

## APPENDIX A



# MINISTRY FORMATION AS A COMMISSIONED RULING ELDER IN PASTORAL SERVICE IN THE PRESBYTERY OF SOUTHEASTERN ILLINOIS

## REQUIREMENTS TO ENTER THE MINISTRY FORMATION PROCESS

In entering the Ministry Formation process, the individual, session, and Ministry Formation Team enter into mutual relationship. To affirm that relationship, individuals and sessions must complete the appropriate forms prior to admission into the Ministry Formation process.

- Membership in a PSEI congregation for at least 6 months
- Ordination as a PCUSA Ruling Elder
- Ministry Formation Application
- Three written references, using Individual Reference Form
- Session endorsement, using the Session Endorsement Form
- Candidacy interview
  - Demonstrated wisdom, mature faith, leadership skills, spiritual compassion and knowledge of the Reformed doctrine, government, and discipline contained in the PCUSA Constitution
  - Preliminary Statement of Faith and Faith Journey, including a statement of inner calling to engage in pastoral service as a CRE, willingness to work within Presbyterian polity and practice, willingness to complete all of the segments in the Ministry Formation process in a timely way, and willingness to accept Presbytery oversight in the ministry formation process
- Initial background check

## ADMISSION TO CANDIDACY

When the above requirements for entry into mutual relationship for Ministry Formation have been met, the individual will be admitted to the Ministry Formation process as a **Candidate Commissioned Ruling Elder (CCRE)**. Each CCRE will be assigned an experienced Formation Mentor to serve as a guide to the Candidate throughout the Ministry Formation process. Faithful participation in the mentoring process with the assigned Formation Mentor is a required element for successful completion of the Ministry Formation process. During the preparation process, CCREs are authorized only to serve in congregations as a part of the Field Education Plan. CCREs cannot serve as pulpit supply and their names cannot be listed on the PSEL Pulpit Supply List.

## ACADEMIC COURSE PREPARATION [24 credit hours]

Completion of

- The Christian Leadership Program at the University of Dubuque Theological Seminary (<https://udts.dbq.edu/academics/educationforlaity/courseinformation/>)
- The Ministry Formation Program offered by the Presbytery of Wabash Valley with Columbia

Theological Seminary (<https://ourpresbytery.org/leadership/ministry-formation-team/>), or

- The Pathways curriculum at Union Presbyterian Seminary (<https://www.upsem.edu/leadership-institute/pathways-learning-leadership-2/>) satisfies the academic course preparation requirement

OR

**Introduction to the Old Testament (Select one)**

God's Word: The Old Testament (3 credit hours) UDTS

\*Biblical Interpretation (3 credit hours) Union PS

Old Testament Survey and Interpretation (3 credit hours) Columbia TS

**Introduction to the New Testament (Select one)**

God's Word: The New Testament (3 credit hours) UDTS

\*Teaching the Bible (3 credit hours) Union PS

New Testament Survey and Interpretation (3 credit hours) Columbia TS

**Presbyterian Polity [Select one polity course and one history course]**

The Polity and Program of the Presbyterian Church (USA) (3 credit hours) UDTS

Presbyterian History and Confessions (3 credit hours) UDTS

Polity and Administration (3 credit hours) Union PS

Church History (3 credit hours) Union PS

Presbyterian Polity (3 credit hours) Columbia TS

**Reformed Theology (Select one)**

Reformed Theology I (3 credit hours) UDTS

Reformed Theology (3 credit hours) Union PS

Reformed Confessions and Theology (3 credit hours) Columbia TS

**Reformed Worship and Sacraments (Select one)**

Worship in the Reformed Tradition (3 credit hours) UDTS

Worship and Sacraments (3 credit hours) Union PS

**Introduction to Preaching (Select one)**

Leading Christian Worship (3 credit hours) OR Proclaiming the Word (3 credit hours) UDTS

Preaching (3 credit hours) Union PS

**Christian Caregiving: For Pastors and Leaders (Select one)**

Nurturing Wholeness in Christ: Caregiving (3 credit hours) UDTS

Introduction to Pastoral Care (3 credit hours) Union PS

Understanding Congregations (3 credit hours) Columbia TS

## FIELD EDUCATION PREPARATION

Each CCRE must complete 160 hours of supervised service, guided by the Formation Mentor, in congregations of various sizes within the Presbytery of Southeastern Illinois. Upon admission to candidacy, the CCRE and Formation Mentor will complete a Field Education Plan in collaboration with the pastors and/or sessions of at least 6 different congregations. During the first 80 hours of field education, the CCRE may NOT serve their home congregation. The second 80 hours may potentially be completed in the CCRE's home church, upon evaluation by the Formation Mentor and the Ministry Formation Team.

The Plan will specify the pastoral leadership activities in which the CCRE will participate. Service may total no more than 10 hours per week. Compensation for pulpit supply may be offered by the congregation served, but is not required. The Field Education Preparation must include a minimum distribution of

- 4-6 experiences filling pulpits of congregations of different sizes,
- Attendance and written observation of at least 2 and no more than 5 session meetings
- 3-5 teaching experiences and
- 3-5 pastoral care experiences, accompanied by an experienced pastor

The CCRE may also request additional equipping to moderate sessions and officiate at weddings and funerals.

## **OTHER PREPARATION REQUIREMENTS**

### **Boundary Training**

Each CCRE must complete a 4-hour Bounded in Relationship boundary training course offered by PSEI. This course uses Bowen systems theory as the backdrop, to explore knowing the self as a leader and maintaining well-being, resiliency, differentiation, and leadership power differentiation within relationships.

### **Vocational/Psychological Assessment**

The final step in the Ministry Formation process is the timely completion of the vocational and psychological assessment for the practice of ministry provided by LeaderWise. Three months prior to completion of both the academic course and field education preparation segments of the process, the CCRE must consult with the Ministry Formation Team to schedule the vocational and psychological assessment with LeaderWise with the cost of this assessment to be shared by the CCRE, the sponsoring congregation, and the Presbytery.

The Ministry Formation Team may authorize equivalent venues and instruments to satisfy the requirements for boundary training and vocational/psychological assessment.

## **COMMISSIONING AND ELIGIBLE RULING ELDER STATUS**

After all of the preparation requirements have been met, the Ministry Formation Team will review the CCRE's progress to vote on certifying the CCRE's eligibility for a commission. The CCRE will submit to the Ministry Formation Team

- A sermon manuscript and video of the sermon delivered in a worship setting
- An updated Statement of Faith and Calling
- A written liturgy of a complete worship service, containing original elements, including the order of worship, prayers, and children's message

Upon certification, CCREs become Eligible Ruling Elders (EREs) who are eligible to take up a commission to specific service in a congregation or congregations. The Ministry Transitions Team works with each congregation and ERE to facilitate the commission.

As stated in G-2.1001 in the *Book of Order*, EREs may be commissioned only to one or more validated ministries of the presbytery for a specified term of service that shall not exceed three years with possible renewal, and are CREs during the period of service in an active commission. The Presbytery shall review the commission at least annually. Please note that commissioned service to specific congregations is not the same as ordination as a Minister of the Word and Sacrament; the ERE's ordination is as a Ruling Elder. EREs may not serve in any congregation in which they do not have a commission or be listed on the pulpit supply list.

A ruling elder (ERE) who has been commissioned and later ceases to serve in a particular congregation, or other validated ministry, may continue to be listed as available to serve, but is not authorized to perform the functions of a commissioned ruling elder until commissioned again to a particular validated ministry by the Presbytery.