**Credentials Committee Checklist**

***For Candidates Seeking Ordination by Evangel Presbytery***

Brother, we are glad that the Lord has brought you to this place. It is our goal to guide you through this process expeditiously. To that end we have provided this checklist for you to follow. All the forms you will need to complete and return are attached.

All documents, exams, etc. should be e-mailed to the Credentials Committee Chair at [evangelprescredentials@gmail.com](mailto:evangelprescredentials@gmail.com)

**\*\*Important note\*\***

Any signatures that are required may be done so electronically. This will keep you from having to scan. It is preferable for us to receive documents in Microsoft Word so that we can share them with the committee more easily

See Website for important dates and deadlines.

❑ Choose a sermon you preached in the last 6 months; provide both a link to your sermon online and a written copy to the credentials committee chair.

❑ Review the “Terms of Examination” document following this checklist. Send a signed copy (electronic signature is acceptable).

* Fill out the Biographical Data Form following this checklist and email to the chair.

❑ Complete the Views and Exceptions Sheets below and return them to the chair. (This is not an exam and does not need to be proctored. You may complete it electronically or on paper.)

❑ If applicable, the candidate and his wife should complete the marriage survey packet and email or mail in their responses in separate documents. You must request this document from the chair.

❑ Send the chair the name and e-mail address of a proctor for your written exams at least 3 days before you plan to take the exam. Your proctor may be any PCA church officer (elder or deacon).

❑ Take your proctored written exams**.**

* + English Bible (A study guide for the English Bible exam is available.)
  + Theology
  + BCO
  + Sacraments
  + Church History

And have your proctor return them to the chair. A study guide for the English Bible exam is available. **(All exams must be proctored.)**

*Note: If you fail an exam, you may retake it once before the nearest meeting of the Credentials Committee only if you submitted the first exam at least six weeks before the quarterly meeting of the Credentials Committee. If you fail a second time, you must wait until the following quarterly meeting of the Credentials Committee to retake the exam.*

❑ Have the church calling you send a copy of your call to the chair. The call should be in the BCO 20-6 form, signed by witnesses and the moderator as shown in the pages following this checklist.

*Note: ordinarily a candidate may not be granted permission by the Presbytery to move on to the field to which he has been called, prior to his examination for licensure or ordination (BCO 21-1) as well as transferring ordained ministers.*

❑ Send your theological and exegetical papers to the chair. Your papers must follow the “Guidelines for Theological and Exegetical Papers” found in the pages following this checklist.

❑ Send the chair your completed Installation Commission Form (found in the pages following this checklist) in consultation with the Session of the church calling you.

❑ Send proof of your seminary degree to the chair. A photocopy is sufficient.

❑ Provide “proper testimonials” from the Presbytery you are under care with or are licensed in, pertaining to your previous examinations (see BCO 19-5 and 21-4) to the chair. To do this, ask the clerk of the presbytery to let the chair of the Credentials Committee know that you have completed your internship for ordination and/or that you have been previously licensed.

❑ Attend the Credentials Committee meeting for your examination.

❑ Attend the Presbytery meeting for your examination.

**Terms of Examination**

# (PLEASE READ AND SIGN THIS FORM)

**TO ALL CANDIDATES**

The Credentials Committee of Evangel Presbytery is committed to:

1. Treating all information submitted to the committee with biblical confidentiality,
2. Treating all candidates with dignity, and
3. Helping candidates evaluate their readiness for ministry

In order to achieve number three for those seeking ordination, the committee will ask the candidate to submit several questionnaires regarding his personal, marital and financial life.

There is a “shepherding” responsibility that this committee performs for Evangel Presbytery and, when applicable, for the candidate’s home church and Session. In the event the committee fails to sustain this examination, it may make reports and particular recommendations to Evangel Presbytery and/or the Session of the home church.

**ALL CANDIDATES**

**Waiver of Liability**

THE UNDERSIGNED, having sought examination for the office of Pastor offered by Evangel Presbytery, a non-profit religious organization, hereby acknowledges his understanding that the examination will inquire into various areas of his life and call to ministry, including:

1. the conduct of his personal life and spiritual disciplines;
2. the personal life of his wife
3. the nature of their marital and family relationships; and
4. his theological beliefs

The undersigned further releases Evangel Presbytery, its agents, members and employees, from any liability or claim arising from the candidate’s examination and reports to Presbytery and his home church, as described above. Any claim or dispute arising or related to this agreement, including thee actions, examinations or reports of the credentials committee, shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at www.Peacemaker.net). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CANDIDATE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN OF COMMITTEE DATE

**Biographical Data Form**

**GENERAL INFORMATION**

Date: Click here to enter a date.

Name: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Date of Birth: Click here to enter a date.

Where are you currently living? Click here to enter text.

Who is your current employer? Click here to enter text.

**MARRIAGE AND FAMILY**

Wife’s name: Click here to enter text. Wedding date: Click here to enter a date.

Have you been widowed? Click here to enter text. How long ago? Click here to enter text.

Have you been divorced? Click here to enter text.

If so, what were the circumstances?

Click here to enter text.

What was the date of the final judgment of your divorce?

Click here to enter text.

Children’s names and ages:

Click here to enter text.

**EDUCATION AND SEMINARY**

College and seminary attended, degrees earned, date of graduation (or expected graduation date):

Click here to enter text.

Did your seminary degree include the study of Greek and Hebrew? Click here to enter text.

**LICENSURE AND ORDINATION**

Are you already Licensed and/or Ordained? ☐Licensed ☐Ordained

If so, when were you licensed and/or ordained? By which denomination or Presbytery:

Licensed: Click here to enter text.

Ordained: Click here to enter text.

What is your current denomination? Where you currently ordained?

Click here to enter text.

What is your new call going to be?

Click here to enter text.

Are you a member in good standing of your denomination or are you under discipline?

Click here to enter text.

If transferring, why do you want to leave your denomination and become a minister in the PCA?

Click here to enter text.

Briefly relate how you became convinced of Reformed theology.

Click here to enter text.

Are there any negative circumstances surrounding your decision to leave your present position and seek this new call?

Click here to enter text.

Beginning with your ordination, list all of the churches or fields in which you have served.

**Church or Field City, State Position Held Dates**

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Please explain any times in which you were without a call.

Click here to enter text.

**EMOTIONAL HEALTH**

Have you ever had a nervous breakdown, a “burn-out” experience, or a bout with serious clinical depression?

Click here to enter text.

Is there anything in the medical, emotional, or psychological history of you or your family that Evangel Presbytery or your calling church should be aware of as you seek entrance into the Presbytery?

Click here to enter text.

**FINANCIAL HEALTH**

Will the financial terms of your call be enough to provide for your family?

Click here to enter text.

What is your present level of indebtedness?

Click here to enter text.

Have you ever had problems with creditors pursuing you for late payments or back payments?

Click here to enter text.

Did you owe significant back taxes, interest, penalties, etc.?

Click here to enter text.

Have you ever declared bankruptcy?

Click here to enter text.

**PRESBYTERY INFORMATION**

When are you planning to come before the credentials committee?

Click here to enter text.

Are there any problems that Evangel Presbytery or your calling church should be aware of as you seek entrance in to the Presbytery?

Click here to enter text.

Is there anything else that would be helpful for the credentials committee to know?

Click here to enter text.

Please list the names and phone numbers of the following two references:

1. The Stated Clerk of your Presbytery (or your denominational equivalent).

Click here to enter text.

2. The Stated Clerk of your Session (or your denominational equivalent).

Click here to enter text.

**Views Sheet**

On separate paper (or electronically in this document), please list any differences or exceptions you take to the Westminster Standards and then state your views on each of the following.

1. The Atonement, Propitiation, Imputation, and the Love and Wrath of God

Click here to enter text.

1. The Five Points of Calvinism

Click here to enter text.

1. The Regulative Principle

Click here to enter text.

1. The Ordination of Women

Click here to enter text.

1. The Extraordinary Gifts of the Spirit, especially as this topic has to do with revelation.

Click here to enter text.

1. Justification, The New Perspective on Paul and Federal Vision Theology

Click here to enter text.

1. Paedocommunion

Click here to enter text.

1. The Covenant of Works

Click here to enter text.

1. The free offer of the Gospel: do you believe it is correct to say to unbelievers that God offers you salvation and he wants you to come?

Click here to enter text.

1. Creation

Click here to enter text.

1. Theonomy

Click here to enter text.

1. Predestination and Prayer

Click here to enter text.

1. Sanctification, the Carnal Christian Theory and Second Blessing Theology

Click here to enter text.

1. Preterism

Click here to enter text.

1. The Lord’s Day

Click here to enter text.

1. The proper uses of the Law of God

Click here to enter text.

1. Baptismal Regeneration

Click here to enter text.

1. The Scriptures

Click here to enter text.

1. Open Theism

Click here to enter text.

1. The frequency of the Lord’s Supper and the validity of Roman Catholic baptism.

Click here to enter text.

1. The Biblical grounds for divorce and remarriage.

Click here to enter text.

**EXCEPTIONS**

List any differences or exceptions you take to the Westminster Standards.

Click here to enter text.

Name: Click here to enter text. Date: Click here to enter a date.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms of Call for Evangel Presbytery**

Subject to the approval of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbytery, the \_\_\_\_\_\_\_\_\_\_ (Session, or Congregation, or Session on behalf of the congregation) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Church in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ earnestly calls you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to undertake the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in our congregation, promising you, in the discharge of your duty, all proper support, encouragement and obedience in the Lord. That you may be free from worldly care and avocations, we hereby promise and oblige ourselves to provide you with the following:

Annual Cash Salary & Housing Allowance, paid semi-monthly. $ \_\_\_\_\_\_

Portion of Cash Salary Designated as Housing Allowance $ \_\_\_\_\_\_

The amount/portion dedicated to housing allowance will be determined by

The Minister and approved by the Session before employment with the

church in this new position and shall be reviewed prior to each fiscal year.

Primary Benefits

Social Security/Medicare Allowance: \_\_\_\_\_% of salary+ Housing $ \_\_\_\_\_\_

Medical Insurance &/or Medicare Supplement Insurance (specific $ amount) $ \_\_\_\_\_\_

Retirement Savings: 12 % of salary + housing $ \_\_\_\_\_\_

Long Term Disability Insurance $ \_\_\_\_\_\_

Life Insurance $ \_\_\_\_\_\_

Equity Allowance if Minister living in a manse $ \_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_

Secondary Benefits

Dental Insurance $ \_\_\_\_\_\_

Vision Insurance $ \_\_\_\_\_\_

Long Term Care Insurance $ \_\_\_\_\_\_

Temporary Benefits

Relocation expenses reimbursed up to a maximum of: $ \_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_

Miscellaneous Paid Leaves per year. (Any specific church policies are described in a separate document.)

Vacation \_\_\_\_\_\_\_\_\_\_\_\_\_ Study Leave \_\_\_\_\_\_\_\_

Educational Leave \_\_\_\_\_\_\_\_\_\_\_\_\_ Gen. Assembly \_\_\_\_\_\_\_\_\_\_

Sabbatical Leave \_\_\_\_\_\_\_\_\_\_\_\_\_

Any reimbursement of reasonable and necessary business expenses shall be in accord with a Session-adopted Accountable Reimbursement Plan, with a maximum amount specified in the annual church budget.

I, having moderated the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Session or Congregational) meeting which extended a call to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for his ministerial services, do certify the call has been made in all respects according to the rules in the PCA Book of Church Order and the persons who signed the call were authorized to do so by vote of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Session or Congregation).

(Check if applicable) \_\_\_ Authority to approve these Terms was delegated by the Congregation to the Session at a congregational meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Meeting Moderator (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone or e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vote: # Yes = \_\_\_\_\_\_ # No = \_\_\_\_\_

Minister-Elect (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send a copy to the Presbytery Clerk.

**BCO Ordination Requirements and Exams**

**21-4.** An intern applying for ordination shall be required to present a diploma of Bachelor or Master from some approved college or university, and also a diploma of Bachelor or Master from some approved theological seminary or authentic testimonials of having completed a regular course of theological studies, or a certificate of completion of and endorsement from a theological study program as approved by the General Assembly and one of the Presbyteries of the Presbyterian Church in America. No Presbytery shall omit any of these educational requirements except in extraordinary cases, and then only with a three-fourths (3/4) approval of the Presbytery. Whenever a Presbytery shall omit any of these educational requirements, it shall always make a record of the reasons for such omission and the parts omitted. The intern shall also present satisfactory testimonials as to the completion and approval of his internship in the practice of the ministry.

Every candidate for ordination shall ordinarily have met the requirements of the Assembly’s approved curriculum. Ordinarily, the intern shall have been examined in most of the following trials when he was licensed. If the Presbytery previously approved all parts of the licensure examination, it need not re-examine the intern in those areas at this time. If there were areas of weakness, which the Presbytery noted, or if any member of the Presbytery desires to do so, the intern may be examined on particular points again. Additionally, the intern shall be examined on any parts required for ordination which were not covered in his examination for licensure. In all cases, he should be asked to indicate whether he has changed his previous views concerning any points in the Confession of Faith, Catechisms, and Book of Church Order of the Presbyterian Church in America.

Trials for ordination shall consist of:

a. A careful examination as to:

1. his acquaintance with experiential religion, especially his personal character and family management (based on the qualifications set out in 1 Timothy 3:1-7, and Titus 1:6-9),

2. his knowledge of the Greek and Hebrew languages,

3. Bible content,

4. theology,

5. the Sacraments,

6. Church history,

7. the history of the Presbyterian Church in America, and

8. the principles and rules of the government and discipline of the church.

A Presbytery may accept a seminary degree which includes study in the original

languages in lieu of an oral examination in the original languages.

b. He shall prepare a thesis on some theological topic assigned by Presbytery.

c. The candidate shall prepare an exegesis on an assigned portion of Scripture, requiring the use of the original language or languages.

d. He shall further be required to preach a sermon before the Presbytery or

committee thereof, upon three-fourths (3/4) vote.

No Presbytery shall omit any of these parts of trial for ordination except in extraordinary cases, and then only with three-fourths (3/4) approval of Presbytery.

Whenever a Presbytery shall omit any of these parts, it shall always make a record of the reasons for such omissions and of the trial parts omitted.

While our Constitution does not require the candidate’s affirmation of every statement and/or proposition of doctrine in our Confession of Faith and Catechisms, it is the right and responsibility of the Presbytery to determine if the candidate is out of accord with any of the fundamentals of these doctrinal standards and, as a consequence, may not be able in good faith sincerely to receive and adopt the Confession of Faith and Catechism of this Church as containing the system of doctrine taught in Holy Scriptures (cf. BCO 21-5, Q.2; 24-5, Q.2).

Therefore, in examining a candidate for ordination, the Presbytery shall inquire not only into the candidate’s knowledge and views in the areas specified above, but also shall require the candidate to state the specific instances in which he may differ with the Confession of Faith and Catechisms in any of their statements and/or propositions. The court may grant an exception to any difference of doctrine only if in the court’s judgment the candidate’s declared difference is not out of accord with any fundamental of our system of doctrine because the difference is neither hostile to the system nor strikes at the vitals of religion.

The Presbytery, being fully satisfied of his qualifications for the sacred office, shall appoint a day for his ordination, which ought, if practicable, to be in that church of which he is to be the pastor.

The extraordinary clauses should be limited to extraordinary circumstances of the church or proven extraordinary gifts of the man. Presbyteries should exercise diligence and care in the use of these provisions in order that they not prevent the ordination of a candidate for whom there are truly exceptional circumstances, nor ordain (nor receive from other denominations (BCO 13-6)) a person who is inadequately prepared for the ministry.

**Guidelines for Theological and Exegetical Papers**

**Presented to Presbytery as required by BCO 21-4**

**1. General Guidelines**

a. Two papers are required, one theological and one exegetical.

b. Length of each paper: between 10 and 15 pages, double-spaced

c. The pages should be numbered

d. There should be a bibliography at the end, with at least 6 references from

printed (not internet) material

e. There must be an average of two footnotes per page, though not

necessarily that many quotations.

f. Your name should be put on the back of the last page.

g. Do not submit a paper you wrote for seminary unless it meets these

guidelines and covers one of the following approved theology topics.

**2. Approved theology topics:**

a. Saving Faith

b. Repentance unto Life

c. Total Depravity and Its Importance for Today

d. Unconditional Election

e. Particular Redemption

f. Irresistible Grace

g. Perseverance of the Saints

h. The Atonement

i. Effectual Calling

j. Propitiation

k. Redemption

l. Reconciliation

m. Justification

n. Adoption

o. Sanctification

p. Perseverance

q. Glorification

r. Open Theism

s. Predestination and Prayer

t. Imputation

u. The Last Judgment

v. The Kenosis Theory

w. Infallibility and Inerrancy

x. The Procession of the Holy Spirit from the Father and the Son

y. The Efficacy of Baptism

z. The Efficacy of the Lord’s Supper

aa. Is Roman Catholic baptism valid?

bb. The Frequency of the Lord’s Supper

cc. Is Man’s Will Free?

dd. The Covenant of Works

ee. The Covenant of Grace

ff. The *Pactum Salutis*

gg. Is Jesus Christ the Only Way? (Christian Exclusivism)

hh. The Doctrine of Eternal Punishment

ii. Heaven

jj. Hell

kk. Glossalalia

ll. The Lord’s Day

mm. Assurance of Grace and Salvation

nn. Theonomy

oo. Liberty of Conscience

pp. The Regulative Principle

qq. The Role of Women in the Church

rr. Divorce

ss. The Presence of Christ in the Lord’s Supper

tt. Union with Christ

uu. Second Blessing(s)

vv. The Image of God in Man

ww. The Relation between Arminianism, Pelagianism, and Calvinism

xx. Paedocommunion

**3. Exegetical Paper:**

The candidate may choose any passage of Scripture but should get the passage approved by the Chairman prior to writing and submitting his paper. At key points you should give declensions of nouns and the parsing of verbs and discussion of grammar, when such work adds to the interpretation significantly. Please show that you have skill and facility in the language.

**Installation Commission Form**

Name of pastor being called: Click here to enter text.

Name of calling church: Click here to enter text.

Person preaching the ordination: Click here to enter text.

Date and time of installation service: Click here to enter text.

**Commissioners Church represented**

*Ruling Elder John Doe First Presbyterian, Anytown*

1. Ruling Elder Click here to enter text. Click here to enter text.

2. Ruling Elder Click here to enter text. Click here to enter text.

3. Ruling Elder Click here to enter text. Click here to enter text.

1. Teaching Elder Click here to enter text. Click here to enter text.

2. Teaching Elder Click here to enter text. Click here to enter text.

3. Teaching Elder Click here to enter text. Click here to enter text.

\*All commissioners must be members of Evangel Presbytery.

\*The commission should be made up of elders from at least three churches in the Presbytery. The calling church will count as one of the three.

\*All of the ruling elder commissioners may come from the calling church.

\*The commission may consist of more than three ruling and three teaching elders, but not less.

\*Teaching or ruling elders from other PCA Presbyteries may be invited to participate in the installation but will not be part of the Commission.