

**PRESBYTERY OF LONG ISLAND**  
**COMMITTEE ON PREPARATION FOR MINISTRY**  
**Guidelines for Those Under Care**

Welcome to the Care Process of the Presbyterian Church, designed to help you on your way to fulfilling your vocation. The enclosed **materials** will outline the various steps necessary along the way. The following **guidelines** will inform you of some of our Presbytery's policies.

**Materials:**

- “Checklist” folder
- “Preparation for Ministry” Manual
- Career Counseling materials
- A copy of the *Book of Order*

**Guidelines:**

- We strongly encourage individuals considering a call to the ministry to consult with the Committee on Preparation for Ministry (hereafter - CPM) on their selection of a theological seminary.
- Career Counseling is required prior to becoming a Candidate. We recommend the cost be split three ways, the Presbytery pays one third of the cost, the synod pays one third of the cost and the Inquirer's church pays the other third (if the church is unable to assume this responsibility, it becomes the responsibility of the Inquirer.)
- An Annual Consultation is required *annually*. This will be scheduled each year on the anniversary of the date on which you first met the Committee to come under care (i.e. - if you meet with us in October, your Consultation will be held each year at our October meeting). This time schedule will be strictly adhered to.
- The necessary forms *must* be in the Presbytery Office **two (2) weeks** prior to the Annual Consultation, or any other meeting with the Committee that requires forms. Forms may be found on the CPM PC(USA) web site at: <http://www.pcusa.org> - search for “preparation for ministry.”
- Financial Aid is available (though in limited amounts). To apply, you must put in writing the reason for your request and the specific amount requested. We recommend you do this in consultation with your CPM liaison. Requests may be made at any time during the year. Additional funds may be available through Synod/G.A. Please ask.
- Attendance at one of the Presbytery's Workshops on Sexual Misconduct (offered annually) is required before an individual can be cleared for ordination.
- In the event that a candidate or inquirer has failed to appear for consultations for a period of two years and has shown no interest in or commitment to continuing the process of preparation, the Chair of the CPM shall make contact by mail with the candidate or inquirer indicating that his/her name shall be dropped from the rolls unless immediate plans are made to schedule a consultation with the Committee. Such plans are the full responsibility of the candidate or inquirer.
- All candidates received under care of the Presbytery of Long Island after December 31, 2002, shall be required to have completed clinical pastoral education (CPE) prior to being examined for ordination.
- During the inquiry period, the inquirer is required to meet with the Board of Pensions regional representative or the Presbyterian Foundation representative in order to assess net worth, and to make a plan for financing the cost of seminary; or participate in a “Fiscal Fitness” workshop being sponsored by the Board of Pensions of the PC(USA), with the presbytery picking up the travel and accommodations costs of that workshop from the presbytery's Candidates' Grant Fund.

A fuller description of the process is to be found in the materials listed above and included in this packet. We hope you will find this helpful in your faithful following of God's call.