



APPLICATION FOR ENROLLMENT AS AN INQUIRER

Note to the 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. It will be used as a basis for mutual discussion. In completing this form, please write legibly, using black ink.

Because there is great variety in age and experience of persons making application, this questionnaire is purposely broad in scope. Please use extra paper as needed to provide additional information you feel will give the fairest representation of yourself.

Be as accurate and candid as you can.

After completing pages 2-5 (and 6-9, if requested by your presbytery), make a copy for yourself and submit the original to the Clerk or Moderator of the Session of your home church. Also, please either attach or have official transcripts of all academic work completed beyond high school sent to the Clerk of Session.

***BACKGROUND INFORMATION FOR SESSION AND
COMMITTEE ON PREPARATION FOR MINISTRY***

PERSONAL INFORMATION

NAME: _____
(LAST) (FIRST) (MIDDLE)

SOCIAL SECURITY NUMBER: _____ / _____ / _____ DATE OF BIRTH: _____

CURRENT MAILING ADDRESS: _____
(STREET OR PO BOX)

(CITY) (STATE) (ZIP CODE)

CURRENT PHONE #: _____ HOME #: _____ WORK #: _____

CELL PHONE #: _____ FAX #: _____ E-MAIL: _____

PERMANENT MAILING ADDRESS: _____
(IF SAME, WRITE SAME) (STREET OR PO BOX)

(CITY) (STATE) (ZIP CODE)

PERMANENT PHONE #: _____

REFERENCES

REFERENCES SHOULD INCLUDE AT LEAST TWO OF THE FOLLOWING: SOMEONE FROM YOUR CONGREGATION; A FORMER EMPLOYER; A PEER OR A FORMER PROFESSOR OR SCHOOL ADMINISTRATOR.

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP: _____ PHONE #: _____ FAX #: _____ E-MAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP: _____ PHONE #: _____ FAX #: _____ E-MAIL: _____

HOW LONG HAVE YOU KNOWN THIS PERSON? _____

NAME: _____
(TITLE) (FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

RELATIONSHIP: _____ **PHONE** _____ **FAX #:** _____ **E-MAIL:** _____

HOW LONG HAVE YOU KNOW THIS PERSON? _____

FAMILY INFORMATION
(THIS SECTION IS OPTIONAL)

NAME OF SPOUSE (IF CURRENTLY MARRIED): _____

NAMES/BIRTH DATES OF CHILDREN: _____

PLEASE PROVIDE ANY FAMILY INFORMATION YOU CONSIDER PERTINENT TO YOUR APPLICATION.

ACADEMIC INFORMATION

LIST THE ACADEMIC INSTITUTIONS YOU HAVE ATTENDED, BEGINNING WITH HIGH SCHOOL, AND COMPLETE THE INFORMATION ASKED FOR IN EACH COLUMN. IF YOU ARE CURRENTLY PURSUING AN EDUCATIONAL PROGRAM, INDICATE YOUR ACADEMIC CLASSIFICATION.

INSTITUTION	DATES ATTENDED	PROGRAM OR MAJOR	ACADEMIC AVERAGE	DIPLOMA OR DEGREE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FILL IN THE TWO COLUMNS BELOW:

	SUBJECTS IN WHICH YOU DID YOUR BEST WORK	SUBJECTS IN WHICH YOU DID LESS WELL
HIGH SCHOOL	_____	_____
COLLEGE	_____	_____
GRADUATE SCHOOL	_____	_____
POSTGRADUATE	_____	_____

LIST ANY ACADEMIC HONORS, AWARDS, SPECIAL RECOGNITIONS, ORGANIZATIONS, SPORTS AND EXTRACURRICULAR ACTIVITIES. UNDERLINE THOSE WHICH HAVE BEEN MOST MEANINGFUL.

OCCUPATIONAL HISTORY

LIST ALL THE FULL-TIME OR PART-TIME JOBS OR OCCUPATIONS IN WHICH YOU HAVE BEEN EMPLOYED AND PROVIDE THE INFORMATION REQUESTED IN THE APPROPRIATE LINES. INDICATE PART-TIME BY PUTTING PT NEXT TO THE JOB TITLE. (ATTACH ADDITIONAL SHEET IF NECESSARY.)

	CURRENT/MOST RECENT	NEXT MOST RECENT	SECOND MOST RECENT
JOB TITLE	_____	_____	_____
DATES OF EMPLOYMENT	_____	_____	_____
ASPECTS YOU ENJOYED MOST	_____	_____	_____
ASPECTS YOU ENJOYED LEAST	_____	_____	_____

CHURCH INFORMATION

YEAR OF YOUR BAPTISM: _____ YEAR OF YOUR PROFESSION OF FAITH: _____

CHURCH OF MEMBERSHIP: _____

APPROXIMATE NUMBER OF MEMBERS: _____ DATE JOINED: _____

OTHER CHURCHES JOINED:	DATES OF MEMBERSHIP:
_____	_____
_____	_____

GIVE THE DATES OF YOUR ORDINATION TO THE OFFICES OF DEACON AND/OR ELDER, IF APPLICABLE:

LIST YOUR AREAS OF INVOLVEMENT IN THE LIFE AND MISSION OF THE CHURCH, BOTH AS A PARTICIPANT AND AS A LEADER. INDICATE CURRENT AREAS OF INVOLVEMENT WITH AN ASTERISK (*).

AREA OF INVOLVEMENT	PARTICIPANT	LEADER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY INVOLVEMENT

LIST VOLUNTARY SERVICES, CIVIC AND SOCIAL ORGANIZATIONS OF WHICH YOU ARE OR HAVE BEEN A MEMBER AND INDICATE YOUR PARTICIPATION AND ROLE.

LIST ANY AWARDS OR RECOGNITION RECEIVED FOR BUSINESS OR PROFESSIONAL ACHIEVEMENT, COMMUNITY INVOLVEMENT/LEADERSHIP, ETC.

QUESTIONS FOR REFLECTION

REFLECT ON AND WRITE RESPONSES TO THE FOLLOWING QUESTIONS: *(ATTACH SEPARATE PAPER FOR YOUR ANSWERS.)*

- 1) DESCRIBE YOURSELF AS A PERSON.
- 2) DESCRIBE BRIEFLY YOUR UNDERSTANDING OF WHAT IT MEANS TO YOU TO BE AN INQUIRER. PLEASE INCLUDE THE MOST IMPORTANT EVENTS, EXPERIENCES, AND PERSONS THAT HAVE PROMPTED YOU TO BECOME AN INQUIRER.
- 3) WRITE A BRIEF STATEMENT OF YOUR PERSONAL FAITH DESCRIBING WHAT YOU BELIEVE ABOUT GOD, JESUS CHRIST, THE HOLY SPIRIT AND YOUR RELATIONSHIP TO THEM.
- 4) WHAT DOES IT MEAN TO YOU TO BE PRESBYTERIAN?
- 5) DESCRIBE YOUR CURRENT SPIRITUAL PRACTICES AND DISCIPLINES.
- 6) WHO/WHAT IS YOUR IDEAL (ROLE MODEL) FOR MINISTRY? WHAT DO YOU EXPECT IN YOUR MINISTRY? WHAT ASPECT OF MINISTRY DO YOU FIND LEAST INTERESTING?
- 7) WHAT ARE YOU DOING TO MAINTAIN YOUR PHYSICAL AND EMOTIONAL HEALTH?
- 8) COMMENT ON WHAT HAVE BEEN (ARE) SOME OF YOUR MORE MEANINGFUL INTERESTS AND HOBBIES.
- 9) HOW DO YOU PLAN TO FINANCE YOUR EDUCATION?

SIGNATURE: _____ DATE: _____

Applicant: Mail pages 2-5 (and 6-9 if applicable) with attachments to Moderator or Clerk of Session of your home church.

ESTIMATED FINANCIAL RESOURCES

1. Income: Provide an estimate of your financial resources during your time of enrollment in seminary. If you and/or your spouse will keep the same job while you are enrolled in seminary, please list your current salary. If you are ending employment to begin seminary, estimate what you may earn during the academic year.

	Total Monthly
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Student earnings
- Spouse earnings
- Other income (Social Security, Disability, VA, etc.)
- Child Support
- Other (Please specify)

Total

2. Other assistance

	Total for Academic Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Home Church/Congregational support
- Family/Friends support
- Presbytery support
- PCUSA scholarships/loans
- Foundation or Corporations
- Other (Please specify)

Total

3. Assets

	Current Total
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Cash and savings
- Investments (CDs, stocks, etc.)
- Retirement savings (IRAs, 401Ks, etc.)
- Real Estate
- Automobiles
- Other (Please specify)

Total

ESTIMATED EXPENSES FOR ACADEMIC YEAR

Form 1
Date _____

1. Educational expenses

- Annual tuition
- (_____ courses x tuition rate)
- Special academic programs or study
(Please explain)
- Fees
- Books

Total for Academic Year

Total

2. Monthly living expenses

- Rent/mortgage/assessment
- Utilities
- Food and household supplies
- Automobile expenses
- Telephone
- Clothing
- Incidentals
- Health Insurance (do not include if deducted from paycheck)
- Other medical/dental expenses
- Transportation (please explain)
- Dependent allowance
- Child Care
- Child support payments
- Life Insurance
- Charitable donations
- Other (please explain)
- Other (please explain)

Monthly Total

Total

OTHER INFORMATION

1. Student (and spouse's or prospective spouse's) educational indebtedness

Educational Loans – use principal amounts for both undergraduate and graduate education

	Student	Spouse
Federal Subsidized Stafford Loans (Undergraduate)	_____	_____
Federal Unsubsidized Stafford Loans (Undergraduate)	_____	_____
Federal Subsidized Stafford Loans (Graduate)	_____	_____
Federal Unsubsidized Stafford Loans (Graduate)	_____	_____
Federal Perkins Loans	_____	_____
PCUSA Loans	_____	_____
Loans from parents/family members	_____	_____
Other Educational Loans	_____	_____
Estimated total seminary loans that will be received upon graduation	_____	_____
Total Principal	_____	_____

2. Student's (and spouse's or prospective spouse's) non-educational indebtedness

Include consumer, mortgage, revolving credit, etc.

	Balance Owed	Monthly Payment
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____
f. _____	_____	_____

3. Non-seminary scholarships (grants) for which you have applied or received

Source of financial assistance

	Amount Fall Term	Amount Spring Term
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

Form 1

Date _____

Please comment on how you intend to meet your indebtedness and financial obligations while meeting your seminary financial responsibilities.

I certify that the information contained is a true and accurate statement of my financial circumstances and is made in good faith.

Signature _____

Date _____

SESSION CONSULTATION/RECOMMENDATION

*Some issues for consideration when consulting with a prospective Inquirer.** Since this is the beginning of the process, primary attention should be given, at this time, to evaluating natural gifts, quality of commitment, strength of motivation, and potential for growth. Each of these issues should be pursued at greater depth during the period of inquiry.

- 1) What personal qualities of the applicant are evidence of a healthy and vital faith in God through Jesus Christ?
- 2) How is that faith currently being expressed through the individual's participation in the worship, life, and mission of this congregation?
- 3) What various motivations impel the sense of call? (e.g., service to God and the world, compassion for God's children, guilt, the need for power and status)
- 4) What real and potential talents for ministry are evident in this individual? (e.g., the ability to communicate, interpersonal skills, leadership or administrative abilities)
- 5) What is the level and adequacy of the individual's academic interest, ability, and motivation?
- 6) What is the evidence of his or her physical health and stamina?
- 7) What is the evidence of his or her emotional well-being?
- 8) What is the evidence of his or her self-discipline?
- 9) How does the individual plan to finance his or her education?

**Preparation for Ministry Manual, page 24.*

SESSION EVALUATION AND RECOMMENDATION

THE SESSION OF THE _____ CHURCH OF
(NAME OF CHURCH)

_____ MET WITH _____
(CITY) (STATE) (NAME OF APPLICANT)

ON _____ AND SUBMITS THE FOLLOWING REPORT:
(DATE)

THE SESSION _____ ENDORSES THE APPLICANT TO BE ENROLLED BY THE PRESBYTERY AS AN INQUIRER.
_____ DOES NOT ENDORSE

LIAISON

THE SESSION HAS APPOINTED THE FOLLOWING ELDER TO ACT AS LIAISON WITH THE INQUIRER AND WITH THE PRESBYTERY'S COMMITTEE ON PREPARATION FOR MINISTRY, AND TO PARTICIPATE WITH THE INQUIRER AND THE COMMITTEE AS THEY EXPLORE AND EVALUATE HIS OR HER PROGRESS. (G-14.0306b)

NAME: _____
(FIRST) (LAST)

ADDRESS: _____
(STREET OR PO BOX) (CITY) (STATE) (ZIP CODE)

PHONE #: _____ CELL PHONE #: _____

FAX #: _____ E-MAIL: _____

THIS REPORT WAS PREPARED FOR THE SESSION BY: _____
(NAME)

_____ (POSITION) (PHONE #)

CELL PHONE #: _____ FAX: _____ E-MAIL: _____

Session will copy and mail completed form (pages 2-5 [6-9 if requested by your Presbytery] and page 11) to Presbytery Committee on Preparation for Ministry at the following address:

(This page & page 13 are to be detached and retained by session.)

GOALS AND RESPONSIBILITIES OF SESSION

- 1) Developing among church members an awareness of their Christian vocation and challenging them with responsible Christian stewardship of their talents. (G-10.0102d and G-10.0102g)
- 2) Encouraging persons with appropriate motivation and abilities to consider preparation for the ministry of the Word and Sacrament or other church occupations.
- 3) Contacting the Moderator of the Presbytery Committee on Preparation for Ministry when a church member indicates a desire to pursue his or her sense of call to the ministry of the Word and Sacrament. (G-14.0303c and G-14.0306a)
- 4) Meeting for orientation on the preparation process with representative(s) from the Committee on Preparation for Ministry. (G-14.0303c and G-14.0306a)
- 5) Interviewing applicants who request to be enrolled as Inquirers, and making a recommendation to the Presbytery's Committee on Preparation for Ministry regarding the application. (G-14.0303d)
- 6) Appointing an elder to be a liaison person with the applicant and the CPM if he or she is enrolled as an Inquirer by the Presbytery. (G-14.0306b)

Note: *If the Session, the Committee, or the Presbytery decides not to accept the individual for enrollment as an Inquirer at this time, the Session continues to provide support, counsel, and guidance to the individual as he or she seeks to discover an appropriate occupational expression of Christian vocation.*

- 7) Providing support and care on an on-going basis to the Inquirer including the provision of financial support. (G-14.0306b)
- 8) Participating with the Inquirer and Presbytery's Committee in evaluating the Inquirer's growth and progress, receiving a copy of the Inquirer's Annual Report from the Committee. (G-14.0303f and G-14.0309b)
- 9) Meeting with the Inquirer to review evidence indicating his or her readiness to proceed to Candidacy. This evidence includes a personal interview with the Inquirer, all consultation reports, and the Inquirer's demonstration of adequate promise for ministry according to the expected outcomes of the Inquiry Phase as set forth in G-14.0303g (1-6).
- 10) Making a decision regarding whether to recommend to Presbytery that the Inquirer proceed to Candidacy Phase. (G-14.0305b)

- 11) Providing support and making a statement to Presbytery, if requested, when the Inquirer is ready for admission to Candidacy Phase.

Note: If the Inquirer is not received by Presbytery as a Candidate at this time, the Session continues to support, counsel, and guide the individual as he or she seeks to discover an appropriate occupational expression of his or her Christian vocation.

- 12) Upon approval of Candidacy by Presbytery, the Candidate and his or her Session may request that a commission of Presbytery conduct a service of reception in the presence of the Candidate's congregation. (G-14.0305h)
- 13) Providing continued support and pastoral care to the Candidate and his or her family, maintaining the liaison relationship with both the Candidate and the Presbytery Committee and considering the provision of financial support for the Candidate. (G-14.0306b)
- 14) Receiving and reviewing reports of each Annual Consultation. (G-14.0309b)
- 15) Removing the Candidate's name from the church roll when notice is received of his or her ordination.

Note: It is important to remember that the Session acts as an advocate for both Inquirers and Candidates and, through its moderator and Presbytery commissioner(s), can call the Presbytery's Committee on Preparation for Ministry to accountability in fulfilling its responsibilities.