**Credentials Committee Checklist**

***For Ministers from other Presbyteries in the PCA Seeking Admission to 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 materials should be sent electronically to the committee chair at evangelprescredentials@gmail.com

See Website for important dates and deadlines.

❑ Review the “Terms of Examination” document following this checklist. Send a signed copy to the committee chair.

* Fill out the Biographical Data Form following this checklist and send it to the committee chair.
* Complete the Views Exam and Exception Sheet for Transferring PCA Teaching Elders and return it to the committee chair following this checklist. **(This is not an exam and does not need to be proctored.)**
* If married, the candidate and spouse should complete the marriage survey packet and email their response in separate documents.
**You must request the marriage survey packet from the committee chair.**

❑ Have the church calling you send a copy of your call to the committee 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. If you are seeking to transfer “without a call” or “laboring out of bounds,” you will need to provide explanation and appropriate action (BCO 13-2, 13-5 and 8-7).

*Please note that, ordinarily, candidates and transferring ordained ministers 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).*

❑ Send Committee Chair the Complete the Installation Commission Form (found in the pages following this checklist) in consultation with the Session of the church calling you and bring a copy with you to the meeting.

❑ Request your current Presbytery to send a letter to the committee chair stating that you are a member in good standing.

❑ 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:

Name:

Address:

Phone:

Email:

Date of Birth:

Where are you currently living?

Who is your current employer?

What is your current Presbytery?

**MARRIAGE AND FAMILY**

Wife’s name: Wedding date:

Have you been widowed? How long ago?

Have you been divorced?

If so, what were the circumstances?

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

Children’s names and ages:

**EDUCATION AND SEMINARY**

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

Did your seminary degree include the study of Greek and Hebrew?

**LICENSURE AND ORDINATION**

Are you already Licensed and/or Ordained?

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

Licensed:

Ordained:

What is your current denomination? Where you currently ordained?

What is your new call going to be?

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

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

Briefly relate how you became convinced of Reformed theology.

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

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.

**EMOTIONAL HEALTH**

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

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?

**FINANCIAL HEALTH**

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

What is your present level of indebtedness?

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

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

Have you ever declared bankruptcy?

**PRESBYTERY INFORMATION**

When are you planning to come before the credentials committee?

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

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

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

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

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

**Views Exam**

**For Transferring PCA Teaching Elders**

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
2. The Five Points of Calvinism
3. The Regulative Principle
4. The Ordination of Women
5. The Extraordinary Gifts of the Spirit, especially as this topic has to do with revelation
6. Justification, The New Perspective on Paul and Federal Vision Theology
7. Paedocommunion
8. The Covenant of Works
9. 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?
10. Creation
11. Theonomy
12. Predestination and Prayer
13. Sanctification, the Carnal Christian Theory and Second Blessing Theology
14. Preterism
15. The Lord’s Day
16. The proper uses of the Law of God
17. Baptismal Regeneration
18. The Scriptures
19. Open Theism
20. The frequency of the Lord’s Supper and the validity of Roman Catholic baptism.
21. The Biblical grounds for divorce and remarriage.

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

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.

**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 four churches in the Presbytery. The calling church will count as one of the four.

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

\*The commission may consist of more than four ruling and four 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.