

## Steps to Completing Final Assessment in the Presbytery of Greater Atlanta

There are two phases for Final Assessment: (1) written requirements and (2) consultation interview.

A Candidate is eligible for 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 assessments.

### Phase 1: Written Requirements

We recommend that you begin preparing the required materials for Final Assessment during your final year of theological education, working with your CPM liaison and others who would be helpful (see Book of Order G-2.0607).

#### Written Requirements

1. One page 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 any other confession. (See CPM Policy #6 on Statements of Faith.)
2. Engagement with and personal critical reflection on each of the Ordination Vows (found in W-4.0404). 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. Each answer is limited to one paragraph.
3. One page 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.
4. 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.
5. An outline and summary of the sermon preparation process (narrative or bullet point is acceptable, but no more than two pages). This should include:
  - a. A biblical text
  - b. A clear description of your sermon preparation, including exegetical work in the original language, and your writing process.
  - c. The audience to whom the sermon is to be preached.
6. The full text of a sermon that addresses the critical issue you identified, providing the hearers with an engaging and lively word.
7. 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.).

All written work must be single-spaced, 11pt Times New Roman, with pages numbered and candidate's name on each page. The written work should be sent as a single PDF attachment by email to [cajames@atlpcusa.org](mailto:cajames@atlpcusa.org)

Other material required (most should be in his / her file from the Candidacy phase). Contact the Stated Clerk by email at [cajames@atlpcusa.org](mailto:cajames@atlpcusa.org) to check your file:

1. Transcript from an accredited college and university (or Presbytery approved exception)
2. 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.
3. Transcripts should show the following educational requirements (See Policy #4): Greek, Hebrew, New Testament Exegesis using Greek, Old Testament Exegesis using Hebrew, Presbyterian Polity and Reformed Theology
4. Field education and/or internship evaluations
5. Certification of completion of one unit of Clinical Pastoral Education (CPE) at an ACPE---certified institution, which includes the unit evaluation. (See Policy #4)
6. Satisfactory grades and the examination papers for Ordination Exams

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 areas in which they may like to have clarification or additional conversations with the candidate. When approved by the reading group, the candidate will be scheduled to meet with CPM.

### **Phase 2: Consultation**

Once all requirements for Final Assessment are met, the Stated Clerk will contact you to schedule an interview with the Committee. CPM meetings are generally scheduled for the late afternoon of the fourth Thursday of each month, alternating between in-person and Zoom. Each person under care is required to meet with the Committee at least once in person, preferably at the time of consideration to be an Inquirer. Other interviews may be held on Zoom. A Candidate may be scheduled for the consultation after nine months in the Candidacy phase and, if approved, will be "Certified Ready to Receive a Call." Ordination may not be earlier than one calendar year after the approved Candidacy date.

*Please note that the Final Assessment process is different from Examinations. Upon being Certified Ready to Receive a Call, a candidate will then be eligible to begin circulating their PIF and seeking a call. Once a call is received, the calling Presbytery (even if it is Greater Atlanta) will have an examination process for being received into the Presbytery. Please do not make plans for an ordination service until you know for certain that you are being received into the calling Presbytery.*

### **Contact Information**

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