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I. EPMC Overview and Purpose

The Ecclesiastical Program for Ministerial Candidacy (EPMC) is designed for those who aspire to be ministers of the Word in the Christian Reformed Church of North America (CRCNA) and who have completed or are working towards completion of, their Master of Divinity at a place other than Calvin Theological Seminary. This route for ministry is referenced in Article 6 of the Church Order of the Christian Reformed Church.

This program seeks to holistically prepare participants for ministry and meet the candidacy requirements established by the Synod of the CRCNA. The curriculum provides an orientation to the theology, history, and ministry of the Christian Reformed Church. In addition, vocational formation components prepare students with hands-on ministry experiences, mentorship and reflection.

The EPMC coursework can be completed online through Calvin Theological Seminary in Grand Rapids, Michigan. The program is overseen by Rev. Susan LaClear, the Director of Candidacy for the CRCNA, with the vocational formation component directed by Dr. Geoff Vandermolen, Director of Vocational Formation at Calvin Theological Seminary.

II. Admission Requirements

To apply for the EPMC program, students must currently be enrolled in or have completed an MDiv degree from a seminary accredited by The Association of Theological Schools (https://www.ats.edu/). It is helpful for those currently enrolled in an MDiv program to apply for the EPMC early in their studies, preferably after completing one semester.

A. Deadlines

The program can begin anytime, with coursework commencing each Fall, Spring and Summer semesters.

Persons applying for Fall coursework must submit all admission materials, including recommendations, to the Calvin Seminary Admissions office by July 1 for international applications, and August 1 for domestic applications. Those applying for spring coursework must submit all materials, including recommendations, to the Calvin Seminary Admissions office by November 15.

B. How to apply

All who wish to enroll in the EPMC program should complete an application. Application materials collected by Calvin Seminary will then be shared with the Director of Candidacy of the CRC and the EPMC admissions committee, as needed.

Complete an online Application including:

- A non-refundable $50 fee
- Three brief essays: personal autobiography, summary of ministry experiences, and statement of Christian commitment.
- Three recommendations: church council, pastor, and personal. When applying, please be prepared with the names and contact information for these three references (not to include family members). Upon submitting the application, the Calvin Seminary Admissions office will send electronic recommendation forms directly to the references to complete.
- Submit all official transcripts

Applicants must request official transcripts from all prior colleges, universities, seminaries, and/or professional schools. Once admitted, students who are currently enrolled in seminary studies must submit unofficial transcripts to Calvin Seminary once a

year in the summer. When the degree is completed, final official transcripts with the MDiv degree posted must be sent to Calvin Seminary. All transcripts should be sent to: Calvin Theological Seminary, Attn: Admissions 3233 Burton St. SE Grand Rapids, MI 49546

After applying, please upload a recent photo on Populi. This allows the admissions office and the EPMC Facilitation Team to connect names with faces and be prepared to personally welcome you as you progress through the program.

Please note that non-native English speakers must submit TOEFL or IELTS scores.

- TOEFL: minimum internet-based score of 80 total with 23 in the writing section (use institution code 1096)
- IELTS: minimum score of 6.5 total with 6.5 in the writing section

C. GPA Standards

The GPA requirement for admission is 2.67 in MDiv coursework. Those who do not meet this standard may be admitted on probation. Note: To meet CRC candidacy requirements, students must have a minimum 2.85 GPA taking into account all seminary coursework, including EPMC.

D. Admission and Graduation Requirements

Standards for admission to the EPMC are the same as for those applying to the MDiv program at Calvin Seminary. Prior to admission, the EPMC Facilitation team, in consultation with the Calvin Seminary Registrar, will complete a transcript assessment, reviewing prior studies for completion of liberal arts courses as evidence of academic preparedness for theological education.

Applicants missing a broad-based liberal arts foundation (as determined by a transcript evaluation) may still be provisionally admitted to the EPMC with a learning plan. The EPMC Facilitation Team will communicate individually with such applicants about these requirements. Learning plans, developed in collaboration with the EPMC Facilitation Team, map out a path for participants to complete all requirements by the time they finish the EPMC. Options for completion of liberal arts courses include taking courses at accredited colleges/universities or developing an equivalent independent study to be engaged with a mentor.

Synod 2000 adopted the following set of standards in the area of character for those entering ministry in the Christian Reformed Church (From *Agenda for Synod 2007*, pp. 305-310):

a. Publicly committed to Christ and his church, submitting to its discipline.
b. Exemplary in piety and holy conduct of life, a humble person of prayer who trusts in God's providence.
c. Of good reputation, emotionally mature, honest, trustworthy, reliable.
d. Caring and compassionate for the lost and the weak.
e. Eager to learn and grow in faith, knowledge, and love.
f. Joyful in affirming the goodness of God's creation and communicating to others a delight in its beauty.
g. Sensitive to others in all their personal and cultural variety.

Because the EPMC program is designed to move an individual towards readiness for ministry within the time-frame of 24 months, acceptance into the program will be granted to those who have already demonstrated, or are willingly and actively growing towards, the character standards listed above.

Finally, an interview with the applicant may be requested, if the application review team deems it necessary to gain further clarification regarding some aspect of the admittance criteria.

III. EPMC Program Requirements

The EPMC includes both academic coursework and ministry participation components. As the denominational seminary of the Christian Reformed Church, Calvin Theological Seminary provides the course instruction and vocational formation oversight.

A. Required Courses

The Calvin Seminary Registrar will register all enrolled EPMC participants for the first semester of studies. Participants are responsible for their own registration in subsequent terms. The following required courses are offered online as noted:

- Biblical Interpretation for Ministry (1 credit) – offered online during J-Term
- Christian Theology in Reformed Confessions (2 credits) – offered online each Summer and Fall
- Christian Reformed Church Polity (2 credits) – offered online each Spring and Summer
- Christian Reformed Church History (2 credits) – offered online each Spring and Summer
- Preaching (3 credits) – offered online each Fall

Individualized Learning Plans

We recognize that some who enroll in the EPMC program come from other reformed seminaries at which they have already taken courses in reformed confessions and reformed hermeneutics. Some also enter the program with extensive preaching experience from another seminary. The participant's credits and experiences can be discussed at their initial EPMC Facilitation interview, and an individualized learning plan will be developed to eliminate redundancy and provide the participant opportunity to test out of some required courses.

Upon enrollment in the program, an initial EPMC Facilitation team interview will be scheduled. The members of the team who are assigned to interview the participant initially will continue in conversation with him/her throughout the program, serving as discernment partners, guiding, encouraging, and giving support when needed.

Note: All EPMC participants must take a minimum of 9 credit hours at Calvin Seminary. In the case that the EPMC Facilitation team approves exemptions from some required courses and the remaining course schedule falls short of 9 credits, the participant can

choose courses outside of the core EPMC curriculum to fulfill the remaining credits needed.

Note: Questions about exceptions or alternatives to the required courses should be directed to Rev. Susan LaClear (slaclear@crcna.org).

B. Biblical Knowledge Component OR Bible Content Exam

Candidacy in the CRC requires a mature level of knowledge of Biblical themes and texts. EPMC participants may demonstrate this knowledge by completing Mission of God in the Old Testament, Mission of God in the New Testament, or passing a Bible Content Exam.

Those who take Mission of God in the OT or NT, must achieve a 3.0 GPA or higher to meet this requirement. These courses are offered online each Spring semester. The alternative to taking a course is the completion of a 100 question exam. For details on this exam, please see Appendix F.

Those who complete a Bible survey course, or a Bible Content Exam at a seminary judged to be reformed in nature, will be allowed to receive credit for completing this requirement. Such a judgment is part of the EPMC admission and interview process under the guidance of the EPMC Facilitation Team

C. Language competency

The Christian Reformed Church also values the ability to read and study Scripture with a working knowledge of the Biblical languages. Therefore, EPMC participants must demonstrate competency in the Biblical languages and the skills of exegesis by meeting the following requirements:

- Two graduate-level courses (6 credits) in Old Testament Hebrew language studies
- Two graduate-level courses (6 credits) in New Testament Greek language studies

OR

- 3 credit "Hebrew Tools for Exegesis" course at CTS or a comparable course at another seminary (a syllabus would need to be submitted for review/approval).
- 3 credit "Greek Tools for Exegesis" course at CTS or a comparable course at another seminary (a syllabus would need to be submitted for review/approval).

Many MDiv programs will incorporate these courses into their curriculum. If they are not available at the degree granting institution, EPMC participants may enroll in these courses at Calvin Seminary or another accredited seminary.

D. Vocational Formation components

In addition to academic coursework, the EPMC strives for whole-person formation for ministry by integrating every part of the learning experience. The Vocational Formation components work toward student growth primarily in three areas: pastoral identity, ministry practice competency, and accountability. Comprehensive goals for the vocational formation program are included in Appendix A. Oversight of the formational process embedded in the EPMC program is accomplished through a partnership between the EPMC Facilitation Team of the Candidacy Committee and the Vocational Formation Office at Calvin Theological Seminary. In consultation with the EPMC Facilitation Team, Dr. Geoff Vandermolen (Director of the VFO at CTS) works with participants to accomplish the following goals in the EPMC program:

1. A thorough psychological assessment

Calvin Seminary partners with trained psychologists to individually evaluate each student's strengths and weaknesses with a view to increasing their personal self-awareness and effectiveness in pastoral ministry. The assessment guides students and seminary staff in maximizing personal learning and growth. The basic steps of the assessment are as follows:

a. Complete a battery of psychometric assessments.
b. Meet with a therapist for an in person (or virtual) interview.
c. Read/ access your report in the presence of your mentor (after signing the release documents).
d. Contact the Director of Vocational Formation to confirm whether or not there are any requirements arising from the assessment.
e. Complete any requirements arising from the assessment.
f. Provide the Director of Vocational Formation with confirmation of the completion of any requirements.

Assessments should be completed as early as possible in a participant's program involvement. In many cases, students will have requirements arising from their psych assessment, ranging from completion of individual counseling, group counseling, clinical pastoral education, etc. Many participants find it very advantageous to work on these

requirements as soon as they are known. This allows ample time for them to address recommendations. The Director of Vocational Formation works with each participant to complete all psychologist recommendations. Psychological assessments are arranged individually through the Vocational Formation Office (contact psychassessment@calvinseminary.edu). The Director of Vocational Formation will inform students of requirements arising from this report, and monitor their completion.

In rare cases, as determined by the EPMC Facilitation Team in consultation with the CTS Vocational Formation Staff, assessments completed at other seminaries may sufficiently fulfill this requirement. Participants who have taken assessments in other settings may submit these materials to the CTS Director of Vocational Formation to determine their suitability for meeting the program purposes.

2. Mentoring Experiences

EPMC participants are mentored over a two-year period in their local community by a pastoral mentor and a regional mentoring team, who submit reports of the participant's growth and progress to the Candidacy Director and the EPMC Facilitation Team. The candidacy office requests an initial mentor report, three mentor reports per year, as well as a final mentor recommendation. Mentor report forms, along with other resources such as our EPMC Mentor Handbook, can be found on the Candidacy Forms and Resources page:
https://www.crcna.org/candidacy/forms-and-resources

3. Vocational Formation Experiences

Participants are expected to complete approximately 600 hours (15 weeks full-time or its equivalent) of in-context ministry practice in a local church or ministry. There are seven areas of ministry practice that should be included in these 600 hours: leadership, preaching/teaching, worship, service/seeking justice, evangelism, pastoral care, and cross-cultural competence.

Many EPMC participants are concurrently enrolled (or have recently completed) MDiv programs that require internship experiences that cover all seven of these areas sufficiently. However, in some cases students may be required to complete additional in-context learning. EPMC participants should report all completed, current and upcoming in-context learning plans to their EPMC Facilitation Team. If the documented experiences do not satisfy requirements, the EPMC Facilitation Team will construct a plan with

participants by which suitable additional experiences can be completed and program goals achieved.

4. Vocational Formation reflection paper

During the final 6 months of the candidacy process, EPMC students must submit a reflection paper addressing the three program goals: pastoral identity, ministry practice competency and accountability. This paper is due by Dec. 15 of the year prior to candidating and submitted to candidacy@crcna.org. The reflection paper will be reviewed and sent to the assigned EPMC Facilitation team members to be discussed at their final interview.

See Appendix A for background material on this paper. The paper should contain the following:

1. Reflections on your growing sense of identity (20%)

   Incorporating learnings from formation group, mentoring, psych assessment, coursework and vocational formation experiences, write about…

   - What you've learned about your identity as a Christ follower
   - What you've learned about your identity within the body of Christ
   - How your experience of accountability in ministry (relationship to council, mentors, pastors) has formed you
   - Your plan for maintaining spiritual/emotional health
2. Reflections on your growing understanding of your calling/purpose (20%)
   - Your developing knowledge of your own gifts and passions
   - Your experience of Christ's redemptive work in your brokenness and how that impacts your sense of call
   - How have others affirmed your sense of gifting and call to ministry?
3. Reflections on your growth in ministry competency (30%)
   - Your own assessment of your development in the 6 ministry competencies: leading, preaching/teaching, seeking justice, pastoral care, evangelism, and worship
   - Reflections on your understanding of leadership (30%)
4. Articulate a biblically and theologically informed philosophy of leadership.
   - Describe your unique leadership style
   - Outline your plan for continued development of leadership

E. Preaching

As EPMC participants are admitted into the program, they will be asked to submit two sermons (1 OT + 1 NT) to the Director of Candidacy for review by the CTS preaching faculty. Once these sermons are assessed, the participant will be provided a copy of the assessment and informed regarding any preaching courses that will be required or recommended for them.

EPMC participants are also required to preach and have evaluations completed on two different sermons at 2 locations other than their own congregation prior to March of the year in which they intend to be declared a candidate. A sermon evaluation form is available on the candidacy forms and resources webpage: https://www.crcna.org/candidacy/forms-and-resources

Additionally, in their final 6 months of candidacy, EPMC participants will be required to submit two sermons, one based on an assigned text, to the Candidacy Committee for review. More information about this requirement can be found in Appendix D.

F. EPMC Facilitation Team Interviews

Near the end of the Fall semester, EPMC participants meet individually for a 1-hour interview with their assigned EPMC Facilitation Team members. The purpose of the interview is to allow the EPMC Facilitation Team members an opportunity to discuss the participant's vocational formation reflection paper with them, and make a final assessment of the participants' progress in achieving the objectives of the EPMC program: 1. To have a deep sense of call, commitment and connection to the CRC 2. To embrace and apply a confessionally-Reformed, biblical hermeneutic that shapes their preaching and teaching ministry 3. To exhibit spiritual and emotional readiness for pastoral ministry 4. To demonstrate competency in a range of areas of pastoral ministry. The team will then present their assessment of the participant's readiness for candidacy to the Candidacy Committee before the participant's final interview for candidacy in the Christian Reformed Church is conducted in April.

What to expect at the final candidacy interview:

The interview will cover the following topics:

A. personal devotion
B. knowledge of Scripture and Reformed confessions
C. commitment to the CRC.

For the first 20 minutes, the lead interviewer will ask you questions spanning all three of these categories, then for the next 20 minutes, the other 3 interviewers will be given an opportunity to ask you questions in any of those three categories.

At the close of the interview, the student will be excused for a brief time of panel deliberation addressing the student's strengths and weaknesses. Then the student will be invited to return to hear panel feedback. The interview team will send a recommendation to the Candidacy Committee and they will review that recommendation alongside all other feedback provided through various discernment partners throughout the program. They will make a decision whether to recommend that synod approve, delay or not approve the candidate. That decision will be communicated with the student via email or phone within one week of the interview. It will then be communicated to synod in the Candidacy Committee report.

IV. Cost

A. Tuition & Fees

Calvin Seminary will create account statements by the 25th of every month. Participants are expected to regularly review their accounts on Populi. Calvin Seminary does not send invoices.

Payments for tuition and fees should be submitted to the Calvin Seminary Financial Services office or on Populi. If your balance is going to be paid by a church, classis, or other third-party but the payment will not be received by Calvin Seminary before the due date, you are required to work out a payment plan with the Financial Services Office.

For more information about student accounts, payment options, a payment plan form, or to make a payment, please go to the Financial Services page on Populi Links.

Tuition Due Dates

January Term	February 28
Spring	February 28
Summer	July 31
Fall	September 30

EPMC charges	**Fee**
Tuition (2024-25 academic year)	**$607** per credit hour
Vocational Formation Fee Cost breakdown: $600 - Psych Eval and Processing $600 - Formation $345 - Academic Services Fee	**$1,545** -The VF fee is typically applied in the first summer after enrollment in the program, and due August 31.
Books (estimate)	**$400**

If you have questions, please contact the Financial Services office at semfso@calvinseminary.edu or 616-957-8681.

B. Financial Aid

EPMC participants are not eligible to receive institutional financial aid from Calvin Seminary. Participants may seek financial support or scholarships from their own classis' student fund or other sources at their own initiative. *Costs updated 7/25/24*

V. Candidacy in the Christian Reformed Church

In order to be a Minister of the Word in the Christian Reformed Church in North America, participants must meet the synodical requirements for candidacy through demonstrating academic, personal and professional readiness for ministry via the process described below. Participants who meet the candidacy requirements will be presented to the CRCNA Synod in June and are henceforth eligible for a call to ministry.

Participants may begin the final candidacy process if they are on track to complete all academic coursework (including learning plans) and vocational formation components by June of the following year. (Participants with 4 or fewer outstanding units by the time Synod meets may be considered delayed candidates - see section B below). The GPA requirement for candidacy is 2.85 taking into account all seminary coursework, including EPMC grades.

A. Candidacy Process & Required materials

By November 1st of the year before candidacy, participants who are on track and interested to candidate, must express their intent to the Candidacy Director (candidacy@crcna.org). The candidacy administrator will notify candidacy applicants of their assigned sermon text (see details below) and will compile a Candidacy Applicant List for all future communications.

All potential candidates must submit the following items:
Note: Detailed instructions about content, formatting and submission protocol for all required materials can be found on the Candidacy Process page (https://www.crcna.org/candidacy/candidacy-process).

- Personal Disclosure and Background Check - gives permission for a background check report to be run.
- Biographical Sketch – brief online form containing contact information, educational and internship experiences, and ministry intentions.
- Authorization to Release information – allows Calvin Seminary to release biographical sketches for the denominational website and other purposes (see Appendix C).
- Two Sermons, One Video - Two (typed, double-spaced) sermon manuscripts and supporting evidence: one on the assigned text and the other from a text of your

choice (not one written for class work). Includes one video of the assigned-text sermon being preached. (See Appendix D)
- Written Faith Journey – a one-page statement about what the student believes and his/her process of faith formation.
- Statement of Reason – a one-paragraph statement of reason for seeking candidacy in the Christian Reformed Church.
- Minister's Profile – an important personal online profile submitted to the denomination's Ministerial Information Service that facilitates the exchange of information between pastors and congregations (see Appendix E).
- Photograph – a color headshot to appear in The Banner, Candidate Booklet, and other seminary and Candidacy uses. Professional dress is recommended.
- Council Recommendation (due March 1) – the student's minister or clerk of the council must complete this recommendation.
- Classis Recommendation (due March 1 – a representative from the student's classis must complete this recommendation.
- Mentor Recommendation (due March 1) – the student's mentor must complete this recommendation.

In the spring, all aspiring candidates recommended by the EPMC Facilitation Team must interview with the denominational Candidacy Committee. Interviews are conducted in Grand Rapids or via Zoom, as arranged by the Director of Candidacy.

B. Delayed Candidacy

The delayed candidacy policy allows students who cannot complete ALL requirements before June to still participate in the candidacy process (cf. Church Order Supplement, Art. 6). They must meet the following criteria:

A. Must have four or fewer incomplete units in their seminary program as of the synodical meeting where candidates are presented. Each course and internship is considered a "unit". No more than one required EPMC Course may be remaining in June.

B. By synodical regulation, any delayed candidate who does not complete the remaining required units by March 1 of the year following the Synod where they were approved for candidacy must reapply for candidacy. (Church Order Supplement, Article 6 C.4).

C. Upon completion of all remaining requirements, the Director of Candidacy will ensure that the individual's delay is removed from the Candidate's page on the CRC website, indicating that the individual is eligible for call.

Please note that delays are indicated with an * after a candidate's name on the Candidate page, until the delay has been cleared.

C. Communicating with churches

The denominational website (crcna.org) compiles information regarding candidates and potential candidates as part of the Ministerial Information Service (part of Pastor-Church Resources). In the spring of each year, basic information taken from candidate profiles is presented on a webpage of Potential Candidates. After Synod meets and officially declares the candidates for ministry, this information is transferred to the web page for Potential Candidates.

Potential candidates may talk with congregations, exchange information and discuss ministry philosophies. However, candidate applicants may NOT make a commitment to a church before Synod officially declares the candidates for ministry in June, nor are churches allowed to extend a call prior to Synod's approval.

D. Frequently Asked Questions

What is the timetable for Synod declaring candidates and being eligible for call?
Synod usually declares candidates on Tuesday or Wednesday morning (usually the second Tuesday/Wednesday in June). Potential Candidates are asked, but not required, to be present for the Presentation of Candidates. The president of Calvin Seminary and of Synod each make fitting congratulatory remarks, and delegates express their congratulations and joy both during the synodical session and at an informal reception held after the session. After this presentation at Synod, candidates are immediately eligible for a call, unless they have delayed status due to outstanding candidacy or course assignments.

What if I don't receive and/or accept a call within 1 year of being declared a candidate?
Susan LaClear, Director of Candidacy, contacts all candidates every year in the month of March. She will help you process a request for extension of candidacy.

Should I apply for candidacy if I know I can't accept a call in the year of eligibility?

If you are contemplating activity in the year after Synod declares you a candidate that will preclude you from taking a call (e.g. pursuing an advanced academic degree) you should wait until the following year to apply for candidacy. If you're not sure about future plans, it is recommended that you begin the candidacy process so that you can keep your options open. You can always discontinue the process and begin again the following year.

Who are the members of the Candidacy Committee?
There are actually two committees. The denominational Candidacy Committee is presented on the CRCNA website (https://www.crcna.org/candidacy/members). The EPMC Facilitation Team acts as a sub-committee of the denominational Candidacy Committee. It's members are also listed on the Candidacy Members webpage.

VI. Checklists

The EPMC Overview and Checklist - Can be found at this link.

VII. Contacts

Name	Contact Info	Send questions regarding
Rev. Susan LaClear Director of Candidacy, CRCNA	616-308-5417 slaclear@crcna.org	Unique situations/exceptions Any areas not addressed below
Molly Towne Administrative Specialist for Candidacy, CRCNA	616-241-1691 mtowne@crcna.org	Intent to candidate Check on candidacy record
Justin DenOuden Calvin Seminary Admissions	616-957-7035 admissions@calvinseminary.edu	Application for Admission Application deadlines Recommendation forms Submitting transcripts
Rev. Dr. Geoff Vandermolen Director of Vocational Formation	616-957-6045 gav016@calvinseminary.edu	Vocational Formation Psychological Evaluation
Vocational Formation Office	vocationalformation@calvinseminary.edu	Vocational Formation and Background checks
Jennifer DeJong VFO Admin Coordinator	psychassessment@calvinseminary.edu	Psychological Evaluation
CTS Academic Office	semacademics@calvinseminary.edu	Schedule Bible Content exam
Calvin Seminary Financial Services	616-957-8619 semsfo@calvinseminary.edu	Payment amounts & deadlines
Tim Bruinsma Housing Manager	616-957-8618 housing@calvinseminary.edu	On-campus housing
Scott De Young Director of Academic Services and Registrar	sdy77@calvinseminary.edu	Transcript evaluation Learning plans Registering for courses

Appendix A: Vocational Formation Program Goals

The Vocational Formation component of the EPMC program seeks to achieve the following three Program Goals:

A. Pastoral Identity

In the context of supervised congregational ministry, participants will grow in and demonstrate their (a) personal spiritual formation, (b) understanding and confirmation of call to ministry, and (c) theological reflection upon ministry, pastoral identity, and the church.

B. Ministry Practice Competencies

The 7 ministry practice areas listed below serve as a guide for congregations, supervisors and participants as they assess the participant's strengths and weaknesses, set goals and provide ministry leadership opportunities for the student, and evaluate the student's readiness for ministry.

1. Preaching and Teaching
    a. Preach sermons that are biblically faithful, creative, authentic, contextually sensitive, and life changing
    b. Teach using a variety of methods so that the message will be clearly received and understood by particular audiences
2. Evangelizing
    a. Tell the story of God's grace at work in my life in a lively and engaging way
    b. Model a life of hospitality within a community, welcoming people and paying attention to their needs in ways that communicate God's grace
    c. Model outreach as a way of life in a local congregation and communicate a vision and strategy for church planting
    d. Engage inquirers and people from other faith traditions with a clear biblical explanation and defense of the Gospel and Christian worldview
3. Pastoral Care
    a. Offer compassion, exhortation, forgiveness, and Christ's presence to people at all stages of faith formation so that they become more fully devoted followers of Jesus

b. Assess, guide, and counsel people within the boundaries of a pastor's expertise, referring them to other professionals as appropriate
c. Guide people in a moral way of life and hold them accountable

4. Worshiping

a. Prepare and lead worship that glorifies God and helps people to encounter God
b. Collaborate with others in the process of preparing for, leading, and evaluating worship

5. Seeking Justice and Serving

a. Model a life that embodies principles and practices of biblical justice
b. Educate and mobilize people to serve as advocates for peace, racial reconciliation, and benevolence, both locally and globally

6. Leading

a. Lead a congregation, local community, and/or individuals through ordinary and celebratory times and through times of crisis, transition, conflict, and loss
b. Provide alternative styles of leadership according to various needs and settings
c. Encourage and train others to use their gifts in appropriate ministry practices

7. Cross Cultural Engagement

a. Exhibit a humble posture towards cultures different from your own, listening, learning and collaborating with diverse voices

C. Accountability

In the context of specific structures of accountability provided by mentor and/or supervising pastor, and congregational leaders or committees specifically charged with supervisory responsibility, students will demonstrate their ability to (1) honestly assess their own strengths and weaknesses; (2) graciously receive feedback from their mentor, supervising pastor and/or congregation, and respond appropriately; (3) work effectively within given structures of authority and accountability; and (4) set realistic formation goals and achieve them.

Appendix B: Sermon Evaluation Form

You can download the Sermon Evaluation Forms from the Candidacy Forms and Resources website: https://www.crcna.org/candidacy/forms-and-resources

Appendix C: Authorization to Release Information

An administrative representative from Calvin Theological Seminary will send you this form via DOCUSIGN to complete online:

Authorization to Release Information

I hereby ❒ authorize ❒ do not authorize

the Christian Reformed Church and Calvin Theological Seminary to use my information and photograph to the following:

- The "potential candidates" for ministry for the coming year webpage maintained by the CRCNA
- CRCNA archives
- Synod booklet
- Announcement of call to CTS community
- Other announcements related to candidacy

Full name: _____

Signature: _____

Date: _____

Appendix D: Guidelines for Candidacy Sermon Preparation and Submission

See the Guidelines for Candidacy Sermon Preparation and Submission document for details about this assignment. This document can be found on the Candidacy Process page under the Final 6 Months section:
https://www.crcna.org/candidacy/candidacy-process

Appendix E: Minister Information Profile

You will receive an email from the CRCNA's IT team in the fall approaching your hopeful candidacy approval. This email will give you log-in instructions to create your CRCNA minister profile. You are strongly encouraged to fill out your profile by March 1, which will then enable churches to contact you. Pastors no longer have the option of making their profile "invisible." As per CRC church polity, all active ministers are available for call. This means that all minister profiles will be available for viewing by registered Pastor Search Committees. Due to the openness of the new system, you might be contacted more frequently by Pastor Search Committees. Your cordial response to inquiries is appreciated.

About the Minister's Profile: The Minister's Profile provides important information to the Ministerial Information Service, a denominational service that facilitates the exchange of information between pastors and congregations looking for pastors. Even if you already know where you will be serving you are still required to complete this profile for future information sharing. Congregations regularly ask the Ministerial Information Service for information on specific pastors and can be better served by having the information on you provided by this profile.

If you have questions, please contact profiles@crcna.org.

Appendix F: Bible Content Exam

Information Sheet for Test-Takers

A key value of the Christian Reformed Church for all ordained ministers is a basic working knowledge of the Bible. To ensure that all candidates meet this standard, the Candidacy Committee requires all prospective candidates to successfully complete a 3 credit Bible Survey course at Calvin Theological Seminary or pass a Bible Content Exam which is designed to assess one's knowledge of stories, themes, and pertinent passages in the Old and New Testaments.

Registering for the Exam: Before taking the Bible Content exam, test-takers will need to find a proctor (a non-CTS professor, a pastor, or a church secretary) who will monitor the test-taking and can verify that no unauthorized materials were used during the exam. Test-takers will be required to supply the name, title, and email of their proctor (who will be given a security code to open the exam) to the academic office (semacademics@calvinseminary.edu).

The 100 multiple-choice question exam may be taken at any time. Prospective candidates may take the exam free of charge the first time. For subsequent attempts, prospective candidates will be required to pay a small administrative fee ($50). The exam may be re-taken as many times as needed with a minimum of one month between attempts.

Taking the Exam: To access the exam, simply click on the link entitled Bible Content Exam on the website (Bible Content Exam Canvas Site) you are directed to through your email and have your proctor enter the security code. Once the exam is started, test-takers will have 75 minutes to complete it. Those for whom English is not a native language or who are entitled to learning accommodations can request more time. During the testing period, test-takers are not permitted to consult any print or digital materials (either stored locally on the computer or on any network), including but not limited to Bibles, dictionaries, commentaries, notes, charts, or timelines. At the end of the exam, students will be asked to affirm that they have not used any unauthorized materials during the exam (for exact statement, see "Expectations regarding Honest Conduct" below). Once the exam is submitted, test-takers will immediately receive their score. In order to pass the exam, test-takers must receive a score of at least 70 out of 100. Test-takers are encouraged to review their graded exam to discern areas of strength and areas of growth in Bible knowledge.

How to Prepare for the Exam: The best way to prepare for the exam is to read the Bible and familiarize yourself with the contents of each book. Reviewing the notes at the

beginning of each book of the Bible in a study Bible can be especially helpful for this. Additionally, practice exams can be found at http://www.whitneyhq.com/biblecontent/.

Technology Glitches: Technology isn't perfect. Sometimes computers crash and the internet fails. If this happens while you are taking the test, please log back in and resume your exam. If you have any problems with this, please contact the academic office (semacademics@calvinseminary.edu).

Expectations Regarding Honest Conduct: Test-takers may not refer to any print or digital materials (either stored locally on the computer or on any network) during the testing period. Furthermore, they are not permitted to consult with other test-takers about the exam before, after, or during the testing period.

By way of reminder and for purposes of accountability, test-takers will be asked to affirm their compliance with these standards at the end of the exam. This online affirmation has the same force and expectation as the test taker's signature on a page.

The specific "Affirmations" are as follows:
I recognize and affirm the high standard of conduct expected of anyone called to and engaging in the preparation and practice of ordained ministry. As such, I hereby acknowledge the following with regard to submission of my Bible Content Examination:

1) I attest that while taking this examination I have not used unauthorized material, including but not limited to:

- material copied or viewed from personal notes (my own or anyone else's);
- material obtained by consulting databases, networks, or other electronic communication while taking the Bible Content Exam;
- direct reference to the Bible in any print or electronic form.

2) I have not received and I will not share information that discloses the content of exam questions or my responses by any means of personal or remote communications (telephone, email, text, social media, etc.) to others during the day I take the exam.

Questions? For all questions and concerns, please contact the CTS Academic Office (semacademics@calvinseminary.edu)