

Guidelines for Interviews for Prospective Inquirers

Committee on Preparation for Ministry

Charlotte Presbytery

"The purpose of the inquiry phase is to provide an opportunity for the church and for those who believe themselves called to ministry of the Word and Sacrament to explore that call together in such a way that a decision regarding the inquirer's suitability for ministry of the Word and Sacrament will be based on knowledge and experience of one another" (*Book of Order*, G-140404).

Instruct the potential Inquirer to do the following:

1. Meet with your Session. As you talk about your life and your call, ask the clerk or pastor to record your answers to the questions in the *Session Consultation and Recommendation* on page 10 of Form 1. At the conclusion of the meeting, ask the Session to complete the *Session Evaluation and Recommendation* on page 11 of Form 1.
2. Prepare the following materials for the committee. Please use care when composing your responses. We strongly recommend that you have your pastor or a mentor read and edit your responses for clarity of grammar, thought, and for spelling.
 - **Form 1**, including comprehensive answers the *Questions for Reflection* on page 5, the *Session Consultation* on page 10, and the signed *Session Evaluation and Recommendation* on page 11.
 - **Form 2A**. (The CPM Evaluation will be done at the Interview with the subgroup)
 - **Form 2B**, which must be signed by the applicant's Session Moderator if that person is unable to attend the transitions meeting.
3. 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.
4. Invite your pastor and Session-appointed liaison to attend the meeting.

Goals of the Inquiry Interview:

1. To discuss the nature and theology of call;
2. To begin to discern the nature of the applicant's sense of vocation; qualities necessary for ministry of the Word and Sacrament;
3. To determine whether the applicant has the potential and the qualities necessary for ministry of the Word and Sacrament;
4. To prepare the applicant for the highly evaluative period of inquiry (or offer suggestions for other vocations);
5. To make certain that the applicant understands that the preparation process is the beginning of a relationship spanning two years or more that will determine one's fitness for ministry, that will assess one's growth in five areas of ministry, and a time of exploration of the validity of the call, and a further time, if the way be clear, for actual preparation for a call.

At the end of the interview, excuse the potential inquirer so that the subgroup can discuss and vote on a recommendation and appoint a liaison for the person. After taking the vote, welcome the inquirer back into the room, tell the person the vote (yes or no), and pray a closing prayer for the inquirer. Congratulate.