

The CPM Liaison

G-2.0601 Nature and Purpose of Preparation

“It is important that those who are to be ordained as teaching elders receive full preparation for their task under the direction of the presbytery. For this purpose, a presbytery shall enter into covenant relationship with those preparing to become teaching elders and with their sessions and congregations. This relationship shall be divided into the two phases of inquiry and candidacy.”

Practical Recommendations

1. After being assigned as a liaison, arrange a time to connect (face-to-face or virtually depending on the situation) with the Inquirer/Candidate. This is a chance to get to know one another and discuss goals for the coming year.
2. Plan to be in touch with the Inquirer/Candidate every 2-3 months throughout their process. This doesn't have to be formal! A simple email, text message or phone call provides a point of connection. If able, every seminary student appreciates coffee or lunch.
3. The purpose of regular communication is to stay up to date on how school is going, how Supervised Ministry experiences are going, and how a student is progressing with their goals. Again, this doesn't have to be formal, simply show an interest!
4. Understand the requirements of the ordination process so that you can appropriately guide the Inquirer/Candidate through the process and hold them accountable for fulfilling all the requirements.
5. Complete an Annual Consult annually. Again, this doesn't have to be formal, but do submit the form to the CPM Administrator. It is best if this is completed 2-3 months before the Inquirer/Candidate plans to take the next step in the ordination process. This allows you to make sure they understand the requirements of each stage of the process.
6. When your Inquirer/Candidate is preparing to meet with CPM, offer to read their paperwork in advance of the submission deadline or make time to read it prior to the CPM meeting so that you can offer initial feedback.
7. Follow-up with the CPM Administrator as needed to make sure paperwork is being submitted.
8. Make every effort to be at the CPM meeting when the Inquirer/Candidate meets with your Sub-Group. This can be an opportunity to advocate for the Inquirer/Candidate if needed. You don't need to disclose every detail, but you will often know more about the day-to-day life of the Inquirer/Candidate.
9. When your Inquirer/Candidate takes their next step, plan a time to meet to follow-up about goals for the next year.

Above all, being a liaison is all about relationship!