

## PREPARATION OF INDIVIDUALS FOR MINISTRY OF WORD AND SACRAMENT

Policy of the Presbytery of Cincinnati  
adopted May 11, 1999, revised March 8, 2005  
edited to conform to *Book of Order* 2011-2013

This policy was developed to assist the presbytery and those under its care (through the Committee on Preparation for Ministry; CPM), as we covenant with individuals in their personal, professional and spiritual development (known hereafter as “preparation”) as they prepare for ordination as ministers of Word and Sacrament. In doing so, we have considered our responsibilities to the individuals, to the presbytery, to the denomination and to the larger church.

### ALL INQUIRERS/CANDIDATES:

1. Must meet the requirements for preparation as outlined by the PCUSA, *Book of Order* G-2.06 unless an exception is granted by the provisions of this policy.
2. It is the presbytery’s requirement that students earn a Master of Divinity degree (M.Div.). The presbytery strongly urges that the M.Div. be pursued at a seminary of the Presbyterian Church (USA). All inquirers/candidates must attend a PCUSA seminary for one year unless an exception is granted under the provisions of this policy.

<p>On September 9, 2008, the presbytery approved CPM’s recommendation that Clinical Pastoral Education (CPE) become a requirement of this presbytery for ordination for all those entering the Inquirer phase after September 9, 2008.</p>
--

3. Requests for exceptions from this policy or as provided by G-2.0610 will be considered when such requests are made in accordance with the following procedures and requirements and in advance of the student’s pursuing a particular course of action:

### REQUESTS TO BE EXCUSED FROM CERTAIN EDUCATIONAL REQUIREMENTS AS PROVIDED BY G-2.0607 a-d or the Policy of the Presbytery of Cincinnati

As such, an inquirer/candidate must:

1. Be in pursuit of or already possess an M.Div. degree from an accredited theological school. All individuals must earn an M.Div. degree.
2. Demonstrate to the presbytery good and sufficient reason for the exception to the educational requirements of G2.0607 b, c or the requirements of the Presbytery of Cincinnati
3. Submit to the CPM the attached request form, which includes an educational plan demonstrating that the equivalent of the requirements of G-2.0607 b, c will be accomplished should the exception be granted. This plan should:
  - a. Be based in a seminary/divinity school which is accredited by ATS (Association of Theological Schools).
  - b. Be prepared with the assistance of and be signed by a “faculty curriculum advisor”, who is:
    1. recruited by the individual under care
    2. on the faculty of that institution
    3. is ordained as a Minister of Word and Sacrament in the PCUSA
  - c. Include, at minimum, one semester of study (or three classes in the areas of polity,

Presbyterian Confessions, Presbyterian History or Worship) in a PCUSA seminary, or a one-year, pre-approved, full-time (38 hours per week) supervised internship in a pastoral position in a PCUSA congregation.

- d. If an M.Div Degree is being pursued from other than a PCUSA seminary, demonstrate how the individual's previous education, PCUSA experience and this educational plan are the equivalent of an M.Div. Degree granted by a PCUSA seminary.

#### REQUESTS FOR A WAIVER OF EXAMINATION REQUIREMENTS AS PROVIDED BY G-2.0610

If an inquirer/candidate fails a Standardized Ordination Examination twice, the candidate may submit a request for the waiver in writing to the CPM.

After consultation with the inquirer/candidate, the CPM will determine whether the candidate must take the Standard Ordination Examination again or an alternate examination prepared by appropriate members of the presbytery not currently serving on CPM.

#### DETAILS OF THE PROCESS:

1. The process is normally to be written. When the committee is employing the waiver because written communication is not adequately allowing the candidate's full communication of her or his knowledge, we would, by committee approval, allow for an oral examination.
2. We will employ the examination created by the General Assembly, administered at the same time it is used on Seminary campuses. When this is not workable we will appoint a three-member sub-committee to prepare an examination in the style of the General Assembly examination.
3. When using the General Assembly examinations, we will make available to the graders the information used by examination graders, and the opportunity to discuss with each other the acceptable answers. When not using the General Assembly examination the sub-committee which created the examination will prepare a similar document.
4. Two people from within the Presbytery but beyond our committee will be sought by the committee to serve as graders. The committee will appoint these graders, paying attention to a balance of racial, ethnic, gender, and other diversity questions. When the examination is by necessity oral, the graders will be presbyters not familiar with the inquirer/candidate.
5. As is done by the General Assembly examination process the name of the inquirer/candidate will not be known to the examination graders. When the examination is by necessity oral, we will have no choice but to compromise this anonymity.

#### REQUESTS FOR A WAIVER OF TIME REQUIREMENTS AS PROVIDED BY G-2.0602

While the CPM will consider requests for a waiver of time requirements as provided by G-2.0602, normally it expects that all candidates will meet the time requirements of the *Book of Order*.

**REQUEST TO BE EXCUSED FROM CERTAIN EDUCATIONAL REQUIREMENTS**  
**As provided by G-2.0607 b, c or the Policy of the Presbytery of Cincinnati**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CPM Liaison: \_\_\_\_\_

Specific Request for Exemption (cite *Book of Order* reference or presbytery policy item number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the request is for exemption for study at a Presbyterian Seminary, name and address of faculty curriculum advisor participating in the request: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Educational plan demonstrating that the equivalent of the requirements of G-2.0607 will be accomplished should the exception be granted (attach extra pages if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inquirer/Candidates Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_