

Job Description: Committee on Preparation for Ministry (CPM)

Overview: The Committee on Preparation for Ministry (CPM) implements the requirements of the denomination for the preparation of persons called to the ministry; to encourage recruitment of persons who sense a call to church vocations; and to coordinate the work of the presbytery in this area.

The Committee on Preparation for Ministry has the authority of a Commission to remove Inquirers and Candidates from the roll, certify Candidates ready to receive a call, and transfer or dismiss Inquirers and Candidates under care.

The Committee submits an annual report to Coordinating Team, highlighting its accomplished, ongoing, and planned work.

Terms of Service: The Committee is composed of nine (9) persons, with parity between **Ruling Elders and Ministers of the Word and Sacrament**, elected in classes of three persons for **three-year terms and renewable for one term**.

Meetings: CPM meets four times per year, typically the second Monday of January, April, July, and September, at 10:00 a.m. Some meetings are held virtually and some in-person. Regular attendance is essential.

Requirements: It is essential that members of CPM be relational, open-minded, and creative. A willingness to ask difficult questions and engage in challenging conversation is helpful. Committee members are expected to attend quarterly meetings; read, comprehend, and evaluate paperwork prior to meetings; and may be assigned as a liaison to an Inquirer or Candidate.

Committee members should be familiar with the Constitution of the Presbyterian Church (USA), specifically the *Book of Order*, as well as the Presbytery's [Manual of Operations](#). Committee members should be familiar with Presbytery's [Committee on Preparation for Ministry Advisory Handbook](#), as well as the [denomination's CPM Advisory Handbook](#).

Responsibilities of the Chair: The Chair is responsible for oversight and functioning of CPM, as defined in the overview above; and for facilitating meetings, including developing agendas, gathering documents and other information, communicating these to the committee members in a timely and effective manner; and ensuring minutes of meetings are taken and provided to the Presbytery Office. Other duties include tracking the progress of each Inquirer/Candidate and communicating with that person and the liaison on next steps in the process; reporting (written) to the presbytery via the Stated Meeting handbooks; developing, in consultation with the committee, an annual budget request with rationale; and attending Stated Meetings of Presbytery when the committee has business to bring forth. The chair may also serve as the committee's representative to the Coordinating Team, which requires attendance at four meetings per year and fulfilling the responsibilities of the Team (see separate job description).