

## CPM: OUTLINE OF PROCESS for SAN GABRIEL PRESBYTERY

**Please consult your Presbytery liaison FIRST when contemplating the next stage of the CPM process.** The forms on [www.pcusa.org](http://www.pcusa.org) are designed to be customized by the Presbytery, so your liaison or the Stated Clerk for Administration will have the forms for San Gabriel. Try to plan several months in advance. You must submit the documents for each step at least two weeks prior to your scheduled appearance. If possible, please e-mail the documents to [ally@sangabpres.org](mailto:ally@sangabpres.org).

To be enrolled as an **Inquirer**, meet with CPM after submitting all of the following:

1. Form 1A-C (applicant) and Form 1D (session)
2. Statement of Motivation (one page)—not theology; introduce yourself and your interest in ministry
3. Psychological Assessment (sent to presbytery directly by psychologist)\*
4. Have met with Session and received its endorsement (See #1 above)—before the Session can endorse you, you should have been in active in the work and worship of that congregation for at least six months
5. Soon after being enrolled as an Inquirer, complete Form 2A (applicant and CPM liaison) and 2B (applicant, CPM moderator, and session moderator).

**For every year that you are under care of the Presbytery, you are expected to do the following:**

1. Attend at least two (2) San Gabriel presbytery meetings each year (in person or remotely)
2. Submit Form 3 to your CPM liaison
3. Meet with your CPM liaison, who will discuss Form 3 with you and together you will complete Form 4 (Candidates Certified Ready to Receive a Call may write an update rather than Form 4).

To advance to be a **Candidate**, you need to have accomplished:

1. Have been an Inquirer for at least one year
2. Have passed the Bible Content Exam
3. Be enrolled in (or have completed) M.Div. program in a Presbytery-approved seminary
4. Other items as recommended by CPM (which may include an updated psychological evaluation)
5. Submit Form 5A and Form 5B, which includes a letter from session
6. Statement on Sense of Call reflecting self-awareness at the end of the Inquiry phase (one page)—to be presented to session and Presbytery. The Statement on Sense of Call should reflect the Inquirer's sense of call within the context of ordained ministry in the Presbyterian Church (USA).
7. Background Check (Consent Form will come from Presbytery)
8. Meet with CPM and be examined on floor of presbytery after submitting all of the above.

To apply to be **Certified Ready for Final Examination, Pending a Call**, you have to have accomplished:

1. Have received (or about to receive) M.Div. from seminary approved by CPM
2. Have passed all four Senior Ordination Exams
3. Have completed (or nearly completed) at least one CPM-approved internship, in a ministry setting different than your home church or previous experience—evaluation to be submitted to CPM
4. Have completed (or nearly completed) a unit of Clinical Pastoral Education—evaluation to be submitted to CPM
5. Have been a Candidate for at least one year
6. Other items as recommended by CPM (which may include an updated psychological evaluation)
7. Submit a one-page Statement of Faith—more theological
8. Exegesis of scripture for sermon and written manuscript of sermon
9. Meet with CPM to read your Statement of Faith and preach after submitting all of the above.

**Ordination** is approved after:

1. You received a call to a validated ministry as determined by the calling presbytery (usually via COM)
2. You are examined on the floor of the ordaining presbytery
  - a. Note: Final examination and ordination service are usually done by the calling presbytery; ie, the “calling presbytery” is also the “ordaining presbytery” unless special arrangements are made.
  - b. If more than 3 years has passed since you were Certified Ready, meet with CPM, who may require updated items.

\* Psychologist to contact for Psychological Evaluation:

Dr. Stacy Amano, Fuller Psychological and Family Services  
[stacy\\_amanofuller.edu](mailto:stacy_amanofuller.edu), 626.584.5555