

## **Checklist for Ecclesiastical Program for Ministerial Candidacy (EPMC) (2009 and beyond)**

**We recommend you print this checklist and use it to monitor your progress in meeting program requirements.**

Requirements for Admittance: The admission process to the EPMC is the same as to the Calvin Theological Seminary (CTS) M. Div. program. Please see application instructions at <http://www.calvinseminary.edu/degrees/epmc/index.php>

Program Admission: **(Please apply for admission to EPMC after completing at least one semester of seminary studies.)**

- Completed application form
  - Autobiography
  - Statement of Christian commitment
  - Recent photograph
  - Application fee of \$25
- Official transcripts of all academic work beyond high school
- Ecclesiastical recommendation from the Christian Reformed congregation of which you are a member

Three additional recommendations:

- Writing Recommendation (from one of your seminary professors)
  - Speaking Recommendation (from one of your seminary professors)
  - Personal Recommendation from seminary professor with whom the student has done considerable course work or from an employer, supervisor, or colleague
- All outstanding admission requirements must be met in order to complete the candidacy process. Go to Application Requirements at <http://www.calvinseminary.edu/degrees/epmc/index.php> for more information

Admission Deadlines:

- For the EPMC fall semester, the CTS admission deadline is June 30. The Registrar will contact admitted students after June 30 and register them for the fall semester

Canadian Student Visa deadlines

- F-1 Visa needed
- Submit your declaration of finances and other documentation to the Dean of Students office by August 1 in order to receive I-20 form in time.

Licensure:

- Students enrolled at other seminaries who desire licensure to exhort in the CRC must be admitted to the EPMC program at CTS.
- Upon admittance **and your acceptance** , go to <http://www.calvinseminary.edu/resources/licensure/index.php> to apply for licensure

Psychological Assessment

- Please arrange with Karlene Werner at [kaw5@calvinseminary.edu](mailto:kaw5@calvinseminary.edu) to have psychological assessment as soon as possible during your seminary program so that (1) you have ample time to follow up on any recommendations from the psychologists and (2) you can take the psychological assessment into account as you contemplate internship options (e.g., Clinical Pastoral Education). See 3. b under EPMC requirements at <http://www.calvinseminary.edu/degrees/epmc/requirements.php>

Bible Knowledge exam

- The Bible Knowledge Comprehensive Examination is administered for EPMC students on Wednesday (4:00 p.m.) during the first week of the fall semester, and again on Wednesday (4:00 p.m.) during the last week of classes of the fall semester in each academic year. for more information, go to <http://www.calvinseminary.edu/degrees/epmc/bibleKnowledge.php>.

#### Seminary M.Div. Transcripts:

- \_\_\_ Submit unofficial transcript of seminary studies *annually*. Transcripts should be sent to the Registrar's Office via mail or e-mail each summer.
- \_\_\_ Upon completion of the M.Div degree, submit an official transcript with the degree posted,, indicating completion of all degree requirements

#### Mentored Ministries: (Field Education)

\_\_\_ Gather and present in writing to Director of Mentored Ministries.

- a concise summary of all ministry leadership experiences and congregational internship experience(s) that contribute to the Mentored Ministries [Program Goals](#).
- any documentation related to the above ministry experiences, e.g., job descriptions, statement of internship objectives, self evaluations, supervisor evaluations, mentor reports, council evaluations, etc.

\_\_\_ Schedule a meeting with the DoMM. Ideally this meeting would be in person but it can be by phone if necessary. The purposes of this meeting are to:

- review the materials presented, and, if available, the psychological evaluation report;
- in situations where students already have congregational internship experience, determine whether the amount and range of congregation-based ministry experience is adequate to satisfy the 600 hour program requirement and meet the [Program Goals](#);
- construct a plan through which outstanding requirements, if any, can be met and [Program Goals](#) achieved.

\_\_\_ Complete outstanding internship requirements, if any.

\_\_\_ Meet with the Director of Mentored Ministries to assess formation in light of the Mentored Ministries [Program Goals](#) and sketch out the Mentored Ministries **Reflection Paper**.

\_\_\_ Complete Mentored Ministries Paper (by March 1)

#### Fall Semester

- [Reformed Confessions and Worldview](#)
- [Ministry in the CRC](#)
- [Preaching Practicum](#)
- [Reformed Bible Hermeneutics](#)
- [Formation for Ministry Group \(non-credit, 1 hour per week\)](#)

\_\_\_ Libronix Seminar December 16 - 18, 2009 and June 1 – 4, 2010

#### EPMC faculty interview

\_\_\_ Interview with small faculty panel toward end of fall semester to more fully inform faculty and provide feedback to the student regarding their readiness for ministry and confessional soundness. See <http://www.calvinseminary.edu/degrees/epmc/interview.php> for further details on interview and preparation.

#### Language Comprehensive Exams

- \_\_\_ Hebrew Language (see <http://www.calvinseminary.edu/degrees/epmc/requirements.php> (4 c) for details on alternative ways to satisfy this requirement)
- \_\_\_ Greek Language (see <http://www.calvinseminary.edu/degrees/epmc/requirements.php> (4 c) for details on alternative ways to satisfy this requirement)

#### Preaching Requirements

\_\_\_ Between September 1 and March 30 in the year leading up to candidacy, EPMC students are required to

preach and have evaluations completed on four different sermons. (See 5 at <http://www.calvinseminary.edu/degrees/epmc/requirements.php> for details on alternative ways to satisfy this requirement)

Denominational Candidacy Committee Interviews – Friday, April 23, 2010

\_\_\_ Each spring the denominational Candidacy Committee interviews prospective candidates. Students must be present for this interview. If travel to Grand Rapids presents a hardship, the student should request an exception from David Koll, Director of Candidacy. In rare cases the committee allows for phone interviews or interviews with Candidacy Committee members from the student's region.