

## PROCESSES AND PROCEDURES

### THE VOCATIONS COMMITTEE PRESBYTERY OF WEST VIRGINIA

#### FOR THOSE UNDER CARE OF THE PRESBYTERY OF WV SEEKING TO BECOME A MINISTER OF WORD AND SACRAMENT

#### A. The Process of Inquiry (G-2.06 and Advisory Handbook of the PCUSA) for those interested in exploring ordered ministry as a Minister of Word and Sacarment in the PC(U.S.A.)

##### a. Prior to meeting with the Committee:

- i. Individuals express their interest to the pastor or session moderator of the congregation to which they belong. The pastor or session moderator shall notify the chair of the Vocations Committee of the applicant's interest. (Note: To be eligible to become an Inquirer, an “applicant shall be a member of the sponsoring congregation, shall have been active in the work and worship of that congregation for at least six months, and shall have received the endorsement of the session of the sponsoring congregation.” (G-2.0602))
- ii. The Committee Chair contacts the applicant and directs him/her to the appropriate website to download the application forms (Forms 1A, 1B, 1C). The Committee Chair also contacts the pastor/moderator and directs them to the appropriate website to download the Session Evaluation and Recommendation Form (1D).
- iii. As early in the process as possible, a representative of the Committee will communicate with the Session to explain the process of Inquiry and Candidacy, including the requirements for the Session, those under care of the Presbytery, and the Committee.
- iv. The session then meets with the applicant to interview the applicant and to complete its evaluation and recommendation to the Committee (Form 1D). In advance of this meeting, copies of the applicant’s forms (1A, 1B, and 1C) should be distributed to members of the Session.
- v. If the Session endorses the applicant to become an Inquirer, the Session should appoint a ruling elder, not related to the applicant, currently serving on session to be the Session Liaison for the applicant’s entire process, and then the moderator/clerk completes and submits the Session’s recommendation (Form 1D), along with Forms 1A, 1B, and 1C, to the Committee Chair. A copy of these forms should be kept on file by the Session Liaison.
- vi. Upon receipt of these forms, the Committee Chair sends copies to Committee members and sends the originals to the the presbytery staff resource person, who creates a “master file” for the applicant in the presbytery office.
- vii. Ordinarily, the applicant will meet with the Committee at its next scheduled meeting. The purpose of this meeting is to consult with the applicant about becoming an inquirer. The Session liason will be invited to this meeting to introduce the applicant and share the reasons for the Session’s endorsement.

##### b. The Interview and the Initial Meeting with the Committee

- i. The applicant meets with the Committee. The purpose of this initial meeting is:
  1. To clarify the roles, expectations, and responsibilities of the inquirer, session, and presbytery, including Book of Order description of the Preparation for Ministry process; and

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- 45                   2. To make a preliminary assessment of the applicant’s motives, seriousness  
46                   of intent, and general suitability for the ordered ministry of teaching elder.  
47                   At the conclusion of the interview, the applicant and the Session liaison will  
48                   be excused while the Committee discusses whether to recommend or not to  
49                   recommend to Presbytery that the applicant be enrolled as an Inquirer.  
50           ii. If the decision is to recommend to Presbytery that the applicant be enrolled as an  
51           Inquirer, the Committee, in conversation with the applicant, will complete Form  
52           2A, including Growth Objectives. In addition, a tentative schedule for: vocational  
53           testing; the Bible Content Examination; sending transcripts and any field education  
54           reports to the Presbytery Office; and annual consultations with the Committee will  
55           be developed. This is also the appropriate time to discuss the need for permission  
56           by the Inquirer to engage in work in the Church, suggestions for coursework, and  
57           any questions that the inquirer may have of the process and/or the Committee.  
58           iii. A Committee Liaison shall be assigned to the Inquirer. The Inquirer, the Session  
59           Liaison, and the Committee Liaison shall complete and sign Form 2B. Form 2B  
60           shall be copied and distributed to the Committee Liaison, Clerk of Session, Session  
61           Liaison, and Inquirer; the original shall be placed in the inquirer’s master file. The  
62           Stated Clerk will send Form 2B to the appropriate office of the PCUSA, and file a  
63           copy in the Inquirer’s master file.  
64           iv. A decision to approve an applicant as an Inquirer will be presented by the  
65           Committee to the next stated meeting of the Presbytery.  
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67           c. Content of the Inquiry Phase  
68           i. During the Inquiry Phase, the inquirer is responsible for providing the necessary  
69           data for her or his file (college and seminary transcripts, field education reports,  
70           and other information requested by the Committee). Inquirers are also responsible  
71           to coordinate with their Committee Liaison for making arrangements for career  
72           testing through an approved career testing center; the cost of testing will be divided  
73           among the inquirer, the Session, and the presbytery, each paying a third.  
74           ii. An annual consultation will be held with each inquirer. The date of this consultation  
75           will be communicated through the Committee Liaison. At least five days prior to  
76           this consultation, the inquirer shall complete Form 3 from the PC(USA) preparation  
77           for ministry website and submit it to their Committee liaison; references should  
78           reflect those who know of the inquirer’s work and preparation in the previous year.  
79           The Liaison will distribute it to all Committee members and presbytery staff  
80           resource person and have a copy placed in the inquirer’s master file.  
81           iii. During the annual consultation, the Committee will discuss with the inquirer whether  
82           to continue the process of inquiry, and, if so, together will complete Form 4.  
83           iv. The decision to continue or terminate the inquiry phase will be reported to the  
84           Presbytery at its next stated meeting. Form 4 will be copied, signed, and distributed  
85           to the inquirer, the Session Liaison, and the Committee Liaison; the original being  
86           placed in the inquirer’s master file.  
87           v. During the inquiry phase, the inquirer must successfully complete a unit of Clinical  
88           Pastoral Educations (CPE) at a site approved by the Committee in conversation  
89           with the seminary.  
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## The Vocations Committee

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**B. Moving from Inquiry to Candidacy**

When the Inquirer, the Committee liaison, and the Session liaison are agreed that the Inquirer has demonstrated suitability for ordered ministry, and all completed forms are in the inquirer's master file, the Inquirer may request to move to Candidacy. The process for doing so is outlined below.

- a. The Inquirer shall demonstrate readiness to move to Candidacy by preparing a response for each of the following "outcomes of inquiry" (These responses do not have to be lengthy and are not limited to written responses.)
  - i. Articulate an understanding of Christian vocation in the Reformed tradition and how it relates to his or her sense of call;
  - ii. Prepare a personal faith statement expressing their faith in a manner that demonstrates an understanding of the Reformed tradition;
  - iii. Expound upon at least one concept from that personal faith statement at greater depth, explaining what it suggests about God, humanity, and their interrelationships;
  - iv. Explain what it means for them to be Presbyterian, indicating how that awareness grows out of participation in the life of a particular church;
  - v. Discuss their personal and cultural background as it relates to the ministry of Word and Sacrament, including a concern for maintaining personal, spiritual, physical, and mental health; and relate their own personal cultural location to changes in American society and its increasingly multicultural character;
  - vi. Express their understanding of the tasks Ministers of Word and Sacrament teaching perform, including expression of both of his or her specific gifts for this particular ministry and of areas in which further growth is needed.
- b. The Inquirer shall ask to meet with the Session and shall provide the Session Moderator with responses to the above. The Session will meet with the Inquirer to discuss the progress that has been made and the Inquirer's responses to the items in #1 above, and shall take action on whether to concur with the Inquirer's request to become a Candidate. The Session shall complete Form 5B and submit it to the Committee Chair who will share it with the Committee and place the original in the person's master file.
- c. The Inquirer shall complete Form 5A and submit it with responses to the "outcomes of inquiry" to the Committee Liaison and ask to meet with the Committee. The Committee Liaison informs the Chair of this request so that it can be placed on the Committee docket on the appropriate date. The Liaison shall see that copies are distributed to Committee members at least 5 days in advance of the meeting.
- d. To become a Candidate, an Inquirer must appear before the Committee where they will be introduced by their Committee liaison. The Session liaison also attends this meeting. The focus of the conversation will be the responses to the "outcomes of inquiry," and steps in the candidacy process. If the Inquirer anticipates that any requirements will need to be waived by the presbytery, this should be made known as part of this conversation. At the conclusion of the conversation, the Inquirer and the Session liaison will be excused, and the Committee will vote on whether to enroll the Inquirer as a Candidate. If the Committee approves the Inquirer's moving to candidacy, the Committee and Inquirer will complete Form 5C. This form will then be copied, signed, and distributed to the new Candidate, the Session Liaison, the Committee Liaison, and the original will be placed in the person's master file.

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- 139 e. If the Committee approves the Inquirer be moved to Candidate, this will be reported  
140 at the next presbytery meeting, where, ordinarily, the new Candidate will be  
141 introduced and share their Christian experience, forms of service to the Church, and  
142 motivation for seeking ordination as a Minister of Word and Sacrament in the  
143 Presbyterian Church (U.S.A.).  
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**C. The Candidacy Phase**

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146 a. During the Candidacy Phase, which shall ordinarily last at least one year, the Candidate is  
147 responsible for providing the necessary data for her or his file (seminary transcripts, field  
148 education reports, and other information requested by the Committee).  
149 b. An annual consultation will be held with each Candidate. The date of this consultation will  
150 be communicated through the Committee Liaison. Candidates shall be directed to the  
151 denomination's preparation for ministry website to complete Form 3, which should be  
152 completed and submitted to the Vocation Committee Liaison 5 days prior to the annual  
153 consultation. The Liaison will then distribute it to all Committee members and presbytery  
154 staff resource person in advance of the meeting, and have a copy placed in the inquirer's  
155 master file.  
156 c. At the annual consultation, the Committee will discuss with the Candidate how they are  
157 preparing for a call as a Minister of Word and Sacrament and developing their gifts for  
158 ministry, and will evaluate the progress of their development, including steps needed for  
159 ordered ministry. In order for a Candidate (or an inquirer) to take the standard ordination  
160 exams in Biblical Exegesis, Theological Competence, Church Polity, and Worship and  
161 Sacraments, they must have the Committee's approval. This approval is based on the belief  
162 that the person has reached the point in academic training and supervised practice of  
163 ministry where it is appropriate to seek the concurrence of other presbyteries that the person  
164 is ready to begin service in ordered ministry as a Minister of Word and Sacrament.  
165 (Ordinarily, ordination exams will be taken during the last year of seminary.)  
166 d. At the end of the consultation, the Committee and Candidate will decide on whether to  
167 continue the candidacy process and, if so, together will complete the agreement and goals  
168 for work areas and growth objectives for the Candidate, using Form 4.  
169 e. The decision to continue or terminate the candidacy phase will be reported to the presbytery  
170 at its next stated meeting. Form 4 will be copied and distributed to the Candidate, the  
171 Session Liaison, the seminary, and the Committee Liaison; the original being placed in the  
172 Candidate's master file.  
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**D. Final Assessment and Negotiation for Service**

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175 a. Candidates must be certified by the Committee as being ready for examination for  
176 ordination, pending a call. Evidence of readiness to begin ordered ministry as a teaching  
177 elder shall include (G-2.0607):  
178 i. A Candidate's wisdom and maturity of faith, leadership skills, compassionate spirit,  
179 honest repute, and sound judgment;  
180 ii. A transcript showing graduation, with satisfactory grades, at a regionally accredited  
181 college or university;  
182 iii. A transcript from a theological institution accredited by the Association of  
183 Theological Schools acceptable to the presbytery, showing a course of study  
184 including Hebrew and Greek, exegesis of Old and New Testaments using Hebrew

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- 185 and Greek, satisfactory grades in all areas of study, and graduation or promixity to  
 186 graduation; and
- 187 iv. Satisfactory grades, together with the examination papers in the areas covered by  
 188 any standard ordination exams approved by the General Assembly.
- 189 b. In preparation for the final assement, the Candidate shall prepare a one-page statement of  
 190 faith addressing the nature of the triune God, meaning of salvation in Christ, and the life  
 191 and mission of the Church; a written sermon, together with a description of the  
 192 contemporary need to which it was addressed; and an exegetical interpretation of the  
 193 biblical material out of which the sermon arose.
- 194 c. The Candidate shall communicate their desire for their final assement with the Committee  
 195 Liaison. The Committee Liaison informs the Chair of this request so that it can be placed  
 196 on the Committee docket at the appropriate date and time, and then ensures that the  
 197 Candidate knows of this date and time. At least one week in advance of the meeting, the  
 198 above mentioned documents shall be given to the Committee Liaison who shall then be  
 199 responsible for seeing that the materials are distributed to Committee members and staff  
 200 resource person at least 5 days prior to the Committee meeting.
- 201 d. When the Committee meets, the Candidate will preach the prepared sermon, and the  
 202 Committee and Candidate will discuss the sermon, contemporary context, and exegetical  
 203 work. Further conversation will focus on the Candidate's fitness and readiness for ministry  
 204 requiring ordination, including but not limited to:
- 205 i. Ordination exams and readers' responses;
- 206 ii. The Candidate's statement of faith;
- 207 iii. Supervised practice of ministry reports and, within them, instances when the  
 208 Candidate initiated change or helped a community follow the leading of the Spirit  
 209 into new ministries through group discernment;
- 210 iv. Ministries of care Candidates have participated in and their motivations and  
 211 attitudes regarding such;
- 212 v. The Candidate's integrity, openness, accountability, and keeping commitments; and  
 213 vi. The Candidate's ability to set and meet goals.
- 214 e. If needed, consideration will be given to asking the presbytery to grant needed exceptions  
 215 at the next presbytery meeting.
- 216 f. Following the assessment, the Candidate will be excused, and the Committee will vote to  
 217 approve the Candidate as ready to receive a call or to not approve this request. The  
 218 Candidate will then be invited back to discuss next steps with the Committee.
- 219 g. Upon approval of a Candidate's final assessment, they will be certified as ready to receive  
 220 a call and be given permission to circulate their personal information form. The Candidate  
 221 should work with their Committee Liaison in completing their personal information form.  
 222 *The Committee encourages all seminary seniors to take advantage of whatever help their*  
 223 *seminaries may provide in preparing their Personal Information Forms.* Once the form is  
 224 completed with the Committee Liaison's review, it must be signed by the Committee Chair  
 225 before being submitted to denominational offices. A copy shall be placed in the  
 226 Candidate's master file.

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 228 **E. Further Requirements:** The Committee, throughout the preparation process, will inform all  
 229 persons engaged in preparation for ministry of the Committee's expectations and requirements not  
 230 explicitly contained in the *Form of Government*, which include:

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- 231 a. Supervised Field Education in a Presbyterian Church (U.S.A.) congregation with
- 232 placement to be approved by the Committee in consultation with the seminary.
- 233 b. A course in Presbyterian polity. The Committee will not normally consider Candidates for
- 234 ordination in this Presbytery who have not successfully completed, with a passing grade, a
- 235 seminary for credit course in the polity of the PC(USA), ordinarily from a PCUSA
- 236 seminary.
- 237 c. A course in Reformed worship. The Committee will not normally consider Candidates for
- 238 ordination in this Presbytery who have not successfully completed, with a passing grade, a
- 239 seminary for credit course in Reformed worship, ordinarily from a PCUSA seminary.
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**F. Financial Resources**

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- 242 a. Grants: If meeting any of the above requirements presents a financial hardship, the
- 243 Committee will work with the inquirer or Candidate and/or their session to address this.
- 244 b. Loans: The Committee oversees the Rachel McClintic funds that are available for loans to
- 245 be repaid at a low interest rate.
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**G. A Final Word**

247 Candidates will remain under care of the Presbytery of WV until ordination, withdrawal by the

248 Candidate, or removal by the Committee. As long as a Candidate is under care of the presbytery,

249 there shall be renewed covenant agreements with the Committee and regular annual

250 consultations. If a person is removed from the process, this information must be reported to the

251 Candidate’s session and to the presbytery at their next respective meetings, and, for those currently

252 attending seminary, to the theological institution.

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**FOR THOSE SEEKING ORDINATION IN THE PRESBYTERY OF WEST VIRGINIA**

- 255 A. When a Candidate has been certified as ready to receive a call and has been given permission to
- 256 circulate their Personal Information Form by the Committee, they may enter into negotiation with
- 257 a Pastor Nominating Committee for a call to ordered ministry as a minister of Word and Sacrament.
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- 259 Committee liaisons should be kept informed by Candidates as to their progress in searching for a
- 260 call. When a call is being extended, the Candidate should inform their Committee liaison, who will
- 261 report to the full Committee.
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- 263 B. As per the Book of Order, “the presbytery placing the call to the Candidate for ministry shall
- 264 ordinarily examine, ordain, and install the Candidate” (G-2.0702). Thus, the Committee expects
- 265 that the calling Presbytery will conduct the final examination for ordination of Candidates under
- 266 care of the Presbytery of West Virginia. The Presbytery of West Virginia shall ordinarily conduct
- 267 examinations for all Candidates called to ordered ministry as minister of Word and Sacrament in
- 268 the presbytery.
- 269 C. When a Candidate from another Presbytery is called to a church within the Presbytery of West
- 270 Virginia, the Chair of the Pastor Nominating Committee will notify the Stated Clerk of the
- 271 Presbytery and provide contact information on the Candidate, and the Stated Clerk will notify the
- 272 Chair of the Committee and provide contact information. The Stated Clerk of this presbytery will
- 273 contact the Stated Clerk of the presbytery of care and request the Candidate’s file; there needs to
- 274 be at least 10 days between the receipt of the file and the meeting with the Committee, so that
- 275 information that cannot be emailed can be snail mailed to the Committee at least a week in advance.
- 276 The Committee Chair will assign a liaison from the Committee to the Candidate. If the Candidate
- 277 is under care of this presbytery, the Committee liaison will continue in this relationship.

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278 D. The Committee Liaison will contact the Candidate and talk with them regarding the results of the  
 279 Candidate’s Standard Ordination Exams and the Candidate’s final assessment with the presbytery  
 280 of care. The liaison will request that the Candidate provide a typed one-page autobiographical  
 281 statement, a typed one-page statement of faith, a sermon and exegesis to the liaison at least a week  
 282 before the meeting, if time allows, to be distributed to members of the Committee. The liaison  
 283 shall share these with the Committee Chair or members at least 5 days in advance of the meeting,  
 284 if time allows. The liaison will make clear that the statement of faith shall include an understanding  
 285 of: the nature of the triune God, meaning of salvation in Christ, and the life and mission of the  
 286 Church, including the authority of Scripture and the role of the sacraments.

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 288 The Liaison shall review the procedure to be followed by the Committee for its ordination  
 289 examination, which will include asking the Candidate to introduce themselves, after which the  
 290 Committee will discuss the Candidate’s faith statement with particular reference as to how the  
 291 statement is informed by, or departs from, the confessional standards of the Presbyterian Church  
 292 (U.S.A.). Ordinarily, the Candidate will be asked to preach a sermon in the context of worship, as  
 293 determined by the Committee. The liaison will also indicate that other questions regarding the  
 294 sermon and exegesis, the polity of our denomination, worship, and readiness for ordered ministry  
 295 may be discussed.

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 297 E. When a Candidate is to appear at the Committee meeting to be examined, prior to the Candidate’s  
 298 entering, the Committee will discuss the process to be followed and identify particular issues in  
 299 the statement of faith, sermon and exegesis to be reviewed with the Candidate. The liaison will  
 300 then meet briefly with the Candidate to review the process and highlight potential areas of  
 301 questioning before bringing the Candidate into the Committee and introducing him or her. The  
 302 Committee will then follow the process in Section IV #4 to examine the Candidate.

303 F. When the Committee has completed the examination, the Candidate is excused. Following  
 304 discussion, the Committee will vote whether or not to sustain the examination and recommend the  
 305 Candidate to the presbytery for ordination. If the Committee vote is affirmative, and pending  
 306 Committee on Ministry approval of the call, the Candidate shall be examined for ordination by the  
 307 presbytery as a whole. If the vote is negative, the Committee will discuss with the Candidate what  
 308 work needs to be done and invite the Candidate to return to the Committee following completion  
 309 of that work to be re-examined.

310 G. After the Committee has approved its examination for ordination of a Candidate, the approval is  
 311 reported to the Committee on Ministry.

312 H. After the Candidate has been approved for ordination and ordained by the presbytery, this  
 313 information will be communicated to the presbytery of care by the Stated Clerk of the Presbytery.

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315 **TRANSFERRING INFORMATION ON CANDIDATES RECEIVING CALLS TO OTHER PRESBYTERIES.**

316 When a Candidate under the care of the Presbytery of West Virginia is to be examined for  
 317 ordination by another presbytery, upon receiving a request for transfer of documents from the  
 318 calling presbytery, the stated clerk shall send copies of all paperwork in the Candidate's master file  
 319 to the stated clerk of the calling presbytery, with a statement that the Committee has certified the  
 320 Candidate's readiness to receive a call. The Candidate’s Master File shall remain with the  
 321 Presbytery of West Virginia. If the calling presbytery does not approve the Candidate for  
 322 ordination, the candidacy shall be continued under care of the Presbytery of West Virginia and  
 323 annual consultations with the Candidate will continue.

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## The Vocations Committee

325 **MINISTERS FROM OTHER DENOMINATIONS TRANSFERRING INTO THE PRESBYTERY OF WV**

326 “When a minister of another Christian church is called to a work properly under the jurisdiction of  
327 a presbytery, the presbytery, after the constitutional conditions have been met, shall recognize the  
328 minister’s previous ordination to ministry. Such ministers shall furnish credentials and evidence  
329 of good standing acceptable to the presbytery and shall submit satisfactory evidence of possessing  
330 the qualifications of character and scholarship required of Candidates of this church. (G-2.0607  
331 and G-2.0610)” (G-2.0505)  
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333 When ministers of the Word and Sacrament/Teaching Elders ordained in denominations other than  
334 the Presbyterian Church (U.S.A.) desire to apply for membership in the Presbytery of West  
335 Virginia, they are to make their request through the stated clerk. They are responsible for  
336 requesting the denominational body of which they are members to send a copy of their credentials  
337 of good standing to the stated clerk. Upon receipt of such credentials, they shall be given to the  
338 Committee for evaluation. The basis of the evaluation shall be: 1) an official transcript showing  
339 graduation from an accredited college or university; 2) an official transcript from a theological  
340 institution accredited by the Association of Theological Schools acceptable to the presbytery; 3)  
341 satisfactory completion of PCUSA ordination exams; 4) articulation of Christian faith and  
342 demonstration of acceptable knowledge of Reformed theology and the government of this church.  
343 Consultation with the stated clerk of the Presbytery may be helpful in determining the status of  
344 those applying for membership.  
345

346 Ministers of other Reformed churches ordained for five or more years may be granted an  
347 exemption for some or all of the standard ordination exams by two-thirds vote of the presbytery.  
348 (G-2.0505) If the exemption is granted, the minister must prepare a statement of faith using the  
349 guidelines for Candidates, and must pass a polity examination administered by the Committee.  
350

351 Those seeking membership in the Presbyterian Church (U.S.A.) will meet with the Committee to  
352 go over the credentials material, statement of faith, results of the standard examinations, and any  
353 other material deemed pertinent for the Committee's deliberations. Upon affirmative action by the  
354 Committee, the minister will be recommended to the Presbytery, pending approval by the  
355 Committee on Ministry for membership, and will be presented to read the statement of faith and  
356 answer questions from members of the Presbytery. The Committee reports its approval to the  
357 Committee on Ministry, which meets with the minister and the pastor nominating Committee to  
358 determine suitability and fit.  
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360 **FOR THOSE SEEKING TO BECOME A COMMISSIONED PASTOR**361 **A. For Ruling Elders Who Completed the Commissioned Pastor Preparation Program in 2010**  
362 **and after.**

363 a. When a ruling elder who has completed the Commissioned Pastor Preparation Program  
364 after 2010 receives a call to serve a church as a Commissioned Pastor, the Committee  
365 Chair, or designee, will contact the ruling elder and request the ruling elder provide a typed  
366 one-page autobiographical statement, a typed one-page statement of faith, a sermon and  
367 exegesis to the Chair, at least two weeks in advance of the meeting if time allows, to be  
368 distributed to members of the Committee at least 1 week in advance of the meeting, if time  
369 allows. The Committee contact will make clear that the statement of faith shall include an  
370 understanding of: the nature of the triune God, meaning of salvation in Christ, and the life



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371 and mission of the Church, including the authority of Scripture and the role of the  
372 sacraments.

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374 The Chair shall review the procedure to be followed by the Committee for its  
375 commissioning examination, which will include asking the ruling elder to introduce  
376 himself, after which the Committee will discuss the ruling elder's statement of faith.  
377 Ordinarily, the ruling elder will be asked to preach a sermon in the context of worship, as  
378 determined by the Committee. The Chair will remind the ruling elder that "The ruling elder  
379 shall be examined as to personal faith, motives for seeking the commission, and the areas  
380 of instruction determined by the presbytery." (G-2.1002)

- 381 b. When a ruling elder is to appear at the Committee meeting to be examined, prior to the  
382 ruling elder entering, the Committee will discuss the process to be followed and identify  
383 particular issues in the statement of faith, sermon and exegesis to be reviewed with the  
384 Candidate. The Chair, or designee, will then introduce the ruling elder to the Committee,  
385 and lead the discussion of items in the previous paragraph.
- 386 c. When the Committee has completed the examination, the ruling elder is excused.  
387 Following discussion, the Committee will vote whether or not to sustain the examination  
388 and recommend the ruling elder to be commissioned. The Committee on Ministry will be  
389 informed of the vote. If the vote is negative, the Committee will discuss with the ruling  
390 elder Candidate what work needs to be done and invite the ruling elder to return to the  
391 Committee following completion of that work to be re-examined.

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393 **B. For those who completed PWV's Preparation Program prior to 2009 OR have served in that**  
394 **capacity in another Presbytery OR have received lay pastor training in another**  
395 **denomination**

- 396 a. Anyone who has successfully completed a Commissioned Lay Pastor preparation program  
397 in this Presbytery is ready to be examined to be called to be a Commissioned Pastor.
- 398 b. Anyone in this Presbytery who successfully completed the Commissioned Lay Preacher  
399 training or Authorized Lay Preacher training, but did not complete a Commissioned Lay  
400 Pastor preparation program is encouraged to take Presby Prep courses in church history,  
401 stewardship, and mission, and is required to take four Level II courses (ethics, Appalachian  
402 Ministry and Small Church Ministry, and Spiritual Practice and Faith Development) and  
403 all of the Level III courses, plus complete the psychological/career evaluation and meet  
404 with the Vocations Committee prior to beginning Level III.
- 405 c. Anyone who has successfully completed training in another presbytery but has not been  
406 previously commissioned and is seeking to become a Commissioned Pastor in this  
407 Presbytery needs to submit a record of previous work and fulfill any missing requirements  
408 of this Presbytery's program.
- 409 d. Anyone who has not completed this Presbytery's program AND was previously  
410 commissioned in another presbytery and served in a church for at least one year, and is  
411 seeking to become a Commissioned Pastor in this Presbytery needs to submit a record of  
412 previous work and fulfill any missing requirements of this Presbytery's program. A written  
413 reference from the commissioning Presbytery's Executive Presbyter and a written  
414 reference from the church served will also be required. During the interim of fulfilling  
415 missing requirements within the next round of training, the CP may function in a  
416 "temporary" status until all requirements are fulfilled.

**The Vocations Committee**

- 417 e. Anyone who has successfully completed a comparable “lay pastor” training/preparation  
418 program in another denomination who seeks to become a Commissioned Pastor in this  
419 Presbytery will be asked to provide a comprehensive overview of the training received, a  
420 letter of reference from a judicatory official, and a letter of reference from the governing  
421 body of any church previously served as a lay pastor. In addition, one must supplement  
422 previous training with any missing requirements of this Presbytery’s program in the next  
423 round of training. If the training in the other denomination is deemed appropriate by the  
424 Vocations Committee during the interim of fulfilling missing requirements, one may  
425 function as a CP in a “temporary” status until all requirements are fulfilled.  
426