



Enrollee Checklist

Certified Ruling Elder or Commissioned Lay Pastor

Enrollee Information

Name: _____

Email: _____

Phone: _____

Mailing Address:

Liaison 1

Name: _____

Email: _____

Liaison 2

Name: _____

Email: _____

Church Information

Church

Session Liaison

Session Liaison Email

Liaison Meetings

Date of meeting

Date of meeting

Date of meeting

Date of meeting

Date of meeting

Date of meeting

Liaison

Liaison

Liaison

Liaison

Liaison

Liaison

Progress

Enrollment date: _____

Certification date: _____



Progress Checklist and Course of Preparation

Given the nature of the CRE/CLP process, the CPM should indicate which aspects of preparation are required for certification in the third column (marked *Req?*). Any substitutions or equivalencies should be documented in the notes section or in the enrollee’s Dropbox folder.

Item	Respons.	Req?	Date submitted or completed	Filed?	Feedback provided?	Notes
Prior to enrollment						
↓ Application Packet	Enrollee	Yes				
↓ Acknowledgment of CPM policies and procedures	Enrollee	Yes				
Meet with CPM for enrollment	Both	Yes				
Background check	CPM	Yes				
Preparation						
Reflection and Assignments						
Anti-racism reflection	Enrollee	Yes				
Spiritual autobiography (incl. sense of call)	Enrollee	Yes				
Statement of faith	Enrollee	Yes				



Item	Respons.	Req?	Date submitted or completed	Filed?	Feedback provided?	Notes
Training						
Dismantling Racism training	Enrollee	Yes				
Healthy Boundaries training	Enrollee	Yes				
Field education	Enrollee					
Seminary Coursework						
Hebrew Scriptures	Enrollee					
New Testament	Enrollee					
Reformed theology	Enrollee					
Worship and sacraments	Enrollee					
Presbyterian polity	Enrollee					
Preaching	Enrollee					
Teaching	Enrollee					
Pastoral care and congregational systems	Enrollee					
Vocational/psychological assessment	Enrollee	Yes				



Item	Respons.	Req?	Date submitted or completed	Filed?	Feedback provided?	Notes
Sample sermon manuscript with audio or video	Enrollee					
Meet with CPM for examination	Both	Yes				
Presbytery examination and commissioning	Both	Yes				



Annual Evaluations

Year: _____

Date of evaluation: _____

CPM members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Item	Responsibility	Date Submitted	Filed?	Notes
Form 3	Enrollee			
Form 4	CPM			

Year: _____

Date of evaluation: _____

CPM members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Item	Responsibility	Date Submitted	Filed?	Notes
Form 3	Enrollee			
Form 4	CPM			



Year: _____

Date of evaluation: _____

CPM members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Item	Responsibility	Date Submitted	Filed?	Notes
Form 3	Enrollee			
Form 4	CPM			

Year: _____

Date of evaluation: _____

CPM members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Item	Responsibility	Date Submitted	Filed?	Notes
Form 3	Enrollee			
Form 4	CPM			



Year: _____

Date of evaluation: _____

CPM members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Item	Responsibility	Date Submitted	Filed?	Notes
Form 3	Enrollee			
Form 4	CPM			

Year: _____

Date of evaluation: _____

CPM members present:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Item	Responsibility	Date Submitted	Filed?	Notes
Form 3	Enrollee			
Form 4	CPM			