



THE CANDIDACY  
PROCESS  
OF PREPARATION  
AND DISCERNMENT

FOR  
THE MINISTRIES OF  
THE PRESBYTERIAN CHURCH  
IN CANADA



# THE CANDIDACY PROCESS OF PREPARATION AND DISCERNMENT FOR THE MINISTRIES OF THE PRESBYTERIAN CHURCH IN CANADA

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## PREAMBLE

In 1997 Ministry and Church Vocations was given an Overture which resulted in a review of the candidacy process in The Presbyterian Church in Canada. Presbyteries, theological colleges and students responded to questions as a part of this review. The results of this study were presented to the General Assembly in 1999, and a process for candidacy was approved. (A&P 1999, p.329-336). *The Candidacy Process of Preparation and Discernment for the Ministries of The Presbyterian Church in Canada* is based on that process and replaces *The Candidacy Process for the Ministries of The Presbyterian Church in Canada, (1994)*.

This document is set up with a separate section for each participant or group in the candidate's process of preparation and discernment. Each section is arranged both topically and chronologically. Therefore a particular aspect of the process is likely to appear in more than one place in each section and in more than one section.

### **Ministers of Word and Sacraments and Diaconal Ministers**

In this document when we use the one word, 'ministry', it refers to both diaconal ministers and ministers of word and sacraments. Where necessary for clarification, we will use one or both titles as required.

### **Acts and Proceedings (A&P)**

The Acts and Proceedings are the official minutes of each year's General Assembly. Every minister of word and sacraments, diaconal minister and congregation gets a copy each year. This document will use the short form "A&P", followed by the year. Thus "A&P 1998" will refer to the Acts and Proceedings of the 1998 General Assembly.

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Ministry and Church Vocations  
Life and Mission Agency  
The Presbyterian Church in Canada  
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## AM I BEING CALLED?

*To each is given the manifestation of the Spirit for the common good.  
(1 Corinthians 12:7)*

*Every single one of us has a good work to do in life. The good work not only accomplishes something needed in the world, but completes something in us. When it is finished, a new work emerges that will help us to make green a desert place, as well as to scale another mountain in ourselves. The work we do in the world when it is true vocation always corresponds in some mysterious way to the work that goes on within us. (Cry Pain, Cry Hope by Elizabeth O'Connor<sup>1</sup>)*

*God calls you to the place where your deep gladness and the world's deep hunger meet. (Wishful thinking. A Theological ABC by Frederick Buechner<sup>2</sup>)*

*Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. (1 Peter 4:10)*

Do you know someone who is so excited about the work she does and attributes her reaction to the fact that she has been called by God to that particular vocation? Or perhaps you have met someone who has a very clear sense of where God is calling him and pursues his path with confidence and without anxiety. We perceive such people to be special people with a special call. But The Presbyterian Church in Canada doesn't believe that only certain people are called. In fact it believes the opposite - that all Christians are called.

The primary vocation of all Christians is to be in relationship with God through Christ. We delight in God's gracious love and respond in praise and gratitude. As the Shorter Catechism says: Our chief end is to glorify and enjoy God forever.

In the context of this relationship God gives each of us a vocation that involves our total selves, who we are and our God-given gifts. Our secondary vocation is the exercise of these gifts in service to God.

*All Christians are called to participate in the ministry of Christ. As his body on earth we all have gifts to use in the church and in the world to the glory of Christ, our King and Head. (Living Faith 7.2.1)*

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<sup>1</sup> Elizabeth O'Connor, *Cry Pain, Cry Hope*. (Waco, Texas: Word Books, 1987), p.14. Used with permission.

<sup>2</sup> Frederick Buechner, *Wishful Thinking. A Theological ABC*. (New York: Harper and Row, 1973), p.95. Used with permission.

*How does one recognize a call?*

A call has two elements - a sense of inner rightness and outer confirmation. Inner rightness is hard to define because different people experience it in different ways. One may try to describe it by using such words as restlessness, yearning, urging, or prompting that is answered by accepting this vocation. The outcome is a conviction in one's heart and mind that God is extending this invitation or a sense of God's leading and a willingness to be open to where God will lead.

Outer confirmation means that one's sense of call and one's gifts for this vocation are recognized and affirmed by others.

*Could my Christian vocation be in secular employment?*

For most Christians the answer is affirmative. For most Christians their primary arena for exercising their vocation is in the world and the exercise of their vocation in the church is in a voluntary capacity.

*How will my call be different if I am called to the ministry of Word and Sacraments or diaconal ministry?*

The call to the ministry of Word and Sacraments or diaconal ministry has some distinguishing features. First, the primary arena for exercising these vocations is in the church in a full-time or part-time capacity rather than in a voluntary capacity.

Secondly, for those who are testing a calling to ministry of Word and Sacraments or diaconal ministry, our church has specified from where the outer confirmation must come. The call must be validated by the session of the home congregation, the presbytery and one of the church's colleges. The final confirmation of the call comes when a congregation or other agency of this church issues a call.

*How can I be sure that I am being called to the ministry of Word and Sacraments or diaconal ministry?*

The exercise of the ministry of Word and Sacraments and diaconal ministry uses the following gifts, qualities or characteristics. Why not check over the list and see how well it describes you? You don't need to have a full measure of all of these characteristics but the more you have the stronger is the likelihood that ministry in the church is your calling. Some characteristics are considered essential; others are beneficial. A candidate might not possess all of these qualities at the beginning of the process but should show potential for developing them or have developed them by the end of the process.

A Christian faith  
An integration of faith and life  
A call to ministry  
The ability to express this faith and call in a way that is real, articulate and integrated

Awareness of having gifts for ministry  
Awareness of qualities or circumstances that may be obstacles to ministry  
A spiritual discipline  
An ability to create a support system for self

Active involvement in a congregation of this church  
Tested and affirmed leadership in this church  
An acceptance of the Reformed understanding of the faith  
Acceptance of the diversity in The Presbyterian Church in Canada  
Understanding of the task of the church  
Understanding of the role of the minister of word and sacraments/diaconal minister  
Integration of faith, view of the church and concept of ministry  
A realistic assessment of self  
Mental and emotional health  
Potential for growth

Ability to relate to others and work with others  
Ability to give leadership  
Ability to handle conflict  
Ability to cope with stress  
Compassion  
A healthy attitude toward authority  
A good command of language

Ability to study at a Master's level  
A capacity for critical reflection

A plan to finance studies

Am I being called to a ministry in the church? During the process of preparation and discernment for ministry in The Presbyterian Church in Canada, this will be an important question you and the church will have to answer.

# THE CANDIDACY PROCESS OF PREPARATION AND DISCERNMENT

## GOALS OF THE CANDIDACY PROCESS

- To assist individuals in preparation for and discerning of a call to ministry in this church.
- To provide the church with the best possible candidates.

## AN OVERVIEW

### 1. THE BEGINNING

The prospective candidate is asking the question “Am I being called to a ministry in the church?”.

Sessions and presbyteries are performing their ongoing task of seeking out individuals whom they believe have the gifts for a ministry in the church.

### 2. CONFIDENTIALITY

All information from or about a candidate will be handled with an appropriate level of confidentiality.

### 3. TOWARDS INITIAL CERTIFICATION

The session and the presbytery will interview the prospective candidate and if satisfied that the individual is suitable for ministry, the presbytery will certify him/her to one of the colleges.

### 4. EDUCATIONAL PREPARATION

The church requires a general arts or equivalent university degree and the Master of Divinity degree and the testamur of a college of The Presbyterian Church in Canada. Some exceptions to these requirements may be made for mature students.

### 5. GUIDANCE CONFERENCE

Each certified candidate must attend a conference organized by Ministry and Church Vocations between the initial certification and the first recertification. With the candidate’s consent, a report is sent to the presbytery ministry convenor and to the principal of the college.

**6. PSYCHOLOGICAL TESTING**

Each certified candidate undergoes a psychological assessment by an approved psychologist while at college. With the candidate's consent, a report is sent to the presbytery ministry convenor and to the principal of the college.

**7. PASTORAL CARE**

The presbytery, college and session will provide pastoral support to the candidate.

**8. ANNUAL RECERTIFICATION**

The presbytery recertifies a certified candidate annually.

**9. CERTIFICATION FOR ORDINATION/DESIGNATION**

The candidate is examined for Certification for Ordination/Designation by the presbytery. If the examination is sustained, the candidate is certified for ordination/designation (conditional upon graduation if the candidate is still in college).

**10. PREPARING TO SEEK A CALL**

A candidate fills out a profile form in preparation for the time when s/he is permitted to communicate with interim moderators.

The candidate must be certified for ordination/designation (conditional upon graduation if the candidate is still in college) before s/he is eligible to seek a call or appointment.

The candidate must also receive a letter of permission from the college indicating it anticipates s/he will graduate (or that s/he has graduated) before s/he is eligible to seek a call or appointment.

**11. SEEKING A CALL**

When the candidate has received permission from the presbytery and the college to look for a call s/he may follow the call procedures up to the point when the call is about to be placed in his/her hands. Procedures are then suspended until the candidate graduates.

If the candidate has already graduated and the presbytery has received confirmation of the graduation from the college, the call may proceed without interruption.



## **12. ACCEPTING A CALL**

When it is confirmed that the candidate has graduated, the call procedure may be completed.

*See the chart p. 9. For more detail on any of these procedures, refer to the fuller descriptions in the other sections of this document.*

# Candidacy Process of Preparation and Discernment

Inquirer approaches minister

Minimum of 1 year of membership in a Presbyterian congregation before becoming a candidate.

## Special students

Mature students (older than 35) seeking special courses of study & students from other colleges apply to Education and Reception with the endorsement of presbytery.

## Guidance Conference

MCV sends reports to presbytery and college

During last year in theological studies, candidate declines supply in charges where s/he has an interest in seeking a call

College sends letter of permission to seek a call to candidate (copy to presbytery)

College sends letter to candidate and presbytery confirming the candidate has graduated

## Towards Initial Certification

### Session

- Requests resume/written resources
- Interviews prospective candidate
- Recommends him/her to presbytery (6-9 months before s/he enters college) and sends summary of the interview and other documentation
- Continues pastoral care of candidate and family

### Presbytery

- May request written submissions
- Interviews prospective candidate
- Certifies candidate (3 months before candidate enters college) and advises college and Ministry and Church Vocations (MCV)

## Not Recommended for Certification

Two members of session meet with person to give session's reasons.

## Not certified

Presbytery will give an explanation to candidate in person and inform other presbyteries and the colleges.

## Educational Preparation

Candidate applies  
College sends annual reports to presbytery

## Psychological Testing

College arranges  
Presbytery shares cost with MCV  
Psychologist sends report to presbytery and college

## Re-certification

### Presbytery

- Recertifies annually or withdraws certification
- Notifies college concerning recertification

## Certification for Ordination/ Designation

### Presbytery

- Examines candidate
- Certifies conditional upon graduation

## Withdrawal of certification

Presbytery informs other presbyteries and the colleges.

## Seeking a Call

A call can be processed to the point of the presbytery's approval and then suspended until candidate graduates

## Candidate graduates

Presbytery removes the conditional nature of certification for ordination/designation

## Accepting a Call

Presbytery can place call in candidate's hand

## Ordination/Designation

Presbytery ordains or designates

## **A. THE CANDIDATE**

### **1. THE BEGINNING**

The prospective candidate is asking the question “Am I being called to a ministry in the church?”

The question may have arisen from one or a combination of situations. For example:

The candidate may be attracted to the work a minister does.

S/He may see a need and feel drawn to respond to it.

The candidate may have been approached by some church members or representatives of the session who believe that the candidate has the gifts for a ministry in the church.

The candidate may experience an inner prodding or restlessness that is answered by pursuing this vocation.

#### **Contact the Minister**

The first step for the prospective candidate is to explore this question with the minister of his/her home congregation.

### **2. CONFIDENTIALITY**

All information from or about a candidate will be handled with an appropriate level of confidentiality.

### **3A. TOWARDS INITIAL CERTIFICATION – THE SESSION**

A prospective candidate asks the session to approve his/her request to begin the process for candidacy for ministry.

#### **Time Frame**

The prospective candidate should approach the session 8-11 months before s/he plans to enter a theological college in order to allow sufficient time for the session and presbytery to complete their interviews and make their decisions.

#### **Time Prerequisite**

Before the prospective candidate is interviewed by the session, s/he should have been a professing member of a congregation of The Presbyterian Church in Canada for at least one year. (Acts and Proceedings 1984, p. 403, 31. See Supplement V, p. 87 of this document.) Normally this will also be the minimum period of membership in the congregation whose session is interviewing the prospective candidate.

### **Interview with Session**

The prospective candidate obtains references<sup>3</sup> and prepares a resume and any other material as requested by the session. The prospective candidate prepares for the interview. Appendix J in Book of Forms shows the type of questions the session is likely to ask the candidate. (See Supplement V p. 79 of this document.)

The prospective candidate participates in the interview.

### **Decision and Followup**

The prospective candidate is informed of the session's decision.

#### A Decision to Recommend

If the decision is made to recommend the prospective candidate, s/he can expect the session to write the presbytery requesting that it certify the individual as a candidate for ministry, supporting that request with a written report including comments on the following:

- his/her faith and doctrine,
- his/her personal suitability for ministry,
- his/her academic ability, practical skills, life experiences,
- his/her spiritual maturity and leadership potential;
- confirmation of the length of membership of the prospective candidate in the congregation.

Other supporting documentation such as the prospective candidate's resume and letters of reference can be included.

#### A Decision Not to Recommend

If the decision is made not to recommend the prospective candidate, s/he can expect to be invited to meet with two members of session:

- to hear the session's reasons for its decision.
- to discuss other ways that s/he might serve Christ and the church besides ordained or diaconal ministry.

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<sup>3</sup> References may be required several times during the candidacy process (e.g. session, presbytery, college and guidance conference) although the format and information requested may change. If a candidate intends to use the same person as a reference several times, s/he might warn the person and suggest the referee might like to keep a copy on file of what s/he submits.

### **3B. TOWARD INITIAL CERTIFICATION – THE PRESBYTERY**

#### **Time Frame**

The prospective candidate should be aware that the first certification should take place at least three months before s/he begins studies for the ministry at one of the church's theological colleges.

#### **Before the Interview**

Once the presbytery receives the session's request for certification, along with the session's written report, the prospective candidate can expect to be contacted by a member of presbytery about an interview.

The prospective candidate prepares any material requested by the presbytery<sup>4</sup>. This may include an academic paper, a sermon, a written description of his/her faith development or other material.

The prospective candidate prepares for the interview. Appendix J in Book of Forms shows the type of questions the presbytery is likely to ask. (See Supplement V p. 80 of this document.)

#### **Interview**

The prospective candidate participates in the interview.

#### **Decision and Follow-up**

The prospective candidate is informed of the presbytery's decision.

#### **A Decision to Certify**

If the decision is made to certify, the candidate can expect the presbytery to take the following steps:

- to advise the appropriate theological college;
- to advise Ministry and Church Vocations;
- to endorse the candidate's application to the Committee on Education and Reception when applicable; (See Supplement III p. 64 of this document.)
- to advise the candidate that presbytery will meet with the candidate annually to consider recertification and that the candidate must have reports from the guidance conference, psychological testing and the college before the presbytery is permitted to consider recertification<sup>5</sup>;

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<sup>4</sup> References may be required several times during the candidacy process (e.g. session, presbytery, college and guidance conference) although the format and information requested may change. If a candidate intends to use the same person as a reference several times, s/he might warn the person and suggest the referee might like to keep a copy on file of what s/he submits.

<sup>5</sup> For the exception to rule, see "Note: If Initial Certification Happens Early" p. 13 of this document.

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- to ask the candidate to provide the psychologist's name, address and phone number, once the arrangements for an assessment have been made and before the assessment takes place.

### A Decision Not to Certify

If the decision is made not to certify, the individual can expect the presbytery to take the following steps:

- to explain the decision to the individual in person and discuss with him/her other ways to serve the church.
- to circularize the other presbyteries and the college senates. (See Book of Forms section 203.1, p. 74 of this document.)
- Provided the presbytery wants to leave open the possibility, to outline steps the individual would need to take to increase the chance of a successful reapplication.

### **Note: Probation or Conditional Certification**

Prospective candidates should be aware that probation or conditional certification is not an option at the time of first certification. (Book of Forms, Appendix J-9.4, p. 83 of this document)

If there are serious concerns about the individual's capability or suitability, the presbytery's only choice is not to certify.

### **Worship**

The candidate may be asked to participate in a service to acknowledge his/her reception as a certified candidate under the care of the presbytery. (See Book of Common Worship p. 301)

### **NOTE: IF INITIAL CERTIFICATION HAPPENS EARLY**

When a person begins the candidacy process several years before s/he enters theological college, the person can expect the presbytery to certify and recertify him/her annually. The candidate would not normally participate in a guidance conference or undergo a psychological assessment, however, until his/her last semester of undergraduate studies or the first year of theological studies.

### **NOTE: A STUDENT WHO DOES NOT SEEK CERTIFICATION**

When a student is studying at a theological college of this church and has not sought certification, s/he should understand that it will be necessary to follow the usual procedure outlined in this booklet if s/he wishes to be ordained or designated in the church. The student can expect to be contacted by the presbytery of the student's home congregation to discuss his/her plans.

#### **4. EDUCATIONAL PREPARATION**

##### **Educational Requirements**

The greatest demand on a candidate in terms of time and effort will be the educational preparation.

The candidate

1. completes a B.A. degree or equivalent at a recognized university.
2. attends one of the colleges of The Presbyterian Church in Canada or associated with this church where s/he
  - a) completes an M.Div. degree  
and
  - b) earns the testamur of the college as to readiness for ministry.

(See the section on "The Meaning of Graduation" p. 15 of this document.)

##### **Colleges of The Presbyterian Church in Canada**

Candidates and prospective candidates are encouraged to contact the colleges to learn about the courses of study they offer.

Knox College, Toronto, Ontario

Presbyterian College, Montreal, Quebec

Vancouver School of Theology, Vancouver, British Columbia

(For addresses, including e-mail, and phone numbers, see Supplement VI, p. 90 of this document.)

##### **Application**

Candidates and prospective candidates contact the college of their choice for an application package<sup>6</sup> and apply to the college for admission, observing application deadlines.

Candidates and prospective candidates should be aware that application and admission procedures can take up to six months.

Successful applicants receive confirmation of acceptance and registration and orientation information from the college.

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<sup>6</sup> References may be required several times during the candidacy process (e.g. session, presbytery, college and guidance conference) although the format and information requested may change. If a candidate intends to use the same person as a reference several times, s/he might warn the person and suggest the referee might like to keep a copy on file of what s/he submits.

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### **Annual Reports**

Candidates should be aware that the college provides annual reports to the presbytery about the candidate.

### **Additional Requirements of Candidates**

During a candidate's theological studies s/he is encouraged:

- to worship regularly in a local congregation;
- to attend regularly the meetings of the presbytery where the college is located or, if possible, the home presbytery.

### **If a Candidate Experiences Difficulty at Theological College**

The candidate can expect that if the college considers a student to be in difficulty, the college will request the presbytery to set up a support committee of representatives from the college and the presbytery to meet together with the candidate to consider what is to be done. (If the candidate's home presbytery is far away, then the presbytery in which the college is situated may act for the home presbytery.)

## **The Meaning of Graduation**

Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. To become eligible to minister in this church, candidates also must receive the testamur of one of this church's theological colleges. The testamur of a college confirms that a candidate has completed the prescribed course of study and has demonstrated that s/he has the practical gifts and skills and suitable character and conduct for ministry. (See Book of Forms, section 206.2, in Supplement V, p. 75 of this document.)

Whenever the Book of Forms refers to students who have graduated, this should be understood to mean "students who have completed their course of study and whose college has given the testamur of the college as outlined in Section 206.2 of the Book of Forms".

Each college may describe differently what signifies the testamur of the college and may not use this specific term. Check the college calendar or web page for their description of what requirements must be completed to make a candidate eligible for ordination/designation. (See Supplement VI, p. 90.)

Candidates at Presbyterian College should be aware that the diploma in ministry they receive upon completion of their final "In-Ministry" year is not the same as the college's testamur.

In this document, the phrase "the testamur of the college" will be used to denote the completion of the requirements of the college that, together with certification for ordination by the presbytery, make a candidate eligible to be ordained/designated in The Presbyterian Church in Canada.



### **Confirmation of Graduation**

When the candidate has graduated and received the testamur of the college, s/he can expect the college to provide him/her and the certifying presbytery with written confirmation.

### **Other Courses of Study**

#### Mature Candidates Lacking Undergraduate Degrees

Candidates between the ages of 35 – 59 who wish to be exempted from taking some undergraduate courses or a biblical language must apply to the Committee on Education and Reception for a special course<sup>7</sup>. The certifying presbytery must endorse this application. (See Supplement III, p. 65 of this document.)

#### Attendance at Other Colleges

A candidate who is considering attending a college other than one of the colleges of The Presbyterian Church in Canada, shall apply to the Committee on Education and Reception for approval of the proposed educational program. Such application will require the consent of the certifying presbytery and should occur immediately after first certification. A candidate should be aware that when s/he graduates s/he will also be required to study for one or one and one-half years in one of the colleges of The Presbyterian Church in Canada before s/he can be ordained/designated for ministry in this church. (The Committee on Education and Reception Guidelines, Graduates of Other Theological Colleges Applying for Certification for Ordination, #2 and 3. See Supplement of this document, p. 64)

If a candidate decides at any time before s/he graduates to transfer to one of the church's theological colleges, s/he should talk with the college to find out whether it is prepared to give credit towards the college's M.Div. degree for any of the courses that the candidate has taken.

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<sup>7</sup> References may be required several times during the candidacy process (e.g. session, presbytery, college and guidance conference) although the format and information requested may change. If a candidate intends to use the same person as a reference several times, s/he might warn the person and suggest the referee might like to keep a copy on file of what s/he submits.

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### Graduates of Other Colleges

Graduates of theological colleges not affiliated with The Presbyterian Church in Canada shall apply to the Committee on Education and Reception<sup>8</sup>. Before their applications will be considered they must become certified candidates for ministry and have their applications endorsed by the certifying presbytery. Upon recommendation of the committee, the General Assembly will determine the number of years of additional study (usually one to one and one-half years) that must be completed at one of the colleges of this church before examination for certification for ordination/designation can take place. (See Supplement III, p. 64 of this document.)

## 5. GUIDANCE CONFERENCE

(See Supplement I, p.58 of this document for a description of the guidance conference.)

Ministry and Church Vocations arranges the guidance conference.

### **When to attend**

A candidate attends a guidance conference after the initial certification by the presbytery and before the first recertification. The candidate is encouraged to attend the conference during the last year of pre-theology studies and is required to attend before s/he enters the second year of theological studies. (A&P 1981, p. 375. See Supplement V, p. 87 of this document.) Normally two conferences are held a year, one at the end of term in April or May and another before the beginning of term in late August.

### **Preparation for the conference**

The candidate receives a mailing, with information and instructions from Ministry and Church Vocations. S/he secures references<sup>8</sup> and fills out a personal information form before the conference. Documents are required seven weeks prior to the guidance conference.

### **Prerequisite for First Recertification**

The candidate should be aware that the presbytery must not consider recertification until it has received the guidance conference report (or, if the candidate has not signed the report, the recommendation of the report).

Since a candidate is advised to wait until his/her last year of undergraduate studies to attend a guidance conference this prerequisite does not apply to any candidate who has not reached this level in his/her studies.

Rev. 07/05

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<sup>8</sup> References may be required several times during the candidacy process (e.g. session, presbytery, college and guidance conference) although the format and information requested may change. If a candidate intends to use the same person as a reference several times, s/he might warn the person and suggest the referee might like to keep a copy on file of what s/he submits.

### **The Release of the Report**

The report must be signed by the candidate before it can be released to the ministry convenor of the presbytery and the principal of the college or his/her designate.

### **Confidentiality**

The report of the guidance conference is a confidential document. The candidate should be aware that once s/he has signed the report all parts of the report may be shared with the presbytery ministry committee or the theological college faculty as long as hard copies of the report are not made. Within the context of the committee's/faculty's confidential discussions about the candidate, the report may be summarized orally, read aloud or passed around the committee/faculty table for individual reading.

### **Disposal of the Report**

The candidate should be aware that the copies of the guidance conference report are kept by the presbytery, the college and Ministry and Church Vocations until s/he is ordained or designated. Then they should be destroyed. The report of a person who has ceased to pursue studies or graduated but has not been ordained or designated will be retained for 5 years after s/he has ceased to pursue studies. (A&P 1984, p.403. See Supplement V p. 88 of this document.)

## **6. PSYCHOLOGICAL TESTING**

(For more detail on Psychological Testing, see Supplement II, p. 61 of this document.)

### **Certification a Prerequisite**

The candidate should be aware that the college must receive written confirmation of the candidate's certification before s/he is permitted to be tested psychologically.

At the time of certification the presbytery will remind the candidate that, once the arrangements have been made and before the assessment takes place, the candidate is to provide the presbytery with the psychologist's name, address and phone number.

### **Arranging for the Assessment**

The candidate obtains the list of psychologists from the college and arranges for a psychological assessment with one of the approved psychologists.

When the candidate has arranged for the psychological assessment and before the assessment takes place, the candidate informs the presbytery and provides the presbytery with the name, address and phone number of the approved psychologist.

## THE CANDIDATE

The candidate obtains a signed authorization form from the college indicating s/he is a certified candidate and listing the names and addresses of the people who will receive a copy of the report.

The candidate provides the signed authorization form to the psychologist before the psychologist begins the assessment.

### **The Assessment**

The candidate should be aware that before the assessment takes place:

- The psychologist may choose to talk with the presbytery ministry convenor and/or the college representative
- The presbytery ministry convenor and/or the college representative may choose to talk with the psychologist.

The candidate completes a series of tests and interviews with the psychologist.

The candidate can expect the psychologist:

- to interpret the tests and prepare a written report;
- to meet with him/her to explain the written report;
- to give a copy of the report to him/her.

### **The Release of the Report**

The candidate is asked to sign a form to release the report to the ministry convenor of the presbytery and the designated person at the college.

When the candidate signs the release form, the psychologist sends the report to the designated people.

### **Confidentiality**

The report of the psychological assessment is a confidential document. The candidate should be aware that all parts of the report may be shared with the presbytery ministry committee or the theological college faculty as long as hard copies of the report are not made. Within the context of the committee's/faculty's confidential discussions about the candidate, the report may be summarized orally, read aloud or passed around the committee/faculty table for individual reading.

### **Evaluation of the Psychological Testing Process**

The candidate will be given an evaluation form by the college representative, when the college's copy of the psychological testing report is received. The candidate is asked to complete the form and send it to Ministry and Church Vocations.

### **Prerequisite for First Recertification**

A candidate should be aware that the presbytery must not consider recertification for the first time until the ministry committee of the presbytery has received a copy of the report from the psychologist.

Since a candidate does not usually participate in the psychological assessment until the first year of theological studies this prerequisite does not apply to any candidate who has not reached this level in his/her studies.

## **7. PASTORAL CARE**

The goals of the process of pastoral care of candidates are:

- To provide genuine continuing pastoral care, oversight, testing and appropriate encouragement to persons entering and pursuing the process of candidacy for the ministries of the church.
- To guide candidates through the process from certification to ordination or designation so that they can derive the most benefits from the opportunities.
- To ensure that the process has no surprises. Nevertheless, candidates will be aware that there is the possibility of approval, approval with conditions (probationary approval), or non-approval throughout the process.
- To provide the church with the best possible candidates.  
(Appendix J, Book of Forms, Supplement V, p. 78 of this document)

The candidate can expect the session of the home congregation to continue to offer pastoral care as the candidate prepares for ministry. (Book of Forms, sections 202 and 249.1. See Supplement V p. 73 & 77 of this document.) Pastoral care should also be offered to the family of the candidate, if there is any. (See "Human and Practical Issues, Supplement J-3, p. 79 of this document.)

The candidate can also expect the presbytery to provide pastoral care within the context of its supervision of him/her as a candidate. This care is also informed by the reports the presbytery receives from the college, the guidance conference and the psychological testing.

The candidate can expect the college to provide a faculty advisor to each student. The college may also provide mentoring and support to candidates in the form of facilitated peer groups and/or individual mentors.

## THE CANDIDATE

### **NOTE: TRANSFER OF CARE**

A candidate shall remain under the care of the presbytery of first certification for the whole period of preparation. Exceptions may be made in cases where the presbytery is far removed from the college and must be made in cases where the candidate is appointed to a charge for more than a summer's duration. (Book of Forms, section 204, p. 74 of this document.)

The candidate normally makes the request for such a transfer. Normally, any transfer should be made before the end of the second year of theological studies.

The transferring presbytery informs the college and Ministry and Church Vocations that the transfer is being made.

When a transfer is made, the candidate can expect the transferring presbytery to forward all the official documents in the candidate's file (e.g. forms filled out by the candidate, references, guidance conference report, psychological assessment report, annual reports from the college).

#### **Internships**

The candidate should be aware that, during an internship, the certifying presbytery does not usually change. (Internships are not considered to be appointments and therefore do not fit into the exception in the above regulation).

## **8. ANNUAL RECERTIFICATION**

The candidate can expect the presbytery to make recertification decisions annually.

#### **First Recertification**

The candidate should be aware that first recertification must not occur without consideration of reports from the guidance conference, psychological testing and the college.

#### **Subsequent Recertifications**

The candidate should be aware that subsequent recertifications should not occur without consideration of the annual college reports.

#### **Summer Placement Report**

If the candidate has a summer placement within another presbytery, that presbytery or congregation shall send a written report to the certifying presbytery. The presbytery must not recertify the candidate until it has considered this report. (See Book of Forms, section 204, p. 74 of this document.)

### **Before the Interview**

The candidate prepares for the interview. Appendix J in Book of Forms shows the type of questions the presbytery is likely to ask the candidate. (See Supplement V, p. 82 of this document.)

### **Interview**

The candidate participates in the interview.

### **Decision**

The candidate is informed of the presbytery's decision. Recertification decisions are of 4 kinds. The candidate may be:

1. recertified.
2. recertified with qualifications. The qualifications must outline the actions that must be taken/results that must be demonstrated for the qualifications to be lifted. This is also known as probationary recertification.
3. not recertified with qualifications. The qualifications must outline the actions that must be taken/results that must be demonstrated before recertification may be considered again. After the candidate has completed the requirements and demonstrated the results requested and before the presbytery reconsiders recertification, the candidate should attend another guidance conference.
4. not recertified. This decision must be supported by a discussion of the reasons and a plan to help the candidate to consider other options, perhaps through career counselling.

### **Follow-up**

#### Decision to Recertify

If the decision is made to recertify, the candidate can expect the presbytery to advise the theological college. If the decision to recertify is accompanied with qualifications, the candidate can expect the presbytery to outline the steps he/she would need to take, for the qualifications to be lifted.

#### Decision Not to Recertify

If the decision is made not to recertify, the candidate can expect the presbytery to take the following steps:

- to explain the decision to the candidate in person and discuss with the candidate other ways to serve the church.
- to circularize the other presbyteries and the college senates. (See Book of Forms section 203.1, p. 74 of this document.)
- when a decision not to recertify is accompanied by qualifications, to outline steps the individual would need to take to increase the chance of a successful reapplication.

**NOTE: SUPPLY PREACHING DURING FINAL YEAR OF THEOLOGICAL STUDIES**

Candidates taking Sunday supply in the year in which they are to graduate (and after they graduate) should decline such supply in charges in which they have an interest in seeking a call or appointment. (A&P 1993, p. 288, p. 89 of this document.)

**9. CERTIFICATION FOR ORDINATION/DESIGNATION**

Certification for ordination/designation is the last time that a presbytery examines and certifies a candidate before s/he is considered eligible to seek a call or appointment. (See Book of Forms, sections 205 – 212, Supplement V, p. 74 of this document.)

For the Candidate in College

When this examination happens before graduation the certification is conditional upon graduation.

**The Candidate Applies**

The candidate makes application to the presbytery of most recent certification to be examined for certification for ordination/designation. For good reason, the candidate may ask permission for another presbytery to conduct the examination. (See Book of Forms, section 205, Supplement V, p. 74 of this document.)

**Timing of Application**

The candidate should apply three months (excluding July or August) in advance of the date by which s/he would like the examination sustained.

For the Candidate in College

If the candidate is expecting to graduate in May, s/he will probably want the examination sustained by February 1. This is the date s/he may approach interim moderators provided s/he has been certified for ordination/designation conditional upon graduation and the college has given written permission. (For candidates expecting to graduate at Christmas, the date is October 1.)

**The Examination**

The candidate provides the written submissions requested by the presbytery. (See Book of Forms, Appendix J-10.2, also in Supplement V p. 84 of this document.)

The candidate is examined by the presbytery. (Book of Forms, sections 206 – 206.1 and Appendix J-11. See Supplement V, p. 75 & 85 of this document.)



### **If the Presbytery Decides to Sustain the Examination**

For the Candidate in College

The candidate who has not yet graduated<sup>9</sup> can expect the presbytery to sustain the examination and certify the candidate for ordination/designation conditional upon graduation. The candidate becomes a conditionally certified candidate for ordination/designation.

For the Graduated<sup>9</sup> Candidate

When a candidate has completed his/her course of study and can provide written confirmation from the college that s/he will receive or has received the testamur of the college, the candidate can expect the presbytery to sustain the examination and certify him/her for ordination/designation. The candidate becomes a certified candidate for ordination/designation.

(Book of Forms, sections 206.1.1 & 206.2. See Supplement V, p. 75 of this document.)

### **If the Presbytery Decides Not to Sustain the Examination**

If the decision is made not to sustain the examination, the candidate can expect the presbytery to take the following steps:

- to explain the decision to the candidate in person and discuss with the candidate other ways to serve the church.
- to circularize the other presbyteries. (See Book of Forms section 203.1, p. 74 of this document.)
- to notify the college if the candidate is enrolled in a college.

If the presbytery prescribes a new examination, it will not take place until at least three months have elapsed.

(Book of Forms, sections 207. See Supplement V, p. 75 of this document.)

### **Removing the Conditional Nature of the Certification for Ordination/Designation**

The candidate can expect the presbytery to remove the conditional nature of the certification for ordination/designation, when it receives written confirmation from the college that the candidate has graduated. The presbytery also notes in its minutes that the candidate has received the testamur of the college and is now a certified candidate for ordination/designation without conditions and is free to accept a call or appointment.

(Book of Forms, sections 206.1. See Supplement V, p. 75 of this document.)

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<sup>9</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on “The Meaning of Graduation” on p. 15 of this document.

## THE CANDIDATE

### **NOTE: STUDENTS FROM OTHER COLLEGES**

Students who have studied in colleges other than the Church's theological colleges must make application to the Committee on Education and Reception for permission to be examined for certification for ordination/designation. Before their applications will be considered they must be certified by a presbytery and have their applications endorsed by the certifying presbytery. The committee will recommend to the General Assembly the requirements the candidate must complete to be eligible to be certified for ordination/designation (usually one to one and one-half years of study at one of our colleges).

In the final year of study, the candidate will follow the usual procedures and timelines for certification for ordination/designation. However references to graduation or receiving the testamur of the college should be replaced with "completion of the requirements set by General Assembly". For example, these candidates may be "certified for ordination/designation conditional upon completion of the requirements set by General Assembly".

(Book of Forms, section 205.2, p. 74 of this document. See also Supplement III, p. 64 of this document.)

### **NOTE: REVIEW OF CERTIFIED CANDIDATES FOR ORDINATION/DESIGNATION**

Candidates should be aware that after three years, presbytery should review the standing of certified candidates for ordination/designation who have not been ordained/designated.

## **10. PREPARING TO SEEK A CALL**

### **Completing Forms**

Ministry and Church Vocations provides a package of information to candidates whom the colleges identify are in their graduating year. The information includes instructions about seeking a call, the profile forms that the church uses in this process and the resource *"Calling a Minister. Guidelines for Presbyteries, Interim Moderators and Search Committees"*.

A candidate fills out a profile form and submits the profile form to Ministry and Church Vocations in preparation for the time when s/he may communicate with interim moderators.

### **Permission from the College**

The candidate must receive written permission from the college before s/he is permitted to seek a call.

For the Candidate in College

Candidates in their final semester can expect the college to provide them with a letter of permission by February 1 (for May graduates) or October 1 (for December graduates). The college will forward a copy of the letter to the certifying presbytery.

## THE CANDIDATE

For the Graduated Candidate

Permission from the college is granted to graduates in the form of a letter copied to their presbyteries that states that they have received the testamur of the college.<sup>10</sup>

### **Readiness to Seek a Call**

A candidate may begin communicating with interim moderators and search committees **only** if the following conditions have been met:

For the Candidate in College

1. The presbytery has sustained the candidate's examination and certified the candidate for ordination/designation conditional upon graduation.
2. The college has given the candidate a letter indicating the college's anticipation that the candidate will graduate at the end of the semester.
3. The appropriate date has arrived. (February 1 for spring graduates; October 1 for December graduates.)

For the Graduated Candidate

1. The college has provided the candidate with written confirmation of the candidate's graduation with the testamur of the college.<sup>10</sup>
2. The presbytery, having received written confirmation that the candidate has graduated with the testamur of the college, has sustained the candidate's examination and certified the candidate for ordination/designation.

Note:

It is not appropriate for candidates to have any form of communication with interim moderators or search committees until the above conditions have been met.

## **11. FIRST STAGE OF CALL PROCEDURES: SEEKING A CALL**

### **Reminder: Supply Preaching during Final Year of Theological Studies**

Candidates are reminded that during the year in which they graduate (and after they graduate) they should decline taking Sunday supply in charges in which they have an interest in seeking a call or appointment. (A&P 1993, p. 288, p. 89 of this document.)

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<sup>10</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on "The Meaning of Graduation" on p.15 of this document.

## **Ethics**

A candidate should reflect on what constitutes ethical behaviour in seeking a call. For a discussion of the topic see “Ethical Considerations for a Person Seeking a Call” Supplement X in *Calling a Minister. Guidelines for Presbyteries, Interim Moderators and Search Committees*. This discussion is also found on the inserts that accompany the personal profile form in the packet of information that Ministry & Church Vocations provides to graduating candidates.

## **Ministry & Church Vocations Circulates Profiles**

If a candidate lodges his/her personal profile with Ministry and Church Vocations, s/he can expect MCV to circulate the profile when it has received notification:

1. From the presbytery

For the Candidate in College: that the candidate has been certified for ordination/ designation conditional upon graduation.<sup>11</sup>

For the Graduated Candidate: that the candidate has been certified for ordination/ designation.

2. From the college that it has given permission to the candidate to seek a call.

## **Seeking a Call**

During this stage the candidate:

1. Circulates a profile.
2. Communicates with interim moderators.
3. Is interviewed by search committees.
4. Preaches for a call.

## **A Congregation Issues a Call**

If a congregation votes to extend a call to a candidate s/he can expect that the congregation will follow the usual procedures of getting the call signed and presenting the call to the presbytery. If the presbytery sustains the call it forwards the call to the presbytery of care.

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<sup>11</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on “The Meaning of Graduation” on p. 15 of this document.

### **Suspending Procedures**

For the Candidate in College

If the presbytery of care approves the call to a candidate who is still in college, the candidate can expect the presbytery to suspend procedures before the call is placed in his/her hands and to resume them after s/he has graduated. (Book of Forms, section 215.1. See Supplement V, p. 76 of this document.)

For the Graduated Candidate

Call procedures are not suspended.

However, if the now graduated candidate was originally certified for ordination/designation conditional upon graduation, the presbytery shall ensure that it has received written confirmation that the candidate has graduated<sup>12</sup> and shall take the additional step of removing the conditional nature of certification for ordination/designation before the presbytery proceeds to the final step of the call procedure.

## **12. SECOND STAGE OF CALL PROCEDURES: ACCEPTING A CALL**

### **When the Call has been Suspended**

When a presbytery of care approved a call to a candidate who was still in college and immediately suspended call procedures, one additional step becomes necessary. Upon receipt of written confirmation from the college that the candidate has graduated with the testamur of the college,<sup>12</sup> the presbytery removes the conditional nature of the certification for ordination/designation. The certified candidate for ordination/designation is now eligible to accept a call or appointment.

### **The Final Step**

The presbytery places the call in the hands of the candidate.

The candidate has seven days to decide whether to accept the call. (Book of Forms, section 221 See Supplement V, p. 77 of this document.)

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<sup>12</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on “The Meaning of Graduation” on p. 15 of this document.

## **B. THE SESSION**

### **1. THE BEGINNING**

#### **Seeking Out Candidates**

The session has an ongoing task of seeking out candidates whom they believe have the gifts for a ministry in the church. (See the *Book of Forms*, section 202 on p. 73 of this document.)

#### **An Individual Wishes to Become a Candidate**

When a prospective candidate asks the session to approve his/her request to begin the process for candidacy for ministry, the following procedures are to be followed.

### **2. CONFIDENTIALITY**

All information from or about a candidate will be handled with an appropriate level of confidentiality.

### **3. TOWARDS INITIAL CERTIFICATION**

#### **Time Prerequisite**

Before the session interviews a person, it should ensure that s/he has been a professing member of a congregation of The Presbyterian Church in Canada for at least one year. (Acts and Proceedings 1984, p. 403, 31. See Supplement V, p. 87 of this document.) Normally this will also be the minimum period of membership in the congregation of the session conducting the interview.

#### **Time Frame**

The session should make its recommendation in sufficient time to inform presbytery 6 – 9 months before the candidate plans to enter a theological college.

### **Interviews**

The session asks the person wishing to become a candidate to provide for the interview a resume and letters of reference from inside and outside the congregation (e.g. an employer).

The session conducts the initial interview(s) with the person who wishes to become a candidate. Appendix J in Book of Forms is a useful guide providing suggested questions to ask the candidate. (See Supplement V, p. 79 of this document.)

(See Supplement VII, p. 91 of this document for one congregation's reflections about initial certification.)

### **Decision and Followup**

The session decides whether to support the individual's request to the presbytery for certification as a candidate for ministry. Appendix J of the Book of Forms provides some questions for the session to ask itself when considering a recommendation. (See Supplement V, p. 80 of this document.)

The session informs the prospective candidate of its decision.

#### **A Decision to Recommend**

If the decision is made to recommend, the session writes the presbytery requesting that it certify the individual as a candidate for ministry, supporting that request with a written report including comments on the following:

- his/her and doctrine,
- his/her personal suitability for ministry,
- his/her academic ability, practical skills, life experiences,
- his/her spiritual maturity and leadership potential;
- confirmation of the length of membership of the prospective candidate in the congregation.

Other supporting documentation such as the prospective candidate's resume and letters of reference may be included.

#### **A Decision Not to Recommend**

If the decision is made not to recommend, the session invites the person to meet with two members of session:

- to give the session's reasons for its decision.
- to discuss other ways that the applicant might serve Christ and the church besides ordained or diaconal ministry.

#### 4. PASTORAL CARE

The goals of the pastoral care that the session provides to candidates are:

- To provide genuine continuing pastoral care and appropriate encouragement to persons entering and pursuing the process of candidacy for the ministries of the church.
- To provide the church with the best possible candidates.  
(Adapted from Appendix J, Book of Forms, Supplement V, p. 78 of this document)

The session continues to offer pastoral care as the individual goes through the preparation and discernment process for ministry. One session set up a group of three elders to keep in touch with and to pray for the candidate. (See Supplement VII, p. 91 of this document for one congregation's reflections on how to support candidates for the ministry.)

Pastoral care should also be offered to the family of the candidate, if there is any. (See "Human and Practical Issues, Supplement J-3, p. 79 of this document.)

The session's decision-making role is finished when it has supported the candidate's request to presbytery for certification. In order to offer pastoral care, however, the session may want to read the section on the candidate beginning on page 12, to understand the rest of the process that the candidate undergoes.



## **C. THE PRESBYTERY**

### **1. THE BEGINNING**

The presbytery has an ongoing task of seeking out candidates whom they believe have the gifts for a ministry in the church. (See *Book of Forms*, section 202, p. 73 of this document.)

### **2. CONFIDENTIALITY**

All information from or about a candidate will be handled with an appropriate level of confidentiality.

### **3. TOWARDS INITIAL CERTIFICATION**

#### **Time Frame**

The first certification should take place at least three months before a candidate begins studies for the ministry at one of the church's theological colleges.

#### **Before the Interview**

When the presbytery receives the session's request for certification, along with session's written report about the individual, the presbytery arranges for an interview with the prospective candidate.

In the session's written report the presbytery should have received assurance that the individual has been a professing member of the congregation for at least 1 year. (Acts and Proceedings, 1984 p.403, 31. See Supplement V, p. 87 of this document.)

The presbytery may ask the prospective candidate to provide for the interview an academic paper, a sermon, a written description of his/her faith development or other material.

#### **Interview**

The presbytery uses Appendix J in the Book of Forms as a guide for the interview(s). (See Supplement V, p. 80 of this document.)

### **Decision and Follow-up**

The presbytery decides to certify or not to certify the individual as a candidate for ministry. Appendix J of the Book of Forms provides some questions for the presbytery to ask itself when considering whether to certify. (See Supplement V, p. 81 of this document.)

The presbytery informs the prospective candidate of its decision.

#### A Decision to Certify

If the presbytery decides to certify, it:

- advises the theological college;
- advises Ministry and Church Vocations;
- endorses the candidate's application to the Committee on Education and Reception when applicable; (See Supplement III p. 64 of this document.)
- informs the candidate that presbytery will meet with the candidate annually to consider recertification and that the candidate must have reports from the guidance conference, psychological testing and the college before the presbytery may consider recertification<sup>13</sup>;
- asks the candidate to provide the psychologist's name, address and phone number, once the arrangements for an assessment have been made and before the assessment takes place.

#### A Decision Not to Certify

If the presbytery decides not to certify, it :

- explains the decision to the individual in person and discusses with him/her other ways to serve the church.
- circularizes the other presbyteries and the college senates. (See Book of Forms section 203.1, p. 74 of this document.)
- provided the presbytery wants to leave open the possibility, outlines the steps the individual would need to take to increase the chance of a successful application.

#### **Note: Probation or Conditional Certification**

Probation or conditional certification is not an option at the time of first certification. (Book of Forms, Appendix J-9.4, p. 83 of this document.) If there are serious concerns about the individual's capability or suitability the presbytery's only choice is not to certify.

### **Worship**

The presbytery may hold a service to acknowledge the reception of the certified candidate into its care. (See Book of Common Worship p. 301)

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<sup>13</sup> For the exception to rule, see "Note: If Initial Certification Happens Early" p. 34 of this document.

**NOTE: IF INITIAL CERTIFICATION HAPPENS EARLY**

When a person begins the candidacy process several years before s/he enters theological college, the presbytery certifies and recertifies the candidate annually but the candidate would not normally participate in a guidance conference or undergo a psychological assessment until his or her last semester of undergraduate studies or the first year of theological studies.

**NOTE: A STUDENT WHO DOES NOT SEEK CERTIFICATION**

When a student is studying at a theological college of this church and has not sought certification, the college will notify the presbytery of the student's home congregation. The presbytery should contact the student to understand the student's plans and to ensure the student understands that it will be necessary to follow the usual procedure outlined in this booklet if the student wishes to be ordained or designated in the church.

**4. EDUCATIONAL PREPARATION**

**Annual Reports**

While the candidate is studying at theological college, the presbytery will receive annual reports from the college.

**Additional Requirements of Candidates**

During a candidate's theological studies the presbytery should encourage the candidate:

- to worship regularly in a local congregation
- to attend regularly the meetings of the presbytery where the college is located or, if possible, the home presbytery.

**If a Candidate Experiences Difficulty at Theological College**

The presbytery can expect that if the college considers a student to be in difficulty, the college will request the presbytery to set up a support committee of representatives from the college and the presbytery to meet together with the candidate to consider what is to be done. (If the candidate's home presbytery is far away, then the presbytery in which the college is situated may act for the home presbytery.)

## **The Meaning of Graduation**

Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. To become eligible to minister in this church, candidates also must receive the testamur of one of this church's theological colleges. The testamur of a college confirms that a candidate has completed the prescribed course of study and has demonstrated that s/he has the practical gifts and skills and suitable character and conduct for ministry. (See Book of Forms, section 206.2, in Supplement V, p. 75 of this document.)

Whenever the Book of Forms refers to students who have graduated, this should be understood to mean "students who have completed their course of study and whose college has given the testamur of the college as outlined in Section 206.2 of the Book of Forms".

Each college may describe differently what signifies the testamur of the college and may not use this specific term. Check the college calendar or web page for their description of what requirements must be completed to make a candidate eligible for ordination/designation. (See Supplement VI, p. 90.)

Candidates at Presbyterian College should be aware that the diploma in ministry they receive upon completion of their final "In-Ministry" year is not the same as the college's testamur.

In this document, the phrase "the testamur of the college" will be used to denote the completion of the requirements of the college that, together with certification for ordination by the presbytery, make a candidate eligible to be ordained/designated in The Presbyterian Church in Canada.

## **Confirmation of Graduation**

When the candidate has graduated and received the testamur of the college, the college provides him/her and the certifying presbytery with written confirmation.

## **Other Courses of Study**

### **Mature Candidates Lacking Undergraduate Degrees**

Candidates between the ages of 35 – 59 who wish to be exempted from taking some undergraduate courses or a biblical language must apply to the Committee on Education and Reception for a special course. The certifying presbytery must endorse this application. (See Supplement III, p. 65 of this document.)

### Attendance at Other Colleges

Presbytery should inform a candidate who is considering attending a college other than one of the colleges of The Presbyterian Church in Canada, that the candidate will have to apply to the Committee on Education and Reception for approval of the proposed educational program. Such application will require the consent of the certifying presbytery and should occur immediately after first certification. The presbytery should make sure that the candidate is aware that when s/he graduates s/he will also be required to study for one or one and one-half years in one of the colleges of The Presbyterian Church in Canada before s/he may be ordained/designated for ministry in this church. (The Committee on Education and Reception Guidelines, Graduates of Other Theological Colleges Applying for Certification for Ordination, #2 and 3. See Supplement III of this document, p. 64)

### Graduates of Other Colleges

Graduates of theological colleges not affiliated with The Presbyterian Church in Canada shall apply to the Committee on Education and Reception. Before their applications will be considered they must become certified candidates for ministry in this church and have their applications endorsed by the certifying presbytery. Upon recommendation of the committee, the General Assembly will determine the number of years of additional study (usually one or one and one-half years) that must be completed at one of the colleges of this church before examination for certification for ordination/designation may take place. (See Supplement III, p. 64 of this document.)

## 5. GUIDANCE CONFERENCE

(See Supplement I, p. 58 of this document for a description of the guidance conference.)

Ministry and Church Vocations arranges the guidance conference.

### Ensuring Attendance

The presbytery continues to be the responsible body ensuring that the candidate has attended a guidance conference.

A candidate attends a guidance conference after the initial certification by the presbytery and before the first recertification. The candidate is encouraged to attend the conference during the last year of pre-theology studies and is required to attend before s/he enters the second year of theological studies. (A&P 1981, p. 375. See Supplement V, p. 87 of this document.) Normally two conferences are held a year, one at the end of term in April or May and another before the beginning of term in late August.

### **The Report**

The presbytery receives a guidance conference report on the candidate. (If the candidate does not give permission to release the report, the presbytery will receive only the recommendation from the report.) The guidance conference report is a confidential document. All parts of the report may be shared with the ministry committee as long as hard copies of the report are not made. Within the context of the committee's confidential discussions about the candidate, the report may be summarized orally, read aloud, or passed around the committee table for individual reading.

The presbytery provides feedback to Ministry and Church Vocations regarding the quality and usefulness of the guidance conference report.

The presbytery must not consider recertification until it has received the guidance conference report (or, if the candidate has not signed the report, the recommendation of the report). Since a candidate is advised to wait until his/her last year of undergraduate studies to attend a guidance conference this prerequisite does not apply to any candidate who has not reached this level in his/her studies.

### **Disposal of the Report**

The copy of the guidance conference report may be kept until the candidate is ordained or designated. Then it should be destroyed. The report of a person who has ceased to pursue studies or graduated but has not been ordained or designated will be retained for 5 years after s/he has ceased to pursue studies. (A&P 1984, p.403. See Supplement V p. 88 of this document.)

## **6. PSYCHOLOGICAL TESTING**

(For more detail on psychological testing, see Supplement II, p. 61 of this document.)

### **Certification a Prerequisite**

When a candidate has been certified, the presbytery will notify the college in writing. The college must receive this written confirmation of certification before a candidate is permitted to be tested psychologically.

At the time of certification the presbytery will remind the candidate that, once the arrangements have been made and before the assessment takes place, the candidate is to provide the presbytery with the psychologist's name, address and phone number.

### **The Assessment**

When the candidate has arranged for the psychological assessment and before the assessment takes place, the candidate informs the presbytery and provides the presbytery with the name, address and phone number of the approved psychologist.

The psychologist may choose to talk to the ministry convenor or the college representative before administering the tests.

The presbytery ministry convenor and/or the college representative may choose to talk with the psychologist before the tests are administered.

### **The Release of the Report**

The candidate is asked to sign a form to release the report to the ministry convenor of the presbytery and the designated person at the college.

When the release form has been signed by the candidate, the psychologist sends the report to the designated people.

### **Confidentiality**

The report of the psychological assessment is a confidential document. All parts of the report may be shared with the presbytery ministry committee as long as hard copies of the report are not made. Within the context of the committee's confidential discussions about this candidate, the report may be summarized orally, read aloud or passed around the committee table for individual reading.

### **Evaluation of the Psychological Testing Process**

Upon receipt of the psychologist's invoice, Ministry and Church Vocations will send an evaluation form to the ministry convenor. Through the use of this form or by other means, the presbytery provides feedback to Ministry and Church Vocations regarding the quality and usefulness of the psychologist's report.

### **Payment**

The psychologist sends the bill to Ministry and Church Vocations.

Ministry and Church Vocations pays the total bill.

Ministry and Church Vocations invoices the certifying presbytery for its portion.

The presbytery pays the requested amount to Ministry and Church Vocations.

### **Ensuring Completion**

The presbytery continues to be the responsible body ensuring that the candidate has undergone psychological testing.

### **Prerequisite for First Recertification**

The presbytery must not consider recertification until it has received the psychologist's report.

Since a candidate does not usually participate in the psychological assessment until the first year of theological studies this prerequisite does not apply to any candidate who has not reached this level in his/her studies.

## **7. PASTORAL CARE**

The goals of the process of pastoral care of candidates are:

- To provide genuine continuing pastoral care, oversight, testing and appropriate encouragement to persons entering and pursuing the process of candidacy for the ministries of the church.
- To guide candidates through the process from certification to ordination or designation so that they can derive the most benefits from the opportunities.
- To ensure that the process has no surprises. Nevertheless, candidates will be aware that there is the possibility of approval, approval with conditions (probationary approval), or non-approval throughout the process.
- To provide the church with the best possible candidates.  
(Appendix J, Book of Forms, Supplement V, p. 78 of this document)

The presbytery provides pastoral care for the candidate within the context of its supervision of him/her as a candidate. Presbytery is guided by independent perspectives on the candidate provided by reports from the college, guidance conference and psychological testing. (See also Appendix J-2, Book of Forms, p. 78 of this document.)

### **NOTE: TRANSFER OF CARE**

A candidate shall remain under the care of the presbytery of first certification for the whole period of preparation. Exceptions may be made in cases where the presbytery is far removed from the college and must be made in cases where the candidate is appointed to a charge for more than a summer's duration. (Book of Forms, section 204, p. 74 of this document.)

The candidate normally makes the request for such a transfer. Normally, any transfer should be made before the end of the second year of theological studies.

The transferring presbytery informs the college and Ministry and Church Vocations that the transfer is being made.



## THE PRESBYTERY

When a transfer is made, the transferring presbytery should forward all the official documents in the candidate's file (e.g. forms filled out by the candidate, references, guidance conference report, psychological report, annual reports from the college).

### Internships

During an internship, the certifying presbytery does not usually change. (Internships are not considered to be appointments and therefore do not fit into the exception in the above regulation).

## 8. ANNUAL RECERTIFICATION

The presbytery makes recertification decisions annually.

### First Recertification

First recertification must not occur without consideration of reports from the guidance conference, psychological testing and the college.

Since a candidate is advised to wait until his/her last year of undergraduate studies to attend a guidance conference and does not take the psychological assessment until the first year of theological studies these prerequisites do not apply to any candidate who has not reached these levels in his/her studies.

### Subsequent Recertifications

Subsequent recertifications should not occur without consideration of the annual college reports.

### Summer Placement Report

If the candidate has a summer placement in another presbytery, that presbytery shall send a written report to the certifying presbytery. The presbytery must not recertify the candidate until it has considered this report. (See Book of Forms, section 204, p. 74 of this document.)

### Interview

The presbytery uses Appendix J in the Book of Forms as a guide for the interview(s). (See Supplement V, p. 82 of this document.)

### Decision

The presbytery decides to recertify or not to recertify the individual as a candidate for ministry. Appendix J of the Book of Forms provides some questions for the presbytery to ask itself when considering whether to recertify. (See Supplement V, p. 83 of this document.)

## THE PRESBYTERY

The presbytery informs the candidate of the presbytery's decision. Recertification decisions are of 4 kinds. The candidate may be:

1. recertified.
2. recertified with qualifications. The qualifications must outline the actions that must be taken/results that must be demonstrated in order for the qualifications to be lifted. This is also known as probationary recertification.
3. not recertified with qualifications. The qualifications must outline the actions that must be taken/results that must be demonstrated before recertification may be considered again. After the candidate has completed the requirements and demonstrated the results requested and before the presbytery reconsiders recertification, the candidate should attend another guidance conference.
4. not recertified. This decision must be supported by a discussion of the reasons and a plan to help the candidate to consider other options, perhaps through career counselling.

### **Follow-up**

#### Decision to Recertify

If the decision is made to recertify, the presbytery advises the theological college.

If the decision to recertify is accompanied by qualifications, the presbytery outlines the steps the candidate would need to take for the qualifications to be lifted.

#### Decision Not to Recertify

If the decision is made not to recertify, the presbytery takes the following steps:

- explains the decision to the candidate in person and discusses with the candidate other ways to serve the church.
- circularizes the other presbyteries and the college senates. (See Book of Forms section 203.1, p. 74 of this document.)
- when the decision not to recertify is accompanied by qualifications, outlines steps the individual would need to take to increase the chance of a successful reapplication.

### **NOTE: SUPPLY PREACHING DURING FINAL YEAR OF THEOLOGICAL STUDIES**

Interim moderators of charges should not approve as Sunday Supply students in the graduating year (or graduates) who are likely to have an interest in seeking a call or appointment to that charge. (A&P 1993, p. 288, p. 89 of this document.)

**9. CERTIFICATION FOR ORDINATION/DESIGNATION**

Certification for ordination/designation is the last time that a presbytery examines and certifies a candidate before s/he is considered eligible to seek a call or appointment. (See Book of Forms, sections 205 – 212, Supplement V, p. 74 of this document.)

For the Candidate in College

When this examination happens before graduation the certification is conditional upon graduation.

**The Candidate Applies**

The candidate makes application to the presbytery of most recent certification to be examined for certification for ordination/designation. For good reason, the candidate may ask permission for another presbytery to conduct the examination. (See Book of Forms, section 205, Supplement V, p. 74 of this document.)

**Timing of the Examination for Ordination/Designation**

For the Candidate in College

If a candidate is expecting to graduate in May s/he will probably want the examination for ordination/designation sustained before February 1. This is the date s/he may approach or be approached by interim moderators provided s/he has been certified for ordination/designation conditional upon graduation and the college has given permission. (For candidates expected to graduate in December, the date is October 1.)

**Permission from the College**

The presbytery can expect to receive a letter from the college giving the candidate its permission to seek a call.

For the Candidate in College

The college will provide a letter of permission to candidates in their final semester by February 1 (for May graduates) or October 1 (for December graduates). The college will forward a copy of the letter to the certifying presbytery. This letter is not required before the presbytery sustains the examination for ordination/designation conditional upon graduation.

## THE PRESBYTERY

For the Graduated Candidate

The presbytery can expect the college to provide written confirmation that the candidate has graduated. The presbytery must receive this confirmation before it sustains the examination for ordination/designation of a graduated candidate.<sup>14</sup>

### **The Examination**

The presbytery asks the candidate to provide some written submissions.  
(See Book of Forms, Appendix J-10.2, also in Supplement V p. 84 of this document.)

The presbytery examines the candidate for certification for ordination/designation.  
(Book of Forms, sections 206 – 206.1 and Appendix J 11. See Supplement V, p. 75 & 85 of this document.)

### **If the Presbytery Decides to Sustain the Examination**

For the Candidate in College

The presbytery sustains the examination and certifies the candidate for ordination/designation conditional upon graduation.<sup>14</sup> The candidate becomes a conditionally certified candidate for ordination/designation.

For the Graduated<sup>14</sup> Candidate

When the candidate has completed his/her course of study and the certifying presbytery has seen written confirmation from the college that s/he will receive or has received the testamur of the college, the presbytery sustains the examination and certifies the candidate for ordination/designation. The candidate becomes a certified candidate for ordination/designation.

(Book of Forms, sections 206.1.1 and 206.2. See Supplement V, p. 75 of this document.)

### **Informing Ministry & Church Vocations**

The presbytery informs Ministry and Church Vocations that:

(For the Candidate in College) - the candidate has been certified for ordination/designation conditional upon graduation.

(For the Graduated<sup>14</sup> Candidate) - the candidate has been certified for ordination/designation.

Ministry & Church Vocations will not circulate the candidate's profile until it has received this notification.

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<sup>14</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on "The Meaning of Graduation" on p. 15 of this document.

### **When the Testamur has been Received**

For the Candidate in College

When the presbytery receives the written confirmation from the college that the candidate has received the college testamur, the presbytery removes the conditional nature of the certification for ordination/designation and notes in the minutes of presbytery that the candidate has received the testamur of the college and is now a certified candidate for ordination/designation without conditions.  
(Book of Forms, sections 206.1.1. See Supplement V, p. 75 of this document.)

### **If the Presbytery Decides Not to Sustain the Examination**

If the decision is made not to sustain the examination, the presbytery will take the following steps:

- to explain the decision to the candidate in person and discuss with the candidate other ways to serve the church.
- to circularize the other presbyteries. (See Book of Forms section 203.1, p. 74 of this document.)
- to notify the college if the candidate is enrolled in a college.

If the presbytery prescribes a new examination, it will not take place until at least three months have elapsed. (Book of Forms, sections 207. See Supplement V, p. 75 of this document.)

### **NOTE: STUDENTS FROM OTHER COLLEGES**

Students who have studied in colleges other than the church's theological colleges must make application to the Committee on Education and Reception for permission to be examined for certification for ordination/designation. Before their applications will be considered they must be certified by a presbytery and have their applications endorsed by the certifying presbytery. The committee will recommend to the General Assembly the requirements the candidate must complete to be eligible to be certified for ordination/designation (usually one to one and one-half years of study at one of our colleges).

In the final year of study, the candidate will follow the usual procedures and timelines for certification for ordination/designation. However references to graduation or receiving the testamur of the college should be replaced with "completion of the requirements set by General Assembly". (For example, these candidates may be "certified for ordination/designation conditional upon completion of the requirements set by General Assembly"  
(Book of Forms, section 205.2, p. 74 of this document. See also Supplement III p. 64 of this document.)

**NOTE: REVIEW OF CERTIFIED CANDIDATES FOR ORDINATION/DESIGNATION**

After three years, presbytery should review the standing of certified candidates for ordination/designation who have not been ordained/designated. (Book of Forms, Section 211, p. 76 of this document.)

**10. FIRST STAGE OF CALL PROCEDURES: SEEKING A CALL**

**Reminder: Supply Preaching during Final Year of Theological Studies**

Interim moderators should not approve as Sunday Supply students in the graduating year [or graduates] who are likely to have an interest in seeking a call or appointment in the charge where the interim moderator serves. (A&P 1993, p. 288, p. 89 of this document.)

**Readiness to Proceed**

Interim moderators and search committees may begin communicating with candidates **only** if the following conditions have been met:

For the Candidate in College

1. The presbytery has sustained the candidate's examination and certified the candidate for ordination/designation conditional upon graduation.
2. The college has given the candidate a letter indicating the college's anticipation that the candidate will graduate at the end of the semester.
3. The appropriate date has arrived. (February 1 for spring graduates; October 1 for December graduates.)

The interim moderator can be assured these conditions have been met if Ministry and Church Vocations has sent the candidate's profile. In other cases, when the appropriate date has arrived, the interim moderator may ascertain from the candidate if the other two conditions have been met.

For the Graduated Candidate

1. The college has provided the candidate with written confirmation of the candidate's graduation with the testamur of the college.<sup>15</sup>
2. The presbytery, having received written confirmation that the candidate has graduated with the testamur of the college, has sustained the candidate's examination and certified the candidate for ordination/designation.

The interim moderator may ascertain from the candidate if these conditions have been met.

**Note:** It is not appropriate for interim moderators and search committees to have any form of communication with candidates until the above conditions have been met.

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<sup>15</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on "The Meaning of Graduation" on p.15 of this document.

### **Ministry & Church Vocations Circulates Profiles**

If a candidate lodges his/her personal profile with Ministry and Church Vocations, MCV will circulate the profile when it has received notification:

1. From the presbytery

(For the Candidate in College) - that the candidate has been certified for ordination/designation conditional upon graduation<sup>16</sup>.

(For the Graduated Candidate) - that the candidate has been certified for ordination/designation.

2. From the college that it has given permission to the candidate to seek a call.

### **Seeking a Call**

During this stage the candidate:

1. Circulates a profile.
2. Communicates with interim moderators.
3. Is interviewed by search committees.
4. Preaches for a call.

### **A Congregation Issues a Call**

If a congregation votes to extend a call to a candidate the congregation will follow the usual procedures of getting the call signed and presenting the call to the presbytery. If the presbytery sustains the call it forwards the call to the presbytery of care.

### **Suspending Procedures**

For the Candidate in College

If the presbytery of care approves the call to a candidate who is still in college, the presbytery suspends procedures before the call is placed in the candidate's hands and resumes them after s/he has graduated. (Book of Forms, section 215.1. See Supplement V, p. 76 of this document.)

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<sup>16</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on "The Meaning of Graduation" on p.15 of this document.

For the Graduated Candidate

Call procedures are not suspended.

However, if the now graduated candidate was originally certified for ordination/designation conditional upon graduation, the presbytery shall ensure that it has received written confirmation that the candidate has graduated<sup>17</sup> and shall take the additional step of removing the conditional nature of certification for ordination/designation before the presbytery proceeds to the final step of the call procedure.

## **11. SECOND STAGE OF CALL PROCEDURES: ACCEPTING A CALL**

### **When the Call has been Suspended**

When a presbytery of care approved a call to a candidate who was still in college and immediately suspended call procedures, one additional step becomes necessary. Upon receipt of written confirmation from the college that the candidate has graduated with the testamur of the college,<sup>17</sup> the presbytery removes the conditional nature of the certification for ordination/designation. The certified candidate for ordination/designation is now eligible to accept a call or appointment.

### **The Final Step**

The presbytery places the call in the hands of the candidate.

The candidate has seven days to decide whether to accept the call. (Book of Forms, section 221 See Supplement V, p. 77 of this document.)

### **Disposal of the Guidance Conference Report**

The copy of the guidance conference report should be destroyed when the candidate is ordained or designated. See Supplement I p. 60 of this document.)

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<sup>17</sup> Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. See the section on “The Meaning of Graduation” on p. 15 of this document.



## **D. THE COLLEGE**

### **1. CONFIDENTIALITY**

All reports and information about a candidate will be handled with an appropriate level of confidentiality.

### **2. TOWARDS INITIAL CERTIFICATION**

Following a presbytery's decision to certify or not to certify a candidate, the presbytery will notify the college.

### **NOTE: A STUDENT WHO DOES NOT SEEK CERTIFICATION**

When a student is studying at the college and has not sought certification, the college will notify the presbytery of the student's home congregation.

### **3. EDUCATIONAL PREPARATION**

#### **Educational Requirements**

The greatest demand on a candidate in terms of time and effort will be the educational preparation.

The candidate:

1. completes a B.A. degree or equivalent at a recognized university.
2. attends one of the colleges of The Presbyterian Church in Canada or associated with this church where s/he
  - a) completes an M.Div. degree
  - and
  - b) earns the testamur of the college as to readiness for ministry.

The college admits certified candidates into its program with the church's requirements in mind. It advises candidates and their presbyteries on the need to make application to the Committee on Education and Reception, when appropriate.

#### **The Meaning of Graduation**

Theological education for ministry in The Presbyterian Church in Canada requires more than successful completion of coursework in the M.Div. program. To become eligible to minister in this church, candidates also must receive the testamur of one of this church's theological colleges. The testamur of a college confirms that a candidate has completed the prescribed course of study and has demonstrated that s/he has the practical gifts and skills and suitable character and conduct for ministry. (See Book of Forms, section 206.2, in Supplement V, p. 75 of this document.)

## THE COLLEGE

Whenever the Book of Forms refers to students who have graduated, this should be understood to mean “students who have completed their course of study and whose college has given the testamur of the college as outlined in Section 206.2 of the Book of Forms”.

Each college may describe differently what signifies the testamur of the college and may not use this specific term. Check the college calendar or web page for their description of what requirements must be completed to make a candidate eligible for ordination/designation. (See Supplement VI, p. 90.)

Candidates at Presbyterian College should be aware that the diploma in ministry they receive upon completion of their final “In-Ministry” year is not the same as the college’s testamur.

In this document, the phrase “the testamur of the college” will be used to denote the completion of the requirements of the college that, together with certification for ordination by the presbytery, make a candidate eligible to be ordained/designated in The Presbyterian Church in Canada.

### **Annual Reports**

The college provides annual reports to the presbytery about the candidate.

### **Additional Requirements of Candidates**

During a candidate’s theological studies the college should encourage the candidate:

- to worship regularly in a local congregation
- to attend regularly the meetings of the presbytery where the college is located or, if possible, the home presbytery.

### **If a Candidate Experiences Difficulty at Theological College**

If the college considers a student to be in difficulty, the college will request the presbytery to set up a support committee of representatives from the college and the presbytery to meet together with the candidate to consider what is to be done. (If the candidate’s home presbytery is far away, then the presbytery in which the college is situated may act for the home presbytery.)

#### **4. GUIDANCE CONFERENCE**

Ministry and Church Vocations arranges the guidance conference. (See Supplement I, p. 58 of this document for a description of the guidance conference.)

##### **The Report**

The college receives a copy of the guidance conference report. (If the candidate does not give permission to release the report, the college would be informed that the candidate attended the conference but has not released his or her report.) The guidance conference report is a confidential document. All parts of the report may be shared with the faculty as long as hard copies of the report are not made. Within the context of the faculty's confidential discussions about the candidate, the report may be summarized orally, read aloud, or passed around the faculty table for individual reading.

The college provides feedback to Ministry and Church Vocations regarding the quality and usefulness of the guidance conference report.

##### **Disposal of the Report**

The copy of the guidance conference report may be kept until the candidate has graduated. Then it should be destroyed. The report of a person who has ceased to pursue studies or graduated but has not been ordained or designated will be retained for 5 years after s/he has ceased to pursue studies. (A&P 1984, p.403. See Supplement V p. 88 of this document.)

#### **5. PSYCHOLOGICAL TESTING**

(For more detail on psychological testing, see Supplement II, p. 61 of this document.)

The college arranges for psychological testing of candidates while they are in their first year of study at the college.

##### **List of Psychologists**

Ministry and Church Vocations will provide to the colleges a list of approved psychologists (with 2-4 psychologists in the vicinity of each college). Ministry and Church Vocations will review the list annually in June and will provide an updated list to the colleges by September.

##### **Certification a Prerequisite**

The college must receive written confirmation of certification before a candidate is permitted to be tested psychologically.

### **Arranging for the Assessment**

The candidate obtains the list of psychologists from the college and arranges for a psychological assessment with one of the approved psychologists.

The candidate obtains a signed authorization form from the college indicating s/he is a certified candidate and listing the names and addresses of the people who will receive a copy of the report.

### **The Assessment**

The psychologist may choose to talk to the ministry convenor or the college representative before administering the tests.

The presbytery ministry convenor and/or the college representative may choose to talk with the psychologist before the tests are administered.

### **The Release of the Report**

The candidate is asked to sign a form to release the report to the ministry convenor of presbytery and the designated person at the college.

When the release form has been signed by the candidate, the psychologist sends the report to the designated people.

### **Confidentiality**

The report of the psychological assessment is a confidential document. All parts of the report may be shared with the theological college faculty as long as hard copies of the report are not made. Within the context of the faculty's confidential discussions about this candidate, the report may be summarized orally, read aloud or passed around the faculty table for individual reading.

### **Evaluation of the Psychological Testing Process**

Upon receipt of the college's copy of the psychological testing report the college representative gives to the candidate an evaluation form that the candidate is to fill out and send to Ministry and Church Vocations.

The college will have evaluation forms to give its own feedback to Ministry and Church Vocations.

## 6. PASTORAL CARE

The goals of the process of pastoral care of candidates are:

- To provide genuine continuing pastoral care, oversight, testing and appropriate encouragement to persons entering and pursuing the process of candidacy for the ministries of the church.
- To guide candidates through the process from certification to ordination or designation so that they can derive the most benefits from the opportunities.
- To ensure that the process has no surprises. Nevertheless, candidates will be aware that there is the possibility of approval, approval with conditions (probationary approval), or non-approval throughout the process.
- To provide the church with the best possible candidates.  
(Appendix J, Book of Forms, Supplement V, p. 78 of this document)

The college assigns a faculty advisor to the candidate.

The college may also provide mentoring and support to candidates while at college in the form of facilitated peer groups and/or individual mentors, sometimes with the assistance of ministers located close to the college.

### NOTE: TRANSFER OF CARE

A candidate shall remain under the care of the presbytery of first certification for the whole period of preparation. Exceptions may be made in cases where the presbytery is far removed from the college and must be made in cases where the candidate is appointed to a charge for more than a summer's duration. (Book of Forms, section 204, p. 74 of this document.)

The transferring presbytery informs the college and Ministry and Church Vocations that the transfer is being made.

### Internships

During an internship, the certifying presbytery does not usually change. (Internships are not considered to be appointments and therefore do not fit into the exception in the above regulation).

## 7. ANNUAL REPORTS AND RECERTIFICATION

The college reports annually and as necessary to presbyteries about their candidates. The presbytery must not consider recertification until it has received the annual report from the college. For the first recertification the presbytery must also have reports from the guidance conference and the psychological testing.

Following a presbytery's decision to recertify or not to recertify a candidate, the presbytery will notify the college.

## **8. LETTERS OF PERMISSION**

### **Preliminary Support of the College**

During the candidate's final semester and by February 1 (for May graduates) or October 1 (for December graduates), the college gives the candidate a letter of permission indicating that it anticipates s/he will graduate (or complete the requirements set by General Assembly in the case of students who have been assigned special courses by General Assembly. Book of Forms, section 205.2, p. 74 of this document. See also Supplement III p. 64 of the document.) The college sends a copy of the letter to the certifying presbytery. This letter is not required before a presbytery sustains the examination for certification for ordination/designation conditional upon graduation but it is required before a candidate may begin to look for a call.

### **Informing Ministry & Church Vocations**

Each semester the college provides Ministry and Church Vocations (MCV) with a list of the students that it anticipates will graduate in that semester. MCV will not circulate a candidate's profile until it has received this list and verified that the list contains the candidate's name.

### **Confirmation of Graduation**

When a candidate has completed the prescribed course of study and has demonstrated that s/he has the practical gifts and skills and suitable character and conduct to earn the testamur of the college, the college will provide him/her with written confirmation that s/he will graduate or has graduated with the testamur of the college (or completed the requirements set by General Assembly in the case of students who have been assigned special courses by General Assembly. Book of Forms, section 205.2, p. 74 of this document. See also Supplement III, p. 64 of the document). The college sends a copy of this confirmation to the certifying presbytery.

The presbytery must receive this confirmation before it can certify a candidate for ordination/designation without conditions or remove the conditional nature of the previous certification for ordination/designation. The candidate will not be allowed to complete the final steps of a call (having the call placed in the candidate's hand) until the written confirmation of graduation has been received. (Book of Forms, section 206.2. See Supplement V, p. 75 of this document.)

## **9. CERTIFICATION FOR ORDINATION/DESIGNATION**

(See Book of Forms, sections 205 – 212, Supplement V, p. 74 of this document.)

### **If the Presbytery Decides Not to Sustain the Examination**

The college can expect to be notified by a presbytery if the presbytery decides not to sustain the examination for ordination/designation of a candidate enrolled in the college.

**10. CALL PROCEDURES: SEEKING AND ACCEPTING A CALL**

**Reminder: Supply Preaching during Final Year of Theological Studies**

Those who co-ordinate preaching pools at the colleges are reminded that during the year in which candidates graduate (and after they graduate) candidates should decline taking Sunday supply in charges in which they have an interest in seeking a call or appointment. (A&P 1993, p. 288, , p. 52, p. 89 of this document.)

**Ethics**

Colleges could help candidates reflect on what constitutes ethical behaviour in seeking a call. For a discussion of the topic see "Ethical Considerations for a Person Seeking a Call" Supplement X in *Calling a Minister. Guidelines for Presbyteries, Interim Moderators and Search Committees*. This discussion is also found on the insert that accompanies the personal profile form whenever a blank form is provided by Ministry & Church Vocations.

## **E. MINISTRY AND CHURCH VOCATIONS**

### **1. THE BEGINNING**

Sometimes an individual contacts the national offices of the church to find out about becoming a candidate for ministry in The Presbyterian Church in Canada. Ministry and Church Vocations responds to questions of procedures and will direct enquirers to contact their home minister and session.

### **2. CONFIDENTIALITY**

All information from or about a candidate will be handled with an appropriate level of confidentiality.

### **3. TOWARDS INITIAL CERTIFICATION**

Ministry and Church Vocations receives notification from presbyteries of the certification of candidates.

### **4. GUIDANCE CONFERENCE**

(See Supplement I, p. 58 of this document for a description of the guidance conference.)

Ministry and Church Vocations arranges guidance conferences and sends information to the candidates.

#### **The Report**

Ministry and Church Vocations keeps the original copy of the report and sends a copy to the people to whom the candidate releases the report.

### **5. PSYCHOLOGICAL TESTING**

(For more detail on psychological testing, see Supplement II, p. 61 of this document.)

#### **List of Psychologists**

Ministry and Church Vocations will provide to the colleges a list of approved psychologists (with 2-4 psychologists in the vicinity of each college). Ministry and Church Vocations will review the list annually in June and will provide an updated list to the colleges by September.



### **Evaluation of the Psychological Testing Process**

Upon receipt of the psychologist's invoice, Ministry and Church Vocations will send an evaluation form to the ministry convener of the presbytery.

Ministry and Church Vocations will review the feedback from candidates, presbyteries and colleges.

### **Payment**

The psychologist sends the bill to Ministry and Church Vocations.

Ministry and Church Vocations pays the total bill.

Ministry and Church Vocations invoices the certifying presbytery for its portion.

The presbytery pays the requested amount to Ministry and Church Vocations.

## **6. CERTIFICATION FOR ORDINATION/DESIGNATION**

(See Book of Forms, sections 205 – 212, Supplement V, p. 74 of this document.)

The presbytery informs Ministry and Church Vocations that the candidate has been certified for ordination/designation conditional upon graduation (or simply certified for ordination/designation if the candidate has already graduated) and has the presbytery's permission to seek a call.

### **Note: Students from other Colleges**

Students who have studied in colleges other than the church's theological colleges must make application to the Committee on Education and Reception for permission to be examined for certification as a candidate for ordination/designation. Before their applications will be considered they must be certified by a presbytery and have their applications endorsed by the certifying presbytery. (The staff of Ministry and Church Vocations give administrative support to the Committee on Education and Reception.) The committee will recommend to the General Assembly the requirements the candidate must complete to be eligible to be certified for ordination/designation (usually one to one and one-half years of study at one of our colleges).

In the final year of study, the candidate will follow the usual procedures and timelines for certification for ordination/designation. However, references to graduation or receiving the testamur of the college should be replaced with "completion of the requirements set by General Assembly". (For example, these candidates may be "certified for ordination/designation conditional upon completion of the requirements set by General Assembly".)

(Book of Forms, section 205.2, p. 74 of this document. See also Supplement III, p. 64 of this document.)

**7. FIRST STAGE OF CALL PROCEDURES: SEEKING A CALL**

**Preliminary Support of the College**

The college provides Ministry and Church Vocations with a list of the students that it anticipates will graduate.

**Ministry & Church Vocations Circulates Profiles**

If a candidate lodges his/her personal profile with Ministry and Church Vocations, MCV is permitted to circulate the profile when it has received notification:

- a) from the presbytery that the candidate has been certified for ordination/designation, either conditional upon graduation or without conditions.
- b) from the college that it has given permission to the candidate to seek a call.

**Disposal of the Guidance Conference Report**

The original copy of the guidance conference report will be destroyed when the candidate is ordained or designated. See Supplement I p. 60 of this document.)

# SUPPLEMENT I

## THE GUIDANCE CONFERENCE

### Goal:

- \* To provide the church with the best possible candidates for the ministries of the church.
  - \* To help the candidates towards the fulfillment of their calling
- By:
- providing supportive counselling
  - making recommendations to the presbyteries regarding the candidates' recertification

### Objectives:

- \* To produce a report on each candidate that will comment on the candidate's moral and religious character, motives, and general fitness to study for the ministries of The Presbyterian Church in Canada and will recommend to the certifying presbytery the acceptance or rejection of the candidate for recertification.
- \* To help each candidate recognize and understand his or her abilities, strengths, and weaknesses that will enhance or detract from his or her ministry.
- \* To have each candidate begin to develop a plan of growth both to use one's strengths, and to accept, to compensate for, or to overcome one's weaknesses.
- \* To present good models for ministry through the conference leadership.

### Before the Conference:

- \* Candidates complete information forms and send them to the Ministry and Church Vocations office.
- \* Each candidate requests three letters of reference.
- \* Counsellors are chosen by Ministry and Church Vocations for their experience in ministry and in interviewing and counselling.
- \* The counsellors meet to prepare for the conference.
- \* Each counsellor is given a copy of the information forms of the candidates assigned to their group.

### The Conference:

- \* The four-day conference consists of interviews, written exercises, discussions and group exercises.
- \* Normally, 16 candidates attend a conference. The ratio of counsellors to candidates is 1:2.
- \* Smaller groups of 6 to 10 candidates and their counsellors form the basic unit of the conference.

- \* Each candidate in the group has three interviews of 40-45 minutes. One counsellor conducts an interview on "Education, Journey of Faith and Call to Ministry". Another counsellor focuses on "Work, Other Activities and Family". In the third interview, one of these counsellors is joined by a third counsellor and together they will interview the candidate on "Concept of Ministry/Diaconal Ministry, Self as Minister/Diaconal Minister, and Growth".
- \* The counsellors meet to decide on the contents of the written report.
- \* On the last day the candidate has a feedback interview with one or more counsellors to find out and discuss what the written report will say.
- \* Reports will be typed at the conference and will be made available to candidates before they leave.

### **The Report:**

- \* The candidate's report will contain: some hard data from the information form, the observations and assessments of the counsellors and a recommendation to the presbytery regarding recertification.
- \* It is the presbytery's decision whether to certify/recertify a candidate.
- \* The report is prepared at the conference and signed by 3 counsellors.
- \* The recommendations of the report are approved by all the counsellors at the conference or, if the conference is larger, by all the counsellors in the candidate's group.
- \* The report is given to the candidate with a copy to keep.
- \* Types of recommendations
  - Yes** e.g. that X be recertified as a suitable candidate for the ministry of The Presbyterian Church in Canada.
  - Yes with certain conditions** - The candidate might be advised to take a particular course or some counselling or to gain some practical experience in the church or to reflect on some aspect of ministry or work on some particular aspect of development.
  - Not at this time** - The candidate might be asked to meet certain conditions before being considered for recertification by the presbytery or before returning to another guidance conference. The kind of conditions are similar to the ones listed above.
  - No** - e.g. that X not be recertified as a candidate for the ministry of The Presbyterian Church in Canada.

### **The Candidate's Options:**

- (a) To sign the original and return it to Ministry and Church Vocations.
- (b) To sign the report after negotiating with the counsellors through the Ministry and Church Vocations office for some re-wording of the report.
- (c) To sign and add a statement to be circulated with the report. A copy of the statement will be sent to the counsellors who signed the report.
- (d) Not to sign and thus withhold the report from circulation.

### **The Circulation of the Report:**

If the report is signed (as in the first 3 options):

- \* One copy each is sent to:
  - (a) the ministry convenor of the candidate's presbytery;
  - (b) the principal of the college or his/her designate;
  - (c) if applicable, the convenor of the Committee on Education and Reception, and
  - (d) if requested, the presbytery which examines the candidate for certification for ordination/designation.
- \* Instructions with the release of the report: All parts of this report (narrative sections and recommendations) may be shared with the presbytery ministry committee/theological college faculty as long as **hard copies of the report are not made**. Within the context of the committee's/faculty's confidential discussions about this candidate, the report may be summarized orally, read aloud, or passed around the committee/faculty table for individual reading. This copy may be kept until the candidate is ordained or designated/has graduated or left the college. Then it should be destroyed.
- \* The original copy of the report which will be kept in the Ministry and Church Vocations office will be destroyed when the candidate is ordained/designated.
- \* The report of a person who has ceased to pursue studies or graduated but has not been ordained or designated will be retained for five years after s/he has ceased to pursue studies.

### **If the Report is Not Signed (as in the fourth option):**

- \* If, after consultation with the counsellors and representatives of Ministry and Church Vocations, the candidate is not prepared to sign the report, Ministry and Church Vocations will:
  - (a) Withhold the report from circulation.
  - (b) Inform the two parties to whom the report is normally sent that the candidate has attended the guidance conference but has not signed the report.
  - (c) Send the recommendation from the conference to the candidate's presbytery. If the presbytery wishes to consult with the candidate to discuss the refusal to sign the report, the presbytery shall also consult with the Associate Secretary of Ministry and Church Vocations with the candidate present where possible. The Associate Secretary will keep the report and refer to it when such a consultation is necessary. The report will be destroyed when the candidate is ordained/designated or has chosen another vocation.

### **Delays in Returning the Report:**

If the candidate has not returned the signed report within one month of receiving it, Ministry and Church Vocations will give the recommendation of the report to the student convenor of the presbytery. MCV will also inform the certifying presbytery and the college that the candidate attended the guidance conference and has not signed the report at this time but that the report will be sent later if and when it is released.

## SUPPLEMENT II

### PSYCHOLOGICAL TESTING

#### **Purpose**

To encourage and aid growth and facilitate increased self-awareness in the candidate.

To serve as a resource to those entrusted with the responsibility of counselling and guiding those who will continue to proceed to ministry and those who need to be redirected in their choice of vocation.

#### **The Value of Psychological Testing**

The report of the psychological assessment is advisory and not determinative. It forms one element in the church's preparation and discernment process for candidates for ministry.

The principal values to the assessors are:

- To provide clues to qualities and characteristics that should be explored in interviews;
- To confirm or question the validity of conclusions derived from interviews, other information and impressions;
- To indicate the degree of correspondence of the candidate's personal characteristics with those considered desirable, or otherwise, of persons in ministry; and
- To assist presbyteries in their responsibility for making strong nominations, and certifying capable persons who seem, in their judgment, to have real potential for ministry.

Some of the values to the assessed are:

- To assist candidates in self-assessment and self-understanding by increasing their awareness of their psychological and social strengths and weaknesses and their potential for growth, and for creative and wise decision-making in life and vocation; and
- To aid in finding alternate ways that people can respond to a call when it is indicated that they are not suitable for ministry. The sooner one achieves that determination the better.

#### **Areas to be Tested**

A registered psychologist will conduct a comprehensive set of tests to assess the following aspects of the candidate's psychological health:

- **Mental Health:** comment on the quality of the candidate's mental health, identifying any specific concerns,
- **Personality Problems:** comment on the candidate's personality structure and organization, the ways in which this structure is adaptive or maladaptive, and any core conflicts,
- **Interpersonal Competency:** comment on the quality of the candidate's interpersonal relationship style and interactions,
- **Selfhood:** comment on the candidate's self-image, self-experience and self-esteem,

- Role in Community/Leadership Style: comment on the candidate's style of operating within groups, including the ways the candidate provides leadership,
- Intelligence and Cognitive Functioning: comment on the candidate's cognitive functioning and the impact this has on the candidate's processing of information and decision-making; comment on the candidate's intellectual gifts and limitations, and the impact this has on the candidate's ability to prepare for and carry out the responsibilities of ministry,
- Religious Health: comment on the extent to which the candidate's faith and sense of vocation to ministry are healthy and integrative.

## **Psychological Testing Procedures**

### **List of Psychologists**

- Ministry and Church Vocations will provide to the colleges a list of approved psychologists (with 2-4 psychologists in the vicinity of each college). Ministry and Church Vocations will review the list annually in June and will provide an updated list to the colleges by September.

### **Certification a Prerequisite**

- When a candidate has been certified, the presbytery will notify the college in writing. The college must receive this document before a candidate may be tested psychologically.
- At the time of certification the presbytery will ask the candidate to provide the psychologist's name, address and phone number, once the arrangements have been made and before the assessment takes place.

### **Arranging for the Assessment**

- The candidate obtains the list of psychologists from the college and arranges for a psychological assessment with one of the approved psychologists.
- When the candidate has arranged for the psychological assessment and before the assessment takes place, the candidate informs the presbytery and provides the presbytery with the name, address and phone number of the approved psychologist.
- The candidate obtains a signed authorization form from the college indicating s/he is a certified candidate and listing the names and addresses of the people who will receive a copy of the report. (At the same time, the candidate also should receive an evaluation form for use at the end of the process.) The candidate provides the signed authorization form to the psychologist before the psychologist begins the assessment.

### **The Assessment**

- The psychologist may choose to talk to the ministry convenor and/or the college representative before administering the tests.
- The presbytery ministry convenor and/or the college representative may choose to talk with the psychologist before the tests are administered.
- The candidate completes a series of tests and interviews with the psychologist.
- The psychologist interprets the tests and prepares a written report.
- The psychologist meets with the candidate to explain the written report.
- The psychologist gives the candidate a copy of the report.

### **The Release of the Report**

- The candidate is asked to sign a form to release the report to the ministry convenor of presbytery and the designated person at the college.
- When the release form has been signed by the candidate, the psychologist sends the report to the designated people.
- The ministry convenor and/or the designated person at the college may choose to consult with the psychologist about the report.

### **Confidentiality**

- The report of the psychological assessment is a confidential document. All parts of the report may be shared with the presbytery ministry committee or the theological college faculty as long as hard copies of the report are not made. Within the context of the committee's/faculty's confidential discussions about this candidate, the report may be summarized orally, read aloud or passed around the committee/faculty table for individual reading.

### **Evaluation of the Psychological Testing Process**

- The college representative gives an evaluation form to the candidate at the same time as the representative provides the candidate with an authorization form.
- The college will have evaluation forms to give feedback to Ministry and Church Vocations.
- Upon receipt of the psychologist's invoice, Ministry and Church Vocations will send an evaluation form to the ministry convenor.
- Ministry and Church Vocations will review this feedback.

### **Payment**

- The psychologist sends the bill to Ministry and Church Vocations.
- Ministry and Church Vocations pays the total bill.
- Ministry and Church Vocations invoices the certifying presbytery for its portion.
- The presbytery pays the requested amount to Ministry and Church Vocations.

### **When a Candidate Takes Extra Time to Decide about the Release of the Report**

- The psychologist informs Ministry and Church Vocations when a candidate takes extra time to decide to release the report.
- If a candidate takes extra time to release the report Ministry and Church Vocations will inform the presbytery when it sends the invoice.
- The psychologist informs Ministry and Church Vocations when the report is signed.
- When Ministry and Church Vocations learns that the report has been signed Ministry and Church Vocations sends evaluation forms to the presbytery and college.



## **SUPPLEMENT III**

### **THE COMMITTEE ON EDUCATION AND RECEPTION**

#### **COMMITTEE ON EDUCATION AND RECEPTION**

The Committee on Education and Reception recommends programs of study for mature students entering the ministries of this Church, for diaconal ministers of this Church seeking ordination to the Ministry of Word and Sacraments, and for students who attend theological colleges other than those of The Presbyterian Church in Canada. It is also the committee's responsibility to review the applications of ministers from other denominations who wish to work within this branch of the Church.

#### **CURRENT GUIDELINES**

##### **Graduates of Other Theological Colleges Applying for Certification for Ordination**

1. Candidates for the ministry of The Presbyterian Church in Canada are normally required to acquire a B.A. degree, or equivalent, from an accredited university plus an M.Div. degree, and diploma, or equivalent, from a theological college of The Presbyterian Church in Canada.
2. Candidates who are considering attending colleges other than those of The Presbyterian Church in Canada shall write with the consent of the certifying presbytery to the Committee on Education and Reception for approval of the proposed educational program. This request for approval should occur immediately after initial certification of the candidate by the presbytery. Such candidates for ministry will be counselled to choose their course program in consultation with The Presbyterian Church in Canada college they plan to attend for their additional assigned studies.
3. Graduates of theological colleges not affiliated with The Presbyterian Church in Canada will be required to be formally examined under the auspices of the Committee on Education and Reception as to their readiness for ministry in The Presbyterian Church in Canada, and to determine the length of additional study required at one of our theological colleges. All applicants must have an M.Div. degree from a theological college accredited by the Association of Theological Schools (ATS) (or equivalent, outside North America). According to ATS standards, an M.Div. degree indicates readiness for ministry.
  - a) Graduates of theological colleges affiliated with member churches of the World Alliance of Reformed Churches, whose academic requirements are the equivalent of ours, viz., an arts degree or the equivalent, plus three years in theology, will normally be required to complete 1 academic year of study (2 full-time semesters or equivalent) under the care of the senate of one of the colleges of The Presbyterian Church in Canada, in addition to meeting any deficiencies identified by the committee.

This pastoral formation year is intended to prepare and contextualize the person for ministry within The Presbyterian Church in Canada. The period of study gives the denomination and the candidate for ministry a chance to assess his/her readiness to minister within our denomination. This study would include supervised field education in a congregation of this denomination throughout the assigned academic year, with both the field education supervisor and the faculty advisor being from The Presbyterian Church in Canada.

- b) Graduates of all other theological colleges will normally be required to complete a minimum of 1½ academic years of study (3 full-time semesters or equivalent) under the care of the senate of one of the colleges of The Presbyterian Church in Canada.

The additional semester (added to the 2 pastoral formation semesters assigned to Reformed church college graduates in 3a) is intended to address foundational theological courses that may not have been studied from a Reformed perspective in the M.Div. degree.

4. No applicant will be considered without at least a B average or its equivalent.
5. Applicants applying for certification for ordination will complete the requirements of the candidacy process (e.g. recertification, guidance conference, psychological assessment).

#### **Ministers and Those Certified for Examination for Ordination of Other Churches**

All recommendations are made in terms of the ruling of the General Assembly (A&P 1977, p. 15) that:

All ministers from other denominations and Presbyterian Churches outside of Canada who desire to be received into the ministry of our Church, shall be required by the presbyteries in which they may labour to pass satisfactorily an examination on the history of The Presbyterian Church in Canada and on the rules and forms of procedure: the examination to be taken any time between the time of application for reception and the time the applicant is received; results of such examination to be sent to the Committee on Education and Reception; the Convenor shall advise the Clerk of the General Assembly that all requirements have been met. The Clerk of Assembly may then inform the presbytery concerned that it may proceed to examine for certification for ordination, ordain or induct as the case may be.

#### **Applicants for Special Courses**

1. No application for a special General Assembly course may be recommended unless the applicant has attained at the time of first certification, the age of 35 years, and not attained the age of 60 years as of June 1st of the year in which the application is to be considered.
  - (a) Applicants for a special General Assembly course will be required to attend a Guidance Conference.
  - (b) Applicants are also required to have a psychological assessment.

- (c) A synopsis of a candidate's responses to certification questions in Appendix J of the Book of Forms will be forwarded to the Committee on Education and Reception by presbytery as part of the candidate's application.
2. Requirements for special General Assembly programs shall be:
  - (a) Age 35-40. The equivalent of two full years of arts at the university level, three years intramural study in theology; one biblical language may be assigned at the discretion of the committee.
  - (b) Age 41-59. The equivalent of one full year of arts at the university level, three years intramural study in theology, with exemption from the biblical language requirement if desired by the applicant. These age guidelines shall come into effect at the time of application for a General Assembly course, or at the time a person begins the process of preparation for ministry, whichever is the earlier.
  - (c) Prerequisite course work for any special course must achieve a B average or above. A program will not be recommended based on a lesser academic standard.
3. In January of the final year of study of an Assembly student, the appropriate presbytery is permitted to examine him/her for certification for ordination. Approval, however, must be subject to the certification by the college that prescribed studies have been satisfactorily completed and with affirmation, comparable to the college diploma, that the candidate has demonstrated fitness for ministry. The examining presbytery shall inform Ministry and Church Vocations of the Life and Mission Agency of its action.

### **General**

1. In cases where the General Assembly does not approve a recommendation of the Committee on Education and Reception with regard to a particular candidate, the matter will be referred back to the Committee on Education and Reception for further consideration and report. (Book of Forms sections 302.1 and 302.2).
2. All candidates who have English as a second language and who are applying for a special course of studies in English, will be required to pass an English language examination under the supervision of the college the candidate proposes to attend.
3. The responsibility to examine candidates for reception in Canadian Presbyterian Church History and Government belongs to the presbyteries. Presbyteries are invited, nevertheless, to use the colleges of the Church as resources to assist them in this responsibility.

#### **Note**

A reading course has been developed by the Presbytery of East Toronto in consultation with the faculty of Knox College. The Committee on Education and Reception is prepared to make this course available to presbyteries upon request.

4. **Travel Costs**  
The policy of the committee is that applicants are responsible for any travel costs involved in appearing before the committee, except in those cases for which the committee accepts financial responsibility because of special circumstances.

## SUPPLEMENT III

5. All recommendations to the General Assembly are conditional upon receipt of a satisfactory medical certificate when requested.
6. All recommendations of eligibility for reception are valid for three years but may be renewed upon application.
7. Applications to the Committee on Education and Reception for a special General Assembly course, for permission to be examined for certification for ordination, and for reception as a minister of The Presbyterian Church in Canada should be in the hands of the committee one full month before the next scheduled meeting of the committee.
8.
  - (a) In the case of persons who apply for permission to be examined for certification for ordination, the committee will send a circular letter to all the presbyteries of the Church, which will be given three months to lodge any competent objection with the Secretary of the Committee. (Book of Forms section 205.2).
  - (b) In the case of applicants for reception as a minister of The Presbyterian Church in Canada, the committee will send a circular letter to all the presbyteries of the Church which will be given two months to lodge any competent objection with the Secretary of the Committee. (Book of Forms section 248.3).
9. All recommendations for permission to be examined for certification for ordination and for reception are subject to no valid objections being received from the presbyteries in response to circular letters.
10. The committee has adopted a policy to not receive applications for exemption from the study of a biblical language from persons who have a B.A. degree or equivalent.
11. The assignment of a course of study does not guarantee admission to one of the colleges of the Church. Each college sets its own admission criteria.
12. The financial obligations for travel and an assigned course of study are the responsibility of the candidate and his/her presbytery of care.

### **Guidelines for Reception into The Order of Diaconal Ministries**

1. Each application should be received on its own merits.
2. Transcripts will be forwarded to the Committee on Education and Reception which will arrange to have them evaluated, paying attention to the degree of similarity of training to that of other members of the Order.
3. For graduates of colleges of other Reformed Churches or A.T.S. accredited colleges, the applicants shall normally be required to pass an examination on The Presbyterian Church in Canada (its history, doctrine and polity) and on Christian Education in The Presbyterian Church in Canada.
4. Graduates of non-affiliated colleges shall normally be required to complete satisfactorily not less than 1 year of study at one of our colleges, which year shall include those areas of study listed in Guideline 3.

### SUPPLEMENT III

5. In cases where the General Assembly does not approve a recommendation of the Committee on Education and Reception with regard to a particular candidate, the matter will be referred back to the Committee on Education and Reception for further consideration and report.
6. All candidates who have English as a second language, and who are applying for a special course of studies given in English will be required to pass an English language examination under the supervision of the college the candidate proposed to attend.
7. The financial obligations for travel and an assigned course of study are the responsibility of the candidate and his/her presbytery of care.
8. All recommendations to the General Assembly concerning candidates are conditional upon receipt of a satisfactory medical certificate, if requested.

## SUPPLEMENT IV

### VOWS AT AN ORDINATION/INDUCTION OR DESIGNATION/INSTALLATION SERVICE

#### ORDINATION/INDUCTION

##### The Preamble

All ministries of the Church proceed from and are sustained by the ministry of the Lord Jesus Christ. He is our Prophet, Priest and King, the Minister of the covenant of grace. By the operation of God's Word and Spirit, the Church is gathered, equipped, and sent out to participate in this ministry. All members of the Church are called to share the Gospel with the world, and to offer to the Father the worship and service that are due to the Creator from the creation, through Christ, the only Mediator, until he comes again. That the Church may be continually renewed and nurtured for ministry, Christ furnishes the Church with pastors and teachers. He requires and enables the Church to discern and to confirm by ordination those whom he calls to this pastoral and teaching office. The standards of his Church he entrusts in a special degree of responsibility to their care.

The Presbyterian Church in Canada is bound only to Jesus Christ, her King and Head. The Scriptures of the Old and New Testaments, as the written Word of God, testifying to Christ the living Word, are the canon of all doctrine, by which He rules our faith and life. We acknowledge our historic continuity with the Holy Catholic Church and her doctrinal heritage in the ecumenical creeds and the confessions of the Reformation. Our subordinate standards are the Westminster Confession of Faith as adopted in 1875 and 1889, the Declaration of Faith Concerning Church and Nation of 1954, Living Faith (Foi Vivant) as adopted in 1998 and such doctrine as the Church, in obedience to Scripture and under the promised guidance of the Holy Spirit, may yet confess in her continuing function of reformulating the faith.

##### The Ordination Questions

All these things you have examined and are ready to accept. Being assured of your faith in Christ and your love for people, the Presbytery is prepared to ordain you in the name of the Triune God to the ministry of Word and Sacraments. That your faith may appear in the presence of God and His people, we now ask you the appointed questions in terms of this preamble.

1. Do you believe in God the Father, made known in His Son Jesus Christ our Lord, to whom the Holy Spirit witnesses in the Scriptures of the Old and New Testaments?
2. Do you accept the subordinate standards of this Church, promising to uphold its doctrine under the continual illumination and correction of the Holy Spirit speaking in Scriptures?
3. Do you accept the government of this Church by sessions, presbyteries, synods and general assemblies, and do you promise to share in and submit yourself to all lawful oversight therein, and to follow no divisive course but to seek the peace and unity of Christ among your people and throughout the Holy Catholic Church?

## SUPPLEMENT IV

4. Do you promise in the strength and grace of the Lord Jesus Christ to conduct yourself in your private and public life as becomes His gospel, and do you give yourself diligently and cheerfully to the service of Christ's word, sacraments and discipline, for the furtherance of His reconciling mission in the world?

### Questions to the congregation

The induction (*recognition*) of a minister is the beginning of a new partnership in service to God. These questions, therefore, I direct to you so that you may renew your commitment to this shared ministry.

1. Do you confess anew your faith in one God who is creator and ruler of the universe, who came to us in Jesus Christ as Saviour and Lord, and who remains present among us through the power of the Holy Spirit?
2. Do you receive \_\_\_\_\_ to be your minister as from Christ?
3. Will you give of your substance as the Lord prospers you, for the maintenance of the Christian ministry and the furtherance of the gospel in this place and throughout the world?
4. Do you pledge yourselves to be co-servants with your minister under Christ, sharing in the worship of the church, offering support through prayers and friendship, announcing the gospel to the world by the power of the Holy Spirit?

## DESIGNATION/INSTALLATION

### Preamble

The Presbyterian Church in Canada is bound only to Jesus Christ, the King and Head. The Scriptures of the Old and New Testaments, as the written Word of God, testifying to Christ the living Word, are the canon of all doctrine, by which God rules our faith and life. We acknowledge our historic continuity with the Holy Catholic Church and our doctrinal heritage in the ecumenical creeds and the confessions of the Reformation. Our subordinate standards are the Westminster Confession of Faith, as adopted in 1875 and 1889, the Declaration of Faith Concerning Church and Nation of 1954, Living Faith (Foi Vivant) as adopted in 1998 and such doctrine as the Church, in obedience to Scripture and under the promised guidance of the Holy Spirit, may yet confess in the continuing function of reformulating the faith.

### Confession of Faith

The church is created by God.

The church is Christ  
together with his people called both  
to worship and to serve him in all of life.

The church is one.

It is one family under God whose purpose it is to unite all people in Jesus Christ.

## SUPPLEMENT IV

The church is holy.

It is set apart by God through the Holy Spirit to be a chosen people in the world.

The church is catholic.

It is universal, including all people of all time who affirm the Christian Faith.

The church is apostolic.

It is founded in Christ and the apostles and is in continuity with their teachings.

The church is in constant need of reform because of the failure and sin which mark its life in every age.

The church is present when the Word is truly preached,  
the sacraments rightly administered,  
and as it orders its life  
according to the word of God.

Christ continues his ministry in and through the church.

All Christians are called to participate in the ministry of Christ.

As Christ's body on earth we all have gifts to use in the church and in the world.

In the oneness of Christ  
we seek to serve God.

Living Faith 7.1-7.2.1; 7.2.6.

Through the church, God orders this ministry by calling some to special tasks in equipping the saints for the work of ministry, for building up the body of Christ.

Specialized ministries are recognized as through the designation of men and women to the Order of Diaconal Ministries.

Those designated to the Order of Diaconal Ministries join with the ordained and laity to enable the whole people of God to participate in the reconciling ministry of Jesus Christ.

### **Designation Questions**

God has called you by the voice of the church to serve Jesus Christ. You know who we are and what we believe, and you understand the work for which you have been chosen.

Being assured of your faith in Christ and your love for people, the Presbytery is prepared to designate you in the name of the Triune God, to the Order of Diaconal Ministries of The Presbyterian Church in Canada.

Declare now your faith in the presence of God and the people of God by answering the appointed questions.

1. Do you believe in God the Father, made known in his son, Jesus Christ our Lord, to whom the Holy Spirit witnesses in the Scriptures of the Old and New Testaments?
2. Do you accept the subordinate standards of our Church, promising to be guided by them as you lead the people of God?



## SUPPLEMENT IV

3. Do you accept the government of this Church by sessions, presbyteries, synods and general assemblies, and do you promise to be subject to these courts and to work for the unity and peace of Christ within the church and throughout the Holy Catholic Church?
4. Do you promise, in the strength and grace of the Lord, Jesus Christ, to govern the way you live as becomes the gospel, and do you promise to serve the people with compassion, energy, intelligence, imagination and love for the furtherance of God's reconciling mission in the world?

### **The Vow at an Installation**

You have taken vows at your designation. In accordance with these vows, will you assume the position to which you have been appointed, and will you endeavour to discharge its duties faithfully to the glory of God and in the service of the church?

Will you, trusting in God's care, seek to grow in love for those you serve, strive for excellence in your skills and govern the way you live as becomes the gospel?

Will you, the people of God in this place, accept this servant of Jesus Christ? Will you pray for *him/her*; help and honour *him/her* for *his/her* work's sake, and in all things strive to live together in the peace and unity of Christ?

## **SUPPLEMENT V**

### **THE CHURCH'S REGULATIONS**

The General Assembly Regulations that are referred to in the body of this document are printed here.

#### **THE BOOK OF FORMS**

##### **DIACONAL MINISTERS: CERTIFICATION AND CERTIFICATION FOR DESIGNATION**

174.3.1 The presbytery of first certification shall examine students annually and if satisfied certify them to the College Senate. Exceptions may be made in cases where the presbytery is far removed from the college, in which case the certification procedure may be undertaken by the presbytery within whose bounds the college is located, or wherein the candidate resides.

174.6 After an appropriate examination by a presbytery, the presbytery shall then proceed to designate the candidate as a member of the Order of Diaconal Ministries. If the candidate is not designated within a three year period, the standing of the candidate should be reviewed by presbytery. This examination should consider the candidate's present educational qualifications.

##### **ROLES OF SESSION AND PRESBYTERY**

202. Sessions and presbyteries are enjoined to make diligent and careful inquiry whether any men and women are to be found within their bounds whose attention should be specially directed to the claims of Christ upon them with respect to the ministry of his church, to aid and encourage in all proper ways suitable young men and women who may declare their purpose to consecrate themselves to this sacred vocation, and watchfully to keep their eyes upon any who are prosecuting a liberal education and whose piety and abilities make it desirable that their thoughts should be turned towards the ministerial office.

202.1 Presbyteries should exercise a kind and faithful supervision over students and intending students resident within their bounds, should endeavour to impress upon them worthy views of the office to which they aspire, and should encourage them in the course of study by which the Church has wisely determined that the ministry shall be reached.

202.2 Presbyteries are enjoined to see that every student takes the prescribed course, specially to enquire into the age and fitness of candidates, and where acquirements and ability are not specially marked, that they seek to prevent applications from being made to the Assembly for special courses. (A&P 1895)

203. It is the duty of presbyteries to examine all who present themselves as wishing to enter on the study of theology respecting their moral and religious character, their motives, and their general fitness to study for the ministry. If satisfied, the presbytery certifies them to the college that they propose to attend.

203.1 In case of refusal by a presbytery to grant to any student under its care a certificate of standing, or in case of refusal on moral grounds to receive any student as a student for the ministry, the presbytery is instructed to intimate the fact of such refusal to other presbyteries and to the college senates by circular letter. (A&P 1901)

204. A candidate for the ministry shall remain under the care of the presbytery of first certification for the whole period of preparation. Exceptions may be made in cases where the presbytery is far removed from the college and must be made in cases where the candidate is appointed to a charge for more than a summer's duration. The presbytery within whose bounds a candidate may labour during a summer only may require a written exercise to be read to the presbytery. The presbytery shall send a written report on the candidate to the presbytery of first certification. That report shall refer to the person's deportment and suitability as a candidate for the office of ministry. The presbytery of first certification shall determine the certification of the candidate only after consideration of this report.

## **CERTIFICATION AS A CANDIDATE FOR ORDINATION**

### **Application**

205. Any student in theology and candidate for the ministry of this Church studying in one of the Church's theological colleges and who is completing the required course of study may, on application in writing to the clerk of the presbytery of most recent certification, request examination for certification as a candidate for ordination. The candidate may request for good and sufficient reason the permission of the presbytery for the examination to be conducted by: (1) the presbytery in which the college is situated; or (2) the presbytery of first certification if it be different from the presbytery of most recent certification. Such application should normally be made by the end of the first term of the graduating year. It is the responsibility of the applicant to ensure that the application or request is initiated in accordance with the above regulation.

205.1 Upon reception of such application or request, the presbytery of most recent certification shall determine to conduct the examination for certification as a candidate for ordination or grant the request if it deems it expedient and good cause is shown, and all relevant documents shall be transferred to the competent presbytery named in the request. The candidate at the time of application will, among other things, provide the presbytery with such documentation as is laid down from time to time by the Assembly.

### **Through Committee on Education and Reception**

205.2 If the applicant has studied wholly in a theological college other than one of this Church's theological colleges or is currently in the final year in such a college, application shall be made by the presbytery through the Life and Mission Agency's Committee on Education and Reception to the General Assembly for permission to conduct the examination for certification as a candidate for ordination. The applicant will submit official transcripts of courses taken with the application and the Committee will satisfy itself through reference of these to the senate of one of this Church's theological colleges that the course of studies meets the theological prescription and perspective of this Church. In cases of such applicants, when the secretary of the Committee has in hand the application and all required documentation, the presbyteries will be circularized and given three full months from the sending out of the circular letters to lodge with the secretary of the Committee any competent objection.

## **The Examination**

206. The presbytery may begin examination of applicants at any time after application is received. In the examination, the presbytery shall make careful enquiry as to the candidate's suitability to minister in this Church, seeking to determine spiritual and personal resources sufficient for the task; ability to express his/her faith in a way that is real, articulate and integrated; continued growth and personal development; theological stance in respect to Reformed tradition; sensitivity to the process of group decision-making; skills in interpersonal relationships; recognition of the diversities of opinion and practice within this Church. It may, with the applicant's permission, avail itself of such evaluative statements as are forthcoming from other agencies and bodies of the Church. Presbyteries may conduct the examination for certification as a candidate for ordination, if desired, through a committee, but members of the court may state their views at any stage before the vote to sustain the examination is taken.

206.1 The examination for certification as a candidate for ordination shall embrace the elected Biblical language and the core subjects outlined in the report of the Committee on the Structure of Theological Education (A&P 1969, p. 352, 44), as well as the applicant's practical skills. But the presbytery may accept the testamur of the college as proof of proficiency in these matters and dispense with examination in any or all of these subjects. It may assign primary responsibility for examination in each area to particular members of the court.

## **Sustaining Examination With or Without Conditions**

206.1.1 The candidate shall be present at the meeting of presbytery when the report of the examination is considered. If this takes place while the candidate is still in course and the presbytery sustains the examination conditional on graduation, the moderator will inform the candidate that permission is granted to be presented to a congregation by an interim moderator in accordance with section 215.1. If this takes place after certification from the senate of one of the Church's colleges has been received (see section 206.2) and the presbytery's examination is sustained, the moderator shall declare to the candidate that he/she is now a certified candidate for ordination and, therefore, eligible to receive a call or an appointment.

## **College's Certification**

206.2 Certification as a candidate for ordination shall take place only after certification from the Senate of one of this Church's theological colleges that: (1) the applicant has completed the course prescribed or assigned or approved by this Church; (2) the applicant has given satisfactory evidence of the requisite practical gifts and skills of the ministry; and (3) the applicant's character and conduct are suitable to the position of a candidate for the ministry. An applicant having completed studies in a college other than one of this Church shall present an equivalent certificate from that theological college.

## **Examination Not Sustained**

207. If the examination is not sustained, presbytery may prescribe a new examination and initiate it after a period of not less than three months has elapsed, or otherwise dispose of the case as it sees fit. The applicant remains under the care of the presbytery unless transferred to another presbytery for examination.

### **Certified Candidate for Ordination**

208. The clerk will issue an extract of certification to the candidate.

208.1 The presbytery will inform the Ministry and Church Vocations office of the Life and Mission Agency of the names of all certified candidates for ordination, with the date of certification.

208.2 The Life and Mission Agency shall report annually to Assembly the names of all certified candidates for ordination who have not yet been ordained, for inclusion in the Acts and Proceedings.

209. Certified candidates for ordination are under the jurisdiction of the presbytery which certified them, as long as they live, work and/or study within the bounds, or are working or studying abroad with permission of the said presbytery, and may receive notice of meetings of presbytery.

209.1 Certified candidates who leave the bounds of their presbytery to live, work and/or study elsewhere in Canada, must request a transfer to the jurisdiction of the appropriate presbytery.

210. In the event of an appointment under the Life and Mission Agency having been received and accepted, the applicant may, on being certified as a candidate for ordination, also be ordained as a minister of The Presbyterian Church in Canada by the presbytery to which the applicant is appointed, or the certifying presbytery or another presbytery may ordain the candidate provided permission is granted by the presbytery of primary jurisdiction.

211. The standing of certified candidates for ordination, who have not been ordained, should be reviewed by presbytery at the end of a three year period.

212. Certified candidates for ordination may request to have their standing removed.

### **THE CALL FOR CANDIDATES CERTIFIED FOR ORDINATION**

215.1 Presbyteries and moderators are enjoined to take care that none others are permitted to appear as candidates. However, certified students of this Church's theological colleges, or a theological college associated with this Church, in the semester in which they expect to graduate, may, with the permission of their certifying presbytery after the examination for certification as a candidate for ordination is sustained conditional on graduation, and with the permission of the senate of their college, be presented by an interim moderator or by the Life and Mission Agency, through the interim moderator, to a vacancy. In the event of the charge deciding to call, or receive the appointment, of the graduating student, procedures shall be suspended immediately prior to the call being placed in the hands of the graduating student. Procedures resume after the candidate has graduated and is certified as a candidate for ordination.

## SUPPLEMENT V

221. If the court is satisfied, the call is sustained. In the case of a certified candidate for ordination, it is presented through the presbytery of care, after due consideration, and the candidate is required to give decision to presbytery within seven days. When the call is not sustained, or is declined, the congregation is permitted again to take steps toward settlement. (see A&P 1980, p. 218-221)

222. If the person called is present and under the care of said presbytery, and, when the call is put in his/her hand, accepts it, then, in the case of a certified candidate for ordination the presbytery, if it deems it expedient, may prescribe a lecture, a popular sermon, and a Greek or Hebrew critical exercise. At a subsequent meeting these discourses are heard, and the candidate is examined in Biblical Greek or Hebrew, theology and Church history. If these examinations are sustained, the presbytery fixes the time for ordination and induction, appoints the edict to be served (see Supplement A-29), and arranges for the ordination and induction service.

### **CARE FOR CANDIDATES**

249.1 Candidates for the ministry are under the primary jurisdiction of the session of the congregation to which they belong; but as in training for the Gospel ministry, they are under the care of the presbytery, and in certain aspects become immediately responsible to it.

319. Primary jurisdiction over ministers, members of the Order of Diaconal Ministries and certified candidates for ordination, belongs to the presbytery, and over other Church members to the session; but the superior court may institute process when the court of primary jurisdiction has been enjoined to do so and has refused or neglected to obey.

**APPENDIX J, BOOK OF FORMS:  
PROCEDURES IN THE PASTORAL CARE OF CANDIDATES**

GOALS

- J-1 The goals in the process of pastoral care of candidates are:
- J-1.1 To provide genuine continuing pastoral care, oversight, testing and appropriate encouragement to persons entering and pursuing the process of candidacy for the ministries of the Church.
  - J-1.2 To guide candidates through the process from certification to ordination or designation so that they can derive the most benefits from the opportunities.
  - J-1.3. To ensure that the process has no surprises. Nevertheless, candidates will be aware that there is the possibility of approval, approval with conditions (probationary approval), or non-approval throughout the process.
  - J-1.4 To provide the Church with the best possible candidates.

CARING AND MUTUAL TRUST

- J-2 In order to foster a relationship of caring and mutual trust, the following are recommended:
- J-2.1 The Ministry Committee (or Candidates' Committee) of presbytery meets at least annually with candidates.
  - J-2.2 An annual dinner with candidates.
  - J-2.3 Candidates be presented annually to the presbytery.
  - J-2.4 If there is a group of candidates, the use of role plays and other group activities be used as a means of addressing issues in ministry.
  - J-2.5 Each presbytery which is at some distance from the college should be responsible for ensuring that students under their care are commended to the presbyteries in which the colleges they are attending are situated, and requesting those presbyteries to assume a role of pastoral care during the academic year.

HUMAN AND PRACTICAL: ISSUES

- J-3 While theological and practice of ministry issues are key components in any relationship with candidates for ministry, sessions and presbyteries are encouraged also to pay appropriate attention to human and practical issues, e.g.:
- J-3.1 Family situation.
- J-3.2. Financial plans, and ability to handle finances.
- J-3.3 Ability to type, use a word processor.
- J-3.4 Organizational and time management skills.
- J-3.5 Hobbies and other leisure time activities.
- J-3.6 Public speaking skills, ability to articulate, personal presence.

RECOMMENDATION BY SESSION

**J-4 Questions to be Asked by Sessions - Initial Recommendation**

- J-4.1 What does it mean for you to call Jesus “Saviour and Lord”?
- J-4.2 Why do you think you should be preparing yourself for the Ministry of Word and Sacrament? Or for Diaconal Ministry?
- J-4.3 Please outline your history and experience in the church and how this relates to your faith journey.
- J-4.4 Please articulate your experience and sense of call to service in the Church.
- J-4.5 Have you ever previously begun a discernment process for the ministries of The Presbyterian Church in Canada or another church? If so, how far did you proceed in this process and why did you discontinue it?
- J-4.6 At this point in your journey, what is your understanding of the gospel and the task of the church?
- J-4.7 Are you able to identify particular gifts which you have been given for ministry?
- J-4.8 What are your concerns/fears/apprehensions as you prepare to enter the process of candidature for ministry?
- J-4.9 What is your plan for meeting the financial costs of preparation for ministry (including support for your spouse and family)?



**J-5 Questions for Sessions to Ask Themselves when Considering a Recommendation**

- J-5.1 How do we recognize the likelihood of God calling this person?
- J-5.2 How do we recognize gifts for ministry in the candidate?
- J-5.3 What are our experiences of the candidate in our midst? How long has the candidate been a member of our congregation? Has he/she been active in the life of our congregation?
- J-5.4 Are there obvious personality problems? (These may not be reason to say “No”, but may be problems to be indicated to others who will continue the process).
- J-5.5 Does the candidate have a realistic and responsible financial plan? Would we be willing to provide financial support to him/her?
- J-5.6 If this person were graduating today, would we be willing to consider him/her as a candidate for a position in our congregation?
- J-5.7 Married persons should be asked to address the issue of two career couples and how that will be handled in their case. Spouses should be involved in interviews at this level. If both partners in a marriage intend to be ministers, discuss their expectations of the Church re employment. The counselling and ongoing pastoral care of clergy couples is important. Elders might share some of their positive perceptions with respect to the impact of family life on one’s ministry.

INITIAL CERTIFICATION

**J-6 Questions to be Asked by Presbyteries**

- J-6.1 The same questions outlined for Sessions.
- J-6.2 Please share with us something of your present practice of spirituality: i.e., your practice of prayer, devotions, reading of Scripture. Have you read the entire Bible?
- J-6.3 When you complete your preparation for ministry and seek ordination or designation, may there be some limitations on where you would be able to go as the Church calls or has needs? What are your aspirations vis-a-vis ministry?
- J-6.4 What role do you understand/expect the Church to fulfill in your call to ministry?
- J-6.5 Who are your role models? What do you understand to be essential in ministry?
- J-6.6 How do you understand authority in the Church? How do you understand the authority of presbytery in the candidacy process?
- J-6.7 Do you know, understand and appreciate this Church’s position on the baptism of children, and the ordination of women?

**J-7 Issues for the Presbytery to Consider**

- J-7.1 Has the candidate been a member of The Presbyterian Church in Canada for at least a year, as required by the General Assembly? (A&P 1984, p. 403, 31)
- J-7.2 If this person were graduating today, would we be willing to employ him/her?
- J-7.3 From our experience, do we perceive this person to have gifts for leadership in the Church of Jesus Christ?
- J-7.4 How do we assess the candidate's potential for growth, i.e., willing to learn, open to new ideas and approaches, eager for new experiences?
- J-7.5 Is the candidate able to cope with the stress involved in theological study in which his/her faith and ideas will be examined, questioned, probed and stretched?
- J-7.6 How do we assess his/her potential for pastoral ministry? How does the candidate handle tension and conflict? Is he/she a caring person?
- J-7.7 Are there obvious personality problems? What are they? Can they be described for the benefit of the candidate and of the college to which he/she will be certified?
- J-7.8 What factors in the candidate's personal life will affect his/her training for service in the Church? (financial, family, medical, emotional, academic, etc.). For example, does the candidate have a realistic and responsible financial plan?
- J-7.9 What kind of liaison with this presbytery would be most helpful during the candidate's preparation for ministry?
- J-7.10 Are there specific courses, interventions, experiences which we think would be helpful during the candidate's preparation for ministry? These recommendations should be designed as much to nurture specific gifts already identified as to address problems.
  - J-7.10.1 Re Candidates with English as Second Language:
  - J-7.10.2 Such candidates should be given truthful feedback regarding their ability with oral English, and encouraged to take appropriate remedial courses.
  - J-7.10.3 The desirability of immersion courses should be considered.
  - J-7.10.4 Such candidates should be helped to face the realities of employment prospects.
- J-7.11 Candidates should be helped to develop a clear picture of the Church into which they are to be ordained or designated, including theological and ecclesiological distinctives.
- J-7.12 Reviewing the candidate's academic transcripts from his/her preparatory education, how do we rate the candidate's ability to handle the required academic program?

## SUPPLEMENT V

- J-7.13 Presbyteries should discuss the following academic issues with candidates (where appropriate):
- J.7.13.1 The implications of choosing to study at non-accredited universities, and/or theological colleges other than those of this Church.
  - J.7.13.2 Plans for transfer credits.
  - J.7.13.3 The wisdom of choosing liberal Arts courses rather than a heavy emphasis on religious studies at the undergraduate level.
  - J.7.13.4 The study of a biblical language before entering upon theological study.

### RE-CERTIFICATION

#### **J-8 Questions to be Asked by Presbyteries**

- J-8.1 How has your faith changed? How has theological study challenged and informed your faith? What are the indicators that you are maturing in Christian faith and life?
- J-8.2 What are the most important issues or insights being raised for you in theological study? How are you integrating these into your own life and into your view of the Church and ministry?
- J-8.3 In what ways do you consider that your faith lies generally within the reformed tradition?
- J-8.3.1 The presbytery may ask candidates for a written personal statement of faith.
- J-8.4 Where do you expect to place emphasis in ministry? What form of service do you project for yourself after graduation? Are there particular kinds of ministry in the Church to which you react negatively? Positively?
- J-8.5 What is your understanding of, and can you generally accept the standards for ordination or designation set down by The Presbyterian Church in Canada?
- J-8.6 What do you expect to happen as a result of Sunday worship?
- J-8.7 What is your understanding of Christmas? Of Easter? What, for you, are the theological and practical issues?
- J-8.8 Responses to current issues: e.g., Baptism of children; children at the Lord's table; ordination of women; inclusive language; liberation theology.
- J-8.9 How would you go about making changes in the practices, customs, traditions of a congregation? How do you usually respond to change that affects you personally?
- J-8.10 Describe your ability to relate to others in work and social situations.
- J-8.11 Where do you find your support systems?

Where are you worshipping during your theological studies? What role does worship play in your preparation for ministry?<sup>18</sup>

Are you attending presbytery meetings? What are the benefits of your attendance?<sup>18</sup>

**J-9 Issues to be Considered by Presbyteries**

J-9.1 Candidates who are married or engaged to be married:

**Note:** The concern of the presbytery in this area is primarily pastoral, and not evaluative.

J-9.1.1 Candidates and spouses (or engaged couples) should probably be conferred with as early in the process as possible out of pastoral concern, and perhaps annually thereafter.

J-9.1.2 Two career couples: Whose career will take priority? Have you thought through the consequences?

J-9.1.3 Clergy couples: Explore relationships/dynamics.

J-9.1.4 What provision for your spouse to grow with you?

J-9.1.5 Where do you find your support systems?

J-9.2 Look at reports from summer mission appointments (from Canada Ministries - Life and Mission Agency, the presbytery involved, and the candidate), from field education placements, and from the follow-up counsellor, and reports on academic progress, and explore issues raised in these reports.

J-9.3 Re-certification in the year immediately prior to entering the final year of theological study is the most critical point in the candidacy process. Re-certification should be granted at this point, only if there is little doubt about the successful completion of the candidacy.

J-9.4 Presbyteries may wish to grant probationary re-certification to certain candidates. This would be done when the presbytery has identified areas of concern on which the candidate is expected to concentrate with intentionality. Candidates who are thus “on probation” should receive a carefully documented explanation of the concern and the time in which the concern must be addressed before probation is removed.

Some reasons for probationary re-certification might be:

J-9.4.1 A rigid, or too open theological stance, or an eclecticism which contains contradictory approaches.

J-9.4.2 Concern over a specific doctrine (Scripture, Baptism, Church, etc.)

J-9.4.3 Concerns related to skills and practice of ministry.

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<sup>18</sup> This question is not a part of Appendix J but has been inserted here as a suitable addition.

Note: Probation or conditional certification is not an option at the time of first certification. Candidates for first certification about whom there is serious concern as to their capability or suitability should be informed of the concern, and of the possibility of re-considering their request at some future time.

J-9.5 Francophone Candidates: Presbyteries who have Francophone candidates under their care will naturally apply the above guidelines in terms of the language in which the students are preparing to minister.

J-9.6 English Second Language Candidates: At the point of re-certification in the second year of theological studies, particular attention should be paid to the candidate's ability in oral English. Would it be better at this point to ask the candidate to withdraw from studies in order to improve the ability to speak English?

PROCEDURES RE EXAMINATION FOR CERTIFICATION AS  
A CANDIDATE FOR ORDINATION

**J-10 Application**

J-10.1 A person who is completing the required course of study and is desirous of proceeding to ministry will make application to the presbytery in accordance with present regulations, to be examined as to suitability for ministry.

J-10.2 The candidate will provide to the presbytery the following submissions. (The candidate would be informed that the presbytery, in the course of its examination, would use the submissions as a means of exploring theological and relational issues.)

J-10.2.1 Personal Report:

- A written statement of intent to proceed to ordination in The Presbyterian Church in Canada, and the intent to accept the Preamble on Ordination and the Subordinate Standards of The Presbyterian Church in Canada through appropriate responses to the ordination questions at the time of a call or appointment.
- A written statement by the candidate of his/her faith journey.
- A Case Study Report that would address some issue of ministry in the candidate's experience. (The format and directions for the development of the Case Study would be available from the Life and Mission Agency's Ministry and Church Vocations office.)
- An exegetical paper and a sermon based on it.
- The candidate will conduct a Service of Public Worship, arranged by the Presbytery or its examining committee, and provide a copy of the manuscript of the sermon to the presbytery.
- One or more papers on theology.

- The Diploma of the College, or its equivalent. (If a candidate has applied prior to graduation, such a statement would be provisional only.)

J-10.2.2 Supervised Field Report:

Such evaluative statements as may be forthcoming from supervisors or agencies with whom the applicant has had work assignments.

**J-11 Examination**

J-11.1 The presbytery, or its examining committee, will be familiar with the candidate's written submissions prior to an interview.

J-11.2 The examination by the presbytery should be seen as the final step in the process of candidacy. In normal circumstances, the candidate will already have been under the care of the presbytery. Therefore, the examination will take into account the knowledge of the candidate gained from previous certification interviews.

If the candidate has not been under the care of presbytery prior to making the request to be examined for certification as a candidate for ordination, the presbytery should ascertain if the candidate has previously requested examination for certification for ordination in any other presbytery of The Presbyterian Church in Canada and the outcome of that process.

If the candidate is applying to enter the church from another denomination, the presbytery should ascertain how far the candidate proceeded in that denomination's discernment process and the outcome.

J-11.3 Issues for the Presbytery to Consider:

J-11.3.1 Will the candidate make a useful contribution to the ministry of the Church?

J-11.3.2 Does the candidate have the necessary spiritual and personal resources to endure the pressures of the ministerial office?

J-11.3.3 Does the candidate show ability to express his/her faith in a way that is real, articulate, and integrated?

J-11.3.4 Is there evidence of growth and continuing personal development?

J-11.3.5 Does the candidate's theology lie within the Reformed tradition?

J-11.3.6 Is there evidence of sensitivity to the process of group decision-making?

J-11.3.7 Does the candidate exhibit good skills in interpersonal relationships?

J-11.3.8 Does the candidate show recognition of diversities of opinion and practice within The Presbyterian Church in Canada?

J-11.4 The interview may take the form of questions, discussion, case studies, hypothetical situations, in order to elicit information.

**J-12 Presbytery Action**

- J-12.1 The candidate will be present at the meeting of the presbytery when the report of the examination is considered.
  - J-12.1.1 If this takes place while the candidate is still in course, the presbytery sustains the examination conditional on graduation, and the Moderator will formally inform the candidate that permission is granted to be presented to a congregation by an interim moderator, in accordance with Book of Forms section 215.1.
  - J-12.1.2 When certification from the senate of a college has been received in accordance with section 206.2, and the presbytery examination is sustained, the moderator shall declare to the candidate, being present, that he/she is now a Certified Candidate for Ordination, and therefore eligible to receive a call or an appointment.
- J-12.2 The clerk will issue an extract of certification to the candidate.
- J-12.3 The presbytery will inform the Life and Mission Agency's Ministry and Church Vocations staff of the names of all Certified Candidates for Ordination, with the date of certification.
- J-12.4 The Life and Mission Agency will report annually to the General Assembly the names of all Certified Candidates for Ordination, to be included in the Acts and Proceedings.

**J-13 Standing and Accountability**

- J-13.1 Certified Candidates for Ordination will continue under the jurisdiction of the presbytery which certified them, as long as they live, work and/or study within the bounds of the presbytery which certified them, or are working or studying abroad with the permission of the said presbytery.
- J-13.2 Candidates must request a transfer to the jurisdiction of the appropriate presbytery if they leave the bounds of the presbytery which certified them, to live, work and/or study elsewhere in Canada.
- J-13.3 Candidates may receive notice of meetings of the presbytery of the bounds.
- J-13.4 Candidates will have their standing reviewed by the presbytery at the end of a three-year period, if they have not been ordained.
- J-13.5 Candidates may request to have their standing removed as a Certified Candidate for Ordination.

## THE ACTS AND PROCEEDINGS

### GUIDANCE CONFERENCES

#### **Time prerequisite:**

That presbyteries be requested to ensure that normally applicants for certification or licensure be communicant members in good standing of The Presbyterian Church in Canada for at least one year. (A&P 1984 p. 403, 31)

#### **Guidance Conference Mandated**

That all candidates for the ministry of Word and Sacraments of The Presbyterian Church in Canada be required to attend a guidance conference of The Presbyterian Church in Canada.

That candidates attend a conference if possible, during the last year of pre-theology studies but no later than the commencement of their second year of theological studies. (Board of Ministry Executive minutes. Feb. 4, 1992)

That recommendations from such conferences be sent to the appropriate presbytery for consideration before each candidate is certified or re-certified.

That reports continue to be released only with the authorization of the candidates.

That guidance conferences for students of Ewart College continue to be on a trial basis of another 2 years, at the end of which time a recommendation be made to the General Assembly (A&P 1981 p.375, 46)

That all candidates for diaconal ministry of The Presbyterian Church in Canada be required to attend a guidance conference of The Presbyterian Church in Canada.

That candidates at Ewart College attend a conference before the end of the second year of studies.

That recommendations from such conferences be sent to the appropriate presbytery for consideration before each candidate is certified or re-certified.

That reports continue to be released only with the authorization of the candidates. (A&P 1984 p 402-3, 31)

That the regulation concerning the attendance of Ewart College students at the guidance Conference be changed to read: That candidates for the Order of Diaconal Ministries attend a guidance Conference before the beginning of the second year of studies. (A&P 1991 p.340)

That all candidates transferring from another denomination to this denomination, and all persons applying for permission to be taken on trials for license be required to attend a guidance conference. (A&P 1988, p.384)



Candidates for permission to be examined for certification for ordination will be required to attend a Guidance Conference or its equivalent and include a copy of the report with the application.

Applicants for a special General Assembly course normally will be required to attend a Guidance Conference or its equivalent and include a copy of the report with the application.  
(A&P 1992 p.402-404)

### **Guidance Conference Report**

In the cases of those persons who have ceased to pursue studies or who have graduated but have not been designated or ordained, that their reports be retained for 5 years after attendance at a guidance conference. If after that 5 year period has lapsed, a person actively pursues candidacy again, that he or she be required to attend another guidance conference. (A report of a candidate who is currently studying when the 5 year period lapses would be retained).  
(A&P 1984 p.403)

The Board has revised its policy concerning the circulation of guidance conference reports. This revision has been made after seeking legal advice. The revised sections of the policy are as follows:

#### The Report

- (a) The student's report will contain: Some hard data from the information form, the observations and assessments of the counsellors and their recommendation to the presbytery for or against certification.
- (b) The report is typed by the Board of Ministry and given to the three counsellors for their signature.
- (c) The report is given to the student with a copy to keep.

#### The Student's Options

- (a) To sign the original and return it to the Board of Ministry.
- (b) To sign the report after negotiation with the counsellors through the board of Ministry office for some re-wording of the report.
- (c) To sign and add a statement to be circulated with the report. The counsellors will be notified about the statement.
- (d) To not sign and thus withhold the report from circulation.

#### The Circulation of the Report

If the report is not signed (as in the fourth option):

- (a) If, after consultation with the counsellors and representatives of the Board of Ministry, the student is not prepared to sign the report, the Board of Ministry will:
  - (i) Withhold the report from circulation.
  - (ii) Inform the three parties to whom the report is normally sent that the student has attended the guidance conference but has not signed the report.

- (iii) Send the recommendation from the conference to the certifying presbytery. If the presbytery wishes to consult with the student to discuss the refusal to sign the report, the presbytery shall also consult with the General Secretary of the Board of Ministry with the student present where possible. The General Secretary will keep the report and refer to it in case such a consultation is necessary. The report will be destroyed when the candidate is ordained/designated or has chosen another vocation.  
(A&P 1988 p.383-4)

### **PSYCHOLOGICAL TESTING**

That the cost for the psychological testing of certified candidates for ministry be shared equally by the certifying presbytery and the Life and Mission Agency (Ministry and Church Vocations).

That the Life and Mission Agency portion of the cost of psychological testing be covered by contingency funds in 2000, after which this cost will be included in the routine budgeting process.

That arrangements for psychological testing of certified candidates for ministry be made by the Life and Mission Agency (Ministry and Church Vocations) in cooperation with the colleges.  
(A&P 1999 p.336)

### **SUPPLY PREACHING DURING FINAL YEAR OF THEOLOGICAL STUDIES**

Candidates taking Sunday supply in the year in which they are to graduate should decline such supply in vacant charges in which they have an interest in seeking a call or appointment.

Interim moderators of vacant charges should not approve as Sunday Supply students in the graduating year who are likely to have an interest in seeking a call or appointment to that charge.  
(A&P 1993, p. 288,52)

### **SEEKING CALLS**

*The current guidelines that are used in this document for candidates in the theological colleges to seek calls were approved by the General Assembly in 1987. (See A&P 1987, p. 414-415, 34)*

## SUPPLEMENT VI

### THE COLLEGES OF THE PRESBYTERIAN CHURCH IN CANADA

#### **Knox College**

59 St. George Street, Toronto, Ontario, M5S 2E6  
Phone: (416) 978-4500 Fax: (416) 971-2133  
Email: [knox.college@utoronto.ca](mailto:knox.college@utoronto.ca)  
Web page: [www.utoronto.ca/knox](http://www.utoronto.ca/knox)

Knox College is a member of the Toronto School of Theology, a federation of seven theological colleges (2 Anglican, Presbyterian, 3 Roman Catholic, and United) with the University of Toronto. The program includes both academic studies and the practice of ministry. The theological field education program allows students the option of an eight-month internship.

#### **Presbyterian College**

3495 University Street, Montreal, PQ, H3A 2A8  
Phone: (514) 288-5256 Fax: (514) 288-8072  
Email: [info@presbyteriancollege.ca](mailto:info@presbyteriancollege.ca)  
Web page: [www.presbyteriancollege.ca](http://www.presbyteriancollege.ca)

Presbyterian College is a member of the McGill University Consortium consisting of three theological colleges (Anglican, Presbyterian and United). Students at PC spend most of their time in the first 2 years of the MDiv. program taking academic courses in theology at McGill. The 3<sup>rd</sup> year of the program, the in-ministry year, is an intensive integration of pastoral theology at the college and pastoral practice in a congregation.

#### **Vancouver School of Theology**

6000 Iona Drive, Vancouver, British Columbia, V6T 1L4  
Phone: (604) 822-9031 Fax: (604) 822-9212  
Web page: [www.vst.edu](http://www.vst.edu)

#### **St. Andrew's Hall**

6040 Iona Drive, Vancouver, British Columbia, V6T 2E8  
Phone: (604) 822-9720 Fax: (604) 822-9718  
Email: [tsiversn@lightspeed.ca](mailto:tsiversn@lightspeed.ca)  
Web page: [www.standrews.edu](http://www.standrews.edu)

The Presbyterian Church in Canada is associated with Vancouver School of Theology through St. Andrew's Hall. The school also prepares candidates for ministry in the United and Anglican churches. VST uses an integrated competence based curriculum. This model of education invites adult learners to engage in the task of theological education in ways most suited to their own learning goals and the needs of the church in the context from which they come. The Denominational Studies component of the curriculum and liaison with The Presbyterian Church in Canada is co-ordinated through the Director of Presbyterian Formation.

Rev.07/05

## SUPPLEMENT VII

### HOW A CONGREGATION CAN SUPPORT ITS STUDENT(S) FOR THE MINISTRY

*John-Peter and Tori Smit, minister of word and sacraments and diaconal minister at Chedoke Presbyterian Church in Hamilton, Ontario, tell about the way their congregation supports its candidates for ministry.*

In our congregation, we are fortunate to have four students for the ministry. Throughout their years at seminary (and even before) we have made it a priority to support them in their calling.

#### **At the Time of Initial Certification**

This is a very exciting time in the life of a potential minister. This individual has heard God's call and desires to serve God and the church as a minister of word and sacraments (or as a diaconal minister.) The first affirmation of the call comes from the Session. We take this role very seriously. Because our session is large we formed a committee to interview each candidate, and used the guidelines in the Book of Forms to prepare for the interview. Our congregation is delighted when a candidate steps forward but the session realises that it must consider very carefully whether the candidate is suitable. It does a candidate no favour if a recommendation to presbytery is inappropriately made. If the Session does not truly believe an individual is called to diaconal ministry or ministry of Word and Sacraments, we should not recommend that person.

In some situations the Session may say "not yet", or ask that certain requirements be fulfilled. We have conducted second interviews with suggestions for development before the individual went to the presbytery for initial certification.

Once the presbytery certifies the candidate, the congregation celebrates the certification in worship. This marks an important change in our relationship. Prior to the initial certification by presbytery, the session's role has been primarily evaluative but once the presbytery has certified the candidate the role of the session, and particularly the minister, moves from evaluation to support.

#### **Through the Years of Study**

We have an annual **Student Appreciation Sunday** that gives us the opportunity to celebrate our students. The candidates and their families are presented to the congregation. The candidates and their spouses receive a corsage or boutonniere, while any children are given fun buttons that say something like, "Future P.K." or "P.K. in the Making." The candidates take part in the service and a gift is presented to each of them. In our situation we have presented a commentary each year. (We keep track of what they have.) At coffee hour following the service, we have a cake and take lots of photos. These mementos of their student days are being saved in photo albums that we will present to them at their ordination.

Each year we take up a special offering for our student bursary fund. Trustees administer the fund and the students receive a cheque two times a year. They are invited to use this gift in any way that they see fit.

Throughout the year during worship, we pray for our students. Each month we pray for them at our session meeting and include their names in our congregational prayer calendar. Our prayer group prays for them weekly. We along with other members of the congregation have opened our libraries to the students, and have proofread papers as necessary. Others have provided baby sitting if needed. We make opportunities for coffee and a chat about the coming year, course selection, successes and concerns and let them know our doors are always open for them.

Our congregation uses our students for pulpit supply and pays them according to the ordained rate. We also include students in Session committees, continuing education events and workshops and make them aware of such things as sales at theological bookstores. We encourage them to observe or participate in special services outside the church (memorials etc.) and invite them to observe such things as wedding rehearsals, funerals.

### **Graduation and Ordination/Designation**

This year, two of our students will graduate. We expect that they will be ordained at our church. This will be another opportunity for our whole church family to rejoice. We plan to uphold the tradition followed by other congregations and purchase a gown for each candidate in celebration of his or her ordination.

Pastoral support is vital at this time of tremendous change, excitement, and apprehension. The minister and members of the congregation need to be available as sounding boards, not just for the candidates, but for their families also. What is exciting to the candidate may mean upheaval and change to another member of the family. It is important to honour all concerns and help everyone through this time of transition.

The purpose of our plan for our students is simple. While they are candidates we wish to keep them as much an integral part of our church community as any other member. When they leave our congregation to serve in other congregations, we hope that we have done all we can to provide them with a base of knowledge, love and support that will continue to enrich them throughout their ministry.

## SUPPLEMENT VIII

### RESOURCES

Audio resources are available for loan from the Book Room. Rental Fee: \$6.00 per cassette series plus postage. Free to Members of the Audio-Visual Resource Library.

Print resources may be ordered and purchased from the Book Room unless otherwise indicated. The Book Room, 50 Wynford Drive, Toronto ON M3C 1J7.  
Phone: 416 441-1111 or 1 800 619-7301; Fax: 416 441-2825  
Email: [bookroom@presbyterian.ca](mailto:bookroom@presbyterian.ca)

### PREPARATION AND DISCERNMENT

#### **Annotated List of Materials Prepared by Other Denominations**

To order resources of other denominations, contact the denomination directly.

#### **The Evangelical Lutheran Church in America** ([elca.org/ministry](http://elca.org/ministry))

##### *What Shall I Say? Discerning God's Call to Ministry*

A resource which invites the reader into a process to discover his/her gifts and to discern that ministry to which God is calling. Some specific references to the Evangelical Lutheran Church and its structures but still useful for someone from outside that denomination. Also contains a bibliography. Available from Augsburg Press.

#### **National Council of Churches of Christ, USA**

##### *What are you going to do with the rest of your life?*

A colourful brochure inviting young people to consider church leadership as their life's work. (These brochures are kept in stock in the Book Room.)

#### **The Presbyterian Church, USA.** ([pcusa.org/ministry](http://pcusa.org/ministry) and vocations)

##### Campbell, John T. *The Calling Word of God: A Meditation on Jeremiah*

##### Fairchild, Roy W. *Discerning Your Call and Your Gifts for Ministry*

A discussion of God's call to the ministry of all believers and of the call to the ministry of Word and Sacraments, with guidance on how to discern the ministry for which God has equipped a person.

Stotts, Jack. *A Theology of Vocation*

This booklet addresses the questions “Who is called? Who mediates the call? What characterizes the leader?” An exceptional resource to stimulate dialogue on the subject of vocation and call to ministry.

*This Call's for You. A Christian Workbook for Congregations. Leaders' Guide.*

Contains a series of program guides on vocation, the first series for the whole congregation and eight others for different age groups from children aged 5-8 to seniors. Each series has 3-5 programs.

*A Vocational Journal*

Loose leaf. A personal use journal that provides a starting point for reflection on how the Holy Spirit is at work in one's career plans and vocational decisions. Includes questions for reflection and space to record reflections on each page. Questions consider areas such as values, motivations, relationships, strengths, areas to be strengthened.

Webster, Richard M. *Considering Ministry as a Vocation*

A resource book for enquirers and their advisors.

**United Church of Canada** (united-church.ca)

*Discerning the Call. Guidelines for Inquirers, Congregations and Discernment Committees in Discerning a Call to Ministry in the United Church of Canada.*

A discernment committee is set up for each inquirer consisting of two members appointed by Session, one appointed by the inquirer and one to two appointed by the Presbytery. The discernment committee has a minimum of 6 meetings with the inquirer before making a recommendation to the session and presbytery. The guide outlines the topics for each meeting.

**United Methodist Church** (umc.org)

Parker, Simon. *The Call to Servant Leadership*. Nashville TN, 1990

### Other Books

Aveyard, Ian & Muir, David. *Fit for the Purpose: The Meaning of Christian Vocation and How to Respond when God Calls*. St John's Extension Studies, Bramcote, Nottingham, Britain, 2001.

Badcock, Gary D. *The Way of Life. A Theology of Christian Vocation*. Wm. B. Eerdmans Publishing Company, 1998.

Chatham, James O. *Is it I, Lord? Discerning God's Call to be a Pastor*. Westminster/John Knox Press, Louisville, 2003.

Dawn, Marva & Peterson, Eugene H. *The Unnecessary Pastor: Rediscovering the Call*. Eerdmans Publishing, 2000.

Farnham, Suzanne and Others. *Listening Hearts: Discerning Call in Community*. Morehouse Publishing, 1992.

Imbler, John M & Plengemeier, Linda, eds. *Discerning the Call: Advancing the Quality of Ordained Leadership*. Chalice Press, 1992

Johnson, Ben Campbell. *Hearing God's Call: Ways fo Discernment for Laity and Clergy*. Wm B. Eerdmans Publishing Company, 2002.

Messer, Donald E. *Contemporary Images of Christian Ministry*. Abingdon Press, 1989

Nouwen, Henri. *In the Name of Jesus: Reflections on Christian Leadership*. Crossroad, New York, 1989

Nouwen, Henri. *The Road to Daybreak: A Spiritual Journey*. Image, 1990.

Holderness, Ginny Ward & Palmer, Forrest C. *Career and Calling: A Guide for Counselors, Youth and Young Adults*. Geneva Press, Louisville, 2001.

O'Connor Elizabeth. *Cry Pain, Cry Hope*. Word Publishing, 1987

Oswald, Roy M. & Kroeger, Otto. *Personality Type and Religious Leadership*. Alban Institute, 1988.

Palmer, Parker. *Let Your Life Speak: Listening to the Voice of Vocation*. Jossey-Bass, San Francisco, 2000.

Parker ,Ronald E. *Do I Belong in Seminary?* Alban Institute, 1998.

Preston, Terry-Anne. *Your Call is Waiting: How to Recognize God's Purpose for Your Life*. Augsburg, Minneapolis, 2001.

Snow, John. *The Impossible Vocation: Ministry in the Meantime*. Cowley Publications, 1988

Zikmund, Barbara Brown & Others. *Clergy Women. An Uphill Calling*. Westminster John Knox Press, 1998.



### **Out of Print Resources**

Resources that are out of print may be available in libraries

Biles, Daniel V. *Pursuing Excellence in Ministry*. Alban Intstitute, 1998

Calian, C. S. *Today's Pastor in Tomorrow's World*. Westminster Press, 1982

Cox, Robert G. *Do You Mean Me Lord? The Call to the Ordained Ministry*. Westminster 1985.

Drake, William B. & Ewing, Terry. *Celebrating God's Call to Ministry*. Lexington Theological Seminary, 1991.

Hudnut, Robert K. *This People, This Parish*. Zondervan Publishing House, 1986.

Lewis, Roy. *Choosing Your Career, Finding Your Vocation*. Paulist Press, 1989

Martin, John R. *Calling the Called*. Mennonite Publishing House, 1990

Schaper, Donna. *Common Sense About Men and Women in the Ministry*. Alban Institute, 1990.

Snow, John. *A Vocation to Risk: Notes on Ministry in a Profane World*. Cowley Publications, 1992.

Weidman, Judith. *How Women Are Redefining Traditional Roles*. Harper & Row, 1985.

## **AFTER THE CALL**

### **Audio Resources**

*Ending Well, Starting Strong: Your Personal Pastorate Start-Up Workshop*

A complete self-study in six audio-cassettes and guide. This two-day workshop led by Roy Oswald in audio-cassette format prepares a person to face the issues and develop strategies for leaving one pastorate and going to another. Produced by Alban Institute. (Each tape is 60 minutes.)

### **Print Resources**

Clayton, Paul C. *Letters to Lee: Mentoring the New Minister*, Alban, 1999.

Clayton has a deep love for the congregation and pastoral ministry but doesn't pull any punches about the realities of church life.

Dittes, James E. *Recalling Ministry*. St. Louis: Chalice Press, 1999.

A gripping and engaging book on the integration of life and ministry. Dittes explores the pastoral aspects of ministry while inviting the minister – the reflexive practitioner – to probe its everyday experiences and deeper meanings. He explores four multi-faceted and

interrelated experiences in ministry: The Predicament of Ministry, The Pressure of Ministry, Particularity of Ministry, Presence of Ministry.

Harbaugh, Gary L. & Oswald, Roy & Others *Beyond the Boundary. Meeting the Challenge of the First Years of Ministry.* Alban Institute, 1986.

This report presents representative models of Episcopal, United Methodist, Presbyterian and Lutheran support systems, analysing strengths and weaknesses.

Oswald, Roy. *Crossing the Boundary between Seminary and Parish.* Alban Institute, 1985.

Discover the culture shock, issues, concerns and unpreparedness pastors can encounter one to three years into their first parish.

Oswald, Roy. *New Beginnings: The Pastorate Start-Up Workbook.* Washington, D.C.: The Alban Institute, 1989.

This book will help you to understand your entry style, respect and understand your new congregation's history and system, assess your leadership style, know when to make changes, get through first "pinches" etc.

Oswald, Roy. *Running through the Thistles: Terminating a Ministerial Relationship with a Parish.* Washington, D.C.: The Alban Institute.

Gain insight into termination styles and how they affect both the minister and the parishioners.

Scalise, Charles J. *Bridging the Gap: Connecting What You Learned in Seminary with What You Find in the Congregation.* Abingdon Press, Nashville, 2003.

By acknowledging various theological models of integration, the author argues for a "wise eclecticism," thus enabling the reader to explore possibilities for his or her own tailor-made approaches to ministry.

Ware, Corinne. *Ministry Specialties Test.* Alban Institute, 1998.

A self-scoring test designed for those in and considering ministry, intended to help discern aptitudes and strengths. This test is a tool to assist in discernment and makes no claim to being a scientific reading of aptitudes.

### **Out of Print Resources**

Resources that are out of print may be available in libraries

Oswald, Roy. *The Pastor as Newcomer.* Washington, D.C.: The Alban Institute.

Learn how dynamics of the "honeymoon" period of transition create opportunities for you to seize and pitfalls to avoid.