

Foothills Committee on Preparation for Ministry Session Responsibilities

Applicant/Inquiry Phase:

1. **Schedule time with a CPM Representative to meet with Session for Orientation.** This meeting shall occur prior to Applicant's interview with the Session.
2. **Interview Applicant**
 - Applicant shall contact Session to begin the process. Applicant shall follow their Session's policies.
3. **Appoint Session Liaison**
 - When Applicant has been approved by Session, Session shall appoint a Liaison who will serve as a bridge between Applicant and Session. The Liaison shall be invited by their Applicant to attend CPM meetings.
4. **Recommend Applicant to CPM**
 - After interview, **Forms 1D and 2B** shall be obtained, completed and submitted to the Presbytery Office.
5. **Financial Support**
 - Session shall discuss Applicant's needs for financial support and church's ability to offer support.
6. **Forms 1A, 1B, the Foothills Presbytery Personal Financial Form, 1D and 2B**
 - Submit **Forms 1A, 1B, the Foothills Presbytery Personal Financial Form, 1D and 2B** to Presbytery Office.

Annual Consultations:

1. **Meet regularly** with Inquirer/Candidate.

Move from Inquirer to Candidacy:

1. **Receive and act on Inquirer's request to become Candidate**
 - Clerk/Moderator receives all paperwork from Inquirer and schedules time for Inquirer to meet with Session. Paperwork should be distributed for review by elders prior to meeting.
 - Session examines Inquirer, focusing on sense of call, paperwork, and response to the six statements. You will be asked to leave the room while the Session discusses whether to endorse your move to Candidacy. After voting, they will invite you to return to the meeting and inform you of their decision.
2. **Recommend Inquirer with Form 5B**
 - If the Session endorses the move to Candidacy, the Clerk of Session recommends the move to the CPM using **Form 5B**.

3. Sign Form 5D

- By signing **Form 5D**, the Session covenants to support you through the remainder of your preparation for ministry.

4. Write letter explaining Session's rationale for their action

- The Session's letter will highlight its members' perception of your faith development and call to ministry.

5. Continue financial support

- Session shall discuss the Inquirer's ongoing need for financial support and church's ability to offer support.

Certified Ready (Final Assessment):

1. Continue to support the Candidate

- The covenantal relationship between the Session, Candidate and Presbytery continues until the time the Candidate receives a call and is ordained.
- Suggestions for how a Session can effectively provide support to the Candidate can be found in the Session orientation materials provided by the CPM to the Session