

**PRESBYTERY OF MIDDLE TENNESSEE  
COMMITTEE ON PREPARATION FOR MINISTRY  
CHECKLIST FOR INQUIRY/CANDIDACY PROCESS  
Book of Order G- 2.06 **PENDING CPM Approval 11/2023****

The process leading to Ordination as a Minister of the Word and Sacrament (teaching elder) 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](http://www.pbymidtn.org) page.  
[www.pbymidtn.org](http://www.pbymidtn.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 in the Inquirer and Candidacy phases with 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
- Completion of PMT Inquirer Application Forms 1A, 1B, 1C, 1D, 1E
- Session endorsement and assignment of Session Liaison
- Meeting with CPM and enrollment as Inquirer – **Inquirer phase does not begin until this meeting and action and assignment of CPM liaison**

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

- Proof of completion of boundary training (approved by the Presbytery) which includes the topics of sexual misconduct and child sexual abuse prevention. Such certification must be completed every 36 months.
- A background check—paid by Presbytery (arrange through stated clerk)
- Psychological evaluation: The candidate's home church should pay some or all of the cost and candidates are responsible for consulting with their session liaison to determine if this is possible. CPM also has limited funds available to assist candidates and churches, *but* candidates' home churches should be approached first.
- The CPM has approved Nashville psychologists Dr. David McMillan and Dr. Adrienne McKeon for this service. Any other psychologist or service chosen by a candidate must be approved in advance by the CPM.<sup>1</sup> Costs vary depending by the provider but typically fall between \$1000 and \$2000.
- [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.

---

<sup>1</sup> Trinity Counseling Service in Princeton, NJ and The Samaritan Center of Puget Sound in Seattle, WA have been used by candidates under care of the Presbytery of Middle Tennessee and do not require pre-clearance.

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

- Completion of all requirements as an Inquirer
- Completion of PMT Candidate Application Forms 5A, 5B including required statements
- Session endorsement
- Meeting with CPM to act on request to move to Candidacy

### **Enrollment as a Candidate requires:**

- CPM's recommendation to the Presbytery of Middle Tennessee
- 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 four times a year: February, May, August, and November (dates determined by the Administrative Committee).
- Action by the presbytery to approve or deny the examination

### **Candidacy Requirements:**

- Minimum of one year as Candidate is required prior to being considered for a call requiring ordination AND minimum of two years total as Inquirer and Candidate
- Annual Consultation with Committee on Preparation for Ministry is required

### **Theological Education requirements:**

- Completion of seminary degree from accredited theological educational 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 or some other course 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 Presbyterian 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

*"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."*