

**PRESBYTERY OF MIDDLE TENNESSEE  
COMMITTEE ON PREPARATION FOR MINISTRY  
CHECKLIST FOR INQUIRY/CANDIDACY PROCESS  
Book of Order G- 2.06**

The process leading to Ordination as Teaching Elder / Minister of the Word and Sacrament requires the confirmation of the Session, the Committee on Preparation for Ministry, and the Presbytery of Middle Tennessee.

Forms needed are found on the Presbytery website [Committee on Preparation for Ministry](#) page.  
<http://www.presbyterymiddletennessee.org>

Please return appropriate forms electronically to [pbymidtnoffice@gmail.com](mailto:pbymidtnoffice@gmail.com) unless otherwise instructed.

A minimum of **two (2) years** is required for this process, with at least one year as an Inquirer and at least one year as a Candidate.

**To qualify as an Inquirer, the following requirements must be met:**

- Minimum of **six months** membership in a church within the bounds of the Presbytery of Middle Tennessee
- Undergraduate degree from accredited institution including an official transcript (*mailed from school to CPM*)
- Completion of PMT Inquirer Application Forms 1A, 1B, 1C, 1D, 1E (*submitted to CPM*)
- Session endorsement and assignment of Session Liaison (*forms submitted to CPM*)
- Meeting with CPM and enrollment as Inquirer – **Inquirer phase does not begin until this meeting and action and assignment of CPM liaison** (*request meeting by contacting CPM Chair*)

**During the Inquirer phase, the following is required:**

- Minimum of **one year** as an Inquirer
- A background check—cost to be paid by Presbytery (arrange through CPM liaison)
- Psychological evaluation: The Presbytery agrees to pay half of this cost and the home church usually pays the other half. The CPM uses *local psychologists* for this service, to arrange testing contact your CPM liaison. Your liaison will request that the CPM Chair provide you with a psychologist's contact information. The total cost is \$900. Alternate arrangements also must be approved in advance by the CPM. If other arrangements are approved to satisfy this requirement, costs beyond \$900 will be the responsibility of the Inquirer.
- [Bible Content Exam](#) is recommended during first year of seminary: For information and registration visit the [PCUSA website](#). The Bible Content examination is administered twice yearly. A resource for help in preparing: [www.whitneyhq.com/biblecontent](http://www.whitneyhq.com/biblecontent)
- Annual Consultation with the Committee on Preparation for Ministry including completion of PMT Form 3.

**To qualify for Candidacy, the following requirements must be met:**

- Completion of at least one year as an Inquirer
- Completion of PMT Candidate Application Forms 5A, 5B including required statements (*submitted to CPM*)
- Session endorsement (*submitted to CPM*)
- Meeting with CPM to act on request to move to Candidacy (*request meeting through liaison*)

**Enrollment as a Candidate requires:**

- Recommended to Presbytery of Middle Tennessee by CPM
- *Preparation of written Statement of Faith and Statement of Understanding of Christian Vocation for Presbytery packet (deadline attained from CPM liaison)*
- Attendance at stated meeting of the Presbytery of Middle Tennessee to be examined with respect to personal Christian faith, forms of Christian service undertaken, and motives for seeking the ministry. The Presbytery of Middle Tennessee meets *three* times a year: in February, May, and October.
- Action by the presbytery to approve or deny the examination
- Annual Consultation with the Committee on Preparation for Ministry

**Candidacy Requirements:**

- Minimum of one year as Candidate is required prior to being considered for a call requiring ordination
- Annual Consultation with Committee on Preparation for Ministry is required (*request through liaison*)

**Theological Education requirements:**

- Completion of seminary degree from accredited theological education institution including courses in: Greek / Hebrew / Exegetical Course in Old Testament / Exegetical Course in New Testament / Reformed Theology (*If no course in Reformed Theology is offered at the seminary, an Independent/Directed Study can serve as the equivalent. Such an alternative must be approved in advance by the CPM.*)
- Supervised Field Education/ Internship (*Field work/internships may not be done at the Inquirer's /Candidate's home church.*)
- One unit of Clinical Pastoral Education (CPE) by an Association for Clinical Pastoral Education accredited institution

**Examinations**

- The Inquirer/Candidate must complete **two** years of seminary prior to taking the [Standard Ordination Exams](#) on:  
Open Book Bible Exegesis / Theological Competence / Worship and Sacraments / Church Polity
- The Inquirer/Candidate must receive CPM approval to register for Standard Ordination Exams. The cost is \$100 for each exam. Exams are administered twice annually. For more information and registration go to the [PCUSA website](#)

- The Louisville Theological Seminary website has an archive of previous exams to aid in preparation: [http://www.lpts.edu/Academic\\_Resources/ordexamsnewaccess.asp](http://www.lpts.edu/Academic_Resources/ordexamsnewaccess.asp)

### **Certification of Readiness for Examination**

- The CPM will determine when a candidate is “ready for call” after completion of all requirements.
- *The candidate will schedule a meeting with CPM to be examined for readiness to receive a call. (request meeting through liaison).*

*“Now there are varieties of gifts, but the same Spirit; <sup>5</sup>and there are varieties of services, but the same Lord; <sup>6</sup>and there are varieties of activities, but it is the same God who activates all of them in everyone. <sup>7</sup>To each is given the manifestation of the Spirit for the common good.”*