

Committee on Preparation for Ministry  
Committee Norms - 2009

Consisting of nine members (4 or 5 ministers and 4 or 5 elders) for 3 year terms (1 re-election)

Class	2009	2010	2011
Ministers	Cheryl Colt Larry Deyss Larry Greenwold (2)	Ruth Kuo (2)	Kirianne Weaver (2)
Elders	Don Campbell (2) Young Ai Shinn	Donn Stanley (2)	Marguerite Stanley (2)

Staff Person: Cass Shaw

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

Duties: CPM is responsible to

- Meet all criteria applicable to the committee (Form of Government G-14.0400)
- Fulfill responsibilities assigned to the committee by the Form of Government
- Provide guidance and support in the preparation for the ministry through
  - Oversight of inquirers and candidates
  - Examinations and recommendations concerning candidates
  - Allocation of Student-in-Seminary Fund
  - Consultation with sessions regarding inquirers and candidates

Committee Norms:

Communications - Two weeks 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 Presbytery Office 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 noon to 2 p.m. 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 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.

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.

#### Work Plan for 2009

- To provide guidance, support and oversight of inquirers and candidates

- To provide oversight and support for the Spiritual Formation Program

- 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 better communicate with and support/receive support from other CPMs in other presbyteries of the church