

## MANUAL AND RESOURCE GUIDE

### For Commissioned Ruling Elder Candidates in the Presbytery of Detroit

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# Introduction & Overview

The Presbytery of Detroit is committed to providing the best possible leadership to all churches within its bounds. Teaching elder/ministers of word and sacrament<sup>1</sup> normally provide this leadership. However, one additional way of providing leadership is through the use of Commissioned Ruling Elders as provided in the Book of Order, G-2.10.

## **This Manual**

This manual has been prepared to guide elders seeking to become Commissioned Ruling Elders (CRE) and to be a resource for the various committees of the Presbytery in the administration of the CRE program. It includes the policies, procedures, and forms developed by the Presbytery of Detroit to carry out the CRE program as outlined in the Book of Order. A person considering becoming a CRE and those responsible for administering the CRE program should familiarize themselves with the applicable Book of Order provisions.

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<sup>1</sup>The 2017-2019 Book of Order allows for Teaching Elders to also be called Ministers of Word and Sacrament. In this document, to reduce confusion, we refer to Teaching Elders/Ministers of Word and Sacrament as Ministers of Word and Sacrament.

# Definition of a Commissioned Ruling Elder

**A Commissioned Ruling Elder (CRE) is an ordained ruling elder who is approved to perform pastoral functions not requiring ordination as a teaching elder/minister and is currently a member of a congregation of the Presbytery of Detroit and has been for six months or more.** This person may serve in a full-time or part-time, salaried, or volunteer position. He/she has been called by God and affirmed by his/her Session and received appropriate training in accordance with the Book of Order, G-2.1002. In the Presbytery of Detroit this training takes place under the supervision of the Committee on Preparation for Ministry (CPM). When preparation is complete, the CRE is commissioned by the Presbytery to serve a particular congregation in the Presbytery of Detroit when invited by the Session of that congregation, recommended by the Committee on Ministry (COM), and approved by the Presbytery.

## Standards for Commissioned Ruling Elders

Those being considered as CREs should follow these standards of faith and Christian life:

1. Belief in Jesus Christ as his/her Lord and Savior and acceptance, understanding of, and faithfulness to the questions and vows of a CRE. (Book of Order, W-4.4003)
2. Membership in the Presbyterian Church (U.S.A.) and faithful, regular participation in its worship and service of a PC(USA) congregation within the Presbytery of Detroit.
3. Demonstrated leadership in the church as an Elder.
4. Demonstrated pastoral ability.
5. Commitment to personal spiritual growth through prayer, Bible reading and devotions.
6. Acceptance, understanding of, and faithfulness to the ethical standards of the Presbyterian Church (USA) as set forth in the documents, *Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (USA)*, adopted by the 210th General Assembly and the Presbytery's *Sexual Misconduct Policy and Procedures*.
7. Satisfactory completion of a mandatory background check and pre-employment screening.

## Overview of the CRE Program

Those persons seeking to become CREs will follow a different process of preparation from those seeking ordination as teaching elders/ministers. A lay person's ability to preach, teach and lead worship may be seen as a gift of the Spirit developed through experience, practice and formal training.

To further develop these gifts for service in a particular field of ministry, the Presbytery, through the CPM and COM, will guide the CRE candidate through a program of training and preparation for service. Throughout this training and preparation, the CPM and the CRE candidate will prayerfully discern God's call for the individual.

The program track for CREs is:

- **Entry Phase**

The individual seeking to become a CRE receives endorsement from the Session of his/her own church and notifies the CPM of their intent to explore service as a CRE. This request is evaluated and received by the CPM and the candidate completes a psychological assessment.

- **Learning Phase**

With the authorization, guidance and support of the CPM, the CRE candidate will engage in study and preparation for service as an Eligible Commissioned Ruling Elder (ECRE) through classwork in specific subjects and in a field education placement.

- **Eligibility Phase**

After having completed the program of training, preparation and discernment with the CPM and after the CPM determines the candidate is ready to receive a commission to a field of service or congregation, he/she is recommended to COM. At the recommendation of the COM and with the approval of the Presbytery, the Eligible Commissioned Ruling Elder (ECRE) will be commissioned to a particular congregation or ministry as a Commissioned Ruling Elder.

This Manual outlines the specific responsibilities of involved parties across these three stages: that of the Candidate, the Session, and the Presbytery's Committee on Preparation for Ministry and the Committee on Ministry. Each section highlights the particular responsibilities of each person or entity in the three phases of the above process. Familiarity with the overall manual by all those involved is encouraged.

### **CREs Trained or Commissioned by Other Presbyteries**

If a CRE who has been trained or formerly commissioned by another Presbytery seeks to be commissioned to a congregation in the Presbytery of Detroit, the CPM will evaluate the training program and explore past ministerial experience(s) of the CRE candidate. They will then interview the candidate to determine that he/she has met the standards established for training of CREs in the Presbytery of Detroit. Any discrepancies of training will be made up at the discretion of the CPM, prior to the recommendation of the CRE candidate to COM for recommendation to a congregation for commissioning by the Presbytery of Detroit.

# The CRE Trainee's Role in the Process

To begin this process, a candidate must already be ordained as a Ruling Elder and a member of a congregation in the Presbytery of Detroit for at least six months.

To enroll, an elder must:

1. Complete the Commissioned Ruling Elder Application Form (see Appendix) and present this application to his/her Session for endorsement. This application includes short-answer questions and reference forms to be completed by individuals who are able to make an assessment of the candidate's gifts for ministry.

At this stage of the process, a members of the CPM will meet with a Session to an overview to the Session of the commissioning process, the responsibilities of the Session (see page 8), and the ways a Session can provide support.

2. With approval of their home Session, submit the application to CPM (including Forms 1-A, 1-B, and 1-C) for review and examination by the CPM.
3. Meet with the CPM and be examined for enrollment. It is generally expected that representatives from the individual's home congregation come and provide their perspective on the candidate's gifts for ministry.

Once enrolled in the process, a candidate must meet with the CPM at least once each calendar year for an annual consultation with the CPM to hear about progress in discernment and training during the past year.

By action of the committee, CPM will enroll the individual in the **Entry Phase** and become a **CRE Trainee (CRET)**, during which the elder must:

3. Participate in a psychological assessment conducted by one of the Accredited Ministry Centers of the PCUSA using the materials found in Appendix 2. **CRETs must complete their assessment within one year of the beginning of the Entry Phase or be removed from the candidacy process.**

It is the expectation of the CPM that the cost of the career assessment is shared equally between the individual, the home church's Session, and the CPM.

4. Follow the guidance of the CPM in selecting training and educational opportunities that may refine the CRET's sense of call to ministry under the guidelines of Appendix 3. *Generally, these educational opportunities provide surveys and introductions to the Bible, theology, and Christian ministry.*
5. On a case-by-case basis, the CPM may also request specific action items to be taken prior to enrolling a CRE in the next step of the process, the Learning Phase.

In the **Learning Phase**, the CRET must:

6. Explore available training options and, with the approval of the CPM, will enroll and undertake a program of study in one of the educational options described in Appendix 3. At a minimum, the CRET must successfully complete coursework in the following areas:
  - Bible
  - Reformed theology and sacraments
  - Presbyterian polity

- Preaching
  - Worship and sacraments
  - Pastoral care
  - Teaching
7. The CRET will also complete a required Field Education experience to be completed within two years of its start. Field education experiences must take place in a congregation that is not the CRET's home church and in a Teaching Congregation already approved by CPM. The CRET must request permission from CPM prior to beginning a field education program by submitting the application found in Appendix 5

The Field Education experience concludes when the CRET's supervisor attests to the CRET's basic ability level in the 14 categories included using the "Skills Evaluation Form" in Appendix 5.

To complete the **Learning Phase**, the CRET must:

8. Pass a written examination on topics essential to ministry (see Appendix 4 for sample examination questions).
9. Be interviewed by the CPM to be assessed regarding the candidate's readiness for ministry (Book of Order, G-2.1002). This examination will also include the candidate preparing and preaching a sermon to the CPM.

With successful examination by the CPM, the CRET becomes an Eligible Commissioned Ruling Elder (ECRE). In the **Eligibility Phase**, the ECRE will:

10. Solicit the guidance of the Committee on Ministry (COM) to seek a commission within the bounds of the Presbytery of Detroit. An ECRE may only distribute his/her information to congregations in the Presbytery of Detroit under the explicit recommendation of the COM.

COM will decide the scope of responsibilities for an ECRE's ministry in a particular setting, but they may include:

- **Any pastoral functions that do not require ordination as a teaching elder/minister**, such as teaching, visitation of members in home or hospital, visitation of prospective members, supervising Sunday school, leading music or choir, prayer meetings or study groups, or conducting funerals. If commissioned to a congregation, the CRE will ordinarily be the primary leader of worship and preacher for the congregation.
- Upon the written request of the Session to the COM, and with the recommendation of the mentor and supervisor, the CRE may also be authorized by the Presbytery to carry out other functions allowed in Book of Order, G-2.1001, which include:
  - a. administering the Lord's Supper;
  - b. administering the Sacrament of Baptism;
  - c. moderating the session of the congregation under the supervision of, and when invited by, the moderator of the session appointed by the Presbytery;
  - d. Having voice in meetings of the Presbytery;

- e. Having vote in meetings of the Presbytery;
- f. performing a service of Christian marriage when invited by the session or other responsible committee and when allowed by the state;
- g. With Presbytery approval, serving as moderator of the session to the church to which he/she is commissioned.

11. Prepare a resume and be considered for commissioning to a specific congregation or field of service as a Commissioned Ruling Elder.<sup>2</sup>
12. Make preparations for interviewing (and preaching for) sessions or PNCs of congregations that may be considering CREs.

When an ECRE has been selected by a Session, and with COM approval, a **Commission** can then be created by the action of Presbytery of Detroit. To complete the requirements of a Commission, an ECRE will:

13. Be examined by the Presbytery of Detroit at a Presbytery meeting.
14. Be present at a Service of Commissioning at a meeting of the Presbytery that commissions the CRE to the specified congregation. (Book of Order, G-2.1003)
15. Provide guidance in the format and structure of a Service of Recognition at the commissioning church without undue delay.
16. Meet regularly with his/her assigned mentor and supervisor while serving in the commissioned role. An annual consultation and review between the CRE and the mentor and supervisor will be reported to the COM.
17. Participate in continuing education on an ongoing basis and may consult with his/her mentor and supervisor for particular recommendations.

Renewals of a CRE's commission requires advance approval from the COM, typically between three and six months prior to the expiration of the current terms of the commission. Typically, a representative from COM will meet with the Session, the CRE, and its moderator (if not the CRE) and will make a recommendation to the Presbytery through COM.

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<sup>2</sup> Note that ECREs may not use the online search process to find a call, unlike Ministers of Word and Sacrament.

# The Role of the Home Session

The Session in which an individual exploring service as a CRE has specific responsibilities to fulfill to ensure that an elder under its care is faithfully and adequately making progress towards becoming a CRE.

Prior to Enrolling the elder as a CRE candidate, a Session will:

1. Receive the elder's completed Commissioned Ruling Elder Enrollment Form, including references.
2. Examine the elder regarding their sense of call, and having conversation with the elder regarding their gifts for ministry and their sense of call.
3. Make a recommendation to the CPM to enroll in the CRE process, instructing the Clerk of Session to fill out Appendix 1-C.
4. Assign a liaison from the congregation to provide support, advice, and encouragement for the elder during the process of preparation.

Once an elder has successfully enrolled, he/she is in the **Entry Phase** as a Commissioned Ruling Elder Trainee (CRET). During this phase, a Session will:

5. Approve payment of one-third of the costs of a psychological evaluation of the CRET. Sessions do not receive the results of this evaluation.

A Session is able to provide other forms of financial assistance for a CRET, including paying tuition costs, purchasing books, or meeting other needs the CRET may have.

6. Provide ongoing encouragement, support, and prayer for the CRET throughout the time of preparation for service.
7. Consider offering specific opportunities for service and preparation for ministry through working in the congregation under the supervision of the pastor(s).

A CRET must request CPM approval to move from the **Entry Phase** to the **Learning Phase**. This will take place during a CPM meeting, and representatives from the home congregation are encouraged to attend and offer their perspective on the CRET's giftedness for ministry. Once in the **Learning Phase**, Sessions can:

8. Expect that the member will complete a Field Education unit in some other church setting away from their home congregation.
9. Continue to offer encouragement and support for the CRET.

Ultimately, When a Eligible CRE is commissioned to serve a congregation in the Presbytery, the Session of the home church may wish to consider recognition in worship of the CRE at a time when its congregation is gathered for worship.

# The Role of the Committee on Preparation for Ministry

The Committee on Preparation on Ministry fulfills the requirements of the Book of Order regarding the preparatory process for Commissioned Ruling Elders.

In general, CPM promotes the CRE pathway as an opportunity for congregations and ministries to better fulfill their mission. The CPM has three general responsibilities:

- A. Promotes awareness of the CRE commissioning process within congregations, so that members who are Ruling Elders consider pursuing CRE training and commissioning.
- B. Educates elder trainees, sessions, committees, and the Presbytery on their respective roles in the preparatory process, as outlined in this document, including a list of approved Teaching Congregations where CRE Trainees may have a Field Education placement.
- C. Ensures that the processes being followed remain in compliance with Presbytery policies and the Book of Order (see Appendix 9 for relevant Book of Order sections). The CPM will review available CRE training programs from other presbyteries, seminaries, colleges, etc. and provides an authorized list of available programs to elder trainees. CPM will review and approve independent study arrangements and other Presbytery-sponsored training programs as requested by a CRE elder trainees.

Through its direct action, CPM establishes where elder candidates are in the process (Entry, Assessment or Eligible).

Prior to enrollment:

1. Receive an elder's enrollment information (including the Application for Enrollment, Reference Form, and the Session Evaluation and Recommendation) and meet with the individual and any representatives from the home congregation. The CPM can decide to enroll an elder into the **Entry Phase** as a Commissioned Ruling Elder Trainee (CRET) and notify the CRET of all of the steps required to complete the process.
2. Assign a liaison from the CPM to work with the CRET throughout this call process. A liaison will maintain timely communication with the CRET, sharing progress updates, providing reminders about next steps, and committing to pray with and for the CRET.

During the **Entry Phase** the CPM will:

3. Coordinate expenses for the psychological evaluation between the CRET, home Session, and CPM. When the evaluation has been completed, the CPM will receive a written report and notify the CRET of any concerns it sees from the results of that evaluation.

The CPM requires a career assessment by a provider as indicated in Appendix 2, or an approved alternative upon request of the CRET submitted to his/her liaison. This assessment must be completed within one year or the Entry Phase shall be terminated.

4. When the CRET wishes to move forward to the Learning Phase, the CPM will examine the CRET at a meeting. In an examination of the educational progress so far, the CPM will hear about the CRET's developing sense of call to ministry and the gifts

demonstrated so far.

5. The CPM will ask the CRET to address inadequacies in any area before recommending further preparation

By motion of the committee, a CRET may be moved to the **Learning Phase**. For this phase CPM will:

1. Receive updates regarding the CRET's educational progress via the CPM liaison including the CRET plans or a Field Education site.
2. Maintain an accurate and up-to-date list of Teaching Congregations where a CRET can participate in Field Education.

To be a Teaching Congregation, a church must:

1. Identify the Teaching Elder who will serve as the supervisor for CRE Trainees.
2. Have the Session meet a member of the CPM to hear about the purpose of the Teaching Congregation model and the role CREs play in the mission of the Presbytery of Detroit.
3. Ensure that the supervisor receives training by the CPM in a scheduled session that covers (1) the role CREs play in the Presbytery of Detroit and the importance of good training, (2) the CPM's need for accurate assessments of the CRET's abilities, (3) setting appropriate expectations for the field education with the CRET and church, and (4) best practices in assessing the skills found in the "Skills Evaluation Form" in Appendix 5.

Once steps 1-3 are accomplished, CPM can vote to designate that location as a Teaching Congregation for a period of up to three years, after which the steps must be performed again. If the supervisor leaves that congregation during that time period, a church cannot become a Teaching Congregation until the three steps are completed again.

3. Receive reports on the CRET's educational progress and field education results (using the approved programs identified in Appendix 3).
4. When requested by the CRET, proctor a written examination regarding educational goals. A sample examination is included in Appendix 4. Each application will be read and assessed by three members of the CPM.
5. Approve in advance a field education placement for the CRET, using the form found in Appendix 5.
6. The CPM will interview and make a final assessment at a CPM meeting. The committee will hear a sermon preached by the CRET and interview the CRET as to the readiness of the CRET to be commissioned to a field of service or congregation.

Upon successful completion of the final exam and interview by the CPM, the CPM will designate the CRET an Eligible Commissioned Ruling Elder (ECRE) and ready to be considered for commissioning and will notify the Committee on Ministry (COM). An ECRE locates a call through the work of the COM.

## **The Role of the Session of a Church Seeking to Commission a Ruling Elder**

1. The Session or Pastor Nominating Committee (PNC) consults with the COM considering the appropriateness of seeking a CRE to serve their congregation and/or the particular field of service.
2. The Session or PNC reviews PIFs, interviews ECREs from a list maintained by the COM, checks references, and through the COM arranges for a neutral pulpit for the ECRE if they wish to consider commissioning that ECRE.
3. If the Session, at the recommendation of the PNC, invites the ECRE to be employed by the congregation, the Session will draw up a Covenant Agreement between the ECRE and the congregation specifying duties to perform, the time expectations, and terms of the employment including compensation, benefits, vacation, study leave, etc. See Covenant Agreement with Commissioned Ruling Elders in the Appendix 8.
4. The Session will then request COM to recommend to the Presbytery that the ECRE be commissioned to the congregation or field of service as specified in the Covenant Agreement. The Agreement will be reviewed annually by the COM including any subsequent salary adjustments during the term of the commission.
5. The Session will request the COM to recommend to the Presbytery that the ECRE be authorized to perform certain additional designated responsibilities. (Book of Order, G-2.1001)
6. The Session will consider a service of recognition welcoming the ECRE to their congregation and acknowledging the Presbytery's Service of Commissioning.
7. At the conclusion of the initial term of the commission, if the Session of the church and the CRE desire to renew the commission, they will make a request to the COM three to six months prior to expiration for renewal. A COM representative will review the commission in a meeting with the CRE, the Session, and its moderator (if not the CRE), and will make a recommendation to the COM for action by the Presbytery.

# The Role of the Committee on Ministry

The Committee on Ministry is responsible for recognizing the needs of congregations in the Presbytery and under which circumstances a CRE may be appropriate to fulfill that congregation's mission. This includes general responsibilities of maintaining an awareness of the needs and opportunities where CREs may be appropriate, establishing the terms under which a CRE may serve in Covenant Agreement, and to monitor and support the work of CREs on an ongoing basis.

## COM:

1. Consults with congregations considering the appropriateness of seeking a Commissioned Ruling Elder to serve their congregation and advises congregations that seek to call an Eligible Commissioned Ruling Elders (ECRE) on appropriate levels and forms of compensation and benefits.
2. Maintains a listing of ECRE candidates available to be commissioned by the Presbytery and, when appropriate with a congregation, recommends particular available ECREs to the congregation. (Book of Order, G-2.1001)
3. Upon request of the Session of a congregation, the COM recommends to the Presbytery that an ECRE be commissioned by the Presbytery to a particular congregation or field of ministry, based on the approved Covenant Agreement with Commissioned Ruling Elder. *See a sample Covenant Agreement in Appendix 8.*
4. Annually reviews the Covenant Agreement between the CRE and the congregation.
5. At the request of the Session, the COM may recommend that the Presbytery authorize the CRE to perform particular additional responsibilities. (Book of Order, G-2.1001) The COM may require some additional training prior to recommending the granting of these additional responsibilities,
6. Recommends to the Presbytery at the request of the Session that a CRE commission be terminated or renewed when appropriate. (Book of Order, G-2.1001)
7. Assigns a mentor and supervisor to the CRE and through the mentor and supervisor annually reviews the work of the CRE. (Book of Order, G-2.1004)
  - The mentor and supervisor will be a teaching elder/minister who is a member in good standing of the Presbytery of Detroit who is appointed by the COM to a relationship with the CRE. (Book of Order, G-2.1004). The mentor and supervisor may be the pastor serving as moderator of the Session of the commissioning congregation. When the moderator of the Session is not an installed pastor of the commissioning congregation or when the CRE is serving as moderator of the Session as approved by the Presbytery, the mentor and supervisor may be another pastor assigned by COM.
  - The mentor and supervisor will meet regularly with the CRE, and at least annually with the CRE and members of the Session of the commissioning congregation to conduct an annual review of the work of the CRE. The results of this annual review will be communicated to the CRE, the commissioning congregation, and the COM.
2. Provides for a regular periodic gathering of CREs serving in congregations for support,

education, and spiritual enrichment.

3. Provides a model Covenant Agreement for use by congregations calling CREs. See Covenant Agreement with Commissioned Ruling Elders in the Appendix 8.
4. Provides resources to congregations for services of recognition of the CRE and the commissioning by Presbytery.
5. At the conclusion of the initial term of the commission, if the Session of the church and the CRE desire to renew the commission, they will make a request to the COM three to six months prior to expiration for renewal. A COM representative will review the commission in a meeting with the Session, its moderator and the CRE and will make a recommendation to the COM for action by the Presbytery.

# The Role of the Presbytery of Detroit

Much of the work of this process is set by committees of the Presbytery, but in some elements of the process action from the Presbytery of Detroit as a whole is required. These steps include:

1. Through the recommendations of the Committee on Preparation for Ministry and Committee on Ministry, approve a policy manual for the training and assessing of Commissioned Ruling Elders.
2. Examine an Eligible Commissioned Ruling Elder (ECRE) at a Presbytery meeting prior to commissioning him/her to a call.
3. Act upon the recommendation of the COM to commission or terminate a commission of a CRE to a particular congregation.
4. Provide a Service of Commissioning at a meeting of the Presbytery to commission the CRE to that congregation. (Book of Order, G-2.1003) A Service of Recognition will be held at the commissioning church without undue delay.

It is customary for the Service of Commissioning to take place during the same meeting of the Presbytery where the commission has been approved, although it could also happen in some other format as needs arise.

## Appendix 1 - Application Materials

### Application for Enrollment

Presbytery of Detroit  
Commissioned Ruling Elder Program  
Application for Enrollment

### **Note to Applicant**

The purpose of the questions in this application is to provide the Session and the Presbytery's Committee on Preparation for Ministry (CPM) with background information that will help them to get to know you. Because there is great variety in age and experience of persons making application, this questionnaire is purposely broad in scope. Be as accurate and candid as you can. Please type or write legibly, using extra paper as needed to provide information you feel will give the fairest representation of yourself. This information will be used as a basis for mutual discussion.

After completing the application, make a copy for yourself and submit the original to the Clerk or Moderator of the Session of your home church. **Additionally, forward a copy of the reference questions to each of your references asking them to attach their responses (using more paper as needed) and submit to the Committee on Preparation for Ministry.**

**Once the Session endorses the Elder, the original copy of all paperwork must be forwarded to:**

The Committee on Preparation for Ministry

Presbytery of Detroit

17575 Hubbell

Detroit, MI 48235

<b>Applicant Name:</b>					
<b>Phone:</b>		<b>E-Mail:</b>			
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	

**Church History**

<b>Date and place of baptism:</b>					
<b>Date and place of profession of faith:</b>					
<b>Church Membership:</b>		<b>Date joined:</b>			
<b>Date ordained as elder:</b>		<b>Date ordained as deacon (if applicable):</b>			

List other churches where you have been a member.

List areas of involvement in your local church both as a participant and leader. Indicate areas of leadership.

List areas of involvement in Presbytery, Synod or General Assembly.

List voluntary services, civic or social organizations of which you are or have been a member. Indicate your extent of participation and your role.

List any factors that may place limits on your ability to receive training or to serve as a Commissioned Ruling Elder.

**CRE Application, Page 2**

**References**

Please list three people who will serve as references. One should be your pastor or a pastor within the Presbytery of Detroit.

1.	<b>Name:</b>			
	<b>Address:</b>			
	<b>Phone:</b>		<b>E-Mail:</b>	
	<b>Relationship:</b>			
2.	<b>Name:</b>			
	<b>Address:</b>			
	<b>Phone:</b>		<b>E-Mail:</b>	
	<b>Relationship:</b>			
3.	<b>Name:</b>			
	<b>Address:</b>			
	<b>Phone:</b>		<b>E-Mail:</b>	
	<b>Relationship:</b>			

Please ask your references to answer the following questions and to send their responses (including a copy of the CRE Reference Form found in Appendix 1-B) under separate cover directly to the Committee on Preparation for Ministry at the following address:

**The Presbytery of Detroit,  
Attn: CPM,  
17575 Hubbell Ave.,  
Detroit, MI 48235**

1. To what extent does the applicant adhere to Christ's teachings?
2. What is your experience of the applicant's commitment to the Presbyterian Church (U.S.A.)?
3. What special gifts, talents and skills does the applicant exhibit for service as a Commissioned Ruling Elder?
4. What is the most recent example of the applicant's service to the church?
5. If the applicant were your Commissioned Ruling Elder Pastor, what specific areas would you wish him or her to improve upon?
6. If you are a Teaching Elder/Minister of the Word and Sacrament and a member of the Presbytery of Detroit, would you be willing to serve as the applicant's mentor if asked?

## CRE Application, Page 3

### Questions for Reflection

Write a response to each of the following. These responses should be attached to this application.

1. In one or two paragraphs, describe yourself as a person.
2. Describe briefly what it means to you to be a Commissioned Ruling Elder? What has motivated you to consider this program?
3. Write a brief statement of your personal faith (approximately 300-500 words). Your statement should describe (at minimum) what you believe about God as Father, Son and Holy Spirit, and your relationship to them.
4. What does it mean to you to be a Presbyterian?
5. Describe your current spiritual journey, spiritual practices, prayer life, and disciplines.
6. Comment on your interests, hobbies and stress-relieving activities.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

After completing the application, make a copy for yourself and submit the original to the Clerk of Session or Moderator of the Session of your home church.

## Reference Form

**Presbytery of Detroit  
Commissioned Ruling Elder Program  
Reference for Applicant**

<b>Applicant's Name:</b>			
<b>Your Name:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>How You Know Person:</b>			
<b>How Long You Have Known Them:</b>			

The person named above is seeking admission to the Commissioned Ruling Elder (CRE) Program. The Committee on Preparation for Ministry would appreciate your candid response to the following questions:

1. To what extent does the applicant adhere to Christ's teachings?
2. What is your experience of the applicant's commitment to the Presbyterian Church (U.S.A.)?
3. What special gifts, talents and skills does the applicant exhibit for service as a Commissioned Ruling Elder?
4. What is the most recent example of the applicant's service to the church?
5. If the applicant were your Commissioned Ruling Elder Pastor, what specific areas would you wish him or her to improve upon?
6. If you are a Teaching Elder/Minister of the Word and Sacrament and a member of the Presbytery of Detroit, would you be willing to serve as the applicant's mentor if asked?

**Please type or write your responses legibly using the amount of paper you feel necessary.**

**Send your responses directly to the Committee on Preparation for Ministry at the following address:**

**The Presbytery of Detroit,  
Attn: CPM,  
17575 Hubbell Ave.,  
Detroit, MI 48235**

## Session Evaluation and Recommendation

### Presbytery of Detroit

#### Commissioned Ruling Elder Program

By completing this form, the Session endorses the application of a ruling elder to undergo training to become a Commissioned Ruling Elder. In addition, the Session commits to supporting the CRE as he/she goes through training and discernment about potential calls to ministry in the Presbytery of Detroit.

The Session of \_\_\_\_\_ met with \_\_\_\_\_  
and submits the following report:

The Session  endorses the applicant to be trained as a Commissioned Ruling Elder  
 does not endorse the applicant to be trained as a Commissioned Ruling Elder

This report was prepared for the Session by the Clerk:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Attested by the Moderator:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

The Session will copy and mail the completed application and attachments to the Committee on Preparation for Ministry at the following address:

**Presbytery of Detroit, Attn: CPM, 17575 Hubbell Ave., Detroit, MI 48235**

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### Committee on Preparation for Ministry Recommendation

The Committee on Preparation for Ministry with \_\_\_\_\_ and endorses / does not endorse the applicant for training as a Commissioned Ruling Elder.

Signed: \_\_\_\_\_ Chair, Committee on Preparation for Ministry

Signed: \_\_\_\_\_ CRE Applicant

Name of Liaison from Home Session: \_\_\_\_\_

## Appendix 2 - Psychological Evaluation Materials

### Approved Testing Centers

#### PRESBYTERIAN CHURCH (U.S.A.) MINISTRY DEVELOPMENT COUNCIL ACCREDITED TESTING CENTERS

##### AUSTIN, TEXAS

Southwest Ministry Development Service  
Dr. Margo M. R. Stone, Executive Director  
Served by the Columbus, Ohio Office  
Phone: 800.297.6192  
E-mail: nmmswkc@gmail.com  
Web site: www.midwestministrydev.org

##### BOSTON, MASSACHUSETTS

Center for Career Development and Ministry  
Dr. Margaret Lewis, Executive Director  
exec@ccdmin.org  
121 Manchester Street, Nashua, NH 03064  
Phone: 603.943.7611  
E-mail: info@ccdmin.org  
Web site: www.CCDMIN.org  
Satellite office: First Congregational Church of  
Norwood  
Served by the Nashua, New Hampshire Office

##### CHARLOTTE, NORTH CAROLINA

Ministry Development Services  
William Butler, Executive Director  
6100 Sardis Road, Charlotte, NC 28270  
E-mail: Bill@ministryds.org  
Web site: www.ministryds.org

##### CHICAGO, ILLINOIS

Midwest Ministry Development Service  
Dr. Margo M. R. Stone, Executive Director  
1840 Westchester Blvd., Suite 204  
Westchester, IL 60154  
Phone: 708.343.6268  
E-mail: mmds69chgo@gmail.com  
Web site: www.midwestministrydev.org

##### COLUMBUS, OHIO

Midwest Ministry Development Service  
Dr. Margo M. R. Stone, Executive Director  
1234 Old Henderson Road, Suite B  
Columbus, OH 43220  
Phone: 614.442.8822  
E-mail: mmds69col@gmail.com  
Web site: www.midwestministrydev.org

##### KANSAS CITY, MISSOURI

Midwest Ministry Development Service  
Dr. Margo M. R. Stone, Executive Director  
Served by the Columbus, Ohio Office  
Phone: 800.297.6192  
E-mail: mmswkc@gmail.com  
Web site: www.midwestministrydev.org

##### PRINCETON, NEW JERSEY

Ministry Development & Vocational Services  
William Butler, Executive Director  
Bill@ministryds.org  
Served by the MDS Charlotte, North Carolina Office  
Phone: 704.554.9222  
E-mail: mdvs@ministryds.org  
Web site: www.ministryds.org

##### SEATTLE, WASHINGTON

The Center for Ministry In The West  
Nora J. Percival, Administrator  
12222 78th Avenue S  
Seattle, Washington 98178  
Phone: 206.920.2656  
E-mail: center4ministry@gmail.com  
Web site: www.CenterforMinistry.com

##### ST. PAUL, MINNESOTA

LeaderWise  
Dr. Mark E. Sundby, Director  
mark@leaderwise.org  
516 Mission House Lane  
New Brighton, MN 55112  
Phone: 651.636.5120  
E-mail: admin@leaderwise.org  
Web site: www.leaderwise.org

##### ST. PETERSBURG, FLORIDA

The Career and Personal Counseling Center  
Dr. Barbara Kranendonk, Executive Director  
3200 58th Avenue South  
St. Petersburg, FL 33712  
Phone: 727.867.7200  
E-mail: cpcflorida@me.com  
Web site: www.cpcflorida.com

##### TORONTO, ONTARIO

Six Oaks Consulting  
Jennifer Clarke, BComm, Partner  
jennifer@sixoaksconsulting.com  
Tim Elliott, DMin, Partner  
tim@sixoaksconsulting.com  
#401 - 289 The Kingsway  
Etobicoke, Ontario Canada M9A 3T9  
Phone: 416.767.6005  
E-mail: info@sixoaksconsulting.com  
Web site: www.sixoaksconsulting.com

## **Samaritan Counseling**

### PSYCHOLOGICAL ASSESSMENT AT SAMARITAN COUNSELING CENTER

The Committee on Preparation for Ministry (CPM) in 2008 approved the Samaritan Counseling Center (SCC) of Southeastern Michigan to be a local alternative testing site for the psychological assessment required of Inquirers. SCC provides this service to a number of judicatories in Michigan as the agent for Clergy Assessment Services (CAS)\*, Chicago, Illinois.

\*(The CAS provides the clinical battery of tests which Samaritan Counseling Center administers and then sends to CAS for scoring and an interpretive report. SCC then receives the report and meets with the Inquirer to interpret the results and discuss reaction to the interpretation.)

#### PROCEDURE

1. Inquirer asks liaison to request approval of CPM to complete assessment with SCC.
2. If approved, liaison notifies Inquirer to contact CPM designee assigned to implement payment procedures.
3. CPM designee informs Inquirer to send him/her two checks made out to CAS, one from self and one from home church, each for \$183,33 (based on 2011 testing fee).
4. Checks are then forwarded to CAS by CPM designee with a cover letter (Inquirer's contact information) and request for CAS to bill the Presbytery of Detroit for the remaining third of the assessment fee. CPM designee sends a voucher to POD authorizing payment from the CPM account for the remaining third when payment request from CAS is received.
5. Clergy Assessment Services sends Inquirer personal information to be completed and reference requests to be distributed and returned to CAS. CPM designee is also notified by CAS that materials have been sent to Inquirer.
6. When CAS has received all completed information Inquirer is instructed to contact Samaritan to arrange a testing appointment. SCC responds to the Inquirer within a few days regarding a testing date and also informs the CPM designee notification has occurred.
7. It is the responsibility of the Inquirer to respond to the contact from Samaritan to arrange a testing appointment.
8. Samaritan then administers the tests and sends them to CAS for scoring and a narrative report. CAS notifies the Inquirer when the report of the testing is being sent to Samaritan and to call SCC to arrange for the interpretation interview.

SCC CPM Testing Procedures 2010 UG

## Appendix 3 - Approved Training Options

The Committee on Preparation for Ministry recommends the following three options for Commissioned Ruling Elders to complete the educational requirements of this program.

Please consult the websites of each opportunity below for specific requirements, program costs, and schedules.

### Online Options

- **Dubuque Theological Seminary - The Christian Education Program**

<http://udts.dbq.edu/academics/educationforlaity/>

The Commissioned Leadership Program consists of eight core courses offered in the fall and spring of each academic year. Summer offerings are based upon demand and instructor availability. Courses last for twelve weeks and require approximately 6-9 hours of classwork and homework per week from preparation and participation time, reading, and writing assignments.

Dubuque Theological Seminary recommends that individuals working full-time do not take more than two classes each semester. At that pace, the core program can be completed in two years.

- **Union Presbyterian Seminary - Pathways to Learning and Leadership**

<https://www.upsem.edu/leadership-institute/pathways-learning-leadership-2/>

Coursework includes four foundational courses taken in the first phase, and then five practical courses in the second phase. Courses follow a set schedule, so missing one course means it may be a year until it is offered again. Self-directed survey courses on the Bible may be taken at any time.

### In-Person Option

- **The Maumee Valley Presbytery - New Commissioned Ruling Elder Program**

<https://maumeevp.org/images/MiscDocs/2017/2017-CRE-Program-Information.pdf>

Students participate in the 2 year on-line CRE program through Union Theological Seminary and have additional cohort experiences consisting of 1-3 day classes to engage students in the review of on-line classwork, provide instruction in areas not covered by Union's courses, and offer specific training for sacrament administration and moderating session as determined by the CRE committee in partnership with COM.

- **Ecumenical Theological Seminary, via The Presbytery of Detroit**

Coursework is available via ETS, on a case-by-case basis, however, ETS does not offer a full training program for a CRE. Coursework taken at ETS requires explicit approval from CPM prior to enrollment.

## **Appendix 4 - Typical Examination Questions**

When a CRE candidate has completed the prescribed period of study and required course work, the Committee on Preparation for Ministry (CPM) will request that the candidate complete a comprehensive written examination. The responses and a required sermon presentation will be evaluated by the CPM and discussed with the CRE candidate. When the CPM has determined that the candidate has satisfactorily mastered the required material, they will notify the CRE candidate that they have passed this examination.

### **Bible**

1. What are four major themes found in the Old Testament?
2. What are four major themes found in the New Testament?
3. Write briefly on one theme each from the Old and from the New Testaments, telling how this theme has been evident in your life or may impact your ministry.
4. Briefly, how would you explain the similarities and differences between the four gospel accounts of Jesus' ministry?

### **Reformed Theology**

1. List and briefly explain five major tenets of Reformed theology. Choose one and comment on how this doctrine works in your personal life and in the life of the church.
2. Discuss briefly the concept of "justification by faith."
3. Pick one of the creeds or confessions of the church. Name some of the issues that led to the original writing of that creed/confession. How does that creed or confession speak to issues in the church today?

### **Sacraments**

1. What are the sacraments of the Presbyterian Church (U.S.A.)? Briefly, what is the meaning or significance of each of these sacraments?
2. Discuss how these sacraments are authorized and administered within a Presbyterian congregation.

### **Presbyterian Polity**

1. What are the parts of the Constitution of the Presbyterian Church (U.S.A.)? Briefly discuss the history, nature, and function of each part.
2. What are the three major sections of the Book of Order? What does each section address? Briefly indicate how you might utilize each section in your ministry, citing examples for each.
3. Name the four governing bodies of the Presbyterian Church. What are some of the responsibilities of each? How might each level be a support or resource to you personally in your work of ministry or the work and ministry of a congregation you might be serving?
4. When is it appropriate or necessary to call a congregational meeting? What are the steps which would be followed? Prepare an agenda for a possible congregational meeting.

5. What is the role of the moderator of the Session, and discuss how you might prepare for and lead a Session meeting, if authorized to do so?

### **Preaching**

1. Choose a passage or topic of your choice, and prepare an 8-12 minute sermon that you are prepared to preach to the group assembled for your examination. This may be a new sermon or one you have prepared and preached previously.
2. In a written document separate from your sermon, outline your steps of preparation for this sermon, citing major resources you used and how you selected your passage or topic.

### **Leading Worship**

1. Discuss the nature and purpose of a reformed service of worship.
2. Develop and outline a possible Sunday morning worship service that could be used with your sermon (see Preaching section above). Include the full text of all the elements of that service (prayers, music, etc.) In a separate document, indicate and comment upon the significance of your selection of the specific texts, hymns, or other material and your reasons for placing each element where you have in the order of service.

### **Pastoral Care**

1. Briefly discuss a particular occurrence of providing pastoral care at some time in your ministry and, in particular, comment on how this experience impacted your faith or your *sense of call to ministry*. (*The particulars of the situation may be kept anonymous.*)
2. Briefly discuss how you believe pastoral care concerns will or will not be a part of your ministry as a CRE, and why or why not.

### **Teaching**

1. Design an outline for a confirmation class program and indicate what topics or material would be covered in each class/retreat/event.
2. Briefly discuss how you might organize a small-group Bible study in your congregation.

### **Personal Faith**

Write a brief statement (1-2 pages) giving your personal faith beliefs and commenting on your sense of call to ministry as a CRE.

### **Mission and Evangelism**

1. What is your definition of evangelism? What is the role of church members in evangelism?
2. Describe your ideal approach to receiving new members.
3. What is your definition of congregational mission? How would you help a session identify new mission projects in a community?

## Appendix 5 - Field Education Application and Skills Evaluation Form

### The Presbytery of Detroit Committee on Preparation for Ministry Policy on Field Education for Commissioned Ruling Elder Candidates GUIDELINES

The Committee on Preparation for Ministry (CPM) requires that each Commissioned Ruling Elder Trainee demonstrate their ability in skills and areas critical to pastoral leadership. The Field Education requirement provides an opportunity for a candidate to develop pastoral skills, demonstrate ability in areas essential to the, work with a supervisor to set goal and priorities,

The process has the following requirements:

- Using this form, the CRE Trainee shall submit a written Field Education Proposal to the CPM's subcommittee for Commissioned Ruling Elder Preparation which contains:
  1. **the anticipated time period of the assignment,**
  2. **the details of the assignment,**
  3. **the fourteen focus areas required the CPM requires a trainee to demonstrate a minimum level of competency**
- The Field Education must be completed under the guidance of a supervisor who has been selected by the Presbytery of Detroit as a CRE Teaching Congregation.
- The Field Education must not be in the CRE candidate's home church.
- The Field Education experience shall be in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations as made available and approved beforehand by the subcommittee for Commissioned Ruling Elder Preparation and CPM.
- This field education will be completed when the CPM receives and approves a Standards Evaluation Form that demonstrates basic competence in the focus areas. A Trainee and Supervisor may set a schedule that requires specific hours of the CRE Trainee, the CPM does not mandate a minimum hours requirement.
- The CPM recommends that Sessions compensate CRE candidates for their time serving in ministry at this site. At a minimum, CPM recommends that the mileage driven by the candidate be covered by the Session for work done as part of this Field Education.

Evaluations by supervisors and candidates will be shared with the CPM via the CRE candidate's liaison. **Please use this sheet as the cover page of the written Field Ed Proposal.**

<b>Candidate:</b>		<b>CPM Liaison:</b>	
<b>Proposed Field Ed Site:</b>			
<b>Proposed Supervisor:</b>			
<b>Date:</b>			

## Field Education Application, page 2

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### Goals of Field Education program

- Develop a more robust sense of identity and call as a pastor and/or ministry leader
- Develop new skills and abilities that are necessary to serve ministries and congregations.
- If a CRE Trainee has prior experience and skills, demonstrate those abilities in a structured setting so the supervisor (and the CPM) have a sense of the CRE Trainee's gifts for ministry. The CPM requires basic competence in 14 areas (defined in greater detail on Pages 6-8 below):

- |                            |                        |                           |
|----------------------------|------------------------|---------------------------|
| 1. Preaching               | 6. Worship planning    | 11. Running meetings      |
| 2. Teaching                | 7. Sacraments          | 12. Volunteer management  |
| 3. Church Administration   | 8. Weddings & funerals | 13. Program evaluation    |
| 4. Budgeting & Stewardship | 9. Pastoral care       | 14. Transitional Ministry |
| 5. Facility management     | 10. Pastoral calling   |                           |
|                            | 11. Leadership         |                           |

- Work with supervisor to identify areas of improvement, receive honest and helpful feedback, and continue to build confidence in the practice of ministry and leadership.

### Minimum Field Education Expectations

The CRE Trainee will:

- Attend worship regularly and participate in worship planning. The period of the field placement must include at least one of the high Christian seasons of the calendar (i.e. Advent-Christmas and Lent-Easter.)
- Have experience in leading worship at least once in each of these worship functions: lector, liturgist, children's message, preaching, assist in sacraments
- Design and lead at least one Bible Study.
- Attend/participate in Session and Deacons meetings.
- Attend various standing committee meetings of Session and ad hoc committee meetings. Prepare an agenda and moderate at least one committee meeting.
- Observe and assist in Confirmation and New Member instruction classes
- Attend Presbytery meetings
- Participate and assist in congregational social activities whenever possible
- Participate in youth group meetings and activities where appropriate (not all small churches have youth groups)
- Gain experience in pastoral care/visitation under the supervision of the pastor

## Supervisor Commitments

The supervisor must:

- Be approved and designated a “CRE Teaching Congregation” in good standing with the CPM of the Presbytery of Detroit
- Be serving in an ordained (or validated) capacity within the Presbytery of Detroit
- Meet regularly with the CRE Trainee for pastoral and theological reflection about ministry experiences, and provide the student with honest, constructive, and timely feedback.
- Be able to tailor pastoral activities appropriate to the student’s learning goals,
- Assess the CRE Trainee’s mastery of the skills required of CRE Trainees as demonstrated in their work in the Teaching Congregation and/or prior experience.

_____ CRE Trainee Name	_____ CRE Trainee Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date
_____ CPM Liaison Name	_____ CPM Liaison Signature	_____ Date

## Skills Evaluation Form

**Supervisor instructions:** Please read each skill below and indicate your assessment of the CRE Trainee's level of competency in each area. Additional comments are welcome in the space provided. The CRE Trainee's field education may be completed when the supervisor indicates successful demonstration of the necessary skills listed on this form.

<b>CRE Trainee:</b>		<b>CPM Liaison:</b>	
<b>Supervisor:</b>		<b>Ministry Site:</b>	
<b>Starting Date of Field Education:</b>		<b>Date of This Assessment:</b>	

**1. Preaching** Basic skill is:  met  in progress  not met  
*Trainee can craft an original sermon based on the week's Scripture reading, deliver it clearly, can demonstrate biblically and theologically sound exegetical work, and can explain afterwards why the message was relevant to the congregation.*

**Comments:**

**2. Teaching** Basic skill is:  met  in progress  not met  
*Trainee can consistently design and deliver educational material on theological topics and/or Bible studies in a way that is clear, engaging, and consistent with Reformed theology.*

**Comments:**

**3. Church administration** Basic skill is:  met  in progress  not met  
*Trainee has a solid understanding of how to use the processes, resources, and staff of the church to accomplish the church's ministry goals.*

**Comments:**

**4. Budgeting & stewardship** Basic skill is:  met  in progress  not met  
*Trainee has an understanding of the process followed to establish the church budget and can describe stewardship practices that invite generosity from the congregation.*

**Comments:**

<p><b>5. Facility management</b>      Basic skill is: <input type="checkbox"/> met            <input type="checkbox"/> in progress            <input type="checkbox"/> not met</p> <p><i>Trainee understands how to use the decision-making of the congregation (via committees and staff) to ensure that the building remains safe, inviting, and clean, while also evaluating the needs of the building with other priorities of the church (including formation and mission).</i></p> <p><b>Comments:</b></p>
<p><b>6. Worship planning</b>      Basic skill is: <input type="checkbox"/> met            <input type="checkbox"/> in progress            <input type="checkbox"/> not met</p> <p><i>Trainee can design a complete order of service and craft a bulletin that guides the congregation's participation in worship, and can adjust the design of the service in ways appropriate to the time in the liturgical year.</i></p> <p><b>Comments:</b></p>
<p><b>7. Sacraments</b>      Basic skill is: <input type="checkbox"/> met            <input type="checkbox"/> in progress            <input type="checkbox"/> not met</p> <p><i>Trainee understands the mechanics and theology involved in the sacrament and follows the requirements of the Presbyterian Church regarding its administration.</i></p> <p><b>Comments:</b></p>
<p><b>8. Weddings &amp; funerals</b>      Basic skill is: <input type="checkbox"/> met            <input type="checkbox"/> in progress            <input type="checkbox"/> not met</p> <p><i>Trainee demonstrates capability in crafting wedding and/or funeral preparations, balancing the need to personalize the service while also upholding the standards of Presbyterian worship.</i></p> <p><b>Comments:</b></p>
<p><b>9. Pastoral care</b>      Basic skill is: <input type="checkbox"/> met            <input type="checkbox"/> in progress            <input type="checkbox"/> not met</p> <p><i>Trainee provides, on a personal level, effective spiritual support that contributes to the well-being of the individuals in the congregation.</i></p> <p><b>Comments:</b></p>
<p><b>10. Pastoral calling</b>      Basic skill is: <input type="checkbox"/> met            <input type="checkbox"/> in progress            <input type="checkbox"/> not met</p> <p><i>Trainee can articulate a clear and personal sense of call to pastoral ministry.</i></p> <p><b>Comments:</b></p>

<b>11. Leadership</b>	Basic skill is: <input type="checkbox"/> met	<input type="checkbox"/> in progress	<input type="checkbox"/> not met
<i>Trainee is able to guide a group of people towards accomplishing tasks, setting goals, and operating in a positive working environment. Can recruit and use the work of volunteers effectively.</i>			
<b>Comments:</b>			
<b>12. Running meetings</b>	Basic skill is: <input type="checkbox"/> met	<input type="checkbox"/> in progress	<input type="checkbox"/> not met
<i>Trainee can convene meetings, establish clear agendas and follow them, and can lead a meeting in a productive manner.</i>			
<b>Comments:</b>			
<b>13. Program evaluation</b>	Basic skill is: <input type="checkbox"/> met	<input type="checkbox"/> in progress	<input type="checkbox"/> not met
<i>Trainee can identify what works well in a given program or ministry, identify areas of improvement, and guide the church decision-making (either Session or committees) to improve ministry performance.</i>			
<b>Comments:</b>			
<b>14. Transitional Ministry</b>	Basic skill is: <input type="checkbox"/> met	<input type="checkbox"/> in progress	<input type="checkbox"/> not met
<i>Trainee can lead a congregation through a process of change and transition.</i>			
<b>Comments:</b>			
<b>Overall comments:</b>			

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
CRE Trainee Signature

## Appendix 6 - Annual Consultation Materials

### Pre-Interview Form for Annual Consultations

Report Growth and Development in the Last Year

<b>Applicant Name:</b>					
<b>Phone:</b>		<b>E-Mail:</b>			
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	

<b>Date of Consultation with CPM:</b>	
---------------------------------------	--

On separate sheet(s) of paper, please answer the following prompts:

1. **Attachments:** If possible, send to the CPM Moderator your:
  - Field education report or evaluation
  - Psychological evaluation
2. Please include any **additional references**, using the Reference for Applicant form in this handbook. *Please note this item is not required but may be helpful to show progress since the last consultation.*
3. If this is not the first annual consultation, on a separate sheet of paper, **please evaluate the growth objectives agreed upon at the last consultation.** List each objective, indicate what you have done to achieve the objective, and evaluate your progress.
4. In preparation for Commissioned Ruling Elder ministry, **what courses have you taken over the past 12 months?**
5. Briefly **describe your spiritual disciplines**, including your participation in worship and mission of a Presbyterian congregation.
6. **Describe your relationship with your peers, authority figures, family, and others who are significant to you.** What are the implications of those relationships for your ministry?
7. Describe recent **experiences of emotional impact**, if any, and how you dealt with them.
8. Comment on areas in which you believe you are growing and identify areas in which you feel the need for progress.
9. List other issues which you wish to discuss with the committee.
10. Please write a preliminary statement of faith, not longer than one page.

*Commissioned Ruling Elder Candidate  
Report Following Annual Consultation*

For: \_\_\_\_\_ Date of Consultation: \_\_\_\_\_

Growth objectives agreed to for the next year are:

- A. In the area of education for ministry
  
  
  
  
  
  
  
  
  
  
- B. In the area of spiritual development
  
  
  
  
  
  
  
  
  
  
- C. In the area of interpersonal relationships
  
  
  
  
  
  
  
  
  
  
- D. In the area of personal growth
  
  
  
  
  
  
  
  
  
  
- E. In the area of professional development

After reviewing the annual consultation report, the Committee on Preparation for Ministry of the Presbytery of Detroit declares that the phase for

- be continued at the seeking / learning / commissioning phase (*circle one*)
- not be continued

Signatures:

CRE Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

CPM Moderator: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 7 - CRE Checklist

This checklist list is provided to the CRE as a tool to monitor how progress is being made towards being commissioned.

### Enrollment Checklist

*Have I completed all the steps to be successfully enrolled as a CRET?*

- Notify the CPM Moderator of my interest to enroll as a CRE (including Form 1-A)
- Requests three references complete Form 1-B, sending them to the Presbytery
- Receive approval from Session to enroll (including Form 1-C)
- Meets with CPM to express interest in beginning the process and hearing the steps involved

### Entry Phase Checklist

*Do I have a developing sense of call to ministry as a Commissioned Ruling Elder?*

- Complete a psychological assessment in an approved center
- Completed any additional action items given to me by the CPM
- As needed, complete an Annual Consultation for every year in which I am in the process (including throughout the Learning Phase)
  - Act on any goals established on Appendix 6 from an Annual Consultation.
- Keep my liaison informed of my progress and ways to join in prayer

### Learning Phase Checklist

*Am I learning the materials and practicing my leadership in a way that prepares me to serve as a Commissioned Ruling Elder?*

- Complete a course of study that covers the requirements of the program
- Receive approval for my plans for Field Education
- Complete the Field Education program
- When coursework is completed, request of CPM to take the CRE Examination
- Pass the CRE Examination, by receiving written evaluations from CPM
- Meet with CPM for a Final Assessment, including preaching a sermon

### Commissioning Phase Checklist

*Working with COM, am I ready to discern where I am called to be commissioned?*

- Write a Personal Information Form and share it with COM
- Under COM's guidance, interview with churches for prospective calls
- Establish a Covenant Agreement with COM
- With Presbytery Approval, be commissioned to serve in a specific setting

## Appendix 8 - Sample CRE Commissioning Covenant

### COVENANT FOR A COMMISSIONED RULING ELDER

*Committee on Ministry Handbook, 2001 – Please refer to COM for any updates to this sample agreement*

**NAME OF CRE:**

**SERVICE DATES FROM:**

**TO:**

Review of this covenant prior to renewal or termination will be by the session and the Committee on Ministry.

This relationship may be terminated prior to expiration with \_\_\_ days notice by either party and the concurrence of the Committee on Ministry:

RESPONSIBILITIES OF CRE (check those that apply to your situation):

- Lead worship and preach \_\_\_\_\_ times each month
- Administer the Sacrament of the Lord's Supper (presbytery permission must be granted)
- Administer the Sacrament of Baptism (presbytery permission must be granted)
- Moderate session meetings under the supervision of and when invited by the moderator of the session appointed by the presbytery(presbytery permission must be granted).
- Perform marriages (state law must allow and presbytery permission must be granted)
- Other duties:

TIME EXPECTATIONS (per week)

SPECIFIC DAYS IN MINISTRY if applicable\_

Use of presbytery's minimum salary guidelines for pastors is a convenient way to determine adequate compensation for a CRE. Assign a number of hours (48 for instance) per week for a full time call. Divide the presbytery minimum by that number of hours. Then multiply the hourly rate by the number of hours in the CREs contract. This can become the beginning point for deciding appropriate CRE compensation.

COMPENSATION as applicable:

Cash salary: \_\_\_\_\_ /week, month (circle)  
Medical coverage \_\_\_\_\_  
Social Security withheld \_\_\_\_\_  
Travel reimbursement @ \$0. per mile \_\_\_\_\_  
Other ministry cost reimbursement (telephone calls, etc.). \_\_\_\_\_  
Continuing education or book allowance \_\_\_\_\_  
Other: \_\_\_\_\_  
Housing arrangements in the community \_\_\_\_\_  
Vacation time \_\_\_\_\_  
Continuing education time \_\_\_\_\_

Signatures:

CRE: \_\_\_\_\_ Clerk of Session: \_\_\_\_\_ Date : \_\_\_\_\_

## **Appendix 9 - Sections from Book of Order**

*From the 2017-2019 Book of Order*

### **G-2.10 COMMISSIONING RULING ELDERS TO PARTICULAR PASTORAL SERVICE**

#### *G-2.1001 Functions*

When the presbytery, in consultation with the session or other responsible committee, determines that its strategy for mission requires it, the presbytery may authorize a ruling elder to be commissioned to limited pastoral service as assigned by the presbytery. A ruling elder so designated may be commissioned to serve in a validated ministry of the presbytery. Presbytery, in its commission, may authorize the ruling elder to moderate the session of the congregation to which he or she is commissioned, to administer the Sacraments, and to officiate at marriages where permitted by state law. This commission shall also specify the term of service, which shall not exceed three years but shall be renewable. The presbytery shall review the commission at least annually.

#### *G-2.1002 Training, Examination and Commissioning*

A ruling elder who seeks to serve under the terms of G-2.1001 shall receive such preparation and instruction as determined by the presbytery to be appropriate to the particular commission. The ruling elder shall be examined by the presbytery as to personal faith, motives for seeking the commission, and the areas of instruction determined by presbytery. A ruling elder who has been commissioned and later ceases to serve in the specified ministry may continue to be listed as available to serve, but is not authorized to perform the functions specified in G-2.1001 until commissioned again to a congregation or ministry by the presbytery.

#### *G-2.1003 Commissioning Service*

When the presbytery is satisfied with the qualifications of a ruling elder to serve a congregation providing the services described above, it shall commission the ruling elder to pastoral service as designated by the presbytery, employing the questions contained in W-4.04.

#### *G-2.1004 Supervision*

The ruling elder commissioned under the terms of G-2.1001 shall work under the supervision of the presbytery. The presbytery may at any time withdraw the commission for reasons it deems good and sufficient. A minister of the Word and Sacrament shall be assigned as a mentor and supervisor.

## Constitutional Questions of Elders

### *W-4.0404: Constitutional Questions*

The moderator of the council of those to be ordained, installed, or commissioned shall ask them to face the body of membership and to answer the following questions:

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- g. Do you promise to further the peace, unity, and purity of the church?
- h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
- i. (1) (For ruling elder) Will you be a faithful ruling elder, watching over the people, providing for their worship, nurture, and service? Will you share in government and discipline, serving in councils of the church, and in your ministry will you try to show the love and justice of Jesus Christ?  
(2) (For deacon) Will you be a faithful deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need, and in your ministry will you try to show the love and justice of Jesus Christ?  
(3) (For minister of the Word and Sacrament†) Will you be a faithful minister of the Word and Sacrament†, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?  
**(4) (For commissioned pastor [also known as commissioned ruling elder])**  
Will you be a faithful ruling elder in this commission, serving the people by proclaiming the good news, teaching faith and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ?