



Enrollee Checklist

Minister of Word and Sacrament

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

Liaison

Date of meeting

Liaison

Date of meeting

Liaison

Date of meeting

Liaison

Date of meeting

Liaison

Date of meeting

Liaison

Progress

Inquiry date: _____

Candidacy date: _____

Certification date: _____



Progress Checklist

Item	Responsibility	Date submitted or completed	Filed?	Feedback provided?	Notes
Prior to enrollment					
↓ Application Packet	Enrollee				
Form 1A					
Form 1B					
Form 1C					
Form 1D (Session endorsement)					
↓ Acknowledgment of CPM policies and procedures	Enrollee				
Meet with CPM for enrollment	Enrollee & CPM				
↓ 2A	CPM				
↓ 2B	Enrollee, CPM, Session				
Background check	CPM				



Item	Responsibility	Date submitted or completed	Filed?	Feedback provided?	Notes
Inquiry					
Examinations and Assessment	Enrollee				
Bible Content Exam					
Vocational/Psychological Assessment					
Reflection and Assignments	Enrollee				
Anti-racism reflection					
Reflection on the role of the Minister of Word and Sacrament					
Spiritual autobiography (incl. sense of call)					
Preliminary statement of faith					
Training	Enrollee				
Dismantling Racism training					
Healthy Boundaries training					
Submit seminary transcripts					
↓ Application packet to progress to candidacy	Enrollee				



Item	Responsibility	Date submitted or completed	Filed?	Feedback provided?	Notes
Inquiry (continued)					
Form 5A					
Form 5B (Session endorsement)					
Meet with the CPM for examination	Enrollee & CPM				
↓ Form 5C	CPM				
↓ Form 5D	Enrollee, CPM, & Session				
Presbytery examination on sense of call	Enrollee & CPM				
Candidacy					
Ordination exams	Enrollee				
Biblical exegesis					
Theological competence					
Worship and sacraments					
Church polity					
Training	Enrollee				



Item	Responsibility	Date submitted or completed	Filed?	Feedback provided?	Notes
Candidacy (continued)					
Clinical Pastoral Education					
Field education/pastoral internship					
Updated statement of faith	Enrollee				
Sample sermon manuscript with audio or video	Enrollee				
Meet with CPM for examination	Enrollee & CPM				
Presbytery examination	Enrollee & CPM				
↓ Form 6	CPM				



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			