

Committee on Preparation for Ministry  
Committee Norms - 2012  
Consisting of nine members (4 or 5 ministers and 4 or 5 elders) for 3 year terms (1 re-  
election)

Class of 2012	Class of 2013	Class of 2014	Class of 2015
	Alice Trowbridge 11/10 M	Rich Hoffman 11/09 [*11/10] M	
Ken Applegate 11/09 M	Dwight Smith 11/10 E	Laura Mitchell 11/11 744-5644 M	
Cheryl Colt 11/06 [*09] M	<b>Elder vacancy</b>	<b>Elder vacancy</b>	
	<b>Elder or Minister vacancy</b>	<b>Elder vacancy</b>	

Minutes: General Presbyter or a committee member agrees to take minutes

Duties: CPM is responsible to fulfill the responsibilities laid out in Albany Presbytery's standing rules, including:

- Oversight of inquirers and candidates
- Oversight of CRE candidates
- Examinations and recommendations concerning candidates
- Allocation of Student-in-Seminary Fund
- Consultation with sessions regarding inquirers, candidates and CRE candidates

**Committee Norms:**

Communications – Shortly before each stated meeting, a reminder of the next meeting date and place are sent out by email by the Presbytery office. At a similar time, the secretary for the previous meeting will forward the minutes, and the chairperson will send a docket. Any member who cannot attend a meeting shall inform the chair of the committee as soon as he or she is aware of any conflict. In the event of an emergency, members will notify the office as soon as possible.

**Accountability** - All members are expected to attend all meetings. The chair will contact members with an un-excused absence. More than three excused or two un-excused absences in a year may signal that the member really can't fit this commitment into his or her schedule, and the chair will ask whether resignation is the best solution. In the event of absence by both committee members who are a liaison to an Inquirer or Candidate under care, the liaisons shall provide a written report of their status.

**Meeting Format** - Meeting schedules are negotiated with committee members for the fall and spring seasons. Usually the committee meets once a month, except August, on the first Thursday from 11 AM to 1 PM. Ordinarily meetings begin with a devotional; responsibility for the opening will rotate among committee members. The agenda is agreed upon at the beginning of the meeting based on a draft prepared by the Chair.

**Role of the Chair** - The chair moderates and serves as the committee liaison with Presbytery Council. The Chair also makes reports to the Presbytery, delegating certain responsibilities when appropriate. The Chair ensures that committee members understand their responsibilities and that they have the resources and support for their tasks. The Chair ensures the development of a yearly work plan, a budget which reflects the goals of the committee and the Presbytery, and a review of the work done at year's end. The Chair coordinates activities and communication with other presbytery committees, especially COM and Nominating.

**Role of Members** - Committee members can expect about three hours a month for committee meetings, and up to four hours a month in preparation and implementation of committee work. Members who are liaisons with Inquirers or Candidates should anticipate additional responsibilities.

**Role of Staff** –

- The General Presbyter is the staff member advising this committee, with voice, but without vote.
- The Administrative Assistant provides office support for the committee's work.
- The Stated Clerk assists with interpreting the Book of Order and corresponds with the Office of General Assembly and other governing bodies.

## **Work Plan for 2012**

- To provide guidance, support and oversight of inquirers, candidates and CRE candidates
- to include “generative, strategic, and fiduciary” time at each committee meeting  
To provide training for CPM members and liaisons
- To develop strategies with other presbytery committees which support CPM's responsibility to "help all members, whatever their occupations, discern and fulfill their Christian vocation"
- To revisit the Spiritual Formation Program to see whether it might be implemented
- To better communicate with and support/receive support from other CPMs in other presbyteries of the church