

## ●●● GUIDELINES FOR INQUIRERS, CANDIDATES AND CPM-ASSIGNED LIAISONS

(from Pueblo Presbytery, see special note, p.i)

### GUIDELINES FOR INQUIRERS AND CANDIDATES

(Revised 11/90)

#### RESPONSIBILITIES

Inquirers and Candidates are responsible to do two things:

- 1) To adhere to the requirements of the care process.
- 2) To Maintain regular communication with the committee.

#### EXPECTATIONS

In the light of these basic responsibilities, Inquirers and Candidates are expected to do the following:

- 1) To provide a picture of yourself for the CPM when you meet with us for the first time. This is mounted on a bulletin board which we bring to each of our meetings, helping us to keep you in mind as we consider your needs and pray for you.
- 2) To meet with your newly assigned advocate as soon as possible after your enrollment as Inquirer. This will help to forge a personal rather than a merely business-like relationship between you, and lay the foundation for future contacts.
- 3) To be familiar with and to adhere to the care process and all its requirements. This includes having read through all of the material in the Care Process Information Packet within one month of receiving it. This also means being aware of where you are in the process at all times, and anticipating whatever requirements may be next. Responsibility to successfully complete all the requirements, while shared by the CPM, is ultimately on the Inquirer/Candidate.
- 4) To be in contact with his or her advocate at least four times per year, whether in person, over the phone, or through a letter. If a year or more elapses with no contact from the Inquirer/Candidate, the advocate will inform the CPM and a year will be added to the two year minimum time requirement for Candidacy before ordination for that Candidate.
- 5) To submit all necessary paperwork at least two weeks before the meeting for which it is required. This enables the material to be copied, mailed to each of the members of the CPM, and carefully read before the meeting, so that we can do our best work for you. If paperwork arrives after the two week deadline, any discussion of it will be postponed until our next scheduled meeting.

#### GUIDELINES FOR CPM LIAISONS \*\*

(Revised 11/90)

*(\*\* This resource has been altered by the SEIC staff substituting the word "liaisons" for "advocates" to emphasize their primary role as intermediaries & support persons...and to minimize their role as proactive advocates for the person under care. The fine suggestions remain those of the CPM.)*

#### PURPOSE

Inquirer and Candidate liaisons exist for four reasons:

- 1) To support the Inquirer/Candidate through prayer and regular contact as he or she encounters the challenges of seminary and preparation for ministry.
- 2) To help the Inquirer/Candidate understand the care process and its requirements. This includes helping the student anticipate the requirements and deadlines for whichever step in the process may be next.
- 3) To serve as a point of communication with the rest of the CPM of developments in the life of the Inquirer/Candidate, and to communicate to the student any items of information or action which may be applicable.
- 4) To serve as a liaison and support person when the Inquirer/Candidate comes before the committee and/or Presbytery.

**EXPECTATIONS**

In the light of these areas of responsibility, each liaison is asked to do the following:

- 1) To pray for the Inquirer/Candidate regularly.
- 2) To share a meal with, or in some other way to meet with, the Inquirer as soon as possible after the liaison assignment has been made; in order to build a relationship with him or her, provide the Inquirer/Candidate with the Care Process Information Packet, and answer any questions.
- 3) To be in contact with the Inquirer/Candidate at least four times a year, whether in person, over the phone, or through a letter.
- 4) To be familiar with the Candidacy process, and to guide the Candidate through it.
- 5) To maintain a file for the Inquirer/Candidate, including a record of where he or she is in the process, which requirements have been met, and copies of any correspondence or contact with the Inquirer/Candidate. This file will be submitted to the CPM either upon the completion of the final assessment by the Candidate or at the end of the liaison's term on the CPM.
- 6) To sit beside and to support the Inquirer/Candidate whenever he or she may come before the CPM or Presbytery.
- 7) To be in touch with the Inquirer/Candidate's session at least once a year, to encourage them in their contact with the student. This would include knowing who has been selected on the session as the Inquirer/Candidate's session liaison, and making yourself available to that person as a resource.

Liaisons are encouraged to view this list of expectations as a minimum standard, and to take the initiative in supporting the Inquirer/Candidate in ways which go well beyond the minimum. This might be done through Christmas cards, birthday cards, cards of encouragement during the end-of-quarter rush and before ordination exams. Getting together with the Inquirer/Candidate whenever he or she is in town, and planning vacations in order to visit the Inquirer/Candidate at school are two other ways to express your support creatively.

**FINANCIAL SUPPORT**

In order to free up our liaisons be responsive to their assigned Inquirers/Candidates, we have allocated fifteen dollars per student per year to reimburse the expense of phone calls, cards, and meals. This amount will be included regularly into our mission budget process. Our hope is that any financial restrictions you may feel would not in any way prevent you from faithfully and creatively supporting your Inquirer/Candidate.