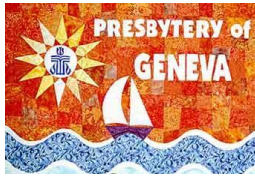




Commissioned Ruling Elder Formation Program

Approved by Presbytery of Geneva March 14, 2015

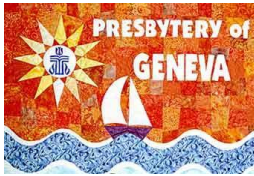
Revisions approved by Presbytery of Geneva September 25, 2018



Commissioned Ruling Elder Formation Program

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Commissioned Ruling Elder Formation Program

Section I

FAQ (Frequently Asked Questions)

A. *Where does the authorization come from for our Presbytery to train and commission Elders to be Commissioned Ruling Elders?*

Recognizing that there are special times and circumstances when churches may be best served by a specially trained Ruling Elder, the Book of Order of the PCUSA says that “when the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery.” [G-2.1001]

B. *What is a CRE?*

A Ruling Elder Commissioned to Particular Pastoral Service as described by the PCUSA Book of Order:

“Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate marriages where permitted by state law. This commission shall also specify the terms of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually.” [G-2.1001]

C. *What are the Professional Standards required of a CRE?*

According to the PCUSA Book of Order:

1. To those called to exercise special functions in the church--deacons, ruling elders and teaching elders— God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord.

Their manner of life should be a demonstration of the Christian gospel in the church and in the world. They must have the approval of God's people and the concurring judgment of a council of the church. [G-2.0104a]

2. Standards for ordained service reflect the church's desire to submit joyfully to the Lordship of Jesus Christ in all aspects of life. (F-1.02). The ruling elder who seeks to serve under the terms of G-2.1001 shall receive such preparation and instruction as determined by the presbytery to be appropriate to the particular commission. The ruling elder shall be examined by the presbytery as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery.[G-2.1002]

D. What Personal Characteristics and Qualifications are required to apply to be a CRE Candidate?

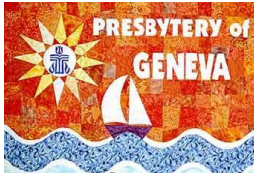
Required Personal Characteristics and Qualifications:

1. At least a High School diploma (college preparation is strongly recommended in order to succeed at college level CLP preparation classes)
2. Currently an Active Member for at least 2 years in the sponsoring PCUSA congregation
3. Ordained as a Ruling Elder in the PCUSA
4. Endorsement by the local Session where membership is held and by the Pastor/Moderator of the endorsing Session
5. Three personal references
6. A demonstrated basic knowledge of the content of Scripture
7. Willingness to speak publicly
8. Demonstrated leadership in the church
9. Reliability

10. Compassion
11. Skills in personal relationships such as: listening skills, ability to relate to various age groups
12. Ability to keep confidentiality
13. Willingness to sign the Sexual Misconduct Disclaimer and agreement to possible background check in the CRE Candidate Application.

E. Are CRE Candidates guaranteed placement in a congregation as a CRE?

As is true for Candidates for the office of Minister of Word & Sacrament, successful completion of the CRE Formation program does not guarantee that a pastoral position will be available where the needs and desires of a congregation match with those of the CRE Candidate. Completion of the program makes it possible for a qualified Elder to be considered by the Presbytery's Committee on Ministry for commissioning to a congregation as their Commissioned Ruling Elder.



Commissioned Ruling Elder Formation Program

Section II

DISCERNMENT OF CALL

A. THE ELDER'S OWN SENSE OF GOD'S CALL

Beginning the journey to be accepted as a CRE Candidate is a significant life decision and one that should be approached thoughtfully and prayerfully. It can be difficult to understand what God is saying to us. One sign that God may be calling a Ruling Elder to become a CRE is that despite the challenges that this decision may present, he/she can't seem to get the idea out of his/her head and heart.

If that is the case, the Elder should consider whether the answers to the questions and qualifications listed for Commissioned Ruling Elders match his/her gifts, talents, personality, and experiences.

When he/she is ready, he/she should discuss and pray about the growing sense of call with committed and trusted Christians. What are their observations and counsel about whether this might be God's call? Before the Elder can be enrolled as a CRE Candidate, it will be necessary ask three (3) such persons to complete a Personal Reference Form to the Committee on Preparation for Ministry (appendix 4).

B. CONFIRMATION OF GOD'S CALL THROUGH THE CHURCH

In the Presbyterian tradition, we believe that God's call is most certain when confirmed with both a personal sense of call and confirmation of that call by the Church. There are several components of Church confirmation in the CRE preparation process:

1. The Applicant's Pastor

The Pastor of the applicant's congregation is someone who can provide an important assessment of the applicant's potential gifts for ministry. It is helpful to discuss one's growing sense of call with a Pastor early on in the process. Before the Elder can be enrolled as a CRE Candidate, it will be

necessary for his/her Pastor to complete and submit an Endorsement Form to the Committee on Preparation for Ministry (appendix 2).

2. Session

As a Ruling Elder, the applicant will have had the opportunity to be a spiritual leader in his/her congregation. Elders currently serving on the Session of his/her congregation will have important and helpful observations about how he/she might function as a pastoral leader. Before being enrolled as a CRE Candidate, the applicant will meet and discuss his/her sense of call with the Session and that body will complete and submit an Endorsement form to the Committee on Preparation for Ministry (appendix 3).

3. Committee on Preparation for Ministry (CPM)

The Presbytery's Committee on Preparation for Ministry (CPM) is charged with setting the standards for CRE preparation, providing support for CRE Candidates, and guiding the journey of each CRE Candidate. The CPM is made up of Ruling Elders and Teaching Elders from this Presbytery. The CPM undertakes this journey in prayerful partnership with the CRE Candidate (see Section III).

4. Psychological / Career Aptitude Assessment

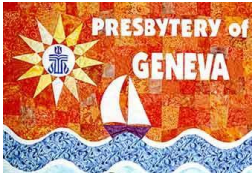
Emotional health is critical to successful pastoral leadership. Experience has also shown that successful pastoral leadership is enhanced when the pastor has personality traits that match the demands of congregational ministry. To assist in assessing emotional health and career fit, all CRE Candidates will participate in an assessment by a Career Counseling professional (see Section III).

5. Successful completion of CRE Classes and Field Education

Successful completion of CRE Classes and Experiential Learning is an essential part of determining that God is calling an Elder to potential ministry as a Commissioned Ruling Elder. Confirmation of his/her gifts and abilities by the instructors of CRE classes and Supervising Pastors in Experiential Learning Placements and seminars likewise helps to make God's call clearer (see Section IV).

6. Presbytery

The Presbytery is the body in our PCUSA system that ultimately determines who is called to serve as a pastoral leader. The Presbytery will affirm the CRE Candidate's call at two points: to receive him/her under care as a CRE Candidate and to assert that he/she is ready to be considered for placement in a congregation as a Commissioned Ruling Elder (see Section III).



Commissioned Ruling Elder Formation Program Section III

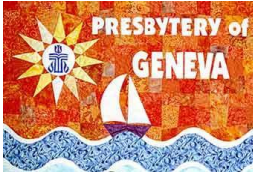
CARE PROCESS

Part 1: General Overview

- A. Presbyterians pursuing any type of pastoral ministry come under “Care” of their Session and their Presbytery. What does “Being Under Care” mean? It means that the person seeking to become a CRE Candidate is not on this journey alone but in partnership with his/her Session and the Presbytery through its Committee on Preparation for Ministry (CPM). Both the Session and the CPM will promise to support the CRE Candidate through the process of formation. The CPM will also play a major role in guiding his/her preparation. More specifics about how this works follow (see Section III Part 3).
- B. Ordinarily, a Ruling Elder feeling God’s call to prepare to be a Commissioned Ruling Elder will begin the steps to come under Care of the Session and the Presbytery’s Committee on Preparation for Ministry before or at the same time as enrolling in the Colgate Rochester Crozer Divinity School (CRCDS) *School for Christian Leadership* (see section IV). However, some individuals may take some classes first as a means of helping to discern a call to pastoral ministry.

NOTE: If an Elder needs financial assistance with course fees, he/she should seek financial support from their own congregation first. Financial assistance from the Presbytery is available only after the CRE Candidate comes formally under care of the Presbytery.

(see further information for enrolled CRE Candidates in Section III Part 3 which follows).



Commissioned Ruling Elder Formation Program

Section III

CARE PROCESS

Part 2: Pastor and Session

- A. Throughout the process of preparing to serve as a Commissioned Ruling Elder, the CRE Candidate, as stipulated in the PCUSA Book of Order, remains an active member in his/her 'home' congregation.
- B. It is important that the Elder maintain a relationship with his/her Pastor for the support and guidance that he/she may provide on this journey. The Pastor's assessment of the Elder's gifts and potential for pastoral ministry is carefully considered by the Presbytery's Committee on Preparation for Ministry (CPM). The Pastor (or Moderator of Session if the congregation is without pastoral leadership) will be asked to consider the Elder's natural gifts, quality of commitment, strength of motivation, and potential for growth. At the time that the Elder applies to become a CRE Candidate, he/she will need to ask his/her Pastor to complete an Endorsement Form and submit it to the CPM (appendix 2).
- C. As an Elder in a Presbyterian congregation, the Applicant is already responsible to the Session of his/her congregation. The Session is in a unique position to assess the Applicant's potential for pastoral ministry. At the time that an Elder applies to become a CRE Candidate, he/she will need to meet with and ask the Session to complete an Endorsement Form commenting on his/her natural gifts, quality of commitment, strength of motivation, and potential for growth, and submit it to the CPM (appendix 3).
- D. After conferring with his/her Pastor for help in discerning a call to apply to become a CRE Candidate, the Applicant will contact either the Pastor/Moderator of Session or the Clerk of Session to request an opportunity to meet with the Session to come under its Care. At this regular or special Session meeting:
 - 1. The Moderator of Session will make available to members of Session a copy of this section of the Commissioned CRE Formation Program manual and the Session Endorsement Form (appendix 3). The Moderator will review the role of a CRE, the preparation process, and the responsibilities of the

Session. Each Session member shall be encouraged to read through the entire manual.

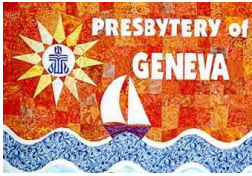
(Elders may read and/or download the manual from www.presbyteryofgeneva.com , OR contact the Presbytery office at kjensen@presbyteryofgeneva.com to have a copy emailed, OR read a paper copy that the congregation's church office may obtain from the Presbytery office in either electronic or paper form).

2. The Applicant shall be asked to share his/her sense of call to apply to become a CRE Candidate, an assessment of his/her own gifts and experiences which might be useful for pastoral ministry, and his/her plans for embarking on the journey of preparation and training.
 3. Session members will be encouraged to ask questions and to share with the Applicant their affirmations and/or concerns about this Ruling Elder undertaking the CRE Preparation program.
 4. The Applicant shall then be asked to leave the meeting while Session members discuss and vote whether or not to endorse the Applicant for the CRE Formation program and shall direct the Clerk of Session to complete the Session Endorsement form (appendix 3) and submit it to the CPM on their behalf.
 5. The Applicant shall be invited to rejoin the meeting and shall be informed of the result of the vote.
 6. The Session shall appoint one Session member to serve as the Applicant's liaison during the journey of preparation. The Session Liaison would be expected to be in regular contact with the CRE Candidate to inquire about his/her journey and ask if particular Session support is needed. The Liaison will be invited by the CPM to join the applicant for his/her initial interview with the committee and for annual consultations in order to provide support for the Applicant/CRE Candidate, to provide information on behalf of the Session, and to report information from the CPM back to the Session.
 7. Session shall then invite the Applicant to join them in prayer and shall ask God's blessing on the continuation of the journey of preparation if the vote has been positive or for God's support and care if the Session is not able to provide a positive endorsement.
- E. Partners in the CRE Care process include the CRE Candidate, the Session, the Presbytery through its CPM **and God**. Session members are encouraged to uphold the CRE Applicant/Candidate regularly in personal prayer and at each meeting of the Session. Session is also encouraged to enlist one or more members of the congregation to regularly uphold the CRE Applicant/Candidate in prayer.

- F. An essential piece of assessing the Applicant's psychological readiness for pastoral ministry and whether his/her gifts are a match for this type of service is a formal assessment by a CPM approved Career Counseling Center. This might be done in a group, or on an individual basis, as the Presbytery allows. The cost of this assessment will usually be equally divided between the CRE Candidate, the Session, and the Presbytery (see Section III Part 3 for further details).
- G. Enrollment as a CRE Candidate will require a significant commitment of time and financial resources. The following guidelines apply to those seeking financial assistance:
1. Elders taking classes for whatever reason will need to seek support from own congregations first if financial need exists.
 2. An Elder seeking further financial assistance from the Presbytery will need to first come under care of the Presbytery as a CRE Candidate before any requests for financial aid from the Presbytery will be considered.
 3. The CRE Candidate will be required to ask for Session and congregational support for needed financial assistance. Then, if there is still a financial need that the individual and Session/congregation cannot meet together given their income streams, the CRE Candidate could approach the CPM to request financial aid from the Presbytery.
- H. In addition to classroom training, each CRE candidate will be required to successfully complete units in Experiential Learning. This learning will be both active and reflective, and assessments will be provided by the CRE candidate, and a supervisor (usually a Teaching Elder). In addition, an intentional reading/reflection group will be convened, and all CRE Candidates will be required to take part

Informal experience in one's own congregation can be very helpful. The Pastor/Session is encouraged to invite the CRE Candidate to begin developing basic pastoral leadership skills (which are also roles assigned to Ruling Elders by the PCUSA Book of Order) such as assisting in worship leadership, leading Bible study or other Church School classes, visiting home-bound members, etc.

NOTE: A CRE Candidate MAY NOT officiate alone at the Lord's Supper, Baptism, or a marriage service or moderate a Session meeting without the Session's Moderator present unless formally approved by the Presbytery to do so.



Commissioned Ruling Elder Formation Program

Section III

CARE PROCESS

Part 3: Presbytery and its

Committee on Preparation for Ministry

A. Starting the Process

1. Persons who wish to pursue training and discernment of God's call to be a Commissioned Ruling Elder will complete an application and submit it to the Presbytery's Committee on Preparation for Ministry (appendix 1).
2. The Applicant will make sure that the following forms have been submitted to the Committee on Preparation for Ministry (CPM):
 - a. Pastor Endorsement Form (appendix 2)
 - b. Session Endorsement Form (appendix 3)
 - c. Three (3) Personal Reference Forms (appendix 4)
3. After reviewing all submitted materials, the CPM will schedule an initial meeting with the Applicant to discuss his/her sense of call and map out the next steps in the Care Process and for Training.

B. If all submitted endorsements and the interview with the CPM indicate that the Applicant may have the gifts needed for pastoral ministry, the CPM will present the applicant to the Presbytery to become a CRE Candidate.

1. The CPM will introduce the Applicant to the Presbytery including his/her gifts and previous experience in church leadership and service.
2. The Applicant may describe for the Presbytery his/her sense of God's call to begin preparation as a CRE Candidate.
3. The Presbytery will vote to take the Applicant under care as a CRE Candidate.
4. The new CRE Candidate will enter a covenant with the Presbytery and promise the following:

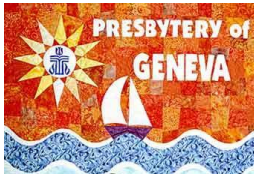
- a. to complete the appropriate level of training before being released to serve as a Commissioned Ruling Elder.
 - b. to continue active participation in the life and mission of his/her current local church of membership
 - c. Participate responsibly with the CPM in the goal setting, evaluation, and decision-making processes related to preparation for service as a Commissioned Ruling Elder.
 - d. Give diligent attention to the educational and developmental tasks involved in the CRE Formation Program.
 - e. Adhere to the schedules, deadlines, and time requirements of the Formation Program.
 - f. Take initiative in maintaining regular communication with the CPM regarding experiences, progress, and other issues pertaining to educational, spiritual, and personal development.
 - g. Respond promptly and responsibly to all communications, correspondence, requests for information, consultations, and reports.
 - h. Understand that successfully completing all preparation in the CRE Formation Program does not guarantee placement as a Commissioned Ruling Elder.
 - i. Participate in regular continuing education after completion of the CRE Formation Program.
5. The Moderator of Presbytery and/or Chairperson of CPM will offer a prayer asking God's blessing upon the CRE Candidate's journey.

C. Psychological Assessment

1. Emotional health is critical to successful pastoral leadership. Experience has also shown that successful pastoral leadership is enhanced when the Pastor has personality traits that match the demands of congregational ministry. To assist in assessing emotional health and career fit, all CRE Candidates will participate in an assessment by a Career Counseling professional. Ordinarily, an opportunity will be provided for CRE Candidates to participate in this process near home. It will consist of assessment tools completed at home and individual and/or group conversation and testing. The cost for the assessment will be shared equally by the CRE Candidate, their Session, and the Presbytery.

- D. The CPM will select one of its members to serve as a liaison between the committee and the CRE Candidate. Regular communication between these two individuals is encouraged.
- E. Enrollment as a CRE Candidate will require a significant commitment of time and financial resources. The following guidelines apply to those seeking financial assistance:
1. Elders taking classes for whatever reason will need to seek support from own congregations first if financial need exists.
 2. An Elder seeking further financial assistance from the Presbytery will need to first come under care of the Presbytery as a CRE Candidate before any requests for financial aid from the Presbytery will be considered.
 3. The CRE Candidate will be required to ask for Session and congregational support for needed financial assistance. Then, if there is still a financial need that the individual and Session/congregation cannot meet together given their income streams, the CRE Candidate could approach the CPM to request financial aid from the Presbytery.
- F. An Annual Consultation or meeting between the CRE Candidate and the CPM will be an important part of the partnership which will provide an opportunity for reflection on the year past and to make plans for the year to come.
1. The CPM will contact the CRE Candidate once each year to schedule the Annual Consultation at a mutually agreeable time.
 2. The CRE Candidate will complete an Annual Consultation Report (appendix 8) and submit it to the CPM no later than seven (7) days before the scheduled consultation giving committee members time to carefully read and prayerfully reflect on its content before the meeting,.
 3. An important part of the meeting will be the opportunity for the CRE candidate to raise questions and seek advice and support.
 4. After the meeting with the CRE Candidate, the CPM will assess the candidate's progress in the program and his/her promise for pastoral ministry; will decide whether or not the individual will continue the journey under the care of the Presbytery; and will send any recommendations to the CRE Candidate in writing with a copy to the Session.
- G. At the end of the CRE Formation Program the CPM will meet with the CRE Candidate to assess his/her readiness to be recommended to the Presbytery as a "CRE ready to receive a commission" (for commissioning as a Commissioned Ruling Elder). It will be the responsibility of the CPM to determine that all requirements have been successfully

completed, and that the CRE Candidate has exhibited the required skills and leadership traits. The CPM may require additional classroom and/or experiential learning units should they determine that it is needed.



Commissioned Ruling Elder Formation Program

Section IV EDUCATIONAL PROCESS PART 1: Classroom

A. Classes

1. One option for formal classes is offered in partnership with Colgate Rochester Crozer Divinity school (CRCDS) through the *School for Christian Leadership*. CRE Candidates must apply and be accepted into the program by CRCDS. Students must meet all requirements for the program. Students are responsible for all fees set by the program.

Candidate may enter the educational process at any point allowed by the CRCDS program.

2. Formal classes will be supplemented by Experiential Learning and seminars/discussion groups
3. Evidence of satisfactory completion of each course is required. Should a CRE candidate not satisfactorily complete a class, it will be the prerogative of the Committee on Preparation for Ministry to assess the student's progress and determine whether the class will need to be repeated or whether an alternative method of remedial study and demonstration of proficiency will be possible.

School for Christian Leadership

A Three-year Certificate Continuing Education program to train Christian leaders for the 21st century church

The School for Christian Leadership program is designed to prepare persons for various kinds of parish ministry, such as deacons and/or locally ordained priests in the Episcopal Church, Commissioned Lay Pastors, Lay Preachers or other designated titles.

Those who take the full three year cycle will be awarded a certificate by CRCDS at Commencement in May of the third year of the program. Application for Continuing Education Unit (CEU) credits may be made to the CRCDS Registrar for a nominal fee.

The program will meet one Saturday per month, beginning in September and concluding in April each year. Classes will be held on the CRCDS campus and will be taught by CRCDS Faculty and Faculty Associates. Breakfast and mid-afternoon hospitality on Saturday is included in the tuition.

This program is alternatively being offered online.

Christian leaders who do not wish to enroll for the full Certificate Continuing Education program may choose to enroll for individual Saturdays. These students are not required to write papers or take examinations, but are expected to do the reading assigned for the day in order to participate fully in the class. The individual Saturday option is dependent upon remaining space available and subject to permission of the instructor

Each denomination may require additional formation activities such as CPE, field education or supervised ministry.

See <http://www.crcds.edu/lifelonglearning/continuingeducation/school-for-christian-leadership/>

for more information about class schedules, content and fees.

4. A second option for formal classes is being offered in partnership with Union Presbyterian Seminary (Richmond, VA) through the Pathways to Learning and Leadership Institute.

Specifically designed for CRE programs, nine courses are offered over a two-year period, four foundational courses and five practical courses. They are:

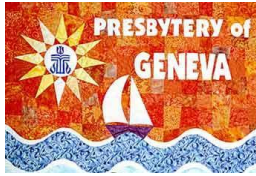
1. Biblical Interpretation
2. Reformed Theology and Church History
3. The Christian Life
4. Mission and Evangelism
5. Worship and Sacraments
6. Polity and Administration
7. Preaching the Bible
8. Pastoral Care
9. Teaching the Bible

The guiding principles in creating these courses are, first, that they be accessible and affordable, of excellent quality, and flexible for the presbyteries. To that end:

- All courses are online – they can be taken from anywhere without concerns for travel, lodging, and being away from family, work, and church responsibilities
- Each course is five weeks long (two hours a week online, about two hours of reading and study, and about two hours of homework), for a total of 30 hours
- Each five-week course costs only \$100, plus the purchase of one book – other readings are made available online at no cost
- Courses are led primarily by Union Presbyterian Seminary professors; a few are led by excellent experienced practitioners
- Courses are not graded; we inform the presbytery when someone has successfully completed a course.

In response to requests from some of our presbytery partners, additional courses are sometimes offered.

See www.upsem.edu/Leadership-institute for more details.



Commissioned Ruling Elder Formation Program

Section IV

EDUCATIONAL PROCESS PART 2: Experiential Learning

Purpose: To provide the CRE candidate opportunities to experience and gain skill in various aspects of pastoral leadership in both church and seminar settings.

Program Coordination: The CRE Candidate will communicate regularly with her/his liaison on CPM, as well as make reports, at least annually, or more as requested by CPM, to the CPM on his/her completion of experiential learning units. Written reflections will be required.

Each CRE candidate must successfully complete the following experiential units

Read:

This Odd and Wondrous Calling Copenhaver and Daniels

Studying Congregations Nancy Ammerman et al

Note: In addition to these experiential modules, there will be a mandatory reading/discussion group that will meet to discuss the theology of the church and leadership. Readings and questions for written response will be sent out prior to those meetings.

Pastoral Care (mandatory)

1. Watch PBS Frontline The Undertaking

<http://www.pbs.org/wgbh/pages/frontline/undertaking/>

2. Attend 1 funeral/ plan 1 funeral service/meet w/ funeral director
3. Do 3-4 visits in hospitals/nursing homes
4. Talk with hospital/assisted living/hospice chaplain
5. Write reflection paper, 3-4 pages long

Christian Ed/Spiritual Formation (mandatory)

1. Talk with 3 different churches (diff in size, setting etc) find out what they are doing for Christian Ed for adults and children-schedules, curricula, "child safe" policies, timing, any special activities, etc
2. Research/participate in activities/classes for people with learning/developmental disabilities
3. Develop a year long schedule for both adult and children's learning and faith development activities
4. Write lesson plans for a 5 week adult course, a 1 month children's series, and a 1 day multi-generational learning event
4. Give proposed outcomes, resources needed, costs, time frames, etc
5. Participate in at least 1 vbs- from planning to execution to final eval
6. Write reflection paper, 3-4 pages long

Worship (mandatory)

1. Review Book Of Order on worship
2. Work w/pastor to design worship service- List all resources used
3. Meet w/ musician to discuss music in worship
4. Go to worship service not similar to your own style

5. Write an order for worship that is not a Sunday morning worship
6. Write reflection paper, 3-4 pages long

Music (optional)

1. Develop one of your own musical talents: can you lead the congregation in the doxology, or at least get them started. Can you help the congregation keep time, can you play happy birthday on the piano? Do one of these things at your mentor's church.
2. Visit three churches with excellent music programs for Sunday. They don't have to be Presbyterian. Check their sound systems. Find the owner's manual for the system on line.
3. Visit a "mega church" with large screens and sound systems – look at their worship music, watch the interactions. Plan to speak to the sound engineer after the service.
4. Get to know what's out there. Go to at least 3 Christian music concerts . Check with CRCDS, Roberts Wesleyan and Family Life ministries, if you need ideas.
5. It's summer your church doesn't have a choir and your organist/piano player just got sick on the way to church – you are the music today. What are you going to do? Have Pastor Smith and your mentor be the congregation, you can skip the sermon but provide all of the music for the service.

Presbytery/Polity (mandatory)

1. Attend Presbytery meetings starting now.
2. Find a Presbytery meeting in another Presbytery and attend it. If there is a synod meeting during your training period attend it.
3. Ask the Presbytery Leader for the names of two or three pastors who are great contributors; interview them and find out about their experiences in involvement with Presbytery.
4. Study a recent overture to the General Assembly, what was it; what happened to it. If it had been your faithful idea would you do differently? Present your plan to your mentor.
5. With your mentor help identify an area/areas of Presbytery where your gifts could be used. Contact the Nominating Committee and let them know of your willingness to serve on a committee, if you do not do so already.
6. Attend Session meetings in 3 different churches.
7. Highly recommend attending a Presbyterian Women's event (local, Presbytery, Synod, or church-wide).

8. Read Paul Hooker's Faith, Hope, Love and Witness
9. Write reflection paper, 3-4 pages long

Church Repair/Maintenance (optional)

1. With your mentor's help select three churches - preferably one of them will need lots of repairs.
2. Visit each church and identify their heating and cooling systems, water, their roofing material, their sound systems, their handicap accessibility, the fire alarm system, emergency exits, the carpeting how old each of these items is. Check the outside gutters, lawn care and parking lot.
3. Find online the operating manuals for a heating system, a fire alarm system and a stove (even if the church already has them).
4. Talk with your own churches building & grounds committee/sexton, etc. Shadow them/attend Building & Grounds committee meeting. Look at annual budget and any reserve accounts earmarked for building/capital expenses
5. Have your mentor create an emergency scenario of something that just broke at your church.
6. Learn about large scale heating systems and thermostats. Even small churches have large heating systems.
7. create either 1) a plan for complete building maintenance for a small rural church. Call plumbers, electricians, insurance brokers as needed to get the information you need. Or 2) A building maintenance and improvement plan that will lower your present church's insurance costs.

Finance & Administration & Stewardship (mandatory)

1. Talk with your church's financial secretary/treasurer/elder- review how budget is determined, what fund raisers (if any) are done, what policies are in place for endowments/benevolence giving/
2. If possible, look at other church's budget/spread sheet/mission giving- remembering appropriate boundaries and discretion
3. Look at per capita giving and mission giving- review & discuss
4. Read 1 book/article/resource on stewardship-write about pros and cons of this proposed method of stewardship

6. Suggested reading relative to conflict management:
 - a. Thomas Killman Conflict Mode Instrument
 - b. Discover Your Conflict Management Style (Speed Leas)

The CRE candidate will meet with the Supervising Pastor/Mentor and negotiate the specifics of the Experiential Learning (appendix 5).

The Committee on Preparation for Ministry may request and/or require modifications to the experiential learning based on the assessed needs of the CRE Candidate.

Both the CRE candidate and the Supervising Pastor will complete and submit a reflection paper/summary.

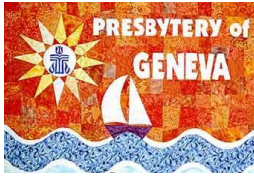
1. The experiential learning portion must be completed before a CRE Candidate will be considered for commissioning as a CRE.
2. Congregations accepting placement of a CRE Candidate for Experiential Learning and Supervising Pastors are important partners with the Presbytery in the preparation of the CRE Candidate and their observations and recommendations will be carefully considered by the CPM

Seminar / Training

1. The experiential learning provides an opportunity for the CRE Candidate to gain important practical skills that may not be available in other areas of education. It also provides an opportunity to experience professional peer relationships and support.
2. Participation in Seminars is mandatory for CRE Candidates.
3. Seminars will be open to all CREs in the Presbytery, and may function as part of their continuing education, as required/approved by the COM.
4. At the end of the CRE Formation Program, CREs will be encouraged to form professional support groups for study, support, peer-review, and ongoing education.
5. Seminar Content:

Other seminar topics may include (if not covered in scheduled CRCDS classes):

- 1) Meeting a congregation and entering the system
- 2) Family Systems theory and how it applies to congregations
- 3) Church Size theory (Schaller)
- 4) Exploration of the Myers-Briggs types of the CRE Candidates and how types may affect their approaches to ministry (and also service in churches whose overall type might differ from that of the CRE)
- 5) Additional practical experience (if needed) for confident officiating at the Sacrament of Baptism, the Sacrament of the Lord's Supper, a Service of the Resurrection (funeral or memorial service), and/or at a Wedding
- 6) Pre-Marital Counseling
- 7) Administrative skills/issues in the local congregation
- 8) Personnel issues and Staff supervision/mentoring
- 9) Church Transformation
- 10) Coaching services available in the Presbytery for self and the congregation
- 11) Setting and maintaining appropriate Boundaries and Self Care
- 12) Sexual Misconduct Prevention and Response to Allegations of Misconduct
- 13) Preparing to leave a Congregation and maintaining appropriate boundaries when the pastoral relationship has ended
- 14) Other topics as needed/requested by CREs and CRE Candidates and the COM



Commissioned Ruling Elder Formation Program

Section V

PLACEMENT / COMMISSIONING TO SERVE A CONGREGATION

- A. Once the Committee on Preparation for Ministry (CPM) has determined that a CRE Candidate has successfully completed all required classes and field education and has demonstrated the personal, professional, psychological, and spiritual qualities needed for pastoral leadership, the CPM shall present the CRE Candidate to the Presbytery for examination and affirmation.
- B. The CRE Candidate shall share with the Presbytery a statement of faith and a statement of sense of call after which the Presbytery will examine the Candidate as required by the PCUSA Book of Order:

The ruling elder shall be examined by the presbytery as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. [G-2.1002]]

- C. Following the examination, the CRE Candidate shall leave the room while the Presbytery has an opportunity to question the CPM on the Candidate's preparation and readiness to serve a congregation, if so desired by the presbytery.
- D. Following an affirmative vote by the Presbytery to affirm the CRE Candidate's readiness to serve a congregation, a prayer of thanksgiving shall be offered up by the Presbytery's Moderator or Chairperson of the CPM on behalf of the Presbytery and the new "CRE ready to receive a commission".
- E. It shall be the responsibility of the Presbytery's Committee on Ministry to determine in conjunction with the Session of a local congregation when a CRE might appropriately provide pastoral leadership for that congregation. The Committee on Ministry shall determine the process to match a "CRE ready to receive a commission" with a congregation.
- F. Once the Committee on Ministry and the Session of a Local Congregation have successfully matched a "CRE ready to receive a commission". with that congregation,

the Committee on Ministry shall present a recommendation to the Presbytery that the “CRE ready to receive a commission” be commissioned to serve as the Ruling Elder Commissioned to Particular Pastoral Service of that Congregation in accordance with provisions enumerated in the PCUSA Book of Order:

During the servicing of commissioning the new CRE shall answer affirmatively the nine Constitutional questions in W-4.4003 of the PCUSA Book of Order:

- A. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- B. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?
- C. .Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- D. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- E. Will you be governed by our church’s polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God’s Word and Spirit?
- F. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- G. Do you promise to further the peace, unity, and purity of the church?
- H. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
- I. (4) Will you be a faithful ruling elder in this commission serving the people by proclaiming the good news, teaching faith and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ?

1. **Authorization to Perform Functions** [G-2.1001]

When a presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, presbytery may authorize a ruling elder to be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to

which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law.

The CRE serving in a pastoral commission will have a voice and vote in meetings of the presbytery (such vote to be counted as an elder commissioner for purposes of parity).

2. **Pastoral Care and Confidentiality** [G-4.0301]

Those serving as commissioned ruling elders shall be bound by the same standards of trust and confidentiality as ministers of the Word and Sacrament:

In the exercise of pastoral care, teaching elders (also called) ministers of the Word and Sacrament and ruling elders who have been commissioned by a presbytery to limited pastoral service (G-2.10) shall maintain a relationship of trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing such care and all information relating to the exercise of such care.

When the person whose confidences are at issue gives express consent to reveal confidential information, then a Teaching elder or Ruling elder commissioned to pastoral service may, but cannot be compelled to, reveal confidential information.

A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person.

Any member of this church engaged in ordered ministry shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301; or, she or he is not bound by an obligation of privileged communication under law; or (2) she or he reasonably believes that there is risk of future physical harm or abuse.

3. **Standards of Ethical Conduct** (adopted by the 210th General Assembly of the PCUSA, 1998): Life Together in the Community of Faith – Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (USA)

As an ordained officer in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

- a. I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore I will:
 - 1) Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
 - 2) Be honest and truthful in my relationships with others;
 - 3) Be faithful, keeping the covenants I make and honoring marriage vows;
 - 4) Treat all persons with equal respect and concern as beloved children of God;
 - 5) Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
 - 6) Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
 - 7) Refrain from gossip and abusive speech; and
 - 8) Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

- b. I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore I will:
 - 1) Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
 - 2) Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
 - 3) Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
 - 4) Avoid conflicts of interest that might compromise the effectiveness of my ministry;
 - 5) Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
 - 6) Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
 - 7) Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
 - 8) Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
 - 9) Refrain from incurring indebtedness that might compromise my ministry;
 - 10) Be a faithful steward of and fully account for funds and property entrusted to me;

- 11) Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
- 12) Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
- 13) Participate in continuing education and seek the counsel of mentors and professional advisors;
- 14) Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
- 15) *** Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;*
- 16) *** Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and*
- 17) *** Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.*

*** These standards apply only to pastors; they also apply to commissioned ruling elders when they are performing pastoral functions.*

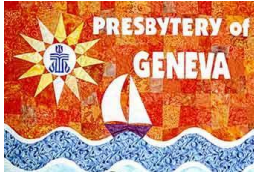
c. I will participate as a partner with others in the ministry and mission of the Church universal. Therefore I will:

- 1) Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
- 2) Show respect and provide encouragement for colleagues in ministry;
- 3) Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
- 4) Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

Supervision [G-2.1004]

The ruling elder commissioned under the terms of G-2.1001 shall work under the supervision of the Presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient. A teaching elder shall be assigned as a mentor and supervisor.

In addition, the Presbyter of Geneva may assign a Coach



Commissioned Ruling Elder Formation Program

Section VI

APPENDICES

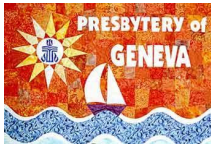
All forms in these appendices will be electronically available to download, after approval by the Presbytery, from the Presbytery's website: www.presbyteryofgeneva.org

OR

*May be obtained electronically from the Presbytery Office by contacting:
kjensen@presbyteryofgeneva.org*

OR

May be copied from this manual to distribute and/or complete in paper form.



Appendix 1

COMMISSIONED RULING ELDER FORMATION PROGRAM APPLICATION FORM

Please fill out the following application so that we might gain a sense of who you are and how you have felt God's call to serve in this capacity.

Date _____

PERSONAL INFORMATION

Name _____

Address _____

Telephone (Home) _____ (Cell) _____

Email _____

Date of Ordination as Ruling Elder: _____

CHURCH MEMBERSHIP AND SERVICE

Name of Church _____

Address _____

Pastor _____

Clerk of Session _____

Address _____

Length of active membership in this church: _____ years _____ months

Have you held membership in other Presbyterian churches? Please list name, address, and dates of membership.

Total length of active service in the Presbyterian Church (U.S.A.): _____

Dates of Service for Ordained offices held:

Deacon: _____ Elder: _____

Have you held membership in other denominations? Please list names, locations, and dates of membership.

Describe how you have served God in the local church and other governing bodies.

EDUCATION

List your high school and any further education you have completed. Begin with your most recent educational experience.

Years	Institution	Location	Certificate/Degree

--

REFERENCES

1. A Pastor (name)_____

(address)_____

(telephone number)_____

(email address)_____

2. A Church friend (name)_____

(address)_____

(telephone number)_____

(email address)_____

3. Another Person (name)_____

(address)_____

(telephone number)_____

(email address)_____

ABOUT YOU AND YOUR SENSE OF CALL

Please answer the following on separate page(s)

1. When you asked God about serving in this capacity what did you hear?
2. What attracts you to the position of Commissioned Ruling Elder?
3. What experiences have you had which would assist you in being an effective Commissioned Ruling Elder?

4. What aspects of your present church life do you enjoy most? What aspects of your present church life are the most frustrating?
5. What gifts and talents do you have which would contribute to your ministry?
6. Please let us know what it means to you to be a Presbyterian.
7. In what areas of your life would you most like to grow?

OTHER

Have you ever been convicted of or pled guilty to a crime? No Yes

(If yes, please explain fully on a separate sheet of paper)

Have you ever been convicted of or pled guilty to a charge of sexual misconduct, sexual abuse, or child molestation? No Yes

(If yes, please explain fully on a separate sheet of paper)

RELEASE FORM:

I, the undersigned,

- affirm that all information on this application is correct to the best of my knowledge.
- understand that the information on this form will be verified as to accuracy and that a background check may be conducted.
- authorize the Presbytery of Geneva Committee on Preparation for Ministry to contact any of the references and/or churches and church personnel listed herein and authorize those contacted to provide any information (including opinions) that they may have regarding my character and fitness for service as a Commissioned Ruling Elder.
- I (check one) Do Do Not waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.
- I agree that if I am accepted as a Commissioned Ruling Elder Candidate, I will abide by the Policies of the Presbytery of Geneva
- If accepted, I understand I will be undertaking a commitment of a process of spiritual and vocational discernment, academic and practical education and training under the care of the Committee on Preparation for Ministry.
- I have read and agree to adhere to the PCUSA Standards of Ethical Conduct (section V).

Signature _____ Date _____

Please send completed application form to:

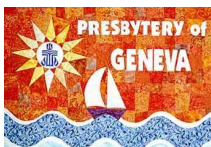
The Presbytery of Geneva

Attn: Committee on Preparation for Ministry

2472 State Route 54A

Penn Yan, N.Y. 14527

Phone: (315) 536-7753



Appendix 2

COMMISSIONED RULING ELDER FORMATION PROGRAM PASTOR/MODERATOR ENDORSEMENT FORM

Instructions: You may import this form into your word processor, then email it as a file attachment or print it and then send or fax it to the presbytery office.

To enter into the Commissioned Ruling Elder Program in the Presbytery of Geneva, an elder must complete an application and be endorsed by his/her pastor or moderator of session, and by his/her session. As you consider this endorsement, give primary attention to the applicant's natural gifts, quality of commitment, strength of motivation, and potential for growth. The Committee on Preparation for Ministry must rely upon the Session, the Moderator, and the Applicant to exercise good judgment in discerning whether this individual seems to be called by God to consider service as a Commissioned Ruling Elder (CRE).

CRE Program Applicant _____

Pastor or Moderator of Session _____

Church _____

1. How long have you known the applicant?
2. How is this person's faith currently being expressed through participation in the worship, ministry and mission of this congregation?
3. What evidence do you see of a sense of call?
4. What actual and potential talents for ministry as a Commissioned Ruling Elder are evident in this individual?
5. Describe a few situations in the life of your church in which the applicant has demonstrated leadership capacity.
6. Service as a CRE requires great maturity of character, self-discipline, reliability, and commitment to the polity of the PC(USA). Please comment upon the applicant's attributes in these areas.

7. Describe the applicant's capacities for effective public speaking and demonstration of pastoral care.

8. Describe any reservations you might have in endorsing this candidate. (Note: a reservation does *not* disqualify an individual or indicate they are unsuitable for service. The CPM, however, must rely upon your honest and candid evaluation.)

I, the Pastor/Moderator of the _____ Church

(check one of the options below):

- DO endorse** this applicant for admission to the Commissioned Lay Ruling Elder Training Program.
- DO NOT endorse** this applicant for admission to the Commissioned Ruling Elder Training Program.
- DO endorse, WITH RESERVATIONS**, this applicant for admission to the Commissioned Ruling Elder Training Program (List specific reservations here).

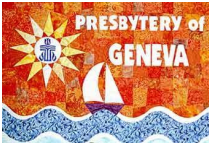
Signature _____

Date _____

Please send completed endorsement form to:

The Presbytery of Geneva
Attn: Committee on Preparation for Ministry
2472 State Route 54A
Penn Yan, N.Y. 14527

Phone: (315) 536-7753



**COMMISSIONED RULING ELDER
FORMATION PROGRAM
SESSION ENDORSEMENT FORM**

Instructions: You may import this form into your word processor, then email it as a file attachment or print it and then send or fax it to the presbytery office.

To enter into the Commissioned Ruling Elder Program in the Presbytery of Geneva, an elder must complete an application and be endorsed by his/her pastor or moderator of session, and by his/her session. As you consider this endorsement, give primary attention to the applicant's natural gifts, quality of commitment, strength of motivation, and potential for growth. The Committee on Preparation for Ministry must rely upon the Session, the Moderator, and the Applicant to exercise good judgment in discerning whether this individual seems to be called by God to consider service as a Commissioned Ruling Elder (CRE).

CRE Program Applicant _____

The above application is an active member of _____

Presbyterian Church in _____.

On _____ (date), the Session met with the above named applicant who is an Elder in the Presbyterian Church and examined him/her about becoming a Commissioned Ruling Elder candidate in the Presbytery of Geneva.

Comments on the applicant's sense of call and particular gifts for this ministry:

The Session:

(check one of the options below)

- DOES endorse** this applicant for admission to the Commissioned Ruling Elder Formation Program.
- DOES NOT endorse** this applicant for admission to the Commissioned Ruling Elder Formation Program.
- DOES endorse, WITH RESERVATIONS**, this applicant for admission to the Commissioned Ruling Elder Training Program (List specific reservations here)

Signatures:

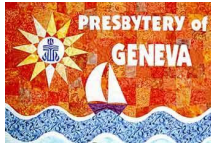
Clerk of Session:

Moderator of Session:

Please send completed endorsement form to:

The Presbytery of Geneva
Attn: Committee on Preparation for Ministry
2472 State Route 54A
Penn Yan, N.Y. 14527

Phone: (315) 536-7753



Appendix 4

COMMISSIONED RULING ELDER FORMATION PROGRAM PERSONAL REFERENCE FORM

NAME OF APPLICANT _____

Your Name: _____

Your Phone Number: _____

Your Address: _____

Your email address: _____

Please Describe Your Relationship to the Applicant:

- Family Member / Friend / Colleague / Teacher/Professor / Member of Church
 Other _____

Please answer the following questions. Adjust space in your word processor or use additional paper as needed. Thank you for sharing your insights with us.

- 1. What are the greatest strengths of the applicant?**
- 2. Please describe specific ways in which the applicant demonstrates capacity for leadership.**

3. Service as a Commissioned Ruling Elder requires maturity of character, self-discipline, emotional stability, reliability, and commitment to the Presbyterian Church (USA). Please comment upon the applicant's attributes in these areas.

4. We all have ways in which we need to grow personally and professionally. Please comment on the applicant's growth areas.

5. The following personal and professional characteristics are important for Commissioned Ruling Elders. Please check all those which you believe apply to the applicant (and provide any comments that might help us to assess the applicant's suitability).

<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Willingness to speak publicly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A demonstrated basic knowledge of the content of scripture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reliability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compassion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skills in personal relationships
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listening skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to relate to various age groups
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Able to keep confidentiality

6. Describe any reservations you might have in endorsing this applicant. (Note: reservations do not disqualify an individual or indicate they are unsuitable for service but will help us guide this individual's journey. In order to do this we must rely on your honest and candid evaluation.)

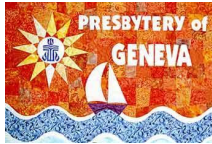
Your Signature: _____ Date: _____

Please send completed reference form to:

The Presbytery of Geneva
Attn: Committee on Preparation for Ministry
2472 State Route 54A

Penn Yan, N.Y. 14527

Phone: (315) 536-7753



Appendix 5

COMMISSIONED RULING ELDER FORMATION PROGRAM EXPERIENTIAL LEARNING COVENANT

CRE Candidate's name and contact information:

Experiential learning church:

Experiential learning unit being covered:

Supervising Pastor's name and contact information:

CRE Candidate's Learning Goals for this Field Education placement

- ❖ Personal
- ❖ Professional
- ❖ Spiritual

Ministry Responsibilities (tasks and time allotment for each)

List here the duties/tasks as appropriate for the above named experiential learning unit

Total weekly hours which will be spent: On site _____ In preparation _____

Day and time supervisory meetings:

Day(s) on site:

CRE Candidate

Supervising Pastor

(name printed) _____

(name printed) _____

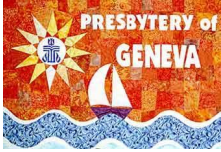
(signature) _____ (signature) _____

Early Termination: *This covenant shall not be terminated by either party without a joint conference between the CRE Candidate, the Supervising Pastor, and/or a member of the Committee on Preparation for Ministry*

Please send completed covenant form to:

The Presbytery of Geneva
Attn: Committee on Preparation for Ministry
2472 State Route 54A
Penn Yan, N.Y. 14527

Phone: (315) 536-7753



Appendix 6

COMMISSIONED RULING ELDER FORMATION PROGRAM

EXPERIENTIAL LEARNING ASSESSMENT

It is the responsibility of the CRE Candidate to complete and submit this assessment to the CPM Moderator by the designated due date AND to provide a copy of this form to the Supervising Pastor and request that he/she also complete and submit an assessment to the CPM Moderator by the designated due date.

CRE Candidate's name and contact information:

Experiential learning church site:

Supervising Pastor's name and contact information:

Discuss the CRE Candidate's Accomplishment of the Mutually Agreed Upon Learning Goals for this Experiential Learning Unit

- Personal
- Professional
- Spiritual

Discuss the CRE Candidate's Participation and Level of Performance of the Mutually Agreed Upon duties/tasks as appropriate for the above named experiential learning unit

Recommendations for Further Study, Practice, and/or Reflection

(name printed of person completing this assessment) _____

(signature of person completing this assessment) _____
(over)

Please send completed assessment form to:

The Presbytery of Geneva
Attn: Committee on Preparation for Ministry
2472 State Route 54A



Appendix 7 **COMMISSIONED RULING ELDER FORMATION PROGRAM**

GUIDELINES for SUPERVISING PASTORS and CONGREGATIONS for EXPERIENTIAL LEARNING

A. Supervising Pastors and Congregations are important partners with the Committee on Preparation for Ministry (CPM) and CRE Faculty in preparing CRE Candidates to serve churches in our Presbytery.

B. The CRE Candidate in consultation with the Committee on Preparation for Ministry will identify potential Supervising Pastors and Congregations and will approach each Pastor regarding their willingness and availability to work with a CRE Candidate for a specific experiential learning unit. It will be the Pastor's responsibility as Moderator of the Session to discuss this opportunity with the Session and gain its approval.

C. Responsibilities of the Session and Congregation:

1. Welcome the CRE Candidate as a member of the congregation's Pastoral Team
2. Support and encourage the CRE Candidate to gain skills in mutually agreed upon ministry tasks
3. Support the Supervising Pastor who will be assuming additional responsibilities during the experiential learning period
4. As asked, reflect with the CRE Candidate on the congregation's history, its current successes and challenges, and its vision for the future
5. As asked, reflect with the CRE Candidate on his/her achievement of ministry skills

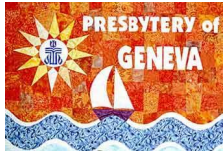
D. Responsibilities of the Supervising Pastor:

1. With the CRE Candidate, establish mutually agreed upon learning goals and ministry tasks for this experiential learning unit.
2. Welcome the CRE Candidate as a member of the congregation's Pastoral Team and assist the CRE Candidate in the tasks particular to that experiential learning unit.
3. Provide opportunities and mentoring for the mutually agreed upon learning goals and ministry tasks.

4. Meet periodically with the CRE Candidate as mutually agreed upon to reflect on ministry in this setting and the CRE Candidates' growth in ministry.
5. Consult with the CPM Moderator and CRE candidates' CPM liaison if there are particular concerns about or challenges identified for the CRE Candidate's practice of ministry.

Responsibilities of the CRE Candidate will be those outlined in the mutually agreed upon experiential learning guidelines stated above.

Appendix 8



COMMISSIONED RULING ELDER FORMATION PROGRAM ANNUAL CONSULTATION FORM

Please prayerfully complete the following form and answer the following questions and submit to the Committee on Preparation for Ministry no later than seven (7) days prior to the date of your scheduled annual consultation with the CPM so that we have time to read and reflect on this information before we meet.

Date of Scheduled Consultation with CPM: _____

PERSONAL INFORMATION

Name _____

Address _____

Telephone (Home) _____ (Cell) _____

Email _____

AT THIS POINT IN THE JOURNEY

1. Preparation for ministry involves and/or impacts all facets of one's life: spiritual, intellectual, emotional, health, employment, and relationships. Please share with us how preparing for ministry is integrating with and/or impacting each of these areas of your life.
2. Please reflect on your Sense of Call at this stage of the journey.
3. Please briefly share with us your Statement of Faith (what you believe right now in a sentence or two each about God, Jesus, Holy Spirit, Baptism, Communion, the Church). Have any of these beliefs changed since your last meeting with the CPM?
4. What coursework/experiential learning have you completed since your last meeting with the CPM and how may the material learned assist you in future ministry?

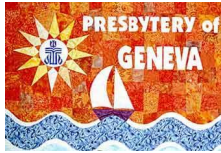
5. Please share what has been most important and/or surprising to you in any field education/experiential learning you have participated in since your last meeting with the CPM.
6. What plans do you have for CRE preparation for the next year?
7. The PCUSA Book of Order calls for CRE Candidates to remain active in the life and leadership of their 'home' congregations. Please tell us what this has entailed for you since your last meeting with the CPM.
8. Are there questions/concerns you would like to discuss with the CPM at this meeting?
9. Are there ways that the CPM and/or the Session of your 'home' congregation can assist or support you at this stage of the journey?

Please send completed annual consultation form to:

The Presbytery of Geneva
Attn: Committee on Preparation for Ministry
2472 State Route 54A
Penn Yan, N.Y. 14527

Phone: (315) 536-7753

Appendix 9



COMMISSIONED RULING ELDER FORMATION PROGRAM

COVENANT OF CARE FORM

The CRE Candidate will enter a covenant with the Presbytery and promise the following:

- a. to complete the appropriate level of training before being released to serve as a Commissioned Ruling Elder.
- b. to continue active participation in the life and mission of his/her current local church of membership
- c. Participate responsibly with the CPM in the goal setting, evaluation, and decision-making processes related to preparation for service as a Commissioned Ruling Elder.
- d. Give diligent attention to the educational and developmental tasks involved in the CRE Formation Program.
- e. Adhere to the schedules, deadlines, and time requirements of the Formation Program.
- f. Take initiative in maintaining regular communication with the CPM regarding experiences, progress, and other issues pertaining to educational, spiritual, and personal development.
- g. Respond promptly and responsibly to all communications, correspondence, requests for information, consultations, and reports.
- h. Understand that successfully completing all preparation in the CRE Formation Program does not guarantee placement as a Commissioned Ruling Elder.
- i. Participate in regular continuing education after completion of the CRE Formation Program.

In the coming year, I covenant to:

In the following areas: _____

