

Presbytery of the Twin Cities Area
Committee on Preparation for Ministry
Field Education Equivalency Request Form

Note to inquirer/candidate: DO NOT USE THIS FORM – unless you have already received permission from CPM to complete this request form. Please note – this is only a request – CPM will review the request and must, by $\frac{3}{4}$ vote of those present, approve as fulfilling or partially meeting the Field Education requirement. This is a read-only document – you must print the form and complete it by hand. E-mail a completed copy to the Presbytery office (office@ptcaweb.org).

Date CPM approved you to fill out this form _____

CPM Advisor Name: _____

Name: _____

Address: _____ **Phone:** _____

_____ **Mobile:** _____

Home Church: _____

Circle the description that best fits your home church

Family

Up to 75 members
~50 average worship attendance

Program

250-750 members
200-600 average worship attendance
One or two staff members ministering to the congregation.

Pastoral

75-250 members
150-175 average worship attendance

Corporate

800+ members
Large staffs of ordained and non-ordained persons, each with rather specialized ministries.

Were you a paid staff member at the above church? Yes ___ No ___

If yes, what was your title and length of employment? _____

If no, complete next section.

Inquirer/Candidate Name: _____

Please complete work site information below

Site: _____

Address: _____ Church
_____ Phone: _____

Supervisor: _____ Phone: _____

Membership: _____ Average Worship Attendance: _____

Did site supervisor complete this form? Yes/No

If yes, when? _____ If no, have site supervisor/mentor complete this form.

Circle the description that best fits the church for which you would like Field Work equivalency.

Family

Up to 75 members
~50 average worship attendance

Pastoral

75-250 members
150-175 average worship attendance

Program

250-750 members
200-600 average worship attendance
One or two staff members ministering to the congregation.

Corporate

800+ members
Large staffs of ordained and non-ordained persons, each with rather specialized ministries.

If you have a job description and/or any evaluations from this work please include with this form.

Inquirer/Candidate Name: _____

Church Experience for Field Work Equivalency

Activity	Ideal Expectations	Actual involvement
Participate in worship leadership	twice a month help lead the worship service – gaining experience in leading the various elements of the service (Call to Worship, Call to Confession, Assurance of Forgiveness, Children’s Sermons, Scripture Readings, Pastoral prayers and Offertory invitations and prayers).	
	preach at least three times during the primary Sunday morning worship service.	
	sit in on at least one baptism orientation with a family seeking to have their child baptized.	
Provide administrative leadership	resource at least one committee with careful attentiveness to learning what it means to resource a committee rather than do the committee’s work, and with an emphasis on learning on how to empower the committee members and discern their interests and gifts.	
	attend at least three Session meetings (or two Session meetings and a Session retreat)	
	attend at least one annual congregational meeting	
Participate in congregational life	plan at least one Advent or Lent activity	
	participate in one or two fellowship events to get to know members better.	
Participate in pastoral care	Observe the pastor(s) in working with a family to plan a funeral and debrief after	
	Observe the pastor(s) through at least one pre-marital counseling session and debrief after	
	Make at least five visits to shut-ins of the congregation.	
	Make at least one hospital visit with the pastor(s)	
	Participate in serving home communion at least once	
Other		