

# GUIDELINES FOR INITIAL CONSULTATION

Commission on Preparation for Ministry  
Pittsburgh Presbytery

The Initial Consultation should be conducted by the Care Team within the first ninety (90) days of an applicant coming under care as an Inquirer. Following are touch points that need to be part of that conversation:

- **READ & GET TO KNOW** the "Ordination Process in the PC(USA)" document.
- Emphasize the seminary requirements for graduation ARE NOT THE SAME as the requirements of the respective presbyteries for ordination.
- Go to the CPM "Forms & Resources" page on the presbytery website to become familiar with the documents and information available. Other than the above document, this will be the single most important source of information during the process.
- All PC(USA) forms linked at the above site are in writeable PDF format and can be saved to your computer then emailed. PLEASE DO NOT SEND HARD COPIES OF ANY FORM TO THE PRESBYTERY.
- Take steps toward registering for the Bible Content Examination:
  - Ø Check the online registration deadline
  - Ø Submit a request to take the examination through Care Team from CPM
  - Ø Complete the registration once approved to do so by CPM
  - Ø Email a copy of the registration confirmation for reimbursement to Cindy Miller\*
- Complete a Vocational Assessment within the first 6 months of becoming an Inquirer. The cost of which is shared three ways (40% session, 40% presbytery, 20% Inquirer).
- Select a spiritual mentor and a marriage mentor if married:
  - Ø Meet with at least twice a year
  - Ø Should be approved by the Care Team
- Review "Standards & Measures" document, (adopted 12/03/2003) particularly D under "Additional Measures."
- Review Field Education standards listed below:
  1. Required of all inquirers and candidates
  2. Home church cannot serve as sole field education experience
  3. One field education experience must be different from home church in terms of type of church
  4. One field education experience must be in a PC(USA) church
  5. Care team must validate field education before it is undertaken
  6. Care team must receive and review report from field education supervisor
  7. Inquirer/candidate has responsibility for ensuring that report is sent to care team.
  8. Care team is encouraged to contact supervisor by telephone
- Negative news and turnover of Care Team members require a face-to-face meeting.
- Care Team initiates communication to determine a date for the first Annual Consultation.
- Complete, save and email "Pre-Interview Annual Consultation Report" (Form 3) to the Care Team and to Cindy Miller one week prior to consultation.\*

\*Email noted documents to Cindy Miller at [cmiller@pghpresbytery.org](mailto:cmiller@pghpresbytery.org)