the Word)
 - ii. Pastoral Care (prerequisite Pastoral Care)
 - iii. Preaching and Proclamation (prerequisite Proclaiming the Word)
 - iv. Church Administration (prerequisite Polity)

The congregation benefiting from the labors of the CRE-in-training is required to pay a fair wage, not less than \$1,000/month, totaling \$8,000. This payment may be shared between the congregation and the presbytery, as a fully trained and commissioned REs by design will serve the presbytery for many years. In order to avoid getting years down the road only to realize there's been no increase in this \$8,000 figure, this figure would automatically rise at the same Cost of Living Adjustment (COLA) each year that is granted to MWS and Certified Christian Educators.

- a. **REQUIRED:** Reflection papers from RE on each of the four internship/ practicum areas
 - b. **REQUIRED:** Letter from the Pastor/Head of Staff assessing gifts, skills and reservations
8. Upon successful completion of coursework, psychological evaluation, boundary training, and field education/ internship /practicum, the CPM will examine the CRE-in-training and ascertain his or her readiness for commissioning. Upon approval, the CPM will report to the Commission on Ministry (COM) that the CRE candidate is "ready to be considered for commissioning."
 - a. **REQUIRED:** CPM examination results and CPM Endorsement Form for COM

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER APPLICATION FORM – PART A**

After meeting with the Pastor and Session of their home church to discuss this completed form the Ruling Elder submits this form with Parts B and C by July 1 (for spring) or February 1 (for fall) to Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator

PERSONAL INFORMATION

Name of Applicant _____
 Cell Phone _____
 Email _____
 Mailing Address _____
 Home Phone _____
 Occupation / Place of Employment _____

EDUCATIONAL BACKGROUND

Graduate School _____
 Degree / Date of Graduation _____
 Undergraduate School _____
 Degree / Date of Graduation _____

CHURCH INFORMATION

Name of Church where you were Baptized / Year _____
 Name of Church where you were Confirmed / Year _____
 Name of church where you currently are an active member _____
 Date you were received as an active member _____
 Are you ordained in the PC(USA) as a Ruling Elder? _____ Date of Ordination to Office _____
 Are you ordained in the PC(USA) as a Deacon? _____ Date of Ordination to Office _____
 I have met with my Pastor, the Rev. _____ and my Session.

 RE Signature Pastor Signature Clerk Signature

Other churches where you have been a member _____

List below areas of involvement in the life and mission of the church as a participant and/or a leader

Area of Involvement	Past/Present	Participant	Leader

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER APPLICATION FORM – PART B**

After meeting with the Pastor and Session of their home church to discuss this completed form the Ruling Elder submits this form with Parts A and C by July 1 (for spring) or February 1 (for fall) to Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator

Name of Applicant _____

Please answer the following questions. Feel free to use additional space if necessary.

1. Why are you interested in becoming a Commissioned Ruling Elder (CRE)?
2. What has led you to understand that God is calling you to this ministry?
3. What are your current spiritual practices and disciplines?
4. What aspects of your present church life do you enjoy the most?
5. What aspects of your present church life are the most frustrating?
6. What does it mean to you to be Presbyterian?
7. What talents, gifts and skills do you bring to this ministry?
8. In what areas of your life would you like to grow?
9. What experiences – travel, conferences, workshops, visiting other congregations to see how they do things beyond what you’ve experienced in your home church – will help you in this training program?
10. What are some of your interests / hobbies?
11. In what community or volunteer services have you found the most meaning and joy – currently / in the past?

If accepted into this program, I commit myself to participate fully in all scheduled activities and assignments, including the supervision by my presbytery’s oversight committee. I understand that completion of this program is mandatory before I can be considered for or enter conversations about contracting as a Commissioned Ruling Elder. I also understand that my completion of the program does not guarantee commissioning.

Applicant Name and Date _____

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER APPLICATION FORM – PART C**

**After meeting with the Pastor and Session of their home church
the Ruling Elder submits this form with Parts A and B by July 1 (for spring) or February 1 (for fall) to
Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator**

STATEMENT OF FAITH

Using a separate sheet, please attach a brief statement of your personal faith. Describe what you believe about God, Jesus Christ, the Holy Spirit, and your relationship to them as the Trinity. Include a brief summary of your understanding of salvation and eternal life and your understanding of the role of Scripture, the Church, and the Sacraments in your life. (Suggested length 500-750 words)

SESSION ENDORSEMENT

Meet with your Pastor/Moderator of Session to request a meeting with the Session of your church. Session will review your application with you before filling out the Session Endorsement Form.

REFERENCES

In addition to the Pastor/Moderator and Clerk of Session listed on the Session Endorsement Form, please list three people below who know you well in a variety of relationships (e.g. another church member, a colleague at work, a teacher, a friend) who agree to be contacted as your Individual References. Duplicate and pass along with an Individual Reference Form to each reference, asking them that the form be completed and mailed directly to the Office of the Presbytery of Carlisle, office@carlislepby.org, Attention CPM CRE Coordinator.

Reference Name #1 _____

E-mail Address _____ **Phone** _____

Mailing Address _____

Relationship to the Applicant _____

Reference Name #2 _____

E-mail Address _____ **Phone** _____

Mailing Address _____

Relationship to the Applicant _____

Reference Name #3 _____

E-mail Address _____ **Phone** _____

Mailing Address _____

Relationship to the Applicant _____

Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER PERSONAL REFERENCE FORM

The Reference submits this form by July 1 (for spring) or February 1 (for fall) to
Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator

Applicant Name _____

Reference Name _____

Reference Address, City, Zip _____

Reference relationship to Applicant Family Colleague Church Member
 Friend Teacher Other

Please answer the following questions, using additional space as needed.

1. What are the Applicant's strengths?

2. What personal qualities are evidence of the Applicant's vital faith in God through Jesus Christ?

3. How is the Applicant's faith being expressed in their life at home/ church / work?

4. Everyone has ways in which they need to grow. Please comment areas in which you would like to see the Applicant improve, gain skill, or gain understanding.

5. Service as a Commissioned Ruling Elder (CRE) often involves preaching two Services of Worship on Sunday mornings, with travel required. Are there any factors which would affect the Applicant's ability to fulfill these requirements?

6. The following characteristics are important in CREs. On a scale of 1-5, with five being the best, please rate each quality that you have seen the Applicant demonstrate. A notation of "NW" means "Not witnessed."

<input type="checkbox"/> Demonstrated basic knowledge of the content of Scripture	<input type="checkbox"/> Reliability and personal integrity
<input type="checkbox"/> Ability to speak and write publicly with clarity	<input type="checkbox"/> Demonstrated leadership in the church
<input type="checkbox"/> Ability to relate to various age groups	<input type="checkbox"/> Strong interpersonal relationship skills
<input type="checkbox"/> Ability to keep confidentiality	<input type="checkbox"/> Well-developed listening skills
	<input type="checkbox"/> Compassion

Reference Signature _____

Date _____

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER SESSION ENDORSEMENT FORM**

**After meeting with the Applicant, the Pastor/Moderator and Clerk of Session
submit this form by July 1 (for spring) or February 1 (for fall) to**

Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator

Attention should be given to evaluating the Applicant's gifts, commitment, motivation for entering this process, and potential for growth. The Committee on Preparation for Ministry (CPM) must rely upon the Session and the Applicant to exercise good judgment in discerning whether the individual seems called by God to serve as a Commissioned Ruling Elder (CRE).

Name of Ruling Elder Applicant _____

- 1. What personal qualities are evidence of the RE's vital faith in God through Jesus Christ?**

- 2. How is the RE's faith being expressed in his/her participation in the life of the congregation?**

- 3. The following qualities are especially important in CREs. On a scale of 1-5, with five being the best, please rate each quality that you have seen the applicant demonstrate in the life of your church. A notation of "NW" means "Not witnessed."**

<input type="checkbox"/> Demonstrated basic knowledge of the content of Scripture	<input type="checkbox"/> Reliability and personal integrity
<input type="checkbox"/> Ability to speak and write publicly with clarity	<input type="checkbox"/> Demonstrated leadership in the church
<input type="checkbox"/> Ability to relate to various age groups	<input type="checkbox"/> Strong interpersonal relationship skills
<input type="checkbox"/> Ability to keep confidentiality	<input type="checkbox"/> Well-developed listening skills
	<input type="checkbox"/> Compassion

- 4. Describe any hesitations, reservations, concerns the Session might have in endorsing this candidate. Session's honesty here is paramount.**

- 5. Check one: The Session of the _____ Presbyterian Church**
 - a. Endorses this applicant for admission to the CRE training program.
 - b. Endorses with qualifications this applicant for admission to the CRE training program (list qualifications on back of this form)
 - c. Does NOT endorse this applicant for admission to the CRE training program.

Clerk of Session _____ Date _____

Clerk E-mail _____ Phone _____

Pastor/ Moderator of Session _____ Date _____

Pastor/Moderator E-mail _____ Phone _____

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER CPM INTERVIEW FORM**
After meeting with the Applicant, the CPM Interview Team submits this form
by August 1 (for spring) or March 1 (for fall) to

Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator

Name of Ruling Elder Applicant _____

The Committee on Preparation for Ministry (CPM) will, twice a year – generally in July and February – conduct interviews with new applicants to the CRE training process. CPM will assign a team of 3 or 4 people to ordinarily conduct the interviews. Referring to the Applicant’s

- Application Form Part A – basic biographical information
- Application Form Part B – responses relating to motivation, spiritual practices, gifts
- Application Form Part C – contact information for references
- Personal Reference Forms – from three individual references
- Session Endorsement Form – from the home church of the applicant

the CPM Interview Team will meet with the applicant to explore prayerfully their gifts, motivations, and sense of call to become a CRE, and will contact all references.

How has the Lord brought you to this place of sensing God’s call to serve at a deeper level?

What contributed to your discernment to applying for this program rather than seek ordination as a Minister of Word and Sacrament?

What gifts has the Lord given you that you believe can be a blessing to the connectional church?

Are there any things that you would like CPM to be aware of that are particular to your circumstance?

The call to CRE – like that to MWS – is a three-way sense of call through the individual, the Session of the home church, and the presbytery (at this part of the process, CPM). ONLY IF APPLICABLE: Your Session has described reservations about endorsing you as a candidate. Please address their concerns.

Check one: The CPM Interview Team of the Presbytery of Carlisle on the date of _____ has received verbal agreement from the candidate to share all transcripts and feedback with CPM and

- _____ Endorses this applicant for admission to the CRE training program.
- _____ Endorses with qualifications this applicant for admission to the
CRE training program (list qualifications on back of this form)
- _____ Does NOT endorse this applicant for admission to the CRE training program
for reasons of _____.

For the CPM Interview Team _____

NAMES of Other CPM Interview Team Members _____

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER LIAISON BIENNIAL FEEDBACK FORM**

Check One #1 Date _____ #4 Date _____ final / not final
 #2 Date _____ #5 Date _____ final / not final
 #3 Date _____ #6 Date _____ final / not final

**The Liaison will submit this form by October 1 and April 1 to
Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator**

Name of Ruling Elder _____

The Committee on Preparation for Ministry (CPM) will assign a Liaison – either a Ruling Elder or Teaching Elder who is a member of CPM – to each person accepted into the Commissioned Ruling Elder Training (CRET). Over the course of two to three years, this Liaison will commit to praying for and being contacted regularly by the Ruling Elder. Expectations ordinarily include:

- Once a month phone calls, Zooms, or meetings scheduled by the Ruling Elder in training
- Occasional / spontaneous connections to address timely concerns
- Twice annual face-to-face meetings for intentional reflection, review, assessment, affirmation

The Liaison is the person in the presbytery who not only is most directly aware of where the Ruling Elder is in the two-year training process, but also is the person most committed to supporting them in prayer until a call in a congregation is established. While not a Spiritual Advisor, the Liaison is attuned to the insights and learnings along the way. Is this truly a call to serving the presbytery as CRE? Or is it in fact a call to being a Certified Christian Educator, Minister of Word and Sacrament, Chaplain or other calling?

Should the Ruling Elder not follow up on scheduled appointments, the Liaison may need to initiate contact and reflect that in feedback reports. If there are particular challenges, conflicts, or new revelations along the way, it is the responsibility of the Liaison to apprise CPM and seek additional support as necessary.

I have received timely, scheduled, communications from *and met with* the Ruling Elder. Yes / No

Accomplishments the RE has made in the past six months include...

Questions the RE had which have / have not been addressed include...

Goals for next steps in the next six months include...

Affirmations that the RE is on the right path include...

Concerns / questions / reservations include...

Name of Liaison _____ **Date** _____

Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER FIELD EDUCATION / INTERNSHIP / PRACTICUM CHECKLIST
Eight-month minimum, averaging 10-15 hours per week

The RE will submit this form upon completion to the CPM CRE Training Coordinator.

The RE will submit with this form a one-page minimum reflection for each of the four practicum areas.

Name of Ruling Elder _____

Progress toward serving as a Commissioned Ruling Elder (CRE) in the Presbytery of Carlisle must include a series of mentored experiences working with a Supervising Pastor and appropriate Committees which offer the Ruling Elder (RE) opportunities to observe, participate in, assume solo responsibility for, and reflect upon and discuss with the Supervising Pastor unique ministry tasks and leadership realities. (See Transcript Form.) These mentored experiences are part of an overall training program that includes required course work and/or workshop prerequisites. Checkmarks document completion. Signature of the Supervising Pastor indicates validation that the RE functions adequately in this area.

Worship and Sacraments

- Explore Liturgical Calendar and RC Lectionary arcs
- Draft Order of Worship (OOW) w/Lord's Supper (LS)
- Memorize one liturgy for LS, write a Great Prayer
- Prepare liturgy for Christian Baptism in Worship
- Develop seasonal thematic arcs for Advent/Lent
- Prepare OOW for Christmas Eve
- Prepare OOW for Maundy Thursday, Good Friday
- Prepare OOW for Easter
- Prepare OOW for Service of Witness to the Resurrection, including a cemetery setting

Supervising Pastor _____

Beginning Date _____ Ending Date _____

Pastoral Care

- Prepare a pastoral visitation plan, including logs
- Hospital call – typical
- Hospital call – prior to worrisome surgery
- Hospital, hospice, or home visit call – near or at time of patient's death
- Hospital or home visit call – including Service of Communion
- Home visit – as part of regular pastoral care
- Home visit – with lapsed member
- Prepare and role play – visit with family re Christian Baptism wedding ceremony, including a plan for preparatory visits with the couple

Supervising Pastor _____

Beginning Date _____ Ending Date _____

Preaching and Proclamation

- Preach once a month
- Discuss Scripture exegesis process and results
- Discuss hermeneutical process and results
- Prepare sermon using exegesis/hermeneutics
- Review manuscripts of RE's prepared sermon
- Develop age-appropriate Children's messages
- Review w/TE 2 sermons preached by RE
- Prepare reflection notes on 2 preachers' sermons w/attention to exegesis/hermeneutics/theology
- Teach and reflect on a 4-6 week Bible Study
- Develop list of publishers/curriculum for children, youth, adults reflecting Reformed Theology

Supervising Pastor _____

Beginning Date _____ Ending Date _____

Church Administration

- Write pastoral articles for 6 monthly newsletters
- Sit in on 4 Session meetings at 4 different churches (arranged by/reflected upon w/Supervising Pastor)
- Discuss w/ 2 CREs typical administrative challenges
- Prepare agenda for and conduct Session meeting
- Prepare and conduct Officer Training
- Prepare and present annual church budget
- Prepare for and conduct meeting of congregation
- Discuss typical church conflicts and the CRE role in responses (resources for help) and resolution
- Develop a process for Session's annual review of membership rolls w/attention to lapsed members

Supervising Pastor _____

Beginning Date _____ Ending Date _____

**Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER ONE YEAR PULPIT SUPPLY FORM**

To be submitted by Ruling Elder within one year of completing coursework and Field Education to
Office of the Presbytery of Carlisle office@carlislepby.org, SUBJECT: Attention CPM CRE Coordinator

Name of Ruling Elder _____ Date _____

Since completing coursework and my field education, while waiting for the Lord to reveal where I may be called to serve in the presbytery as a CRE, I have sought out and accepted invitations to preach (dates and locations listed below). During this season of serving on the authorized Pulpit Supply List...

I am surprised to learned about myself that

I have been in contact with my Liaison and discussed affirmations and challenges in the areas of

I realize that something I need more information about / experience in / training in is

Date	Location Preached	Observation / Insight
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER ASSIGNMENT, COMMISSIONING and SUPERVISION by COM

1. The Commission on Ministry (COM) shall provide a **representative** to go hear the RE preach, providing written and verbal feedback, and, when appropriate, endorsement that the candidate is ready to preach on the Authorized Pulpit Supply list.
2. COM shall act on behalf of the presbytery to determine the **suitability of a trained Ruling Elder** for commissioning as a CRE of a particular congregation, and will authorize the work of the CRE as outlined in this policy and the PC(USA) *Book of Order*.
3. If the candidate is found to be acceptable, **COM assigns** him or her to a congregation that needs and will accept a CRE as their pastoral leader.
4. A **Covenant of Agreement** will be negotiated among the Session of the particular congregation, the CRE, and the COM, including a clear understanding of duties of the CRE, the number of hours per week to be worked, and financial terms. The CRE may be authorized by the COM to perform any or all of the following functions: (G-2.1001) only in the church to which they are commissioned.
 - a. Administer the Sacrament of the Lord's Supper
 - b. Administer the Sacrament of Baptism
 - c. Provide pastoral visitation
 - d. Work with committees
 - e. Moderate the Session of the congregation with accountability to the COM
 - f. Moderate Meetings of the Congregation with accountability to the COM
 - g. Have a voice at meetings of presbytery
 - h. Have a vote at meetings of presbytery (such vote to be counted as a Ruling Elder Commissioner for purposes of parity)
 - i. Perform a service of Christian marriage when invited by the Session or other responsible committee, and when allowed by the state.
5. Normally, a commission shall only be valid for a period of **up to three years**, but shall be renewable (G-2.1001)
6. The COM shall make it clear to the CRE and the congregation that the CRE is commissioned to function as a CRE **in that particular congregation only**, and only in the areas authorized by COM (G-2.1001)
7. When the COM is satisfied with the qualifications of a RE to serve the congregation providing the services described above, **the presbytery shall commission the RE to pastoral service** as designated, employing the questions contained in W-4.0404.
8. COM shall assign a Minister of Word and Sacrament who is a member of Carlisle Presbytery in the geographic vicinity of the congregation the CRE is serving, as **supervisor** of and mentor for the CRE as required in G-2.1004. COM shall provide resources for the CRE as requested and shall review the commission annually as required in G-2.1001

Presbytery of Carlisle Committee on Preparation for Ministry
COMMISSIONED RULING ELDER CPM CONTINUING EDUCATION PLAN FORM
To be submitted by Ruling Elder to COM Chair at time of transfer from CPM to COM for commissioning
This form may lend itself to being used as part of the Annual COM Review of CREs

Name of Ruling Elder _____ Date _____

In submitting this form, I assure COM that I am committed to connectional church relationships within the presbytery and to Continuing Education so as to better serve Christ's people. I look forward to honoring this commitment in the following ways in the coming year. (please offer descriptions and details)

Regular communication with my COM-assigned Mentor

Monthly participation in one of the three pastor gatherings in the presbytery

Quarterly participation in gatherings of the Presbytery of Carlisle

Workshops offered through the Association of Presbyterian Church Educators (APCE)

Workshops offered through the Presbytery of Carlisle

Reading

Ministerium

Seminary coursework

Bible study through

Devotional practices

Other