

# CHECKLIST FOR ORDINATION PROCESS

Commission on Preparation for Ministry  
Pittsburgh Presbytery

**I/C Name** \_\_\_\_\_

(Please use one checklist per Inquirer/Candidate to track his/her progress.)

PHASE	DOCUMENTATION / ACTION	COMPLETION DATE(S)	
APPLICANT/ PRE-CARE	Session Visit (if necessary, when & conducted by whom)		
	Inquiry Application (Forms 1A-D)		
	Covenant Agreement & Inquirer Release (Form 2B)		
	Background Clearances	<input type="checkbox"/> Child	<input type="checkbox"/> Criminal <input type="checkbox"/> Federal
	Pre-Care Consultation (when & conducted by whom)		
	"Standards of Ethical Conduct" Acknowledgement of Receipt Form		
INQUIRER	Initial Consultation (within first 90 days of enrollment)		
	Undergraduate College Transcript(s)		
	Current Seminary Transcript(s)		
	Annual Consultation Reports (Form 4)		
	Bible Content Examination (date when passed)		
	Entering the Ministry Assessment Report		
	Entering the Ministry Assessment Report Release Form		
	Pastoral Competency Profile Evaluation Rating Grids (date submitted)	Part I	Part II
	Field Education Report		
	Application to be Received as a Candidate (Form 5A)		
	Evaluation & Recommendation to be Received as a Candidate (Form 5B)		
	Covenant Agreement & Candidate Release (Form 5D)		
	Six Candidacy Questions (including Statement of Faith)		
	Statement of Faith		
	CANDIDATE	Annual Consultation Reports (Form 4)	
Current Seminary Transcript(s)			
Standard Ordination Examinations (date when passed)		Bible Exegesis	Theological Competence
		Worship & Sacraments	Church Polity
Written Sermon & Exegetical Paper			
Report of Preaching (when, where & heard by whom)			
Statement of Faith (revised)			
CERTIFIED READY	Permission Given to Circulate PIF		
	Planning the Commission for Your Ordination Service Form		