

Forms Reporting Actions to Others

Presbyteries will need to report certain actions to others across the church. When a candidate who has been “certified ready for examination for ordination, pending a call,” is being considered by any presbytery, the Form 6 along with its supporting documentation should be sent to that presbytery’s committee or commission responsible for its teaching elder members. General reporting about a person’s status with their supervising committee/commission overseeing preparation for ministry, transfer of care to another presbytery, withdrawal/removal from the process, certification of readiness to receive a call, and ordination to the role of teaching elder are reported to Mid Council Ministries of the Office of the General Assembly through the preparation for ministry management portal (<http://p4m.pcusa.org>).

Form 6 “Summary Report of Final Assessment”

This form, completed by the committee/commission overseeing preparation for ministry, acknowledges that the committee/commission overseeing preparation for ministry of the candidate’s presbytery has conducted a final assessment of the candidate’s preparation and readiness to begin ministry. It certifies that she/he has successfully completed all requirements of the denomination and the committee/commission overseeing preparation for ministry and so is ready to be examined for ordination. It should be accompanied by supporting documentation that is identified on the form. (Since this report may need to be shared with another calling presbytery, all presbyteries should use this form as issued.)

Online Reporting to Mid Council Ministries of the Office of the General Assembly

Since January 2014 the Office of the General Assembly has exclusively used online management systems for presbyteries to report actions related to their inquirers and candidates. The system also provides direct access to senior ordination exams and their evaluations as well as Bible Content Exam results, and is to be used by presbyteries to report their ordination exam readers to the Presbyteries’ Cooperative Committee on Examinations for Candidates (PCC). Both a “User’s Guide” and a “Quick Reference Sheet” have been prepared to assist presbyteries in the use of the system.

[Download](#) the “User's Guide” (with screen shots and full descriptions)

[Download](#) the “Quick Reference Sheet” (two page summary of main operations for creating and managing inquirer and candidate profiles)