

Policy #12 - Policy on Final Assessment Requirements

There are two phases for Final Assessment: (1) written requirements and (2) consultation. Generally, a Candidate should begin working toward satisfying the requirements of Final Assessment as he / she enters the final year of theological education. A Candidate may proceed to the consultation stage of Final Assessment when:

1. all *five* of the Ordination Exams have been passed,
2. all educational requirements have been completed or graduation from seminary is imminent,
3. a new (within the last 6 months) MMPI is required of all inquirers/candidates who have been in the process for more than 4 years. The committee may require additional ministry assessment.
4. the Final Assessment Reading Committee has granted its approval of the written requirements.

Phase 1 - Written Requirements

Working with his / her CPM liaison and others as would be helpful to the Candidate, the Candidate should begin early in his / her final year of theological education to complete all requirements as outlined in the Book of Order G-2.0607 and the requirements below for Final Assessment. The written work should be sent as a single PDF attachment by email to cpmadmin@atlpcusa.org. The written documentation will be sent to the Final Assessment Reading Group for approval, or recommended revisions. When approved by the reading group, the candidate will be scheduled to meet with CPM.

Rubrics for Written Requirements

1. All papers must be single spaced, 11pt Times New Roman, with pages numbered and candidates name on each page, in PDF format.
2. Faith Statement limited to one page (current guideline).
3. Answers to Ordination questions limited to a paragraph each.
4. Personal Maturity statement limited to one page.
5. Procedure for sermon prep can be narrative or bullet points. If narrative, no more than 2 pages.

Written responses to the following:

- Statement of Faith expressing where you are today. This should be a clear personal articulation of the candidate's faith within the framework of the reformed tradition. It should not be a copy or paraphrase of a confession. (One page) (See policy#6 on Statements of Faith)
- Engagement with and personal critical reflection on each of the Ordination Vows (W4.0404). These responses should demonstrate a thorough understanding of each vow and demonstrate an understanding of how taking each vow would shape the candidate's practice of ministry.
- Reflection on Personal Maturity and Readiness for Ministry reflecting a high level of self-awareness and authenticity. This should show the candidate's ability to articulate the connection between his/her personal readiness and the ministry to which he/she is called.
- Statement as to what the candidate considers one critical issue facing the church today. The

statement should demonstrate the ability to identify and analyze a critical social issue and apply an appropriate theological and biblical framework.

- Sermon Preparation
 - Choose a biblical text
 - Clearly describe your sermon preparation, including exegetical work in the original language, and your writing process.
 - Identify the audience to whom the sermon is to be preached.
 - Write a sermon that addresses the critical issue you identified in the previous step, providing the hearers with an engaging and lively word.
- A statement as to any scruples which the candidate has as to any requirement of the Book of Order or the Book of Confessions. A scruple is a statement of the candidate that indicates the candidate will not uphold a particular section of the Constitution of the Presbyterian Church (U.S.A.).

Other material required (most should be in his / her file from the Candidacy phase). Contact the administrator for CPM by email at cpmadmin@atlpcusa.org to check your file:

- Transcript from an accredited college and university (or Presbytery approved exception)
- Transcript from the theological institution showing satisfactory grades and a report from the candidate indicating the classes or work being done to complete the degree. A final transcript showing degree conferred should be provided as soon as possible after graduation.
- Transcripts should show the following education requirements (see Policy #4): Greek, Hebrew, New Testament Exegesis using Greek, Old Testament Exegesis using Hebrew, Presbyterian Polity and Reformed Theology
- Field education and/or internship evaluations
- Certification of completion of one unit of Clinical Pastoral Education (CPE) at an ACPE-certified institution (see Policy #4)
- Satisfactory grades and the examination papers for Ordination Exams

Reading Committee – The Final Assessment Reading Committee will determine whether or not the written requirements have been satisfied and questions adequately addressed. If there is some deficiency, the Reading Committee will inform the candidate and his or her liaison in writing and indicate what remedial action should be taken in order for approval to be granted. The Reading Committee may also suggest to the CPM Group areas in which they may like to have clarification or additional conversations with the candidate.

Phase 2 - Consultation

After all requirements for Final Assessment have been met, the Candidate will be scheduled for a consultation with the CPM sub-committee. The administrator for CPM in the Presbytery office manages scheduling.

A Candidate may be scheduled for the consultation after nine (9) months in the Candidacy phase and, if approved, will be “Certified Ready to Receive a Call.” Ordination may not be earlier than one (1) calendar year after the approved Candidacy date.