

COMMITTEE ON PREPARATION FOR MINISTRY HANDBOOK

Manual of Operation

PURPOSE

1. The Committee on Preparation for Ministry (CPM) is responsible for the care and supervision for Inquirers and Candidates seeking ordination as a Minister of Word and Sacrament in the Presbyterian Church (USA) incorporating the process referenced in the *Book of Order*.
2. The CPM serves as an Administrative Commission of Mission Presbytery for the purpose of:
 - (a) transferring candidates for the ministry to other presbyteries;
 - (b) receiving candidates by transfer from other presbyteries for the purpose of accepting valid calls to ministry in Mission Presbytery.
3. The CPM is responsible for the care, supervision and process for Ruling Elders to meet the requirements of Mission Presbytery in seeking to receive a commission from the Commission on Ministry.

COMMITTEE MEMBERSHIP

The CPM consists of fifteen (15) members in near equal numbers of teaching elders (TE) and ruling elders (RE), arranged in three classes. They are elected at the annual meeting of Mission Presbytery upon nomination by the Committee on Representation and Participation (CORP). Any vacancy shall be filled upon approval by the General Council if less than one (1) year left on a term or by nomination by CORP at the next meeting of Presbytery. Members are eligible to serve no more than six (6) consecutive years. The CPM elects its own recorder. The CORP, with approval of General Council, nominates the Chair or Co-Chairs for election by the Presbytery.

MEETINGS

Ordinarily, the CPM will meet for one-day meetings, five (5) times per year. Additional meetings may occur if deemed necessary. Typically, meetings are held at Austin Presbyterian Theological Seminary. CPM is responsible for lodging of committee members housed on the seminary campus. Meetings may also be conducted on an internet/web-based meeting service or electronically.

QUORUM

A quorum shall be declared if eight (8) members of the committee, which includes the Chair/Co-Chair and at least one (1) teaching elder, are present in person or an on-line/virtual/electronic setting.

STAFF RESOURCE

The staff resource for this committee will be the Presbytery Executive or designated appointee.

REPORTING

CPM reports to Mission Presbytery at stated and called meetings. The Chair/Co-Chair of CPM shall serve as a member of General Council and report as required by presbytery policy and budgetary considerations. In the event the Chair/Co-Chair cannot attend a meeting of General Council, the CPM can appoint a delegate to attend in their place if approved by General Council.