

HOUSTON METRO PRESBYTERY
CANDIDATES & CREDENTIALS COMMITTEE
MANUAL

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INTRODUCTION

Greetings in the name of our Lord and Savior Jesus Christ!

In order to provide candidates and Sessions with a concise and clear understanding of the process of candidacy for the gospel ministry in Houston Metro Presbytery (“HMP”), the Candidates & Credentials Committee (the “Committee”) has compiled this Candidates and Credentials Manual (the “Manual”). The Committee is responsible to examine and make recommendations with respect to each man who desires (1) to come under the care of, (2) to be licensed to preach in, (3) to be ordained to a work in, (4) to transfer his credentials into, or (5) to minister in the bounds of Houston Metro Presbytery. To do this effectively, we must ask certain questions and thus we require specific information. Though these forms and procedures may appear complex and involved, the Committee has labored to make them brief and to the point. We desire to summarize and simplify the process so that all will benefit. To guide you, we have drawn from the *Book of Church Order* all the necessary information needed by each applicant and condensed it into the attached “Guidelines.”

READ THE “GUIDELINES” BEFORE FILLING OUT THE FORMS!

The “Guidelines” explain which forms must be filled out in which situations. You may not need to fill them all out, so read the directions.

PLEASE submit all forms and exams (if possible) in the following format:

- Typed hard copies delivered to the Chairman of the Committee (see below)
- An electronic file (preferably in Adobe PDF format, or if not in MS Word format) sent by email to the Chairman.

PLEASE also submit a photograph with your application! It is preferred that an electronic picture file be sent to the Chairman.

SCHEDULE OF DEADLINES: The Committee ordinarily meets the week before each meeting of Houston Metro Presbytery. All applications, reports, papers and requests must be received in time to allow for distribution and study. To this end, all paperwork should be submitted two (2) weeks before the committee meeting. **For example, if the meeting of Presbytery in which you desire to have your application to be considered is on April 21st, all paperwork must be in the hands of the Chairman two weeks before April 21st, or by April 7.** *For a schedule of Presbytery meetings, please see page 7 of this Manual and contact either the Chairman or the Stated Clerk (as meetings may change).*

COMPLETED APPLICATIONS SHOULD BE SENT TO:

Rev. Fred Greco
Chairman, Candidates & Credentials Committee
10818 Gaston Road
Katy, TX 77494
fred.greco@cckpca.org
832.922.7060 (cell)
832.460.2757 (fax)

**HOUSTON METRO PRESBYTERY
CANDIDATES & CREDENTIALS COMMITTEE
DIRECTORY OF MEMBERS**

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C: 936.465.1525
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Wynne, Ken (RE)

Christ Evangelical PCA
kwynne@burdinewynne.com

OVERVIEW OF THE CREDENTIALS PROCESS

IMPORTANT FIRST STEP! Purchase and read the PCA *Book of Church Order*. In it you will find everything you need to know about the credentials process as well as other information about PCA polity. (You may also find an online copy here: <http://www.pcaac.org/resources/bco/>)

The following is meant to provide an overview of the usual process and to define important terminology.

DEFINITIONS:

Candidate. (sometimes called, “Under Care”) “A candidate for ministry is a member of the church in full communion who, believing himself to be called to preach the Gospel, submits himself to the care and guidance of the presbytery in his course of study and of practical training to prepare himself for this office.” (BCO 18-1)

Every applicant for candidacy must have been a member of the congregation whose Session provides an endorsement for at least SIX months before filing his application.

Candidacy is a required step in the process toward ordination in that an approved internship is required for ordination (BCO 19-7 and 21-2).

Licensure. “To preserve the purity of the preaching of the Gospel, no man is permitted to preach in the pulpits of the Presbyterian Church in America on a regular basis without proper licensure from the presbytery having jurisdiction where he will preach.” (BCO 19-1). **If you are preaching in the Presbytery more than occasionally (a few times per year), please contact the Chairman of the Committee to determine whether you need to be licensed by Presbytery.**

Candidacy is not required for licensure, nor is membership in a PCA congregation. Licensure is not necessarily a requirement for ordination.

Internship. “The Holy Scriptures require that some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders.... To provide for such a period of trial, a candidate for ordination must serve an internship. This period of internship shall be at least one year in length, and may be longer at the discretion of the presbytery so as to give sufficient time for the presbytery to judge the candidate’s qualifications and service.” (BCO 19-7)

Internship is a formal process. It is NOT just a job in a church which might happen to be called an internship. Presbytery must approve and act upon an internship request. Certain requirements, which differ from presbytery to presbytery, are required to be met.

Ordination. “Ordination is the authoritative admission of one duly called to an office in the Church of God...” (BCO 17-2)

There are several requirements which must be met in order to proceed to ordination. Among them, a completed internship, a call to a specific ministry, and a series of educational and examination requirements. (See BCO 21)

OVERVIEW OF THE CREDENTIALS PROCESS

Biblical Requirements Candidates for the Gospel Ministry

The Scriptures set forth the requirements for those who would answer a call to the gospel ministry. A few of the most pertinent passages include:

1 Timothy 3:1-15 (ESV)

The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil. Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. They must hold the mystery of the faith with a clear conscience. And let them also be tested first; then let them serve as deacons if they prove themselves blameless. Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. Let deacons each be the husband of one wife, managing their children and their own households well. For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus. I hope to come to you soon, but I am writing these things to you so that, if I delay, you may know how one ought to behave in the household of God, which is the church of the living God, a pillar and buttress of the truth.

Titus 1:5-9 (ESV)

This is why I left you in Crete, so that you might put what remained into order, and appoint elders in every town as I directed you— if anyone is above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.

1 Peter 5:1-4 (NKJV)

So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ, as well as a partaker in the glory that is going to be revealed: shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory.

OVERVIEW OF THE CREDENTIALS PROCESS

THE GOAL
ORDINATION
(BCO 17, 21)



CALL TO A SPECIFIC WORK
(BCO 21)



INTERNSHIP
(BCO 19)



VARIOUS OTHER
EDUCATION/EXAMINATION REQUIREMENTS
(BCO 21-4)



CANDIDACY
(BCO 18)



WHERE YOU ARE TODAY

OVERVIEW OF THE CREDENTIALS PROCESS

SCHEDULE OF DEADLINES

(For Examinations)

Presbytery Meeting	Credentials Committee Meeting	Deadline for Submission to Credentials Committee
3 rd Friday of January	Within the week prior to Presbytery	Two weeks prior to Presbytery meeting
2 nd Monday of April	Within the week prior to Presbytery	Two weeks prior to Presbytery meeting
3 rd Friday of August	Within the week prior to Presbytery	Two weeks prior to Presbytery meeting
2 nd Monday of November	Within the week prior to Presbytery	Two weeks prior to Presbytery meeting

COMING UNDER CARE OF PRESBYTERY

CANDIDACY

(COMING UNDER CARE OF PRESBYTERY)

OVERVIEW

Every man seeking ordination for ministry in the Presbyterian Church in America must be a member of some PCA church, for at least six months (minimum), prior to candidacy. This PCA church should know him well enough to honestly complete the Sessional endorsement to presbytery for candidacy.

The candidate must have completed the following documents for candidacy status:

1. Candidate Application
2. Sessional Certification of Candidates for the Gospel Ministry
3. Five (5) Completed Reference Forms (one from a pastor or professor, one from an officer in a Reformed Church, and three others)
4. A copy of college and seminary transcripts
4. A recent photograph (digital)
6. A letter of transfer from your current presbytery if you are requesting transfer of your candidacy to Houston Metro Presbytery.
7. Documentation from current home presbytery approving retention of the candidate's membership in his home church (per *BCO* 18-7) if requested.

Ordinarily this presbytery should be the one in which his endorsing church is a member. In other words, a man usually comes under care of the presbytery of his home church or church holding his full membership. The following is *BCO* 18. Please pay particular attention to the **bolded** portions, as they bear directly on your application:

Candidates for the Gospel Ministry

18-1. A candidate for the ministry is a member of the church in full communion who, believing himself to be called to preach the Gospel, submits himself to the care and guidance of the presbytery in his course of study and of practical training to prepare himself for this office.

18-2. Every applicant for the ministry must put himself under the care of presbytery, which should ordinarily be the presbytery that has jurisdiction of the church of which he is a member. The endorsement of his Session must be given to the presbytery, consisting of testimonials regarding his Christian character and promise of usefulness in the ministry. The endorsement should also describe the activities of ministry the applicant has participated in with brief evaluation.

Every applicant for care shall be a member of the congregation whose session provides an endorsement for at least six months before filing his application, except in those cases deemed extraordinary by the presbytery.

Every applicant must file his application with the clerk of the presbytery at least one month before the meeting of the presbytery. An applicant for care may not be received under care and examined for ordination at the same meeting of the presbytery, since he must serve a period of at least one year of internship prior to ordination (see *BCO* 19-7 and 21-4). An applicant for internship is obliged to be under care and may be licensed to preach the Gospel; further, one who is not already under care may be taken under care, be licensed to preach the Gospel, and become an intern at the same meeting of presbytery.

COMING UNDER CARE OF PRESBYTERY

18-3. The applicant shall appear before the presbytery in person, and shall be examined by the presbytery on experiential religion and on his motives for seeking the ministry.

If the testimonials and the examination prove satisfactory, the presbytery shall receive him under its care after the following manner:

The moderator shall propose to the applicant these questions:

1. Do you promise in reliance upon the grace of God to maintain a becoming Christian character, and to be diligent and faithful in making full preparation for the sacred ministry?
2. Do you promise to submit yourself to the proper supervision of the presbytery in matters that concern your preparation for the ministry?

If these questions be answered in the affirmative, the moderator, or someone appointed by him, shall give the candidate a brief charge; and the proceeding shall close with prayer.

The name of the applicant is then to be recorded on the presbytery's roll of candidates for the ministry.

18-4. The candidate continues to be a private member of the church and subject to the jurisdiction of the Session, but as respects his preparatory training for the ministry he is under the oversight of the presbytery. It shall be the duty of the presbytery to show a kindly and sympathetic interest in him, and to give him counsel and guidance in regard to his studies, his practical training, and the institutions of learning he should attend. In no case may a candidate omit from his course of study any of the subjects prescribed in the Form of Government as tests for ordination without obtaining the consent of presbytery (see *BCO* 21-4); and where such consent is given the presbytery shall record the fact and the reasons therefore.

18-5. For the development of his Christian character, for the service he can render, and for his more effective training, the candidate, when entering on his theological studies, should be authorized and encouraged by the presbytery to conduct public worship, to expound the Scriptures to the people, and to engage in other forms of Christian work. These forms of service should be rendered under the direction of presbytery, and also with the sanction and under the guidance of the candidate's instructors during the time of his being under their instruction. A candidate should not undertake to serve a church which is without a pastor as regular supply unless he has been licensed and approved for that supply by the presbytery having jurisdiction of the church (see *BCO* 19-1).

18-6. The presbytery shall require every candidate for the ministry under its care to make a report to it at least once a year; and it shall secure from his instructors an annual report upon his deportment, diligence, and progress in study.

18-7. The presbytery may, upon application of the candidate, give a certificate of dismissal to another presbytery. The candidate may be allowed to retain membership in his home church upon the request of his Session and the approval of both presbyteries involved. A candidate shall, at his request, be allowed to withdraw from the care of the presbytery. The presbytery may also, for sufficient reasons, remove the name of the candidate from its roll of candidates; but in such a case it shall report its actions and the reasons therefore to the candidate and to the Session of his church.

18-8. An applicant coming as a candidate from another denomination must present testimonials of his standing in that body and must become a member of a congregation in the Presbyterian Church in America. He shall then fulfill the requirements of applicants listed under *BCO* 18-2, as well as requirements placed upon those desiring to be licensed or to become an intern as set forth in *BCO* 19.

COMING UNDER CARE OF PRESBYTERY

Guidelines for Applicants for Candidacy

Prerequisites:

1. You must be a member of a Presbyterian Church in America congregation for at least six (6) months before applying.
2. You may be a candidate in another presbytery of the PCA and desire to transfer your candidacy.

Forms Required: (Must be submitted by date in Schedule of Deadlines)

1. A completed "Candidate Application."
2. A "Sessional Certification of Candidates for the Gospel Ministry" from your church Session.
3. Five (5) completed "Reference Forms" (one from a pastor or professor, one from an officer in a Reformed Church and three others)
4. A copy of all your college and seminary transcripts.
5. A recent photograph (digital).
6. If transferring, a copy of your letter to your current presbytery requesting transfer to Houston Metro Presbytery.
7. If retaining your church membership in your home church, documentation from that Presbytery approving the same.

Procedure:

1. Submit all paperwork listed above by **date in Schedule of Deadlines**.
2. If you are transferring your candidacy from another presbytery, you must write a letter to the chairman of the appropriate committee in that presbytery requesting to be transferred to HMP.
3. All applicants are required to appear before the Committee preceding the meeting of Presbytery, and then again before the Presbytery to be examined on experiential religion (personal testimony of conversion and lifestyle) and motives for seeking the ministry. You should contact the Chairman of the Committee for notification of exact dates, times and locations of committee meetings and examinations.

Responsibilities:

The Credentials Committee is responsible to seek to help and guide candidates in their preparation for the ministry. To do so, we expect each candidate to report regularly.

1. You must submit a Semi-Annual Report for Candidate in June and December of each year, stating the progress you have seen in your spiritual growth, the status of your education and preparation, ministries in which you have been involved, plans and/or desires you have for Internship, and ways that you would like Presbytery to assist you.
2. You must submit in June of each year an Annual Seminary Report.

Terms:

Candidates will be maintained on the roll of Presbytery only as long as they remain active in reporting to presbytery. Failure to report as scheduled will result in dismissal.

COMING UNDER CARE OF PRESBYTERY

HOUSTON METRO PRESBYTERY Candidate's Checklist

Item	Responsible Party	Status
Coming Under Care		
1. Member of PCA church for 6 months	Candidate	
2. Candidate Application	Candidate	
3. Sessional Certification of Candidates for the Gospel Ministry	Clerk of Session	
4. Reference Forms a. Pastor/Professor b. Officer in Reformed Church c. Additional form d. Additional form e. Additional form	Candidate	
5. College Transcript (B.A.)	Candidate/College	
6. Seminary Transcript (M.Div. or current)	Candidate/Seminary	
7. Photograph	Candidate	
8. Christian Experience Exam	Candidate	
9. Transfer of Candidacy (if applicable)	Candidate's Home Presbytery	
10. Approval of retention of the candidate's membership in his home church (if applic.)	Candidate's Home Presbytery	
Follow-Up		
Semi-Annual Report for Candidate (June/Dec)	Candidate	
Annual Seminary Report (June)	Candidate/Seminary professor(s)	

Candidates will be maintained on the roll of presbytery only as long as they remain active in reporting to presbytery. Failure to report as scheduled will result in dismissal.

COMING UNDER CARE OF PRESBYTERY

APPLICATION FOR CANDIDATES FOR THE GOSPEL MINISTRY HOUSTON METRO PRESBYTERY

NAME: _____

DATE: _____

INSTRUCTIONS

The PCA *Book of Church Order (BCO)* provides in 18-2: “Every applicant must file his application with the clerk of the Presbytery at least one month before the meeting of the Presbytery.” This application begins the process of fulfilling that requirement.

- This Application should be completed by the applicant and returned back to the Chairman, Fred Greco at fred.greco@cckpca.org
- Use the space provided to answer questions. If extra space is needed, add lines below your answer.
- Please do not email this application to anyone else without explicit permission from the Chairman of the Candidates and Credentials Committee.
- There is a separate form entitled Reference for Candidates for The Gospel Ministry. That form should be submitted by the applicant to each of the five references listed on this form. Once completed, each of the reference forms should be emailed directly to the Chairman, Fred Greco at fred.greco@cckpca.org
- There is a separate form entitled Sessional Certification of Candidates for the Gospel Ministry that should be submitted by the applicant to the session of the church where he is currently a member. Once completed, that should be emailed directly to the Chairman, Fred Greco at fred.greco@cckpca.org
- **Completed copies of Reference Forms and the Sessional Certification should not be seen by the applicant.**

I. Personal History

1. Name: _____

2. Age: _____

3. Phone: _____

4. Email: _____

5. Current address: _____

6. Birth Date and Place: _____

7. Your Baptism: Infant? ___ Other? ___ By which church? _____

COMING UNDER CARE OF PRESBYTERY

8. Where is your church membership? _____

9. Marital Status _____

Date of Marriage _____ Number of Children _____ Dependents _____

10. Present Occupation (if student, give institution and class)

11. Formal Education Record (list last three institutions attended)

Institution	Dates (from/to)	Major	GPA	Degree
1. _____				
2. _____				
3. _____				

12. Employment record (list last two employers)

Employer	Address	Date (from/to)
a. _____		
b. _____		

List five references who know you well, including your pastor, a person your own age, and one of your professors or employers:

Name	Address
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

COMING UNDER CARE OF PRESBYTERY

II. Personal Information

1. Describe your relationship to the Lord Jesus Christ. When did you become a Christian?
2. At this point, what sense of call to the ministry do you have? What people or experiences confirm your call to the ministry?
3. What activities or organizations have you been involved in, which have given you an opportunity for Christian service?
4. What are the attitude of your parents (if alive) and spouse (if married) toward your decision to make application for candidacy?

COMING UNDER CARE OF PRESBYTERY

SESSIONAL CERTIFICATION OF CANDIDATES FOR THE GOSPEL MINISTRY HOUSTON METRO PRESBYTERY

NAME: _____

DATE: _____

INSTRUCTIONS

The PCA *Book of Church Order (BCO)* provides in 18-2: “The endorsement of his Session must be given to the Presbytery, consisting of testimonials regarding his Christian character and promise of usefulness in the ministry. The endorsement should also describe the activities of ministry the applicant has participated in with brief evaluation.” This form begins the process of fulfilling that requirement.

- This form should be submitted by the applicant to the session of the church where he is currently a member. Once completed, this form should be emailed directly to the Chairman, Fred Greco at fred.greco@cckpca.org
- Please do not email this application to anyone else without explicit permission from the Chairman of the Candidates and Credentials Committee.
- **Completed copies of this Sessional Certification should not be seen by the applicant.**
- Hard copies of this Reference Form may be sent to: Christ Church PCA, Attention: Rev. Fred Greco, 10818 Gaston Road, Katy, TX 77494

1. How does the session evaluate the applicant’s Christian Character?

Strengths:

Weaknesses:

Comments:

COMING UNDER CARE OF PRESBYTERY

2. Does the session recommend the applicant for candidacy? Please list any qualifications that accompany this recommendation if any.

Statement of certification: We the session of _____,
certify that the above applicant has been a member of our church since _____
and we recommend this member to the Candidates and Credentials Committee as an applicant
for the Gospel Ministry.

Signature of Moderator of the Session _____

Date _____

COMING UNDER CARE OF PRESBYTERY

HOUSTON METRO PRESBYTERY Semi-Annual Report for Candidates and Licentiates

To maintain Candidacy status until ordination, this Semi-Annual Report is due to the Candidates & Credentials Committee every June 15th and December 15th. In addition, on each June 15th, the Annual Seminary Report is due to the Committee. **Mark your calendar!**

Please type each report, following the outline below. Expand the form as needed, to give yourself enough space. When completed, please send as an e-mail attachment to the current chairman of the Committee, Fred Greco, at fred.greco@cckpca.org.

Name: _____ E-Mail: _____ Phone: _____

Date: _____

Church: _____ Pastor: _____ Phone: _____

1. How have you grown this past year in your relationship with the Lord?

2. With your wife and children (if applicable):
 - (a) In what ways are you spending daily time with your wife and children?

 - (b) What things would your wife say are your major strengths and weaknesses?

 - (c) What things in your life tend to help or hinder your relationship with your family?

3. How much of the Bible have you read this past year?

4. With your mentor and/or your committee contact:
 - (a) How often do you meet or talk?

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- (b) How could your mentor or committee contact be more helpful to you in your preparation for ministry?
5. If you are not yet licensed to preach, when do you plan to apply?
 6. If you have not started your internship, when do you plan to apply?
 7. This past quarter, how often have you:
 - (a) Preached? Taught? Counseled?
 - (b) Visited in the hospital or homes?
 - (c) Lead in worship and prayer?
 8. Are you currently discipling anyone?
 9. Are you currently working with any non-Christians?
 10. In what other areas of ministry are you involved?
 11. What areas of ministry would you like to try, but have not yet had the opportunity?
 12. Where have you been the most effective in ministry?
 13. Where have you been the least effective in ministry?
 14. If you're working in addition to ministerial responsibilities, where and how much are you working?

COMING UNDER CARE OF PRESBYTERY

15. Do you still feel called to the Gospel ministry? (If no, please explain)

16. Do you still wish to remain under the care of Houston Metro Presbytery? (If no, please explain)

17. If still in seminary:
 - (a) When do you expect to graduate?

 - (b) What has been your favorite seminary course so far? Why?

 - (c) What has been your least favorite seminary course so far? Why?

 - (d) What would you recommend your seminary to other candidates? Why or why not?

18. Into what type of ministry do you, at this point, see God leading you?

19. Do you have a prayer and accountability partner with whom you regularly meet?

20. Please share with us how we can pray for you.

COMING UNDER CARE OF PRESBYTERY

HOUSTON METRO PRESBYTERY Annual Seminary Report

To maintain Candidacy status until ordination, this Annual Seminary Report is due to the Candidates & Credentials Committee every June 15th. **Mark your calendar!**

After each Spring Semester, prepare an envelope, addressed to the Chairman of the Candidates & Credentials Committee. Ask your Seminary representative to:

- A) Complete this Annual Seminary Report.
- B) Provide a current transcript of your seminary progress.
- C) Mail this Report and the transcript, using the envelope you provided.

Book of Church Order Reference:

18-6 The Presbytery shall require every Candidate for the ministry under its care to make a report to it at least once a year; and it shall secure from his instructors an annual report upon his department, diligence, and progress in study.

The Presbyterian Church in America (PCA), in mentoring Candidates for the Gospel Ministry, requires an annual report from the seminary, regarding the candidate's behavior, attitude and academic progress. Would you please share with the Candidates & Credentials Committee your confidential response to the following questions? Please use more paper, if necessary. Thank you.

Student: _____ Seminary: _____

Seminary Representative: _____ Phone: _____

How long have you known this student? _____

What could you tell us about his reputation at the seminary?

How would you summarize his academic progress?

Would you recommend this man as a candidate for the ordained ministry? If no, explain.

Would you be willing to be contacted by the Committee, if we have further questions? _____

Is there anything else you would like to share with the committee?

Signature: _____ Date: _____

After completion, please mail this form, and a current transcript, to the Chairman of the Committee, using the addressed envelope provided for you by the student. Thank you.

LICENSURE

LICENSURE

(LICENSE TO PREACH WITHIN THE PRESBYTERY)

OVERVIEW

Licensure to preach in the PCA is not an essential step in the process of ordination unless a man preaches on a regular basis in PCA pulpits during candidacy and internship. **If you are preaching in the Presbytery more than occasionally (a few times per year), please contact the Chairman of the Committee to determine whether you need to be licensed by Presbytery.** Licensure can occur before, during or after an internship. Licensure may also be granted to ruling elders, to non-PCA ministers, or to PCA teaching elders ordained in other presbyteries, or others desiring to preach in Houston Metro Presbytery.

Licensure will also be necessary for those interns who regularly preach as part of their internship responsibilities. A man may choose to be licensed in preparation for his ordination exams, since licensure exams are very similar, and in parts are identical, to ordination examinations. The licensure examinations include:

1. Christian experience and call to the ministry
2. English Bible
3. Theology (*Westminster Standards*)
4. Church Government (*Book of Church Order*)
6. Preaching a sermon (supplying an audio or video sermon to the Committee)

Men who are seeking a stated supply or student supply relationship with a local church should provide a letter of request from the Clerk of the Session of said church. (see *BCO 22-5* and *22-6*)

BCO 19:1-6

19-1. To preserve the purity of the preaching of the Gospel, no man is permitted to preach in the pulpits of the Presbyterian Church in America on a regular basis without proper licensure from the presbytery having jurisdiction where he will preach. An ordained teaching elder who is a member in good standing of another presbytery of the Presbyterian Church in America may be licensed after being examined as to his views, according to the provision of *BCO 13-6*. This license shall immediately become void if the minister's own presbytery administers against him a censure of suspension from office or the sacraments, or deposition from office, or of excommunication (in the event of such censures, the presbytery with jurisdiction shall always notify the licensing presbytery). A ruling elder, a candidate for the ministry, a minister from some other denomination, or some other man may be licensed for the purpose of regularly providing the preaching of the Word upon his giving satisfaction to the presbytery of his gifts and passing the licensure examination. (See also *BCO 22-5* and *22-6*.)

19-2. Examination for Licensure.

The examination for licensure shall be as follows:

- a. Give a statement of his Christian experience and inward call to preach the Gospel in written form and/or orally before the presbytery (at the discretion of the presbytery).
- b. Be tested with a written and/or oral examination by the presbytery (at the discretion of the presbytery) for his:
 1. basic knowledge of Biblical doctrine as outlined in the *Confession of Faith* and *Larger and Shorter Catechisms* of the Presbyterian Church in America.
 2. practical knowledge of the Bible content.

LICENSURE

3. basic knowledge of the government of the Presbyterian Church in America as defined in *The Book of Church Order*.
- c. Be examined orally before presbytery for his views in the areas outlined in part b above.
- d. Provide his written sermon on an assigned passage of Scripture embodying both explanation and application, and present orally his sermon or exhortation before presbytery or before a committee of presbytery.

No presbytery shall omit any of these parts of examination except in extraordinary cases; and whenever a presbytery shall omit any of these parts, it shall always make a record of the reasons therefore, and of the trial parts omitted.

19-3. Questions for Licensure.

If the presbytery be satisfied with the trials of the applicant, it shall then proceed to license him in the following manner:

The moderator shall propose to him the following questions, namely:

1. **Do you believe the Scriptures of the Old and New Testaments, as originally given, to be the inerrant Word of God, the only infallible rule of faith and practice?**
2. **Do you sincerely receive and adopt the *Confession of Faith* and the *Catechisms* of this Church as containing the system of doctrine taught in the Holy Scripture?**
3. **Do you promise to strive for the purity, peace, unity and edification of the Church?**
4. **Do you promise to submit yourself, in the Lord, to the government of this presbytery, or of any other into the bounds of which you may be called?**

19-4. The applicant having answered these questions in the affirmative, the moderator shall offer a prayer suitable for the occasion, and shall address the applicant as follows:

In the name of the Lord Jesus Christ, and by that authority which He has given to the church for its edification, we do license you to preach the Gospel in this presbytery wherever God in His providence may call you; and for this purpose may the blessing of God rest upon you, and the Spirit of Christ fill your heart. Amen.

Record shall be made of the licensure in the following or like form:

At _____, the _____ day of _____, the _____ presbytery, having received testimonials commending _____, proceeded to submit to him to the prescribed examination for licensure, which was met to the approval of the presbytery. Having satisfactorily answered the questions for licensure, _____ was licensed by the presbytery to preach the Gospel within the bounds of this presbytery.

19-5. When any licentiate shall have occasion to remove from the bounds of his presbytery into those of another, the latter presbytery may, at its discretion, on his producing proper testimonials from the former, repeat any portion of the previous presbytery's examination it desires. The presbytery into whose bounds the licentiate is moving, however, must at least examine the man concerning:

- a. his Christian experience,
- b. his call to preach the Gospel,
- c. his views in theology,
- d. his Bible content,
- e. church government.

This presbytery then may license him to preach within its bounds.

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19-6. The license to preach the Gospel shall expire at the end of four years. The presbytery may, if it thinks proper, renew it without further examination. The licentiate must apply for renewal prior to expiration. If the license expires, the stated clerk shall report the expiration to the presbytery and to the individual's Session, and such action shall be recorded in the minutes. The procedures of *BCO* 19-2 must be followed for re-licensure and such fact shall be recorded in the minutes. The license may be terminated at any time by a simple majority vote of the issuing presbytery. The presbytery shall always record its reasons for this action in its minutes.

LICENSURE

GUIDELINES FOR APPLICANTS SEEKING LICENSURE

Who should seek Licensure?

1. You need to be licensed if you preach regularly in the judgment of the Committee and the Houston Metro Presbytery.
2. Depending on the frequency of preaching, you may need to be licensed in order to become an intern of this presbytery.
3. You do not need to be a candidate of this presbytery in order to be licensed.

Forms Required: (must be submitted one month prior to Presbytery Meeting)

1. A completed “Licensure Application.”
2. A recent personal photograph (unless submitted as part of candidacy process).
3. A completed set of examinations: English Bible, Theology and Church Government.
4. Sermon materials as described in the “Guidelines for Sermons Submitted to Houston Metro Presbytery.”
5. A written request for you to become a Student (or Stated) Supply from the Session of the church you intend to supply (if applicable). This request must be renewed annually.

Procedure:

Applicants for licensure are required to be examined in the areas of Christian Experience, Theology, English Bible, and Church Government. This examination will be three-fold. First, you will take a written examination at a scheduled time approximately two weeks before the Committee meets. Second, the Committee is charged to give you an oral examination in the same areas. Finally, the full presbytery will examine you again in these areas at its stated meeting. You will also be expected to preach an abbreviated sermon to the Committee. Contact the chairman of the Committee for exact dates, times and locations of Committee meetings and examinations.

Terms:

Licensure will expire at the end of four years, at which time the licentiate may apply for renewal.

LICENSURE

HOUSTON METRO PRESBYTERY LICENSURE CHECKLIST

Item	Responsible Party	Status
Coming Under Care		
1. Licensure Application	Licentiate	
2. Reference Forms a. Pastor/Professor b. Officer in Reformed Church c. Additional form d. Additional form e. Additional form	Licentiate	
3. Photograph (if not already provided)	Licentiate	
4. Contacted Chairman regarding examination	Licentiate	
5. Christian Experience Exam	Licentiate	
6. Written English Bible Exam	Licentiate	
7. Written Theology Exam	Licentiate	
8. Written Church Government Exam	Licentiate	
9. Sermon Materials (see Guidelines)	Licentiate	

LICENSURE

APPLICATION FOR LICENSURE HOUSTON METRO PRESBYTERY

NAME: _____

DATE: _____

INSTRUCTIONS

The PCA *Book of Church Order (BCO)* provides in 19-1: “To preserve the purity of the preaching of the Gospel, no man is permitted to preach in the pulpits of the Presbyterian Church in America on a regular basis without proper licensure from the Presbytery having jurisdiction where he will preach.” This application begins the process of fulfilling that requirement.

- This Application should be completed by the applicant and returned back to the Chairman, Fred Greco at fred.greco@cckpca.org
- Use the space provided to answer questions. If extra space is needed, add lines below your answer.
- Please do not email this application to anyone else without explicit permission from the Chairman of the Candidates and Credentials Committee.
- There is a separate form entitled Reference for Licentiates. That form should be submitted by the applicant to each of the five references listed on this form. Once completed, each of the reference forms should be emailed directly to the Chairman, Fred Greco at fred.greco@cckpca.org
- **Completed copies of Reference Forms should not be seen by the applicant.**

I. Personal History

1. Name: _____

2. Age: _____

3. Phone: _____

4. Email: _____

5. Current address: _____

6. Birth Date and Place: _____

7. Your Baptism: Infant? ___ Other? ___ By which church? _____

8. Marital Status _____

Date of Marriage _____ Number of Children _____ Dependents _____

LICENSURE

Age of children: _____ Have all been baptized? _____

9. Present Occupation (if student, give institution and class)

10. Formal Education Record (list last three institutions attended)

Institution	Dates (from/to)	Major	GPA	Degree
1. _____				
2. _____				
3. _____				

11. Employment record (list last two employers)

Employer	Address	Date (from/to)
a. _____		
b. _____		

List five references who know you well, including your pastor, a person your own age, and one of your professors or employers:

Name	Address
a. _____	
b. _____	
c. _____	
d. _____	
e. _____	

LICENSURE

IV. For applicants who plan to supply a church

1. Church you plan to supply: _____
City/Town _____ Phone _____
2. Clerk of Session _____ Phone _____
3. Explain how you were chosen to supply this church.
4. How many services per month do you plan to supply?
5. Do you plan to perform other pastoral duties (visiting, teaching, etc.)? Yes _____ No _____

If yes, what do you plan to do?

6. How long do you expect to supply this pulpit?
7. Do you want this experience to apply toward internship? Yes _____ No _____
8. If yes, you must apply for internship.
9. If you are not seeking internship at this time, what are your plans for internship?

LICENSURE

GUIDELINES FOR SERMONS SUBMITTED TO THE CANDIDATES & CREDENTIALS COMMITTEE OF HOUSTON METRO PRESBYTERY

The trial of Sermon involves the written copy of the sermon notes or manuscript used when preaching, and **EITHER** the submission of an audio or video recording of a sermon (e.g. MP3) **OR** the presentation of the sermon to the Candidates & Credentials Committee of Presbytery. These submissions to the Committee fulfill the requirements of BCO 21-4.c. to present a sermon, however, the Presbytery may always elect to have the candidate present the sermon directly (i.e. to parts or the whole of Presbytery).

As part of the requirements for ordination, BCO chapter 21-4.c. requires candidates to preach a sermon before the Presbytery or the Committee. This guide has been prepared to facilitate your success in this facet of your ordination trials.

In the trial of Sermon, the Committee will examine the sermon itself, the oral presentation, and the ability of the individual to self-examine and demonstrate a willingness to grow in the grace and knowledge of our Lord. Unless specified by the Committee, you may choose the biblical text. If you are providing an audio or video recording of the sermon, please provide the sermon in its entirety. If you are to preach a portion (approximately 15 minutes) of an expositional sermon 20-30 minutes in length that is suitable for the cross section of a church, not merely to Presbyters.

You shall provide the following:

- 1) a copy of the sermon notes or outline used when preaching
- 2) a copy of the manuscript of the entirety of the sermon.

You may review the following “Sermon Analysis Worksheet” to see what aspects of a sermon the Committee will be looking for.

You shall be prepared to preach the sermon that was submitted to the Committee during your exams. Sustained preaching of a high quality begins with humility that is demonstrated through a willingness to grow in the grace and knowledge of our Lord Jesus Christ, and as such we will examine your sermon, giftedness in communicating the Gospel, and ability to develop that gift through a self-assessment and the constructive evaluation of others.

LICENSURE

Speaker: _____

Date: _____

Comments by: _____

SERMON ANALYSIS WORKSHEET

1. Delivery

strongly agree.....strongly disagree

Comments:

- | | | | | | |
|--|---|---|---|---|---|
| a. Speaks clearly and makes his point | 1 | 2 | 3 | 4 | 5 |
| b. Effective use of rhetorical methods | 1 | 2 | 3 | 4 | 5 |
| c. Experienced | 1 | 2 | 3 | 4 | 5 |

2. Main Points

- | | | | | | |
|------------------------------------|---|---|---|---|---|
| a. Are clear, ordered, & organized | 1 | 2 | 3 | 4 | 5 |
|------------------------------------|---|---|---|---|---|

3. Exegetical support / Biblical context

- | | | | | | |
|--|---|---|---|---|---|
| a. This sermon is what the text is about (Nehemiah 8:8 Test) | 1 | 2 | 3 | 4 | 5 |
| b. Proofs are accurate, understandable, & support the points made | 1 | 2 | 3 | 4 | 5 |
| c. The exegesis is not belabored once the points are sufficiently proven | 1 | 2 | 3 | 4 | 5 |
| d. The exegesis seems designed to aid rather than impress | 1 | 2 | 3 | 4 | 5 |

4. Application/Implication

- | | | | | | |
|--|---|---|---|---|---|
| a. Is clear, helpful, and practical | 1 | 2 | 3 | 4 | 5 |
| b. Is redemptive, not legalistic in focus & motivation | 1 | 2 | 3 | 4 | 5 |
| c. Supported with sufficient biblical proof | 1 | 2 | 3 | 4 | 5 |
| d. Positive, not scolding | 1 | 2 | 3 | 4 | 5 |

5. Illustrations

- | | | | | | |
|---|---|---|---|---|---|
| a. Truly clarify or strengthen the argument or overall sermon impact | 1 | 2 | 3 | 4 | 5 |
| b. Are in appropriate proportion in number & length to the sermon whole | 1 | 2 | 3 | 4 | 5 |

6. Conclusion contains

- | | | | | | |
|--------------------------------------|---|---|---|---|---|
| a. Summary | 1 | 2 | 3 | 4 | 5 |
| b. "What-do-you-want-me-to-do?" | 1 | 2 | 3 | 4 | 5 |
| c. Climax | 1 | 2 | 3 | 4 | 5 |
| d. A definite, purposed, pointed end | 1 | 2 | 3 | 4 | 5 |

7. Speaker communicates with fervor and power

- | | | | | | |
|---|---|---|---|---|---|
| a. Inspires to take action in practical areas of living | 1 | 2 | 3 | 4 | 5 |
| b. Relates to today | 1 | 2 | 3 | 4 | 5 |
| c. Builds rapport with the congregation in the sermon | 1 | 2 | 3 | 4 | 5 |
| d. Sermon inspires to conviction and conversion | 1 | 2 | 3 | 4 | 5 |

LICENSURE

8. General comments

LICENSURE

HOUSTON METRO PRESBYTERY APPLICATION FOR LICENSURE RENEWAL

To apply for Licensure Renewal:

- Contact the Chairman of the Candidates & Credentials Committee, Fred Greco at fred.greco@cckpca.org. Per *BCO* 19-4, the application for renewal is the responsibility of the licentiate.
- Resubmit a Licensure Application, with updated information, to the Chairman of the Candidates & Credentials Committee.
- Be prepared to meet with the Presbytery for Licensure Renewal.

Name: _____

E-Mail: _____

Phone: _____

Date 1st Licensed _____

INTERNSHIP

INTERNSHIP

(PERIOD OF TRIAL BEFORE ORDINATION)

OVERVIEW

An internship as outlined in *BCO* 19:7-11 is now mandatory for every candidate for ordination in the PCA. The purpose of this internship is to test one's gifts, examine one's abilities, and develop one's experience for the Gospel ministry.

The Holy Scriptures require that some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders, in order that this sacred office may not be degraded by being committed to weak or unworthy men, and that the Church may have an opportunity to form a better judgment respecting the gifts of those to whom this sacred office is committed.

To provide for such a period of trial, a candidate for ordination must serve an internship. This period of internship shall be at least one year in length, and may be longer at the discretion of the presbytery so as to give sufficient time for the presbytery to judge the candidate's qualifications and service. This period of internship may occur during or after the candidate's formal theological education. When it occurs during his formal theological education, it may include an intern year in addition to his time of academic training or it may run concurrent with his academic training.

The nature of the internship shall be determined by the presbytery, but it should involve the candidate in full scope of the duties of any regular ministerial calling approved by the presbytery. It is to be both a time of practical instruction and testing by the presbytery, and may be in any work which the presbytery deems to be a suitable ministry to test the intern's gifts. The intern should be closely supervised by the presbytery throughout this trial period.
(BCO 19-7)

The internship usually includes some financial compensation, but this remuneration is not necessary. The internship is an educational and developmental program and not a job demanding remuneration. Internships may be without financial compensation.

To complete an internship eight things are required by *The Book of Church Order*:

1. A position and program in some church or ministry affording the intern "suitable ministry to test the intern's gifts" **(BCO 19-7)**.
2. A mentor. This may be a teaching elder or ruling elder involved in the intern's ministry (preferably a pastor at the local church being served).
3. Candidacy status: You may become a candidate, and a licentiate at the same time you become an intern **(BCO 19-8)**.
4. Completion of appropriate applications and testimonials.
5. Appearance before the Credentials Committee to present:
 - Testimony to conversion
 - Testimony to call to the ministry
 - Approval of internship plan
6. Approval of presbytery and declaration of intern status **(BCO 19-10)**.
7. Completion of presbytery requirements (see attached).
8. Proper reports submitted to presbytery.

INTERNSHIP

Book of Church Order

19-7. The Holy Scriptures require that some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders, in order that this sacred office may not be degraded by being committed to weak or unworthy men, and that the Church may have an opportunity to form a better judgment respecting the gifts of those to whom this sacred office is committed.

To provide for such a period of trial, a candidate for ordination must serve an internship. This period of internship shall be at least one year in length, and may be longer at the discretion of the presbytery so as to give sufficient time for the presbytery to judge the candidate's qualifications and service. This period of internship may occur during or after the candidate's formal theological education. When it occurs during his formal theological education, it may include an intern year in addition to his time of academic training or it may run concurrent with his academic training.

The nature of the internship shall be determined by the presbytery, but it should involve the candidate in full scope of the duties of any regular ministerial calling approved by the presbytery. It is to be both a time of practical instruction and testing by the presbytery, and may be in any work which the presbytery deems to be a suitable ministry to test the intern's gifts. The intern should be closely supervised by the presbytery throughout this trial period.

19-8. An applicant for internship must be a candidate and may be a licentiate in the presbytery in which he is seeking to become an intern. He may, however, become a candidate, and an intern at the same meeting of presbytery. If an applicant for internship is already a candidate in another presbytery, that presbytery should dismiss him as a candidate to the Presbytery in which he is seeking to become an intern.

19-9. Examination for Internship

Before the applicant begins his period of internship, he shall give to the presbytery a written and/or an oral statement (at the discretion of the presbytery) of his inward call to the ministry of the Word.

19-10. When an applicant is approved for internship, the moderator of the presbytery shall offer a prayer suitable for the occasion, and shall address the applicant, if present, as follows:

In the name of the Lord Jesus Christ, and by that authority which He has given to the Church for its edification, we do declare you to be an intern of this presbytery as a means of testing your gifts for the holy ministry wherever God in His providence may call you; and for this purpose may the blessing of God rest upon you, and the Spirit of Christ fill your heart. Amen.

Record shall be made of the internship in the following or like form, namely:

At _____, the _____ day of _____, the _____ presbytery, having received testimonials commending _____, having received him as a candidate for the ministry, has placed him under internship at his request in order to test his gifts for the holy ministry.

19-11. When any intern shall have occasion, while his internship is in progress, to remove from the bounds of his own presbytery into those of another, the latter presbytery may, at its discretion, on his producing proper testimonials from the former, take up his internship at the point at which it was left, and conduct it to a conclusion in the same manner as if it had been commenced itself. Presbytery shall repeat any portion of the previous presbytery's examination it desires, but it must at least examine the intern on:

- a. his Christian experience,
- b. his call to the ministry,
- c. his views in theology, and
- d. church government.

INTERNSHIP

When God gives the intern the providential opportunity to serve the church and to receive part of his training within the bounds of a presbytery other than the one in which he has been declared an intern, the presbyteries involved may develop a cooperative agreement to assure the proper training of the intern. In such cases the home presbytery retains the final responsibility for and authority over the internship, but may rely to any extent considered necessary and proper in the circumstances, on the assistance of the sister presbytery. When regular preaching of the Word is involved, care must be taken to comply with *BCO* 19-1.

19-12. Presbyteries should require interns to devote themselves diligently to the trial of their gifts; and no one should be ordained to the work of the ministry of the Word until he has demonstrated the ability both to edify and to rule in the Church. Reports on every intern in the presbytery should be presented at each stated meeting of the presbytery by the committee of presbytery charged with the oversight of interns, and these reports shall become a part of the minutes of presbytery. The presbytery shall also require every intern himself to make a report to it at least once a year describing his ministerial experiences. If the intern is still in school, the presbytery shall secure from his instructors an annual report upon his deportment, diligence, and progress in study.

19-13. At the end of the period of time set by the presbytery for his internship, an intern shall have his internship either approved or disapproved. Even if it is approved, he cannot be ordained without a call to some specific work. If the internship is disapproved, the presbytery may either extend it for another definite period of time or it may completely rescind his intern status and may revoke his internship. If the intern shall devote himself unnecessarily to such pursuits as interfere with a full trial of his gifts, it shall be the duty of the presbytery to rescind his intern status, and to record its reasons therefore in the minutes of presbytery.

19-14. An intern, who, during his internship, is to serve a congregation in the capacity of the minister of the Word must be called by the congregation in the same way that a regular minister is called. A congregation may later call such a man as its pastor. This call must be approved by presbytery prior to the time of ordination. In the event a congregation does not desire to call such a man as its pastor as determined by a congregational vote, notice should be given as early as possible. Interns may be called to serve as assistants to ministers during their internship, by the Session of a church with approval of the call by presbytery.

19-15. Restrictions.

The intern may be asked by the moderator of a Session temporarily to chair the meeting of the Session. In such cases the moderator shall supervise this activity and may overrule the intern or re-assume the chair at will. The intern is not a member of Session and may not vote in the meetings unless he has previously been ordained a Ruling Elder and elected to the Session by the congregation. Normally, he shall serve in an advisory capacity to the Session and Diaconate when he has been called to work out his internship by a congregation. He shall have the right to conduct funerals. An intern may not administer the Sacraments. He may serve on committees of the church he serves.

19-16. When circumstances warrant, a presbytery may approve previous experience which is equivalent to internship. This equivalency shall be decided by a three-fourths (3/4) vote of presbytery at any of its regular meetings. Such equivalent experience shall be decided only after the presbytery's internship committee has determined and reported that the candidate has met the following requirements:

- a. he has had at least (1) year of experience in comparable ministry;
- b. he has satisfactorily performed the full scope of ministerial duties;
- c. he has the manifest approbation of God's people in a local church as having the requisite gifts of the pastoral ministry.

INTERNSHIP

HOUSTON METRO PRESBYTERY INTERN'S CHECKLIST

Item	Responsible Party	Status
Coming Under Care		
1. Internship Application	Candidate	
2. Mentor's Recommendation	Candidate	
3. Mentor/Intern Agreement	Candidate	
4. Application to Apply Prior Ministry Experience to Internship Requirement (if applicable)	Candidate	
5. Session Recommendation (if applicable)	Candidate	
6. Cooperative Agreement (if applicable)	Candidate	
Follow-Up		
Quarterly Report for Intern (March/June/Sept/Dec)*	Candidate	
Quarterly Report for Mentor (March/June/Sept/Dec)*	Candidate	
Intern's Internship Completion Form	Candidate	
Mentor's Internship Completion Form	Candidate	

INTERNSHIP

GUIDELINES FOR APPLICANTS SEEKING INTERNSHIP

Internship is now required of all candidates for ordination (BCO 19-7). It involves one full year of supervised ministry in a PCA church. The full details and requirements are found in the *Book of Church Order*.

You may apply for candidacy, licensure and internship at the same meeting of presbytery. We recommend that you apply for candidacy at the beginning of seminary training and for licensure and internship when you begin to preach regularly.

Prerequisites:

1. You must be a candidate (or applying) in the PCA, and may be licensed (or applying) in this presbytery (an exception to this requirement may be possible if your internship duties do not require regular preaching).
2. You should have a PCA church in which to serve as an intern. Internship is intended to give you exposure to the various aspects of ministry and preaching. Your development in these roles is paramount!
3. Seek a PCA teaching or ruling elder who is willing to serve as your mentor in a particular PCA church. Secure a written agreement from him to be your mentor.
4. Complete the “Internship Application” (and the “Candidate Application” and “Licensure Application” if you have not already done so) and return it/them to the Credentials Committee according to the **Schedule of Deadlines**.
5. Submit your completed “Internship Application” to the Chairman of the Committee.
6. Appear before the Committee and Presbytery to be declared an intern. Contact the Chairman of the Committee for exact dates, times and locations of committee meetings and examinations.

Responsibilities:

1. The mentor you choose to supervise your program will be approved by the committee. It is preferable that it be the pastor of the church you serve.
2. You must make arrangements to meet with your mentor at least once a month to evaluate your progress. You should look at completed assignments together and submit the substance of these meetings in your reports to the committee. Note: These meetings are required whether you are actively serving in a church or are between ministries.
3. You must submit the required reports to the Credentials Committee (see Intern’s Checklist). Reports should include a description of your work, dates of meetings with your mentor, concerns raised, evaluation of your progress, and the status of your education.
4. Reports should be submitted according to the **Schedule of Deadlines**. Reports are required from the beginning of your internship until the completion of it. Interns between ministries are not exempt from submitting reports.
5. You must report in person annually before presbytery on your internship program.
6. Any changes in an internship program must receive prior approval of the Committee.

INTERNSHIP

Houston Metro Presbytery Internship Application

Name _____ Date _____

Address _____

Phone _____

Under Care? _____ What Presbytery? _____

Licensed? _____ When? _____ Presbytery? _____

Home Church _____

Address _____

City _____ State _____ Zip _____

Phone _____ Pastor _____

Are you a member of a church in the _____ Presbytery? _____

Church _____

Address _____

Phone _____ Pastor _____

How long have you been a member of this church? _____

Where will you be serving your internship? _____

Has your internship been approved by the Session? _____

When _____ Clerk's Name _____

What will be your specific responsibilities? _____

Seminary Attended _____

Graduation Date _____ Degree _____

On separate sheets, list any previous ministry experience that is applicable toward your internship. Please be as specific as possible. Give dates and name(s) of the person(s) to whom you were responsible. Also, provide a written statement concerning your testimony of faith in Christ and of your call to the ministry of the Word.

Mentor's Name _____ Title _____

Church _____

Address _____

Phone _____

Signed _____ Date _____

INTERNSHIP

Houston Metro Presbytery Mentor Recommendation

Candidate's _____ Mentor's _____

Position _____

Church _____

Address _____

City _____ State _____ Zip _____

Phone _____

The above named intern candidate has asked that you be designated as his mentor during the term of his internship. If you are willing to serve as his mentor, please supply the information below.

Please describe the details of the internship arrangement:

What will be the specific responsibilities of the intern?

Please describe any financial arrangements of the internship:

Signed _____ Date _____

(Mentor)

INTERNSHIP

Houston Metro Presbytery Mentor/Intern Agreement

Mentor: _____ E-Mail: _____ Phone: _____

Intern: _____ E-Mail: _____ Phone: _____

Name of Church: _____

Date: _____

As a Mentor, I covenant with the Intern under my supervision, and with the Houston Metro Presbytery, to:

- 1) Meet regularly with him
- 2) Explore with and encourage him regarding his growth and struggles:
 - A) As a disciple of the Lord Jesus Christ
 - B) As a husband and father, if applicable
 - C) As he relates to the people among whom he is ministering
 - D) As to his strengths and weaknesses, as revealed through the internship experience
- 3) Pray with and for him
- 4) Creatively seek opportunities for him to serve in as many aspects of ministry as possible.
- 5) Give feedback to the Candidates & Credentials Committee, using the appropriate forms from the Manual, or from the Chairman of the Candidates & Credentials Committee:
 - A) Quarterly, using the "Mentor's Quarterly Report"
 - B) Upon completion of his Internship, using the "Mentor's Internship Completion Form"

Mentor's Signature: _____

As an Intern, I covenant with the Mentor supervising me, and with the Houston Metro Presbytery, to:

Meet regularly with him

Explore with my mentor my growth and struggles:

As a disciple of the Lord Jesus Christ

As a husband and father, if applicable

As I relate to the people among whom I am ministering

As to my strengths and weaknesses, as revealed through the internship experience

Pray with and for my mentor

Avail myself of as many opportunities for ministry as provided for me by my mentor

Give feedback to the Candidates & Credentials Committee, using the appropriate forms from the Manual, or from the Chairman of the Candidates & Credentials Committee:

A) Quarterly, using the "Intern's Quarterly Report"

B) Semi-Annually, using the "Semi-Annual Report for Candidates"

B) Upon completion of my internship, using the "Intern's Internship Completion Form"

Intern's Signature: _____

INTERNSHIP

Houston Metro Presbytery

Application to Apply Prior Ministry Experience to Internship Requirement

To apply for having any previous ministry experience considered for meeting the internship requirement:

- 1) Contact the Chairman of the Candidates & Credentials Committee, whose name and contact information are available on page 1 of the Manual.
- 2) Read the BCO reference, regarding Application of Prior Experience to the Internship Requirement.

Book of Church Order Reference:

19-16. *Where circumstances warrant, a Presbytery may approve previous experience, which is equivalent to internship. This equivalency shall be decided by a three-fourths (3/4) vote of Presbytery at any of its regular meetings. Such equivalent experience shall be decided only after the Presbytery's internship committee has determined and reported that the candidate has met the following requirements:*

- a. he has had at least one (1) year of experience in comparable ministry;*
- b. he has satisfactorily performed the full scope of ministerial duties;*
- c. he has the manifest approbation of God's people in a local church as having the requisite gifts for the pastoral ministry.*

- 3) From the Chairman of the Committee, obtain the following forms, complete, make copies for yourself, and send copies by e-mail attachment or regular mail, to the Chairman of the Committee:
 - A) Intern's Internship Completion Form
 - B) Mentor's Internship Completion Form
- 4) Complete this Application to Apply Prior Ministry Experience to Internship Requirement, make a copy for yourself, and send a copy by e-mail attachment or regular mail, to the Chairman of the Committee.
- 5) Meet with the Candidates Committee to review your request.
- 6) Meet with the Presbytery to be review your request.

For more information, obtain for yourself a copy of "Candidates and Credentials Committee Manual." This will give you an overview of the entire process and the requirements for each stage of Candidacy.

Please type, or print clearly.

Name: _____ E-Mail: _____ Phone: _____

Date: _____

INTERNSHIP

Houston Metro Presbytery Internship Application Session Recommendation

Candidate's Name _____

Church _____

Address _____

City _____ State _____ Zip _____

Pastor _____

Clerk of Session _____

Mentor _____

Describe the Intern's specific responsibilities _____

Describe any financial arrangements _____

It is recommended that one Ruling Elder be assigned to the Intern to oversee his progress, to meet regularly with him for prayer, and to encourage him during the course of his internship.

Name of Ruling Elder _____

Address _____

City _____ State _____ Zip _____

Please include with this form a letter from the session stating the reasons for recommending this candidate for an internship, a brief description of his past and present ministry within the church, and the date of session action regarding the request for internship.

It is expected that the session will provide the intern with the necessary opportunities for fulfilling the requirements of the internship and will also maintain frequent contact with the intern in order to assess his progress, give counsel, and provide encouragement.

Signed _____ Date _____

(Clerk of Session)

INTERNSHIP

Houston Metro Presbytery Application for Approval of Internship Cooperative Agreement *

Candidate's Name _____

Address _____

City _____ State _____ Zip _____

Home Presbytery _____

Stated Clerk _____

Address _____

City _____ State _____ Zip _____

Phone _____

The above named ministerial candidate, under care of the _____ Presbytery, is making application to serve an internship in the _____ Presbytery. BCO 19-11 makes provision for a ministerial candidate from one Presbytery to serve an internship in a sister Presbytery through the development of a cooperative agreement. The above named candidate requests that such an agreement be established between the _____ Presbytery and the _____ Presbytery.

Enclosed with this application is a copy of the _____ Presbytery Internship Plan. It is requested that the _____ Presbytery, at its next regularly scheduled meeting, formally adopt the _____ Presbytery Internship Plan as the cooperative plan for the internship of _____.

Signed _____ Date _____

(Candidate)

The above outlined Internship Cooperative Agreement was approved by the _____ Presbytery on _____, 20 _____.

Signed _____ Date _____

(Stated Clerk of Presbytery)

* only when joint Presbytery effort

INTERNSHIP

Houston Metro Presbytery Intern's Quarterly Report

Name _____ Date _____

In the space below, please give a summary of your internship activity during the past quarter (use an additional sheet if necessary).

What significant lessons have you learned?

How can the Committee be praying for you?

Please attach to this sheet an updated copy of your Internship Checklist.

INTERNSHIP

Houston Metro Presbytery Mentor's Quarterly Report

Name _____ Date _____

In the space below, please give a summary of your intern's activity during the past quarter (use an additional sheet if necessary).

What significant lessons has he learned?

How can the Committee be praying for your intern?

INTERNSHIP

Houston Metro Presbytery Internship Requirements

These requirements are intended to give interns a sense of what is required to have their internship recommended for approval by the Committee and approved by the Presbytery. The Committee reserves the right to adjust the requirements based on prior experience or particular circumstances. The intern should be proactive in discussing such with the Committee, to have greater certainty if any internship requirements remain to be met.

I. Personal Life

A. Develop Goals & Schedules for:

1. Personal Life
2. Devotional Life
3. Family
4. Ministry
5. Spiritual Growth
6. Recreation
7. Free Time

II. Ministry

A. Preach/Teach at least 20 times during internship

1. At least 4 sermons
2. 2 Sermons or Classes observed and evaluated by mentor

B. Visitation

1. Hospital patients
2. Nursing Home residents
3. Church Members (Active & Inactive)
4. Church Visitors
5. Jail Inmates (if possible)

C. Christian Education

Involvement in the various aspects of the church's Christian Education program so as to be able to develop a balanced Christian Education ministry including:

1. Sunday School
2. Catechetical Training
3. Youth Work

INTERNSHIP

III. Inter-Personal Skills

The Intern will meet regularly with his mentor for the purpose of evaluating and improving his inter-personal skills. Appropriate assignments and projects will be determined to enhance growth in the following areas:

- A. Developing sensitivity to people's feelings, needs, and stations in life.
- B. Counseling: observation and evaluation of the intern in various counseling situations (e.g.: marriage, conflict resolution, church discipline, and personal problems)
- C. Personal Discipleship
- D. Evangelism
 - 1. Preach at least one evangelistic sermon
 - 2. Develop a personal testimony
 - 3. Development of evangelism skills through regular participation in evangelism
 - 4. Develop an evangelistic prospect list
 - 5. Submit a paper* outlining the methods used for developing an evangelistic emphasis in the local church.
- E. Knowledge/Ability to foster a sense of need for Missions
 - 1. Prayer Support
 - 2. Financial Support
 - 3. Encouragement of Missions in other countries with special attention to the work of the PCA

IV. Presbyterian Polity

- A. Attend at least 3 Session and Diaconate meetings
 - 1. Prepare written evaluation and observations of meetings
 - 2. Attend Session meetings of other churches (if possible)
 - 3. Prepare a sample agenda
- B. Read Robert's Rules of Order; type the procedures for calling & moderating a Congregational meeting
- C. Learn the process for preparing church budgets
- D. Attend the meetings of the various committees of the church and Presbytery

INTERNSHIP

Prepare a typed paper demonstrating an understanding of the work of the various committees and of the pastor's role in leading, training, motivating, and practical assistance.

- E. Meet with at least two elders of his church privately to discuss and analyze concerns about the church.

INTERNSHIP

Houston Metro Presbytery Internship Checklist

Intern: _____

Item	Date	In Progress	Completed	Attest
Develop Goals & Schedules for:				
Personal Life		_____	_____	_____
Devotional Life		_____	_____	_____
Family		_____	_____	_____
Ministry		_____	_____	_____
Spiritual Life		_____	_____	_____
Recreation		_____	_____	_____
Free Time		_____	_____	_____
Instruction in Stewardship of Personal Finances				
		_____	_____	_____
Preach/Teach 30 Times				
Preach 12 Sermons		_____	_____	_____
4 Sermons Observed & Evaluated		_____	_____	_____
4 Classes Observed & Evaluated		_____	_____	_____
Visitation:				
Hospital Patients		_____	_____	_____
Nursing Home Residents		_____	_____	_____
Active Church Members		_____	_____	_____
Inactive Church Members		_____	_____	_____
Church Visitors		_____	_____	_____
Jail Inmates (if possible)		_____	_____	_____
Christian Education:				
Sunday School Involvement		_____	_____	_____
Catechetical Training		_____	_____	_____
Youth Work		_____	_____	_____
Meet Regularly with Mentor				
to improve Inter-personal Skills		_____	_____	_____
Observation & Evaluation of Intern				
in Various Counseling Situations		_____	_____	_____
Develop & Implement Discipleship Program				
		_____	_____	_____
Evangelism:				
Preach One Evangelistic Sermon		_____	_____	_____
Develop a Personal Testimony		_____	_____	_____
Regular Participation in Evangelism		_____	_____	_____
Develop Evangelistic Prospect List		_____	_____	_____
*Paper on Evangelistic Emphasis In the Church		_____	_____	_____

INTERNSHIP

Missions:

Develop Prayer Support	_____	_____	_____
Develop Financial Support	_____	_____	_____
Encouragement of Missions	_____	_____	_____
Attend 3 Session & Diaconate Meetings	_____	_____	_____
*Written Evaluation & Observation of Meetings	_____	_____	_____
Prepare Sample Agenda	_____	_____	_____
Attend Session Meetings of Other Churches (if possible)	_____	_____	_____
Read Robert's Rules of Order	_____	_____	_____
*Procedures for Calling & Moderating Congregational Meetings	_____	_____	_____
Learn Process for Preparing Church Budgets	_____	_____	_____
Attend Meetings of Various Committees of Church & Presbytery	_____	_____	_____
*Type Paper: Understanding Work of Committees & Pastor's Role	_____	_____	_____
Meet With Each Active Elder	_____	_____	_____

*understand, no need to type papers
i.e., discuss with mentor, be able to explain to him the procedure on ministry leadership

INTERNSHIP

Houston Metro Presbytery Intern's Internship Completion Form

(To be completed by the Intern)

To apply for completion of Internship, please provide the requested information. Please type your responses, or print clearly, following the outline below, expanding this form as needed, to give yourself enough space. When you finish, make a copy for yourself, and send a copy as an e-mail attachment to the Chairman of the Candidates & Credentials Committee, whose name and contact information are available on page 1 of the Manual.

Intern: _____ E-Mail: _____ Phone: _____

Mentor: _____ E-Mail: _____ Phone: _____

Name of Church: _____

Date Internship Began: _____ Date Internship Completed: _____

Please respond to the following questions about your internship experience. Thank you.

1. How have you grown relationally?
With Jesus Christ
With your wife and children (if applicable)
2. How many times have you ministered in the following ways?
Preaching
Teaching
Counseling
Home Visitation
Hospital Visitation
Leading in Worship
Leading in Public Prayer
3. What has gone well?
With your mentor
With the people among whom you've ministered
With various ministry responsibilities
4. What has not gone well?
With your mentor
With the people among whom you've ministered
With various ministry responsibilities
5. Where do you see God leading you next in ministry?
6. What else would you like to share about your internship experience?

INTERNSHIP

Houston Metro Presbytery Mentor's Internship Completion Form

(To be completed by the Mentor)

To apply for completion of Internship, please provide the requested information. Please type your responses, or print clearly, following the outline below, expanding this form as needed, to give yourself enough space. When you finish, please e-mail as an attachment to the Chairman of the Candidates & Credentials Committee, whose name and contact information are available on page 1 of the Manual.

Mentor: _____ E-Mail: _____ Phone: _____

Intern: _____ E-Mail: _____ Phone: _____

Name of Church: _____

Date Internship Began: _____ Date Internship Completed: _____

Please respond to the following questions about your intern's internship experience with you. Thank you.

1. Describe your intern's relationship:
 - With Jesus Christ
 - With his wife and children, if applicable
 - With those among whom he has ministered during his internship
 - With the un-churched
2. How would you assess your intern theologically?
 - Where is he strong?
 - Where is he weak?
3. How would you describe your intern's abilities in the following areas of ministry?
 1. Preaching
 2. Teaching
 3. Counseling
 4. Home Visitation
 5. Hospital Visitation
 6. Leading in Worship
 7. Leading in Public Prayer
4. How has your intern expressed himself in terms of attitude?
 - How has he responded when asked to do menial tasks?
 - How has he responded and reacted to criticism and praise?
5. For what kind of ministry do you think your intern might best be suited?
6. Summarize your positive and negative assessment of your intern's readiness for ordination to the Gospel ministry.

ORDINATION

ORDINATION TO THE GOSPEL MINISTRY

OVERVIEW

Ordination to the office of Teaching Elder is always to some specific (definite) call. This call may come from a local church, a mission agency (e.g. MTW), a campus work (e.g. RUF), or other ministry necessitating ordination. *The Book of Church Order* is clear about this:

17-1 Those who have been called to office in the church are to be inducted by the ordination of a court.

17-2. Ordination is the authoritative admission of one duly called to an office in the Church of God, accompanied with prayer and the laying on of hands, to which it is proper to add the giving of the right hand of fellowship.

17-3. As every ecclesiastical office, according to the Scriptures, is a special charge, no man shall be ordained unless it be to the performance of a definite work.

Another important fact to remember is that the candidate for ordination **is not permitted to move onto the field of his labors** before his examination (BCO 21-1). This is to ensure the integrity of the examination process and to protect the candidate, the congregation and the Presbytery.

The trials for ordination include an extensive series of examinations, set forth by the *BCO 21-4*.

These requirements from the *BCO* are met by Houston Metro Presbytery in the following manner:

BCO Requirement	HMP Examination
<ul style="list-style-type: none">• Experiential Religion	<ul style="list-style-type: none">• Testimony of conversion and call to the ministry
<ul style="list-style-type: none">• Knowledge of Greek and Hebrew	<ul style="list-style-type: none">• Seminary Transcripts and examination in languages
<ul style="list-style-type: none">• Bible content	<ul style="list-style-type: none">• Examination in English Bible
<ul style="list-style-type: none">• Theology	<ul style="list-style-type: none">• Examination in Theology and Examination on Views
<ul style="list-style-type: none">• The Sacraments	<ul style="list-style-type: none">• Examination on the Sacraments
<ul style="list-style-type: none">• Church History and History of PCA	<ul style="list-style-type: none">• Examination in Church History
<ul style="list-style-type: none">• Rules of Government and Discipline	<ul style="list-style-type: none">• Examination on the BCO
<ul style="list-style-type: none">• Exegesis of Scripture	<ul style="list-style-type: none">• Exegetical paper on a passage of Scripture
<ul style="list-style-type: none">• Thesis on some Theological topic	<ul style="list-style-type: none">• Theology paper
<ul style="list-style-type: none">• Preach a sermon	<ul style="list-style-type: none">• Sermon materials and sermon preached before C&C Committee
<ul style="list-style-type: none">• Call to a specific work	<ul style="list-style-type: none">• Written call in the form of BCO 20-6

Many of these sections of the ordination examination completed for licensure will not need to be repeated. The Chairman of the Committee should be consulted prior to filling out any exams.

ORDINATION

In addition to a written copy of your call to a particular ministry, you must also provide a commission for your ordination.

Among the matters that may be properly executed by commissions are the taking of the testimony in judicial cases, the ordination of ministers, the installation of ministers, the visitation of portions of the church affected with disorder, and the organization of new churches.

Every commission appointed by presbytery shall consist of at least two teaching elders and two ruling elders, and the presbytery at the time of the appointment of the commission shall determine what the quorum shall be. However, should a presbytery clothe a commission with judicial powers and authority to conduct judicial process, or with power to ordain or install a teaching elder of the Gospel, the quorum of such commission shall not be less than two teaching elders and two ruling elders. The quorum for a commission appointed as an interim session need not conform to the requirements of a judicial commission, but only to those of a session (*BCO 12-1*). When the ordination of a minister is committed to a commission, the presbytery itself shall conduct the previous examination. (*BCO 15-2*)

This commission shall consist of three teaching elders and three ruling elders and may include “visiting brothers” from other PCA presbyteries. This will allow a quorum of two teaching elders and two ruling elders to conduct the ordination service. The written copy of the commission should include the date, the place and the time of the ordination service.

Book of Church Order 21

The Ordination and Installation of Ministers

21-1. No minister, licentiate or candidate shall receive a call from a church but by the permission of his Presbytery. When a call has been presented to the Presbytery, if found in order and the Presbytery deems it for the good of the Church, they shall place it in the hands of the person to whom it is addressed.

Ordinarily a candidate or licentiate may not be granted permission by the Presbytery to move on to the field to which he has been called, prior to his examination for licensure or ordination. Likewise an ordained minister from another Presbyterian Church in America Presbytery or another denomination, ordinarily shall not move on to the field to which he has been called until examined and received by Presbytery.

21-2. When an intern has completed his internship to the satisfaction of the Presbytery, and has accepted a call, the Presbytery shall take immediate steps for his ordination.

21-3. No Presbytery shall ordain any intern to the office of minister of the Word with reference to his laboring within the bounds of another Presbytery, but shall furnish him with the necessary testimonials, and require him to repair to the Presbytery within whose bounds he expects to labor, that he may submit himself to its authority, according to the Constitution of the Church.

21-4. Ordination Requirements and Procedures

a. An intern applying for ordination shall be required to present a diploma of Bachelor or Master from some approved college or university, and also a diploma of Bachelor or Master from some approved theological seminary or authentic testimonials of having completed a regular course of theological studies, or a certificate of completion of and endorsement from a theological study program as approved by the General Assembly and one of the Presbyteries of the Presbyterian Church in America. No Presbytery shall omit any of these educational requirements except in extraordinary cases, and then only with a three-fourths

ORDINATION

(3/4) approval of the Presbytery. Whenever a Presbytery shall omit any of these educational requirements, it shall always make a record of the reasons for such omission and the parts omitted. The intern shall also present satisfactory testimonials as to the completion and approval of his internship in the practice of the ministry.

b. Every candidate for ordination shall ordinarily have met the requirements of the Assembly's approved curriculum. Ordinarily, the intern shall have been examined in most of the following trials when he was licensed. If the Presbytery previously approved all parts of the licensure examination, it need not re-examine the intern in those areas at this time. If there were areas of weakness, which the Presbytery noted, or if any member of the Presbytery desires to do so, the intern may be examined on particular points again. Additionally, the intern shall be examined on any parts required for ordination which were not covered in his examination for licensure. In all cases, he should be asked to indicate whether he has changed his previous views concerning any points in the *Confession of Faith*, *Catechisms*, and *Book of Church Order* of the Presbyterian Church in America.

c. Trials for ordination shall consist of:

(1) A careful examination as to:

- (a) his acquaintance with experiential religion, especially his personal character and family management (based on the qualifications set out in 1 Timothy 3:1-7, and Titus 1:6-9),
- (b) his knowledge of the Greek and Hebrew languages,
- (c) Bible content,
- (d) theology,
- (e) the Sacraments,
- (f) Church history,
- (g) the history of the Presbyterian Church in America, and
- (h) the principles and rules of the government and discipline of the church.

A Presbytery may accept a seminary degree which includes study in the original languages in lieu of an oral examination in the original languages.

(2) He shall prepare a thesis on some theological topic assigned by Presbytery.

(3) The candidate shall prepare an exegesis on an assigned portion of Scripture, requiring the use of the original language or languages.

(4) He shall further be required to preach a sermon before the Presbytery or committee thereof, upon three-fourths (3/4) vote.

No Presbytery shall omit any of these parts of trial for ordination except in extraordinary cases, and then only with three-fourths (3/4) approval of Presbytery.

d. Whenever a Presbytery shall omit any of these parts, it shall always make a record of the reasons for such omissions and of the trial parts omitted.

e. While our Constitution does not require the candidate's affirmation of every statement and/or proposition of doctrine in our *Confession of Faith* and *Catechisms*, it is the right and responsibility of the Presbytery to determine if the candidate is out of accord with any of the fundamentals of these doctrinal standards and, as a consequence, may not be able in good faith sincerely to receive and adopt the *Confession of Faith* and *Catechisms* of this Church as containing the system of doctrine taught in the Holy Scriptures (cf. *BCO* 21-5, Q.2; 24-6, Q.2).

f. Therefore, in examining a candidate for ordination, the Presbytery shall inquire not only into the candidate's knowledge and views in the areas specified above, but also shall require the candidate to state the specific instances in which he may differ with the *Confession of Faith* and *Catechisms* in any of their statements and/or propositions. The court may grant an exception to any difference of doctrine only if in the court's judgment the candidate's declared difference is not out of accord with any fundamental of our system of doctrine because the difference is neither hostile to the system nor strikes at the vitals of religion.

g. The Presbytery, being fully satisfied of his qualifications for the sacred office, shall appoint a day for his ordination, which ought, if practicable, to be in that church of which he is to be the pastor.

h. The extraordinary clauses should be limited to extraordinary circumstances of the church or proven extraordinary gifts of the man. Presbyteries should exercise diligence and care in the use of these provisions in order that they not prevent the ordination of a candidate for whom there are truly exceptional circumstances, nor ordain (nor receive from other denominations (*BCO* 13-6) a person who is inadequately prepared for the ministry.

ORDINATION

21-5. The day appointed for the ordination having come, and the Presbytery being convened, a sermon suitable for the occasion shall be preached by a person appointed or invited by the Presbytery. The Presbytery member appointed to preside shall afterwards briefly recite from the pulpit the proceedings of the Presbytery preparatory to the ordination; he shall point out the nature and importance of the ordinance, and endeavor to impress the audience with a proper sense of the solemnity of the transaction.

Questions for Ordination¹

Then, addressing himself to the candidate, he shall propose to him the following questions:

1. **Do you believe the Scriptures of the Old and New Testaments, as originally given, to be the inerrant Word of God, the only infallible rule of faith and practice?**
2. **Do you sincerely receive and adopt the *Confession of Faith* and the *Catechisms* of this Church, as containing the system of doctrine taught in the Holy Scriptures; and do you further promise that if at any time you find yourself out of accord with any of the fundamentals of this system of doctrine, you will on your own initiative, make known to your Presbytery the change which has taken place in your views since the assumption of this ordination vow?**
3. **Do you approve of the form of government and discipline of the Presbyterian Church in America, in conformity with the general principles of Biblical polity?**
4. **Do you promise subjection to your brethren in the Lord?**
5. **Have you been induced, as far as you know your own heart, to seek the office of the holy ministry from love to God and a sincere desire to promote His glory in the Gospel of His Son?**
6. **Do you promise to be zealous and faithful in maintaining the truths of the Gospel and the purity and peace of the Church, whatever persecution or opposition may arise unto you on that account?**
7. **Do you engage to be faithful and diligent in the exercise of all your duties as a Christian and a minister of the Gospel, whether personal or relational, private or public; and to endeavor by the grace of God to adorn the profession of the Gospel in your manner of life, and to walk with exemplary piety before the flock of which God shall make you overseer?**
8. **Are you now willing to take the charge of this church, agreeable to your declaration when accepting their call? And do you, relying upon God for strength, promise to discharge to it the duties of a pastor?**

Questions to Congregation²

21-6. The candidate having answered these questions in the affirmative, the presiding minister shall propose to the church the following questions:

1. **Do you, the people of this congregation, continue to profess your readiness to receive _____, whom you have called to be your pastor?**
2. **Do you promise to receive the word of truth from his mouth with meekness and love, and to submit to him in the due exercise of discipline?**
3. **Do you promise to encourage him in his labors, and to assist his endeavors for your instruction and spiritual edification?**
4. **Do you engage to continue to him while he is your pastor that competent worldly maintenance which you have promised, and to furnish him with whatever you may see needful for the honor of religion and for his comfort among you?**

21-7. The people having answered these questions in the affirmative, by holding up their right hands, the candidate shall kneel, and the presiding minister shall, with prayer and the laying on of hands of the Presbytery, according to the apostolic example, solemnly set him apart to the holy office of the Gospel ministry. Prayer being ended, he shall rise from his knees; and the minister who presides shall first, followed by all members of the Presbytery, take him by the right hand, saying, in words to this effect:

We give you the right hand of fellowship, to take part in this ministry with us.

¹For an assistant minister, only questions 1-7 shall be used.

²For assistant minister, address the Session omitting the last phrase of questions 1 and 2.

ORDINATION

The presiding minister shall then say:

I now pronounce and declare that _____ has been regularly elected, ordained, and installed pastor of this congregation, agreeable to the Word of God, and according to the Constitution of the Presbyterian Church in America; and that as such he is entitled to all support, encouragement, honor, and obedience in the Lord: In the name of the Father, and of the Son, and of the Holy Ghost. Amen.

After which the minister presiding, or some other teaching or ruling elder appointed for the purpose, shall give a solemn charge to the pastor and to the congregation, to persevere in the discharge of their reciprocal duties, and then after prayer and the singing of a psalm, or hymn, the congregation shall be dismissed with the benediction. The Presbytery shall duly record its proceedings.³

21-8. After the installation, the heads of families of the congregation then present, or at least the ruling elders and deacons, should come forward to their pastor, and give him their right hand, in token of cordial reception and affectionate regard.

Questions for Installation⁴

21-9. In the installation of an ordained minister, the following questions are to be substituted for those addressed to a candidate for ordination, namely:

- 1. Are you now willing to take charge of this congregation as their pastor, agreeable to your declaration in accepting its call?**
- 2. Do you conscientiously believe and declare, as far as you know your own heart, that, in taking upon you this charge, you are influenced by a sincere desire to promote the glory of God and the good of the Church?**
- 3. Do you solemnly promise that, by the assistance of the grace of God, you will endeavor faithfully to discharge all the duties of a pastor to this congregation, and will be careful to maintain a deportment in all respects becoming a minister of the Gospel of Christ, agreeable to your ordination engagements?**

Questions to Congregation⁵

21-10. The candidate having answered these question in the affirmative, the presiding minister shall propose to the church the following questions:

- 1. Do you, the people of this congregation, continue to profess your readiness to receive _____, whom you have called to be your pastor?**
- 2. Do you promise to receive the word of truth from his mouth with meekness and love, and to submit to him in the due exercise of discipline?**
- 3. Do you promise to encourage him in his labors, and to assist his endeavors for your instruction and spiritual edification?**
- 4. Do you engage to continue to him while he is your pastor that competent worldly maintenance which you have promised, and to furnish him with whatever you may see needful for the honor of religion and for his comfort among you?**

21-11. In the ordination of interns as evangelists the same questions are to be propounded as in the ordination of pastors, with the exception of the eighth, for which the following shall be substituted:

Do you now undertake the work of an evangelist, and do you promise, in reliance on God for strength, to be faithful in the discharge of all the duties incumbent on you as a minister of the Gospel of the Lord Jesus Christ?

³For assistant minister, add the word 'assistant' before 'pastor', and charge the Session rather than the congregation.

⁴For assistant minister, substitute the word 'serve' for 'take charge of', and add the word 'assistant' before 'pastor'.

⁵For assistant minister, address the Session omitting the last phrase of questions 1 and 2.

ORDINATION

GUIDELINES FOR APPLICANTS SEEKING ORDINATION IN HOUSTON METRO PRESBYTERY

Prerequisites:

1. A bachelor's degree and a seminary education or its approved equivalent.
2. Completion of an Internship Program.
3. A call to a particular church or work. A copy of the call should be sent by the calling church (or agency) to the Chairman of the Committee and to the Stated Clerk of Presbytery.

Papers Required: (MUST BE SUBMITTED BY DATE IN SCHEDULE OF DEADLINES)

1. Transcripts from college and seminary awarding your degrees (if not previously submitted).
2. Completed "Candidate Application."
3. Exegesis paper.
4. Theological paper.
5. Sermon materials as described in the "Guidelines for Sermons Submitted to Houston Metro Presbytery. (NOTE WELL!! If you were licensed in Houston Metro Presbytery and prepared and preached a sermon for those trials, you will NOT be asked to preach a sermon for ordination.)
6. Completed set of examinations: English Bible, Theology, Church Government (BCO), Sacraments, and Church History.
7. A call to a particular work (properly attested and signed: *see* BCO 20-6 through 20-8).
8. Recommended Commission (members, date and time) to ordain and install you. Your Commission should consist of three teaching elders and three ruling elders from Houston Metro Presbytery. At least one of each should be from churches other than the one to which you have been called. Additional elders from other Presbyteries may be included as honorary members, but the required number of commissioners must come from Houston Metro Presbytery.

Procedure:

1. Submit all required paperwork **by Schedule of Deadlines**.
2. Take written examinations.
3. Be examined by Credentials Committee and then by full presbytery in all areas listed in *BCO* 21-4.
4. Contact the chairman of the Credentials Committee for exact dates, times and locations of committee meetings and examinations.
5. Be ordained and installed by a commission of presbytery.

ORDINATION

HOUSTON METRO PRESBYTERY ORDINATION CHECKLIST

Item	Responsible Party	Status
Coming Under Care		
1. Ordination Application <i>(including Candidate Application if not already on file)</i>	Candidate	
2. Reference Forms <i>(if not already on file)</i> a. Pastor/Professor b. Officer in Reformed Church c. Additional form d. Additional form e. Additional form	Candidate	
3. Photograph <i>(if not already on file)</i>	Candidate	
4. Contact Chairman regarding examination	Candidate	
5. Written Christian Experience Exam	Candidate	
6. Written English Bible Exam <i>(may be waived if already licensed in HMP)</i>	Candidate	
7. Written Theology Exam <i>(may be waived if already licensed in HMP)</i>	Candidate	
8. Written Church Government Exam <i>(may be waived if already licensed in HMP)</i>	Candidate	
9. Sermon Materials (see Guidelines below) <i>(may be waived if already licensed in HMP)</i>	Candidate	
10. Written Sacraments Exam	Candidate	
11. Written Church History Exam (including History of PCA)	Candidate	
12. Written Greek Exam <i>(satisfied by seminary degree)</i>	Candidate	
13. Written Hebrew Exam <i>(satisfied by seminary degree)</i>	Candidate	
14. Exegesis Paper (may be from seminary)	Candidate	
15. Theological Paper (may be from seminary)	Candidate	
16. Internship	Candidate	
17. Copies Seminary and Undergraduate Diplomas	Candidate	
18. Call to Specific Ministry (BCO 20-6)	Candidate	
19. Requested Commission to Ordain and Install	Candidate	

ORDINATION

HOUSTON METRO PRESBYTERY ORDINATION APPLICATION

To apply for Ordination:

1. Contact the Chairman of the Candidates & Credentials Committee, whose name and contact information are on page 1 of the Manual.
2. Obtain the form, "Call to a Particular Work" from the Chairman. The church (or agency) issuing your call needs to complete the form, make a copy for you and for their records, and send a copy to the Chairman of the Committee.
3. Complete this Application for Ordination, make a copy for yourself, and send to the Chairman of the Committee.
4. Complete the written Ordination Exams, which the Chairman will send to you.
5. Meet with the Committee for oral exams.
6. Obtain the form, "Requested Commission to Ordain and Install a Pastor" from the Chairman, fill out the form and bring it with you to that Presbytery meeting when you will be examined for ordination.
7. Meet with the Presbytery to be orally examined and approved for Ordination.

For more information, go to the web site, and the Candidates Committee link. Print for yourself a copy of "Candidates and Credentials Committee Manual." This will give you an overview of the entire process and the requirements for each stage of Candidacy.

Name: _____ E-Mail: _____ Phone: _____

Name of Church or Ministry Issuing a Call: _____ Phone: _____

Date: _____

****PLEASE NOTE: IF YOU DO NOT HAVE ON FILE A CANDIDATE APPLICATION, YOU MUST COMPLETE ONE WITH THIS APPLICATION****

I. Personal History

1. Name: _____

2. Age: _____

3. Phone: _____

4. Email: _____

5. Current address: _____

6. Birth Date and Place: _____

7. Your Baptism: Infant? _____ Other? _____ By which church? _____

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8. Where is your church membership? _____

9. Marital Status _____

Date of Marriage _____ Number of Children _____ Dependents _____

Age of children: _____ Have all been baptized? _____

10. Present Occupation (if student, give institution and class)

11. Formal Education Record (list last three institutions attended)

Institution	Dates (from/to)	Major	GPA	Degree
-------------	--------------------	-------	-----	--------

1. _____

2. _____

3. _____

12. Employment record (list last two employers)

Employer	Address	Date (from/to)
----------	---------	----------------

a. _____

b. _____

List five references who know you well, including your pastor, a person your own age, and one of your professors or employers:

Name	Address
------	---------

a. _____

b. _____

c. _____

d. _____

e. _____

ORDINATION

II. Personal Information

1. Describe your relationship to the Lord Jesus Christ. When did you become a Christian?
2. At this point, what sense of call to the ministry do you have? What people or experiences confirm your call to the ministry?
3. What activities or organizations have you been involved in, which have given you an opportunity for Christian service?
4. What are the attitude of your parents (if alive) and spouse (if married) toward your decision to make application for candidacy?

ORDINATION

HOUSTON METRO PRESBYTERY

Reference Form

Applicant for Ordination

To apply for Ordination, please give this form to **5 personal references** (at least one of which is from a pastor/professor, and one additional reference from an officer in a Reformed church). Ask them to respond to the following questions regarding your qualifications for ministry. Also provide for each one a stamped envelope, addressed to the Chairman of the Candidates & Credentials Committee, whose name and contact information are available on page 1 of the Manual.

Applicant's name: _____ Date: _____

Reference's name: _____ Phone: _____

As a reference for the applicant, would you please share with the Committee the following confidential information? **PLEASE NOTE:** this form is not only a tool for evaluating a man's call to the gospel ministry, it is also a pastoral tool. Your honest and complete assessment is vital to the Committee's role in shepherding candidates. Please use more paper, if necessary. Thank you.

1. How long you have known the applicant?
2. What could you tell us about his relationship with Jesus Christ?
3. What could you tell us about his relationship with his wife and children? (If applicable)
4. Please comment on his ability to relate to people.
5. How have you seen him handle criticism?

ORDINATION

6. How have you seen him handle conflict?

7. Please comment on his emotional stability.

8. To what extent does he follow through with his promises and commitments?

9. How successful is he in explaining things to others?

10. What would you say is his relationship with money?

11. What could you say about his readiness to serve others, or his tendency to expect others to serve him?

12. Do you have any reservations in recommending this man as a candidate for the ordained ministry? If yes, explain.

13. Would you be willing to be contacted by the Committee, if we have further questions?

14. Is there anything else you would like to share?

15. Reference's Signature: _____ Date: _____

After completion, please mail to the Chairman of the Committee, using the envelope provided for you by the applicant. Thank you.

ORDINATION

GUIDELINES FOR SERMONS SUBMITTED TO THE CANDIDATES & CREDENTIALS COMMITTEE OF HOUSTON METRO PRESBYTERY

The trial of Sermon involves the written copy of the sermon notes or manuscript used when preaching, and **EITHER** the submission of an audio or video recording of a sermon (e.g. MP3) **OR** the presentation of the sermon to the Candidates & Credentials Committee of Presbytery. These submissions to the Committee fulfill the requirements of BCO 21-4.c. to present a sermon, however, the Presbytery may always elect to have the candidate present the sermon directly (i.e. to parts or the whole of Presbytery).

As part of the requirements for ordination, BCO chapter 21-4.c. requires candidates to preach a sermon before the Presbytery or the Committee. This guide has been prepared to facilitate your success in this facet of your ordination trials.

In the trial of Sermon, the Committee will examine the sermon itself, the oral presentation, and the ability of the individual to self-examine and demonstrate a willingness to grow in the grace and knowledge of our Lord. Unless specified by the Committee, you may choose the biblical text. If you are providing an audio or video recording of the sermon, please provide the sermon in its entirety. If you are to preach a portion (approximately 15 minutes) of an expositional sermon 20-30 minutes in length that is suitable for the cross section of a church, not merely to Presbyters.

You shall provide the following:

- 1) a copy of the sermon notes or outline used when preaching
- 2) a copy of the manuscript of the entirety of the sermon.

You may review the following “Sermon Analysis Worksheet” to see what aspects of a sermon the Committee will be looking for.

You shall be prepared to preach the sermon that was submitted to the Committee during your exams. Sustained preaching of a high quality begins with humility that is demonstrated through a willingness to grow in the grace and knowledge of our Lord Jesus Christ, and as such we will examine your sermon, giftedness in communicating the Gospel, and ability to develop that gift through a self-assessment and the constructive evaluation of others.

ORDINATION

Speaker: _____

Date: _____

Comments by: _____

SERMON ANALYSIS WORKSHEET

1. Delivery

strongly agree.....strongly disagree

Comments:

- | | | | | | |
|--|---|---|---|---|---|
| a. Speaks clearly and makes his point | 1 | 2 | 3 | 4 | 5 |
| b. Effective use of rhetorical methods | 1 | 2 | 3 | 4 | 5 |
| c. Experienced | 1 | 2 | 3 | 4 | 5 |

2. Main Points

- | | | | | | |
|------------------------------------|---|---|---|---|---|
| a. Are clear, ordered, & organized | 1 | 2 | 3 | 4 | 5 |
|------------------------------------|---|---|---|---|---|

3. Exegetical support / Biblical context

- | | | | | | |
|--|---|---|---|---|---|
| a. This sermon is what the text is about (Nehemiah 8:8 Test) | 1 | 2 | 3 | 4 | 5 |
| b. Proofs are accurate, understandable, & support the points made | 1 | 2 | 3 | 4 | 5 |
| c. The exegesis is not belabored once the points are sufficiently proven | 1 | 2 | 3 | 4 | 5 |
| d. The exegesis seems designed to aid rather than impress | 1 | 2 | 3 | 4 | 5 |

4. Application/Implication

- | | | | | | |
|--|---|---|---|---|---|
| a. Is clear, helpful, and practical | 1 | 2 | 3 | 4 | 5 |
| b. Is redemptive, not legalistic in focus & motivation | 1 | 2 | 3 | 4 | 5 |
| c. Supported with sufficient biblical proof | 1 | 2 | 3 | 4 | 5 |
| d. Positive, not scolding | 1 | 2 | 3 | 4 | 5 |

5. Illustrations

- | | | | | | |
|---|---|---|---|---|---|
| a. Truly clarify or strengthen the argument or overall sermon impact | 1 | 2 | 3 | 4 | 5 |
| b. Are in appropriate proportion in number & length to the sermon whole | 1 | 2 | 3 | 4 | 5 |

6. Conclusion contains

- | | | | | | |
|--------------------------------------|---|---|---|---|---|
| a. Summary | 1 | 2 | 3 | 4 | 5 |
| b. "What-do-you-want-me-to-do?" | 1 | 2 | 3 | 4 | 5 |
| c. Climax | 1 | 2 | 3 | 4 | 5 |
| d. A definite, purposed, pointed end | 1 | 2 | 3 | 4 | 5 |

7. Speaker communicates with fervor and power

- | | | | | | |
|---|---|---|---|---|---|
| a. Inspires to take action in practical areas of living | 1 | 2 | 3 | 4 | 5 |
| b. Relates to today | 1 | 2 | 3 | 4 | 5 |
| c. Builds rapport with the congregation in the sermon | 1 | 2 | 3 | 4 | 5 |
| d. Sermon inspires to conviction and conversion | 1 | 2 | 3 | 4 | 5 |

ORDINATION

8. General comments

ORDINATION

****Standard Form****
Houston Metro Presbytery
Call to a Particular Work

The _____ Church of _____, being on sufficient grounds well satisfied of the ministerial qualifications of you,

_____, and having good hopes from our knowledge of your labors that your ministrations in the Gospel will be profitable to our spiritual interests, do earnestly call you to undertake the pastoral office in said congregation, promising you, in the discharge of your duty, all proper support, encouragement and obedience in the Lord. That you may be free from worldly care and avocations, we hereby promise and oblige ourselves to pay you annually, in regular monthly/weekly payments, the following:

Salary	_____	
Housing/Manse Allowance (Utilities, furnishings, etc.)	_____	
		Salary/Housing Total _____
Benefits		
Health Insurance	_____	
Life Insurance	_____	
Social Security Allowance	_____	
Retirement Contribution	_____	
Dental/Vision	_____	
Long Term Disability Insurance	_____	
Other _____	_____	
(*) If applicable		Benefits Total _____
Professional Expenses		
Business Expenses	_____	
Auto Reimbursement	_____	
Continuing Education	_____	
Other _____	_____	
		Expenses Total _____
Miscellaneous		
Relocation Expenses	_____	
Vacation Time	_____	
Study Leave Time	_____	
Other _____	_____	
		Miscellaneous Total _____

These we promise during the time of your being and continuing as the pastor of this church. In testimony whereof we, the congregation, authorize the Clerk of Session to sign on this date _____

Clerk of Session: _____

ATTEST: I, having moderated the congregational meeting which extended a call to

_____ for his ministerial services, do certify that the call has been made in all respects according to the rules laid down in the Book of Church Order, and that the person who signed the foregoing call was authorized to do so by vote of the congregation.

Congregational vote: #in favor _____ #opposed _____

Moderator: _____

ORDINATION

****Standard Form****

Houston Metro Presbytery Call to a Particular Work of Presbytery MNA

The Houston Metro Presbytery, being on sufficient grounds well satisfied of the ministerial/church planting qualifications of you, _____, and having good hopes from our knowledge of your labors that your ministrations in the Gospel will be profitable to the spiritual interests of the mission, do earnestly call you to be an organizing pastor/evangelist in said presbytery, promising you, in the discharge of your duty, all proper support and encouragement in the Lord. That you may be free from worldly care and avocations, we hereby promise and oblige ourselves to pay you annually, in regular monthly/weekly payments, the following:

Salary	_____	
Housing/Manse Allowance (Utilities, furnishings, etc.)	_____	
		Salary/Housing Total _____
Benefits		
Health Insurance	_____	
Life Insurance	_____	
Social Security Allowance	_____	
Retirement Contribution	_____	
Dental/Vision	_____	
Long Term Disability Insurance	_____	
Other _____	_____	
(*) If applicable		Benefits Total _____
Professional Expenses		
Business Expenses	_____	
Auto Reimbursement	_____	
Continuing Education	_____	
Other _____	_____	
		Expenses Total _____
Miscellaneous		
Relocation Expenses	_____	
Vacation Time	_____	
Study Leave Time	_____	
Other _____	_____	
		Miscellaneous Total _____

These we promise during the time of your being and continuing as an Organizing Pastor in this presbytery. In testimony whereof we, the MNA Committee, authorize the Chairman to sign on this date _____

Chairman: _____

ATTEST: I, having moderated the presbytery meeting which extended a call to

_____ for his ministerial services, do certify that the call has been made in all respects according to the rules laid down in the Book of Church Order, and that the person who signed the foregoing call was authorized to do so by vote of the presbytery.

Moderator: _____

ORDINATION

Houston Metro Presbytery Requested Commission to Ordain and Install a Pastor

To be completed by the Candidate for Ordination, for approval by the Presbytery:

The Presbytery appoints this Commission, but you need to fill out this form and bring it with you to the Presbytery meeting when you're scheduled to be examined for ordination.

Name of Candidate to be Ordained and Installed: _____

Church or Ministry extending a call to the Candidate: _____

Scheduled Date of Ordination and Installation: _____

You are required to have at least two Teaching and two Ruling Elders present to Ordain and Install you, so it's a good idea to have three of each on your Commission, in case someone cannot come at the last minute.

Teaching Elder: _____ Phone: _____

Church: _____

Teaching Elder: _____ Phone: _____

Church: _____

Teaching Elder: _____ Phone: _____

Church: _____

Ruling Elder: _____ Phone: _____

Church: _____

Ruling Elder: _____ Phone: _____

Church: _____

Ruling Elder: _____ Phone: _____

Church: _____

Invited Guests: _____

ORDINATION

HOUSTON METRO PRESBYTERY REPORT OF COMMISSION TO ORDAIN/INSTALL

Report of the Commission to ordain/install Mr./Rev. _____
as Pastor of _____.

The Commission met on _____, 20____, at _____ a.m./p.m.
at the church (or at _____). A quorum was present.

Commission members present were:

TE _____	RE _____
TE _____	RE _____
TE _____	RE _____

Others Present: _____

The Commission meeting was called to order and opened with prayer by _____.
Mr./Rev. _____ was elected chairman and Mr./Rev.
_____ was elected Secretary of the Commission. The order of Worship
was reviewed and approved by the Commission. The minutes were read and approved.
Commission recessed with prayer by _____ for the ordination/installation
service.

The Chairman presided in the sanctuary service, which was opened with singing, prayer and
Scripture reading. The sermon was preached by Rev. _____, on the
topic/text: _____.

The Chairman stated briefly the previous proceedings of the Presbytery, and pointed out the nature
and importance of the ordination/installation ordinance.

The Chairman propounded the constitutional questions to the Candidate/Minister (*BCO* 21.9) and
these were answered in the affirmative. The Chairman then propounded the constitutional
questions to the congregation (*BCO* 21.10), and these were answered in the affirmative by the
Members holding up their right hands. The Candidate then kneeled and was set apart to the holy
office of the Gospel Ministry with prayer and the laying on of hands. (Or _____
led in prayer as _____ was installed as Pastor of the congregation.) He then rose
and the Members of the Commission gave him the right hand of fellowship. The Chairman then
declared that Mr./Rev. _____ had been regularly elected, (ordained),
and installed as Pastor of the Church.

A charge to the Pastor was delivered by Mr./Rev. _____.

A charge to the Congregation was delivered by Mr./Rev. _____.

Following prayer and singing, the new Pastor pronounced the benediction. The minutes having
been approved, the Benediction closed this portion of the Commission's business.

Secretary

TRANSFER

GUIDELINES FOR ORDAINED MINISTERS APPLYING FOR MEMBERSHIP IN HOUSTON METRO PRESBYTERY

Prerequisites:

Ordained by the PCA or other church body whose ordination is recognized by the PCA. (If you have a question about this, please contact the Chairman of the Committee) Ordination must be current. If you are a minister in a denomination other than the PCA, you must be examined in all areas set forth in BCO 21-4, unless the exceptional clause is used. This is set forth in BCO 13-6 below, and you should obtain the "Ordination" section of the Manual to determine all requirements.

13-6. Ministers seeking admission to a Presbytery from other Presbyteries in the Presbyterian Church in America shall be examined on Christian experience, and also touching their views in theology, the Sacraments, and church government. **If applicants come from other denominations, the Presbytery shall examine them thoroughly in knowledge and views as required by BCO 21-4 and require them to answer in the affirmative the questions put to candidates at their ordination.** Ordained ministers from other denominations being considered by Presbyteries for reception may come under the extraordinary provisions set forth in BCO 21-4. (Emphasis added)

Forms and papers required of PCA ministers:

1. Letter from Stated Clerk of your current presbytery attesting you are a member in good standing.
2. Transcripts from college and seminary awarding your degrees (if not previously submitted).
3. A copy of the call from a local church or other approved work in Houston Metro Presbytery. (This may be submitted by the calling church or agency.)
4. A completed "HMP Transfer Exam PCA" (MUST be typewritten).
5. A completed "Ministerial Application" (MUST be typewritten).
6. Recommended Commission (members, date and time) to ordain and install you. Your Commission should consist of three teaching elders and three ruling elders from Houston Metro Presbytery.

Forms and papers required of non-PCA ministers:

1. Letter from Stated Clerk of your current presbytery (or denominational equivalent) attesting you are a member in good standing.
2. Transcripts from college and seminary awarding your degrees (if not previously submitted).
3. Completed "Candidate Application."
4. A completed "HMP Transfer Exam non-PCA" (MUST be typewritten).
5. A call to a particular work (properly attested and signed: *see* BCO 20-6 through 20-8).
6. Recommended Commission (members, date and time) to ordain and install you. Your Commission should consist of three teaching elders and three ruling elders from Houston Metro Presbytery.

Procedure:

Submit all required papers to the Credentials Committee. In addition to the written "Transfer Exam" which you will have submitted, you will be examined by both the Committee and the full presbytery in the areas required by *BCO* 13-6.

TRANSFER

HOUSTON METRO PRESBYTERY TRANSFER CHECKLIST (PCA)

Item	Responsible Party	Status
Coming Under Care		
1. Ministerial Application	Candidate	
2. Contact Chairman regarding examination	Candidate	
3. Reference Forms (<i>if not already on file</i>) (a). Pastor/Professor (b). Officer in Reformed Church (c). Additional form (d). Additional form (e). Additional form	Candidate	
4. Photograph (if not already on file)	Candidate	
5. Copy of Ordination Certificate	Candidate	
6. Copies Seminary and Undergraduate Diplomas	Candidate	
7. HMP Transfer Exam PCA	Candidate	
8. HMP Transfer Exam Non-PCA (non-PCA ministers only)	Candidate	
9. Call to Specific Ministry (BCO 20-6)	Candidate	
10. Requested Commission to Ordain and Install a Pastor	Candidate	

TRANSFER

HOUSTON METRO PRESBYTERY TRANSFER CHECKLIST – NON-PCA

Item	Responsible Party	Status
Coming Under Care		
11. Ministerial Application	Candidate	
12. Contact Chairman regarding examination	Candidate	
13. Reference Forms (<i>if not already on file</i>) (f). Pastor/Professor (g). Officer in Reformed Church (h). Additional form (i). Additional form (j). Additional form	Candidate	
14. Photograph (if not already on file)	Candidate	
15. HMP Transfer Exam Non-PCA (a). Call & Christian Experience (b). Theology (c). English Bible (d). Book of Church Order (e). Church History (including PCA) (f). Sacraments	Candidate	
16. Greek Exam (<i>satisfied by seminary degree</i>)	Candidate	
17. Hebrew Exam (<i>satisfied by seminary degree</i>)	Candidate	
18. Sermon Materials (see Guidelines) (<i>may be waived if already licensed in HMP</i>)	Candidate	
19. Copy of Ordination Certificate	Candidate	
20. Written credentials from dismissing denomination	Candidate	
21. Copies Seminary and Undergraduate Diplomas	Candidate	
22. Call to Specific Ministry (BCO 20-6)	Candidate	
23. Requested Commission to Install a Pastor (3 Tes and 3 Res)	Candidate	

TRANSFER

MINISTERIAL APPLICATION **HOUSTON METRO PRESBYTERY**

Name: _____ Date: _____
Phone: _____

Address: _____ City/State/Zip: _____

E-mail Address: _____

Birthdate: _____ Age: _____ Spouse Name: _____

Have either of you been divorced? Y: ___ N: ___

If yes, please give full details on a separate sheet of paper.

Children (names/ages):

Ordained by: _____ Date: _____

Current Ministry: _____

Current Presbytery: _____

Educational Record (List institution, dates, degree):

List organizations you have belonged to and give dates:

List all ministries (and positions held) you have had since ordination:

What experiences have you had in presbytery committees and offices?

In what areas would you like to serve presbytery?