



TO: Prospective Inquirer

FROM: National Capital Presbytery's Commission on Preparation for Ministry (CPM)

Greetings from the National Capital Presbytery and the Commission on Preparation for Ministry! Our commission is charged with overseeing the process and guiding those who would seek ordination to the office of teaching elder through the system.

The process is an arduous one which takes a minimum of two years. However, there are handbooks and forms and CPM members who will guide you through the process. This packet of material is designed to get you started on your journey. An identical packet has been provided to your Session and whoever will serve as your Session liaison. The packet includes the following:

- Preparation for Ministry Advisory Handbook Table of Contents and site reference
- Complete set of Forms required from when you become an Inquirer until you receive a call or withdraw from the process
- Several Documents specific to National Capital Presbytery including
 1. NCP Code of Ethics for Clergy and other Church Professionals
 2. NCP PCUSA Clergy Sexual Misconduct Policy

Just as the clergy in this presbytery are expected to abide by the above documents, as a candidate under care of this presbytery, you, too are expected to adhere to these policies. When you have your initial interview with the CPM, you will be asked if you understand them and have any questions. During the ordination process, you will also be required to attend the Healthy Boundaries Training offered by National Capital Presbytery.
- The other materials are provided simply as further information as you begin your journey.

Your first step is to complete **Form 1(A-C)** and provide it to the Session of your home church. These forms are available in electronic format for purposes of completion and submission; go to: <http://gamc.pcusa.org/ministries/prep4min/forms-used-preparation-ministry-process/>. *You need to have been an active member there for at least 6 months.* Once the Session interviews you and endorses you as an Inquirer, **Form 1(A-D)**, along with official transcripts, need to be mailed to the National Capital Presbytery to Jan Moody, Assistant to the Stated Clerk. The CPM will be notified and contact you regarding the scheduling of career counseling.

Prior to your interview with CPM, you will also be required to participate in a psychological assessment. Arrangement for that assessment can be made through the Center for Pastoral Counseling of Virginia in McLean, VA (703-903-9696). Once this counseling is complete and the NCP/CPM has all the paperwork, you will be assigned to a liaison group within the CPM that will meet with you and guide you in the next steps of the process. You should bring **Forms 2A and 2B** (completed with appropriate signatures) to your initial meeting with the CPM. Should you have any questions prior to that time, contact [Jan Moody, jmoody@thepresbytery.org](mailto:jmoody@thepresbytery.org), for assistance in helping to answer your questions. Please refer to the NCP website under Documents/ Commission on Preparation for Ministry/Overview of the Process for an even more detailed, step by step explanation of the process.

Many of you may already be considering your choice of seminaries or have already enrolled, so you need to know that the usual assumption of NCP/CPM is that you will be attending a Presbyterian seminary. If you are already attending a non-Presbyterian seminary or are leaning in that direction your choice needs to be cleared for that by the CPM. Your pastor can help you with your choice or someone one from CPM will be glad to talk to you if you need even before your initial interview.