

Information regarding next steps after Final Assessment  
August 2019

Once a candidate has been approved at Final Assessment, the following situations are possible:

**For those who do not have a call:**

1. A Candidate will want to create and submit a PIF (Personal Information Form) using the PC(USA) system called CLC. Information and instructions for doing so can be found here (<https://oga.pcusa.org/section/mid-council-ministries/clc/personal-information-form/>). Once completed and submitted, the Chair of the Committee on Preparation for Ministry will be asked to attest the PIF in order for it to begin circulating.

**For those who have a potential call in the Presbytery of Greater Atlanta:**

1. For pastoral positions: Regardless if this call is for an installed position or for a Contract Call position, terms and/or a contract will need to be completed by the church. The church should be in contact with the Congregational Consultant who works with the church about the situation

The contract needs to be approved by the consultant.

The candidate will need to appear before the Examinations Commission of the presbytery to preach a sermon, and then be examined in the areas of theology, bible, polity and worship/sacraments. The Stated Clerk is who schedules the Commission and will also provide the information about the needed paperwork.

The candidate will appear before the Presbytery for final examination and vote on reception

2. For Validated positions: These positions are things such as yearlong hospital residency programs, professor positions, pastoral counseling positions, and chaplaincy positions. The Stated Clerk should be contacted to receive an application to have the ministry validated. This application then goes to the Committee on Ministry for action.

If the ministry is validated, next steps are as stated above: appearance before the Examinations Commission and appearance before the Presbytery for final exam and vote of reception.

**For those who have a potential call outside the Presbytery of Greater Atlanta:**

1. It is important that you speak with the Stated Clerk of that Presbytery. Each presbytery has its own procedures regarding examination and reception.
2. If you wish to be ordained in this presbytery, you will need the permission of the calling presbytery. It is up to them if they will examine you or if they will accept our examination. If they wish to examine you, we will accept that and move forward with ordination when the way be clear. If they want us to examine you, you will need to preach and be examined by our Examinations Commission. You will not need to appear before our presbytery as we will not be receiving you...the new presbytery will receive you (and again, you will need to find out their requirements). Both Stated Clerks will work together to help smooth the situation.
3. If your call is to a validated ministry outside this presbytery, you will need to deal with that presbytery to have the ministry validated. We will not validate anything outside our bounds.