

GUIDELINES FOR ANNUAL CONSULTATIONS

Commission on Preparation for Ministry
Pittsburgh Presbytery

GOALS

- To involve the active participation of the Inquirer/Candidate
- To nourish growth and development
- To develop goals and objectives
- To evaluate progress
- To provide supportive relationships
- To remind the Inquirer/Candidate of the next step(s) in the process

RESOURCES

- Book of Order G-14.0300 through G-14.0405
- *Preparation for Ministry in the Presbyterian Church (USA): A Manual* (in CPM notebook)
- *A Caring Process* (in CPM notebook)

PRE-CONSULTATION PROCEDURES

- Mail the Pre-Interview Annual Consultation Report (Form 3) to the Inquirer/Candidate, allowing time for it to be completed and returned at least one week prior to the Annual Consultation.
- Both Care Team members study the pre-interview report prior to the Annual Consultation. Also review College and Seminary Transcripts, Field Education Reports, the Vocational Assessment Report, and previous Annual Consultation Reports.

THE ANNUAL CONSULTATION

- It is important for both Care Team members to participate.
- Use the Pre-Interview Report (Form 3), the Annual Consultation Report (Form 4), College and Seminary Transcripts, the Vocational Assessment, Field Education Reports, and previous Annual Consultations to guide and determine the format of the Annual Consultation.
- Open and close the Consultation with prayer.
- Assess whether growth is taking place and who the emerging person is as a whole, trying to determine growth for Ministry of Word and Sacrament in the areas outlined in Form 4, being mindful of the needs for faith, spirituality, temperament, abilities, motivation, capacity for continuing growth, and spouse/family support.
- Discuss outcomes of spiritual mentor meetings and married couple mentor meetings (if applicable).
- Discuss the person's worship and other involvement in a Presbyterian Church (USA).
- Discuss the issues of: sex, substance abuse, money, higher standards to which clergy are held, and how they take care of themselves physically, emotionally and spiritually.
- Review the field education supervisor report with the person and discuss future plans for additional field education.
- Discuss in depth those areas and issues which are of concern and which need further clarification.
- Identify where more work is required.

- Negotiate and develop new growth objectives with the Inquirer/Candidate.
- Discuss with the Inquirer/Candidate whether continuation in the process will be recommended.

THE ANNUAL CONSULTATION REPORT

- Reply to all areas of Form 4.
- Indicate your recommendation as to continuation of the process.
- The Inquirer/Candidate must sign the Annual Consultation Report (Form 4).
- Indicate recommendations for further requirements and have the Inquirer/Candidate sign that section.
- Present the report to the Commission on Preparation for Ministry for approval.
- The Report will be distributed as follows:
 - ü Inquirer/Candidate
 - ü Session
 - ü Theological Institution
 - ü Commission File
 - ü Care Team