

**Committee on  
Preparation for Ministry  
(CPM)**

**MANUAL**

**For Inquirers & Candidates  
Under Care  
of the**

**San Fernando Presbytery**

**For Ordination as Minister of the Word and Sacrament  
in the Presbyterian Church, (U.S.A.)**

**Presbytery of San Fernando  
Committee on Preparation for Ministry (CPM)**

**Requirements for Preparation for Ordination as Minister of Word and Sacrament  
in the Presbyterian Church (U.S.A.)  
for those under care of the Committee on Preparation for Ministry  
of the Presbytery of San Fernando**

The Book of Order (BOO) of the Presbyterian Church (U.S.A.) outlines the process to become an ordained minister of the Word and Sacrament in G-14.0400-14.0490. In addition the denomination provides a manual through their office on Preparation for Ministry and can be reached at (888) 728-7228 or downloaded from the website at [www.pcusa.org](http://www.pcusa.org).

This manual includes requirements unique to the San Fernando Presbytery Committee on Preparation for Ministry (CPM). The Presbytery of San Fernando provides this manual as a supplement to, *not a substitute for*, the PCUSA Book of Order and Preparation for Ministry Manual. Inquirers and Candidates are responsible for reading and knowing the requirements in both manuals. If there is a question in regards to differences between the manuals the inquirer or candidate should consult with the CPM.

**PART 1 APPLICATION**

*You must be enrolled as an active member* in a church in the San Fernando Presbytery **for 1 year** in order to apply to be enrolled in the preparation process. (NOTE: The BOO requires active membership for 6 months) Requests for waivers from the 1 year requirement must be made to the CPM by the applicant's home Session.

Obtain from the Presbytery office **FORM 1** and complete (It is preferable to have as much of the form as possible completed in an electronic format and emailed). Please *type* your answers to the "Questions for Reflection".

Submit your completed **FORM 1** to your *Pastor/Clerk of Session* who will schedule a time for you to meet with your Session (or sub-committee) for an interview/examination. They will **VOTE** whether or not to accept your application. They will assign you a **Session Liaison/Elder Sponsor** who will be your local support person and connection to the Session and between the Session and the CPM. They will accompany you to interviews with the CPM and give reports to the Session.

The Session must fill out their portions of **FORM 1 and Form 2A & 2B**.

Make sure all of **FORMS 1, 2A and 2B** are completed and mailed to the Presbytery office. *Always keep copies of all your forms and statements for your own records.*

## **Presbytery of San Fernando Committee on Preparation for Ministry (CPM)**

After your Forms have been received by the Presbytery, contact the Presbytery office for information regarding the required psychological assessment. You will be sent the information necessary to schedule your assessment which consists of a battery of psychological and vocational tests and interviews. The cost of the assessment is shared by you, your church and the Presbytery. Your portion is \$200. It takes 4-8 weeks for the testing process to be completed and the final report prepared. The final report should be reviewed with you by the assessor. A copy of the report will be sent to you and the Presbytery Office for the CPM.

Upon receipt of your FORMS 1, 2A & 2B, and your completed psychological evaluation, the CPM chairperson will contact you to schedule your interview with the committee.

### **PART 2 INTERVIEW WITH CPM**

Your interview will take place at the Presbytery Office (unless otherwise noted) and will last approximately 1 hour. Your **Session Liaison/Sponsor** should accompany you and may be asked to share about their and/or the church's experience with you in ministry.

Your first interview with the CPM will be to introduce yourself to the CPM. You will share your spiritual journey and your sense of call to ordained ministry. The CPM will review your FORM 1 statements and your psychological assessment in a questions and discussion format.

Following the interview, the CPM will **VOTE** on whether to enroll you as an **INQUIRER** under the care of the San Fernando Presbytery. If you are accepted, you will be given further information about the preparation process.

# GENERAL REQUIREMENTS FOR ORDINATION AS MINISTER OF WORD AND SACRAMENT IN THE PRESBYTERIAN CHURCH (U.S.A.)

## Book of Order Requirements

- Undergraduate Degree from accredited college/university (final transcript & diploma)
- Masters of Divinity (M.Div.) from accredited seminary, acceptable to Presbytery (final transcript with satisfactory grades, including Hebrew and Greek and exegesis of the Old and New Testaments using the Hebrew and Greek texts)
- Successful completion of 5 Ordination Exams (Bible Content, Biblical Exegesis, Worship & Sacraments, Polity, Theology)
- Exegetical Paper & Sermon (both written & preached)
- Minimum 2 year process from *Inquirer* to *Certified Ready to Receive a Call* (*one year minimum as a Candidate*)

## San Fernando Presbytery Basic Requirements

- Psychological Evaluation
- 2 Internships (minimum, in two different kinds of parish settings and with a full range of pastoral experiences)
- CPE (accredited, usually hospital based)
- Presbyterian Coursework<sup>1</sup>
  - In the Areas of:  
Presbyterian creeds/confessions, history, polity, worship
- Personal Statement of Faith
- Completion of Sexual Misconduct Prevention Training Seminar (Certificate)

These are the *minimum* requirements. Additional requirements may be given by the CPM to any and all Inquirer's and Candidates under care. All requirements are related to the goal of development in five key areas:

- Education for Ministry
- Spiritual Development
- Interpersonal Relations
- Personal Growth
- Professional Development

Please refer to the Book of Order and the CPM manual published by the PC(USA) for details and additional information.

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<sup>1</sup> Seminaries differ in the courses they offer and the courses they require for M.Div. It is the responsibility of the Candidate to confirm that the courses taken fulfill the Presbytery requirement.

## Applying To Be An Inquirer

The following is for all those seeking to come under care of The Committee on Preparation for Ministry (CPM) of the San Fernando Presbytery in order to explore a call to be ordained in the ministry of Word and Sacrament in the Presbyterian Church (U.S.A.).

### Requirements

- Applicant shall have been a member of the sponsoring congregation for at least *six months* prior to the Inquirer phase (G-14.0403). An applicant whose entry into the Presbyterian Church (U.S.A.) occurs by transfer from some other denomination, or by reaffirmation of faith, or by a new profession of faith, shall be a member of a particular church in this Presbytery for *at least one year* before appearing before Session to seek recommendation to Presbytery.
- Forms 1 and 2A & 2B must be completed by the Applicant, including the statements
- Applicant must meet with the Session (or other designated body) of the sponsoring congregation and the Session must approve the application and sign Form 1A, recommending the Applicant to be enrolled as an Inquirer.
- A Psychological Evaluation must be completed (contact Presbytery Office or CPM for more information).

### Process

- Applicant should contact his/her Session in order to start the process. Churches differ in the structure/process they use. Applicant should follow their Session's policies.
- A Form 1 should be obtained from the Presbytery office and completed and submitted to the Session (or other designated body).
- An interview should be scheduled between Applicant and Session (or other designated body).
- When the Applicant has been approved by the Session, a Liaison from the Session should be appointed.
- Form 1 should be signed by the Session and submitted to the Presbytery Office.
- Upon receipt of Form 1, the Presbytery or CPM will contact the Applicant with information to schedule the psychological evaluation.
- When the psychological evaluation is complete the Applicant should contact the Presbytery/CPM to schedule an interview.
- All paperwork will be submitted to the CPM at least two weeks prior to meeting with CPM. This includes: Form 1A and Form 1B, undergraduate and seminary transcripts if applicable, psychological evaluation.
- CPM will meet with Applicant (along with the Session Liaison) to determine his/her readiness and suitability to begin the process of discerning a call to ordained minister of the Word and Sacrament.
- If approved, CPM will make a recommendation to the presbytery for a final vote. (Applicant must be present at Presbytery meeting to present statement of faith journey.)
- A CPM Liaison will be appointed to the Inquirer.

## Applying for Candidacy

The following is for all **Inquirers** under care of **The Committee on Preparation for Ministry (CPM) of the San Fernando Presbytery** when applying to become a Candidate for the ministry of Word and Sacrament in the Presbyterian Church (U.S.A.).

The Inquiry Phase concludes when the CPM knows the Inquirer well enough to determine whether or not to recommend that the Presbytery receive him or her as a Candidate. Furthermore, the Inquirer's Session must recommend candidacy to the CPM.

### Requirements

- Inquirer has met expected outcomes of the Inquiry Phase as listed in the CPM Manual (G-14.0303g(1)-(6). These are the statements that must be written for Form 5A.
- Forms 5A and 5B must be completed by the Inquirer, including the six statements from the "Session Evaluation and Recommendation" section of Form 5A.
- Inquirer must meet with the Session of the church where Inquirer is a member and the Session must approve the application and sign Forms 5A and 5B, endorsing the Inquirer's request to be moved to Candidacy.

### Recommended

- The completion of one internship. The CPM strongly recommends the Inquirer complete at least one internship before applying for Candidacy.

### Process

- Inquirer should contact his/her CPM Liaison to discuss applying for Candidacy.
- Inquirer should contact the Presbytery Office to get Forms and any other necessary information from the CPM.
- Inquirer should contact their Session Liaison to discuss meeting with the Session. The Session Liaison should contact the Pastor (unless another system already exists in that congregation) about scheduling a time to review the application and meet with the Inquirer. **FORMS 5A & 5B SHOULD BE SUBMITTED TO THE SESSION IN ADVANCE OF THE MEETING** (Every Session is different. Confirm with the Liaison or Pastor when all materials should be received).
- The Session will contact the CPM Moderator to report on the recommendation.
- CPM will contact the Inquirer to schedule meeting with CPM.
- After approval by Session, Inquirer will submit all Forms to CPM at least two weeks prior to meeting with CPM.
- CPM will meet with Inquirer to determine his/her readiness to proceed to Candidacy.
- If approved, CPM will make a recommendation to the presbytery for a final vote. (Inquirer must be present at Presbytery meeting to present statement of call and examination of that call. If approved, Inquirer will be received into Candidacy through vows, a charge and a prayer.)

Note: Completing all the requirements and recommendations does not guarantee approval of the application for Candidacy. Each Inquirer and his/her journey through the ordination process is unique and applications are considered by the CPM on an individual basis.

## ANNUAL CONSULTATIONS (G-14.0309a)

All Inquirers and Candidates, including Candidates who have passed final assessment and are certified ready to receive a call, are required to have an annual consultation with the Committee on Preparation for Ministry (CPM). These consultations shall begin on the one year anniversary date of the enrollment of the Applicant as an Inquirer (as the schedule allows) and shall continue annually until the end of the Candidacy phase (through ordination, withdrawal, or removal).

The purpose of the consultation shall be for the evaluation and the nurture of the Inquirer/Candidate.

### **Process:**

- Inquirer/Candidate shall confirm through their CPM Liaison the date of their scheduled consultation.
- Inquirer/Candidate shall submit Form 3 and any other paper work requested, including internship evaluations and transcripts, at least two weeks prior to the consultation.
- Session Liaisons should accompany Inquirer/Candidate to the consultation.
- Following the consultation, the CPM Liaison and the Inquirer/Candidate will complete Form 4 and submit it to the CPM Moderator.

### **Annual Consultation Policy For Candidates Certified Ready to Receive a Call**

Those Candidates who have passed final assessment and been certified “ready to receive a call” remain under the care of the Committee on Preparation for Ministry (CPM) until they have been ordained to a called position. The presbytery shall require the candidate to submit an annual written report (Form 3) on progress in studies and service to the church. The presbytery shall conduct an annual consultation for the evaluation and nurture of the candidate. In no case shall a candidate be excused from these annual consultations.

*(Book of Order, G-14.0421)*

Local Southern California residents will be expected to appear in person with the Committee on Preparation for Ministry for the Annual Consultation. Exceptions will be considered by the Committee.

Candidates residing outside the Southern California area will be expected to appear in person with the Committee every other year. On alternate years, when not appearing in person, the candidates will have their annual consultation either via a web cam or by telephone.

All Candidates must submit a **Form 3** prior to the consultation.

*In addition to **Form 3***, the San Fernando Presbytery requires all Candidates who are certified ready to receive a call to submit the ***SFP Form 3 Addendum*** and an **evaluation** of their current work by their supervisor (an evaluation form is available from the Presbytery office if needed).

## FINAL ASSESSMENT

The following is for Candidates under care of **The Committee on Preparation for Ministry (CPM) of the San Fernando Presbytery** who are seeking to be certified ready to receive a call as an Ordained Minister of the Word and Sacrament in the Presbyterian Church, (U.S.A.).

### Requirements

- Minimum of at least two years under care of the CPM, including at least one year as a Candidate.
- Demonstration of readiness to begin ministry of the Word and Sacrament as required to fulfill the candidacy phase of preparation G-14.0450 a (see attached).
- Undergraduate Degree from accredited college/university (final transcript & diploma)
- Masters of Divinity (MDiv.) from accredited seminary, acceptable to Presbytery (final transcript with satisfactory grades, including Hebrew and Greek and exegesis of the Old and New Testaments using the Hebrew and Greek texts)
- Successful completion of 5 Ordination Exams (Bible Content, Biblical Exegesis, Worship & Sacraments, Polity, Theology)
- Exegetical Paper & Sermon (both written & preached)
- Psychological Evaluation
- 2 Internships (minimum, in two different kinds of parish settings and with a full range of pastoral experiences)
- CPE (accredited, usually hospital based)
- Presbyterian Coursework <sup>2</sup>
  - In the Areas of:
    - Presbyterian creeds/confessions, history, polity, worship
- Personal Statement of Faith
- Completion of Sexual Misconduct Prevention Training Seminar (Certificate)

### Process

- When all requirements have been completed, contact the CPM to schedule Final Assessment.
- Submit all final paperwork, including final statement of faith and exegetical paper and sermon, to the Presbytery office at least two weeks prior to meeting with CPM.
- CPM will meet with Candidate to determine if all the requirements have been met and will assess the Candidate in the areas of, but not limited to, theology, worship, polity, and ministerial skills.
- Candidate will submit a sermon which shall be accompanied by an exegetical paper. The format (personal, audio, video) shall be determined by the CPM.
- Session Liaison should accompany Candidate to Final Assessment.
- If approved, CPM will certify Candidate ready to receive a call and eligible to circulate Personal Information Form (PIF).

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<sup>2</sup> Seminaries differ in the courses they offer and the courses they require for MDiv. It is the responsibility of the Candidate to confirm that the courses taken fulfill the Presbytery requirement.

## **Demonstration of readiness to begin ministry of the Word and Sacrament**

### **BOOK OF ORDER**

#### **G-14.0305**

j. By the end of the candidacy phase, each candidate to be ordained shall demonstrate readiness to begin ministry of the Word and Sacrament by

- (1) presenting evidence of competence in the fields of theology, Bible, polity, and worship and Sacraments, ordinarily attested by completion of the requirements of G-14.0310; and evidence of ministerial skill attested in the supervised practice of ministry.
- (2) presenting evidence of readiness to participate in a calling presbytery's plan for transition and of plans for continuing study and growth (G-11.0103n and G-14.0506, last sentence);
- (3) expressing theological views compatible with the confessional documents of the church.
- (4) expressing understanding of the meaning of the questions required for ordination (G-14.0405) informed by knowledge of the church in diverse settings;
- (5) revealing commitment to the ministry of the Word and Sacrament within the discipline of the Presbyterian Church (U.S.A.) with personal maturity, spiritual depth, and a capacity to respond to the needs of others, including colleagues in ministry;
- (6) presenting a written sermon, together with a description of the contemporary need to which it was addressed and an exegetical interpretation of the biblical material out of which the sermon arose. This sermon shall be preached before the calling presbytery or a committee thereof as a part of the appearance of the candidate as set forth in G-14.0402.

# **FINAL ASSESSMENT GUIDELINES**

## **CRITERIA FOR EVALUATION OF READINESS FOR MINISTRY**

\*Approval certifies FULL PREPARATION & READINESS for ORDINATION with the assurance the Candidate can perform the tasks of ministry of WORD AND SACRAMENT.

### **1. Re: Education for Ministry**

- Completion of seminary training and supervised Field Education/Internships
- Shows sufficient fluency in the Christian and Reformed Tradition including scripture, church history, and theology.
- Shows awareness of the application of the Sacraments in the context of ministry
- Shows sufficient ability to share the faith in preaching and teaching.

### **2. Re: Spiritual Development**

- Shows ability to articulate personal faith, compatible with our Reformed Tradition and the Confessions.
- Shows responsible awareness of continuing struggle with difficult areas of faith, such as sin, evil, sovereignty of God, individual freedom, corporate responsibility, etc.
- Demonstrates continuing growth in personal relationship with God, spiritual disciplines, and self care.
- Demonstrates authentic faith between one's own beliefs and daily life (ie: an ability to interpret life through the lens of theology).

### **3. Re: Interpersonal Relations**

- Demonstrates increasing depth of sensitivity, compassion, and empathy for others.
- Ability to evaluate and articulate one's own values, gifts and priorities, and to identify and appreciate those of others.
- Has a healthy independence and maturing balance between self, family, friends and community between the areas of authority, responsibility, and needs.
- Ability to analyze ones' setting within location, culture, and history; including dynamics of financial & ethical situations.
- Shows an understanding of personalities, the dynamics of positive and negative conflict resolution, and emotional & spiritual health.
- Shows well-developed communication skills, both oral and written, for use in a variety of settings; counseling, teaching, writing, leadership of session, staff and committees.
- Ability to deal productively with conflict, failure & pain, (one's own and others').
- Ability to maintain appropriate relationships, acknowledge limits and set boundaries.

#### **4. Re: Personal Growth**

- Shows maturity and integrity as demonstrated by openness, trustworthiness, flexibility, healthy self-esteem, with low levels of defensiveness and anxiety.
- Ability to see self realistically and understand own strengths and weaknesses; to balance responsibility with self care.
- Self motivated and ability to set priorities and pursue challenges manage one's time and adjust to varying needs.

#### **5. Re: Professional Development**

- Demonstrates commitment to the church, its people, mission, theology and polity as its Minister of Word and Sacrament.
- Commitment to being an active Presbyterian.
- Ability to articulate and discuss theology & faith in the practice of ministry in the life of the church and the world.
- Demonstrates effective skills for preaching, teaching worship planning and leadership.
- A clear sense of vocation demonstrating ability to serve the people with energy, intelligence, imagination and most of all love.

**RECOMMENDED INTERNSHIP EXPERIENCES  
FOR THE CANDIDATE UNDER CARE OF  
THE CPM OF THE PRESBYTERY OF SAN FERNANDO**

The CPM of San Fernando Presbytery requires a MINIMUM of two internships/field education experiences. They are to be completed in two different kinds of parish settings and with a full range of pastoral experiences.

An internship must do two things; provide ministry growth experience for the candidate, and give assistance to the pastor and the congregation. The goal is to help prepare the candidate for a call.

In this way an internship must be more inclusive of all the pastoral roles, and satisfy more than a particular church need for a particular task. Thus we are advocating this list of ministry experiences for our candidates. Many areas will fit naturally within the specific task of the internship. Other areas listed need only to be experienced once to give insight and understanding. The key is the awareness within the pastor-intern relationship and discernment of both giftedness as well as needs.

If a supervising pastor is unable to spend some time with the intern, and/or is unable to offer a variety of experiences, along with the primary areas of work, the internship will not have adequately helped the candidate be prepared for a call.

**NECESSARY...**

\_\_\_\_\_ **A primary area of ministry**

- set goals & design program/ministry
- determine evaluative process

\_\_\_\_\_ **Assist in Worship**

- attend worship planning meeting
- observe development of worship music

\_\_\_\_\_ **Preach a Sermon**

- discuss sermon prep with pastor
- evaluate afterward with pastor

\_\_\_\_\_ **Observe/Assist in Pastoral visitation**

- a home visitation
- a shut-in visitation
- a hospital visit
- an evangelistic visitation

\_\_\_\_\_ **Attend Session meetings**

- help moderate a session meeting
- share a devotional for the session
- attend some session committee meetings
- help prepare a session agenda
- observe/assist in Elder training

\_\_\_\_\_ **Attend a Deacon's meeting**

- observe/assist a deacon visit/project
- observe/assist in deacon training

## **BETTER YET.... ALSO**

- \_\_\_\_\_ **Assist in a baptism**
  - observe/assist in family meeting
- \_\_\_\_\_ **Assist in Communion Service**
  - memorize the “Words of Institution”
  - help prepare elements for a Service
  - observe/assist in directing elders for serving
- \_\_\_\_\_ **Teach an adult class**
- \_\_\_\_\_ **Teach a children’s class**
  - design a SS program
  - observe/assist training of teachers
- \_\_\_\_\_ **Assist in a funeral service**
  - observe/assist in planning with family
  - design a funeral service & discuss
  - observe/assist a graveside service
- \_\_\_\_\_ **Assist in a wedding service**
  - observe pre-marital counseling session
  - design a wedding service & discuss
  - assist/observe rehearsal

## **FOR ADDED DIMENSIONS OF UNDERSTANDING...**

- \_\_\_\_\_ **Meet with the church treasurer**
  - discuss the annual budget of a congregation
  - learn about the monthly financial report
  - assist in the counting of the offering
- \_\_\_\_\_ **Observe/assist secretarial staff**
  - sorting through church mail
  - managing office machines & supplies
  - putting together church bulletin
- \_\_\_\_\_ **Write out a weekly pastor’s schedule**
- \_\_\_\_\_ **Write out a yearly pastor’s plan, including goals**

The CPM requires a written summary and evaluation of the internship by both the Candidate and the supervising Pastor. This is very important for the committee to adequately understand how best to support the candidate towards their ministry goal. Evaluation forms can be obtained from the Presbytery office. *Evaluations are to be submitted to the Candidate’s CPM Liaison within three weeks of the completion of the internship.*

## **Ordination Examination Information (G-14.0430)**

There are five Ordination Examinations: Bible Content, Open Book Bible Exegesis, Theological Competence, Worship & Sacraments, Church Polity. Successful completion of all five is required prior to Final Assessment.

### **Bible Content Examination**

Inquirers and Candidates are encouraged to take the Bible Content Exam in their first year of seminary. This exam is given online twice a year, in February and October. Registration is done by the Inquirer/Candidate online.

### **Theology, Worship, Exegesis, and Polity Examinations**

These examinations shall ordinarily be taken only after completion of two full years of theological education, or its equivalent, and shall be taken only upon approval by the CPM, which shall first attest that the Inquirer/Candidate has completed adequate academic preparation in each examination area and adequate supervised experience in the practice of pastoral ministry.

These exams are given in January and August each year. Inquirers/Candidates may take one or more exams at a time. Applications and payments must be submitted by the appointed deadlines. Applications can be downloaded from the pcusa website and **MUST BE SIGNED** by the Moderator of CPM.

If the Inquirer/Candidate has special needs due to a learning disability (dyslexia, ADD, etc.), the Moderator of CPM may attach a letter to the application requesting special treatment. It is the responsibility of the Inquirer/Candidate to request such a letter from CPM.

***Original exams, with grader sheets, must be submitted to CPM within two weeks of their return to the Inquirer/Candidate. Inquirers/Candidates should keep copies for their own personal files.***

## **ORDINATION INFORMATION**

When a Candidate has passed final assessment and been certified ready to receive a call, he or she may be given permission to circulate a Personal Information Form (PIF) and enter into negotiations for service.

When a call has been extended, the Candidate is to contact the CPM.

The Presbytery of Call shall ordinarily examine the Candidate and if successfully completed, the Presbytery responsible for the Candidate's preparation shall ordinarily ordain the Candidate. Ordination services are typically held in the Candidate's home church. The Candidate should contact the church personally to arrange a date and time for the service.

Ordination services cannot be held sooner than two weeks following ordination trials.

An Ordination Commission consists of a minimum of two clergy, from different churches in the Presbytery, and three elders, from different churches in the Presbytery. The Commission must be approved by the Presbytery.

The collection of a special offering will be taken at all ordinations in the Presbytery. These funds will be used for assisting future Inquirers and Candidates under care of this Presbytery.

A sample bulletin draft for an ordination service can be found on the next page.

# ORDINATION SERVICE

W-4.4000  
Sample Draft

Sample Order of Worship for the Ordination of Candidates to the office of Minister of the Word and Sacrament.

Prelude

Processional of Ordination Commission & Candidate  
(with hymn or prelude)

Welcome by Presbytery Moderator

Call to Worship  
Hymn of Praise

Prayer of Confession (may include silent time)  
Assurance of Pardon  
Gloria Patri

Prayer of Illumination  
Scripture Reading(s)

Meditation/Sermon (10 minutes)

Present the Candidate  
Statement on Ordination  
Constitutional Questions  
Prayer of Ordination—Laying on of Hands  
Declaration of Ordination  
Charge to Ordinand (5-10 minutes)  
Present Symbols of the Office (robe, stole, etc)

Offering (bulletin should note that offering collected goes to CPM)  
    Offertory—Doxology—Prayer of Dedication

Closing Hymn  
Benediction by Newly Ordained  
(If the Lord's Supper is to be included, it should follow the offering.)

## ADDITIONAL INFORMATION

The Book of Order is an important guide for preparation for ministry. Read it and reference it throughout the process.

There is a supplemental Advisory Handbook for CPM that should be consulted along with the Book of Order. It is available through the denomination's web site: [www.pcusa.org](http://www.pcusa.org).

The Presbytery of San Fernando maintains a web site with information for all Inquirer's and Candidates. You can access the manual and all forms through links: [www.sfpresby.org](http://www.sfpresby.org).

Full-time seminary students who are Inquirers or Candidates may enroll for coverage under the Medical Plan offered through the Benefits Plan of the Presbyterian Church (U.S.A.). For more information, contact the Board of Pensions at 800-773-7752 or visit [www.Pensions.org](http://www.Pensions.org).

All Inquirers and Candidates are **required to attend** an approved Sexual Misconduct Prevention Training seminar. The **Sexual Misconduct Policy** of the San Fernando Presbytery **applies to all Inquirers and Candidates**. You can access the policy on the Presbytery website.