

Guidelines for Interviews for Prospective Candidates

Committee on Preparation for Ministry

Charlotte Presbytery

"The purpose of the candidacy phase is to provide for the full preparation of persons to serve the church as ministers of the Word and Sacrament. This shall be accomplished through the guidance and evaluation of candidates, using learning contacts within a context of supportive relationships" (*Book of Order*, G-14.0405).

Instruct the potential Candidate to do the following:

1. Begin Form 5A, completing demographic information about yourself and listing the names and addresses of three persons who have agreed to serve as references for your growth over the past year. Prepare the six required statements (See Pages 8-9 in the Preparation for Ministry Manual, Advisory Handbook).
2. Meet with your Session to share your six statements. Ask the clerk or moderator to indicate whether the session endorses your request to be enrolled by Presbytery as a candidate. If your request is endorsed, be sure that the session appoints a liaison to work with you and CPM. List this elder's name and address on Form 5A.
3. Prepare the following materials for the committee:
 - **Form 5A** with Session endorsement and answers to the six questions
 - The report of your **consultation** with the Career and Personal Counseling Center
 - Your most current seminary **transcript**
 - **Form 5B**, which will be signed at the meeting.
4. Submit your application and all required materials to Belinda Rice, Coordinator for the Committee on Preparation for the Ministry. Belinda will work with the student and CPM Moderator(s) to schedule the interview with the appropriate subgroup. We must receive your materials at least two weeks *before* the meeting so that your forms can be copied and distributed to members of the committee. **Mail materials** to Belinda Rice, Presbytery of Charlotte, Suite 200, 5700 Executive Center Drive, Charlotte, NC 28212, or **fax the forms** to 704/537-3476. If you fax forms, be sure to bring signed originals to the meeting. You can email Belinda at Belinda.Rice@presbyofcharlotte.org.
5. Invite your pastor and Session-appointed liaison to attend the meeting.
6. After approval by CPM, you will be presented to the Presbytery by CPM. You will need to send Belinda for inclusion in the Presbytery packet your Statement of Faith and a biographical statement.

Goals of the Candidacy Interview:

1. Review with the inquirer:
 - the annual consultation and the six statements required
 - the covenant relationship and, in the case of a request to move to candidacy, begin to establish a new Covenant Agreement.
2. Ask questions related to their readiness and motivation to seek candidacy at this time
3. Review question 2 relative to the Statement of Faith and question 5 for the biographical statement. Ask questions or make suggestions, as necessary

At the end of the interview, excuse the potential inquirer so that the subgroup can discuss and vote on a recommendation for the Presbytery. After the vote, welcome the candidate back into the room, tell the person the vote (yes or no), and inform them of the next open date at a Presbytery meeting for them to appear. At this meeting the inquirer will make an oral statement of call, what motivates him or her to become a Minister of Word and Sacrament in the PCUSA. In addition, the person will need to prepare a biographical statement and statement of faith, based on the six statements. Pray a closing prayer for the Inquirer.