

**THE
PREACHERS & PERSONNEL
MANUAL**

28TH SEPTEMBER 2020 EDITION

THE PRESBYTERIAN CHURCH IN SINGAPORE

Revision to the P&P Policy 2020 Edition

The Preacher & Personnel (P&P) Manual was last revised in 2014. Since then, changing circumstances caused the development of new policies to address these situations. This revision has incorporated those policies as well as included new perspectives in improving the state of the pastoral ministry in the Presbyterian Church in Singapore (PCS).

This Edition supersedes all previous manuals and related documents and policies in use prior to this. This edition is new in terms of its approach to the processing of candidates into the pastoral ministry. The focus of this revision is a streamlined process, making it more welcoming, shorter and faster for those entering the Presbyterian denomination. At the same time, the process is strengthened, with clear gateway checks.

As with any revisions to manuals and policies, there need to be an understanding on how these revisions affect pastors in the various stages, as well as in transition from one stage to another.

The purpose of such revisions is never to disrupt the lives and movements of pastors, and so the understanding is to consider all such revisions as beneficial to the affected pastors. Therefore, those affected may choose to adhere to the revised policy or to remain under the previous policy for transition to the next Stage.

The revisions are not to be applied retroactively.

**The Ministers & Personnel (M&P) Committee
28 September 2020**

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1. **PRELIMINARIES**

This Policy is for the express purpose of providing a clear guide to all churches under the Presbyterian Church in Singapore (PCS) concerning the preparation, development, and qualification of preachers and ministers.

Care has been taken to ensure that the policies and procedures set up in this Policy are applicable to both the Chinese Presbytery (CP) and the English Presbytery (EP). Clauses have also been crafted to avoid ambiguities in interpretation. In cases where details and practices differ between Presbyteries, we seek the understanding of all to allow and to accommodate minor discrepancies.

Although this Policy tries to cover all relevant situations to guide the Preachers & Personnel Committee (P&P Committee) in their task, there may arise unforeseen and extenuating circumstances. In such instances, the P&P Committee should have the discretion to grant such exceptions after careful consideration.

In the event of any question or matter arising out of a dispute or difference in meaning of any point, or arising out of any point which is not expressly provided for in this Policy, the P&P Committee shall have the power to use its own discretion. Any appeal should be directed to the Exco of the Presbytery.

In the event of any apparent conflict between the English version of this Policy and the Chinese translation of it, the meaning as conveyed by the English version shall prevail.

Words importing the singular shall include the plural, and words importing one gender shall include the other gender.

In references to the ruling body of the church, "Elders & Deacons Court" (EDC) shall also mean "Session" where appropriate.

2. ROLES AND RESPONSIBILITIES OF THE Ministers & Personnel (M&P) COMMITTEE

2.1 Composition of the M&P Committee

The Ministers & Personnel (M&P) Committee is one of the Standing Committees under the Synod Executive Committee.

The Committee shall comprise the following:

- Synod Vice-Moderator (Chairman)
- CP P&P Chairman (Vice-chair)
- CP P&P Committee members (2 representatives)
- EP P&P Chairman (Vice-chair)
- EP P&P Committee members (2 representatives)
- Synod Retired Ministers Committee Chairman
- Others as nominated by the Nomination Committee and/or invited by the M&P Committee.

The following Synod/Presbytery staff shall serve as ex-officios of the Committee:

- Synod General Secretary
- CP Executive Secretary
- EP Executive Secretary
- Synod Admin Executive (Secretary/Admin support)

2.2 The Role of the M&P Committee

- To ensure the policies and practices regarding the formation and development of Preachers and Ministers are in line with the PCS Constitution.
- To provide guidance to the Presbytery P&P Committees.

- To oversee the ministry concerning the retired ministers and preachers.

2.3 Responsibilities of the M&P Committee

- To align the policies and the practices of the Presbytery P&P Committees, to ensure a common set of policies and procedures for all Presbyteries.
- To revise and update the P&P Policy from time to time to ensure the needs of the congregations on matters concerning Preachers and Ministers are met within the purposes of the PCS.
- The Committee shall be responsible to the Synod Exco to recommend to policies and practices for their consideration.

3 ROLES AND RESPONSIBILITIES OF THE P&P COMMITTEE

3.1 Composition of the P&P Committee

The P&P Committee is one of the Standing Committees under each of the Presbyteries within the PCS.

The P&P Committee shall consist of the following:

- Presbytery Exco member (as Chairman)
- Presbytery Vice-Moderator (default member or as Chairman)
- Three Ministers
- Three Elders
- Others as invited by the P&P Committee.

The Executive Secretary of each of the Presbyteries shall serve as an ex-officio of the Committee.

3.2 Role of the P&P Committee

Under the Constitution of the PCS, the Presbytery is vested with

the power to receive, ordain, install, remove, and discipline ministers and preachers. It is the prerogative of the Presbytery both to establish the relationship between a church and a minister/preacher and to dissolve such a relationship when necessary.

Establishing a relationship ordinarily means approving the call of the church to that particular minister/preacher to be its pastor and installing the pastor in that church. Before the Presbytery approves the call to a particular minister/preacher, it considers the recommendations of the P&P Committee regarding the call.

For a candidate to become a minister/preacher of the PCS, he must first complete a period of candidacy over which there is the supervision of the candidate's education and practice of ministry for a period of time. The role of the P&P Committee is to oversee this area of the Presbytery's responsibility.

From time to time, the P&P Committee may be tasked to give feedback to the Presbytery Exco regarding constitutional matters and ongoing P&P Committee matters.

3.3 Responsibilities of the P&P Committee

- overseeing the development of theological students;
- licensing preachers;
- overseeing the ministerial preparation of preachers.

In fulfilling these tasks, the P&P Committee shall be responsible for ensuring that preachers and ministers called into ministry in the PCS shall have the necessary theological education and relevant practice of ministry for the prescribed period of time.

4. MINISTRY OF THE WORD AND SACRAMENT

4.1 Minister of the Word and Sacrament

Ministers of the Word and Sacrament shall in all things be committed to teaching the faith in word and deed and equipping the saints for the work of ministry (Eph 4:12).

As Presbyterian ministers, our faith and practice are guided by Scripture and the Westminster Confession of Faith, which serves as our Statement of Faith according to the PCS Constitution.

Ministers may serve in a variety of ministries and capacities, as authorized by the church, Presbytery and Synod. When they serve as preachers and teachers of the Word, they shall preach and teach the faith of the church, guided by Scripture and the Westminster Confession of Faith, so that the people are shaped by the pattern of the gospel and strengthened for witness and service. When they serve at font and table, they shall interpret and show forth the mysteries of grace in word and action, lifting the people's vision toward the hope of God's new creation. When they serve as pastors, they shall support the people in the disciplines of the faith in the midst of daily life. When they serve as presbyters, they shall participate in the responsibilities of governance, seeking always to discern the mind of Christ and to build up Christ's body through devotion, discussion, and decision.

4.2 Accountability of Preachers and Ministers

Even as Preachers and Ministers are authorized by the church, Presbytery, and Synod, they are similarly accountable to the EDC, Presbytery, and Synod accordingly in their service and actions.

5. STAGES OF PREPARATION FOR PASTORAL MINISTRY

It is important that those who are to be licensed as Preachers, ordained as Ministers of the Word and Sacrament, and installed as Associate Ministers or Senior Ministers of the particular church, receive full preparation for their task under the care and direction of the Presbytery.

For this purpose, the preparation shall be divided into three stages:

- Synod Student Stage
- Preacher Stage
- Ministerial Preparation Stage

The following sub-sections describe in detail the different Stages. It is recognized that a person's call may be as a Preacher and not an Ordained Minister. As such, the Stages are not to be read as a necessary progression in the pastoral ministry.

5.1 SYNOD STUDENT STAGE

In the changing world of today, seminaries are now filled with students pursuing a variety of courses, some not leading to a pastoral ministry. There are also choices for fulltime and part time studies, online studies, and even opportunities for second career studies.

It is the intent of the Synod to recognize and to promote the supply of properly trained theological graduates into full time pastoral ministry in the church. Amid such an environment, the Presbytery wishes to acknowledge the endeavors of such students pursuing their first theological degree locally and so accords them with the status of being Synod Students.

The purposes of the Synod Student Stage are therefore to:

- recognise the theological students from our Presbyterian churches studying in the local seminaries and distance learning programmes;
- extend such care to them as appropriate to their studies while in preparation for the ministry;
- mentor them in their spiritual formation through the years of study.

5.1.1 Categories of Synod Students

The Synod recognize five (5) categories of Synod Students:

- **Category A** - Fulltime studies at a listed local seminary (see Appendix 2) leading to a Bachelor of Theology, Bachelor of Divinity, or Master of Divinity.
- **Category B** – Part-time studies at a listed local seminary (see Appendix 2) leading to a Bachelor of Theology, Bachelor of Divinity, or Master of Divinity.
- **Category B1** – Online courses at a listed local or overseas seminary (see Appendix 2) leading to a Bachelor of Theology, Bachelor of Divinity, or Master of Divinity
- **Category C** - Fulltime degree studies at a listed local seminary (see Appendix 2) but not leading to a Bachelor of Theology, Bachelor of Divinity, or Master of Divinity
- **Category C1** – Online degree courses at a listed local or overseas seminary (see Appendix 2) but not leading to a Bachelor of Theology, Bachelor of Divinity, or Master of Divinity.

5.1.2 Qualification Requirements

Applications for Synod Student status are only considered for candidates who:

- Are physically present in Singapore for the full duration of their study. Exception to this rule of being “physically present in Singapore for the full duration of their study” is granted for

those whose courses require their final year of study to be at the overseas seminary.

- Is communicant member endorsed by the EDC of the church.
- Is active in the work and worship of that church;
- is willing to submit himself to the care and guidance of the Presbytery in his course of study and of practical training to prepare himself for his future ministry.

5.1.3 Application Procedure

Applications are open only for candidates who are within the first six months from the commencement of their first year of seminary study.

Applications are to be submitted by the EDC on behalf and in support of the candidate, and received by the P&P Committee.

The applicant shall appear before the P&P Committee at a pre-determined time/date, and be examined on his faith journey and on his motives for seeking the ministry.

If the testimonials and examinations prove satisfactory, the candidate shall be recommended to and received by the Presbytery under its care as a Synod Student.

5.1.4 Responsibilities of the Synod Student

For the development of his Christian character, for the service he can render, and for his more effective training, the Synod Student, while in pursuit of his theological studies, should be encouraged by the Presbytery and by his EDC, to engage in all forms of Christian work, and under the guidance of his church leadership.

The Synod Student is to meet with his assigned mentor from the Presbytery periodically, in fulfilling the requirements of the mentoring programme. The mentor is in turn, required to submit to the P&P Committee an annual report (see appendix for sample) on the Student's spiritual formation, diligence and general progress in study.

Independently, the Synod Student is also required to make a report to the P&P Committee at least once a year. Such a report shall include the Student's reflection on seminary life, church internship and service, general progress in his studies, and submission of any one of his term papers.

5.1.5 Benefits accorded to Synod Students

In addition to the care and support provided by the church, such Students shall also come under the care of the Presbytery, with benefits accorded to them:

- A book allowance of \$600 pa to be awarded, subject to a cap of \$1,800 over the course of the studies.
- being assigned a mentor throughout the duration of their theological studies.
- attendance at the Presbytery and Synod AGM as "observer" status.

These benefits shall cease upon the withdrawal or disqualification from being a Synod Student or completion/termination of studies, whichever is the earlier.

5.1.6 Withdrawal and/or Disqualification

A **Synod Student** shall, at his request or at the request of his EDC, be allowed to withdraw from the Stage. Such a request shall be sent to the attention of the P&P Committee, with

accompanying reasons. The P&P Committee is responsible to make the assessment and follow-up recommendations to the Presbytery Exco.

The Presbytery may, for sufficient reasons, disqualify a Synod Student. Such action shall be made in writing to the Synod Student and to the EDC of his church.

5.2 PREACHER STAGE

This stage comprises two sub-stages:

- Probationary Preacher
- Preacher

The purpose of this Stage is to provide an opportunity for the church and those who believe themselves called to the ministry as Preacher, or as Minister of Word and Sacrament to explore that call together so that the Presbytery can make an informed decision about the candidate's suitability for the ministry.

It is therefore recommended that the church should apply for the Probationary Preacher status of the candidate once employment commences, so that the candidate can quickly adjust to the system and enter into fellowship with other pastors in the Presbytery and Synod.

5.2.1 Membership Requirement

A Membership Requirement of 3 years (communicant membership) in a Presbyterian church under the PCS is necessary before any application for Commencement of Ministerial Preparation Stage can be made. The 36 months can be cumulative of any one or many churches. This is deemed as the qualifying period for the applicant to be reasonably settled into the fellowship of the church and Presbytery.

5.2.2 Participation Requirement

The Probationary Preacher/Preacher is to be actively involved in the fellowship/ministry of the Presbytery, aside from his ministry in the church. Such involvement comprise participation in at least 75% of the activities of the Presbytery/Synod.

5.2.3 Probationary Preacher - Qualification Requirements

Candidates with a theological qualification may be apply to be recognized in the first instance as **Probationary Preacher**, as a step leading to becoming a Preacher and to ordination.

5.2.4 Probationary Preacher - Application Procedure

Applications must be made in writing by the EDC of the church to the P&P Committee, who will assess the suitability of the candidate prior to recommendation to the Presbytery Exco for acceptance.

The candidate shall appear before the P&P Committee at a pre-determined time/date, and be examined on his theological studies, doctrine, pastoral skills, faith journey and his motives for seeking the ministry.

Upon acceptance, the Probationary Preacher may begin to prepare himself to qualify as a Preacher. This period of preparation shall be a minimum of 12 months, contributing in part to satisfy the Membership Requirement (Section 5.2.1), as well as the Participation Requirement (Section 5.2.2).

During this period of preparation, the EDC must take full responsibility of overseeing their Probationary Preacher in order that recommendations may be made for him to be licensed.

For this reason, a standard form should be used for the periodic

review and appraisal so that an objective assessment can be done at the end of the probation.

5.2.5 Preacher - Qualification Requirements

When the period of probation is completed, or when the EDC is of the opinion that the Probationary Preacher has acquired sufficiently the skills needed in the pastoral ministry, whichever is later, the EDC may apply to the P&P Committee for the candidate to qualify as a Preacher.

To qualify as a **Preacher**, the candidate must satisfy the following requirements:

- At least a "PASS" grade in theological studies satisfying the Core Curriculum Requirements as listed in Appendix 3.
- Satisfactory completion of the Presbyterianism Course conducted by the Presbytery
- A Probationary Preacher for at least 12 months continuous service or 18 months cumulative service with Presbyterian churches under the Synod.
- Satisfy the Participation Requirement

5.2.6 Preacher - Application Procedure

Having ensured that the necessary Qualification Requirements (Section 5.2.5) have been achieved, the EDC may apply to the P&P Committee for the candidate to be licensed as **Preacher**. Again, the P&P Committee is to assess the qualification of the candidate prior to its recommendation to the Presbytery Exco for acceptance.

The candidate shall appear to be examined before the P&P Committee at a pre-determined time/date. Particular foci of the interview shall be on the Constitution of both the local church and the PCS, in addition to re-visiting his faith journey,

doctrines, and his motives for seeking the ministry. This requirement on knowledge of the Constitutions is important as Preachers and Ministers have voting rights under those Constitutions as well as the need to guide the church on compliance to the Constitutions.

Upon acceptance, the candidate will take the Preacher's Pledge at the subsequent Presbytery Exco Meeting, and be licensed as a **Preacher** of the PCS.

5.3 MINISTERIAL PREPARATION STAGE

The period of preparation to become a Minister of Word and Sacrament after being licensed as a Preacher is known as the Ministerial Preparation Stage and culminates upon satisfactory completion with the candidate taking the Licentiate Pledge.

The candidate must complete his Ministerial Preparation within a period of between 12 months to 24 months. Any time extension must be applied by the EDC to the P&P Committee. Failure to do so will render the Stage as expired, thereby requiring a fresh application to be made.

The Ministerial Preparation Stage requires the candidate to satisfy 3 Components:

- Participation
- Reading and Reflection
- Mentoring

Under the Mentoring Component, there will be 3 mentors assigned to the candidate, each to cover one of the following:

- Personal Growth and Development
- Pastoral Ministry
- Understanding the Presbyterian Church

Coursework will also be assigned for the candidate as part of the mentoring process. Fuller details are available in Appendix 4.

Upon satisfactory completion of the 3 Components, the candidate will be called for an interview with the P&P Committee, to discuss the results of his candidature, including areas for improvement. If the interview and examination proves satisfactory, the candidate shall be recommended for acceptance by the Presbytery Exco.

Upon acceptance, the candidate will take the Licentiate Pledge and licensed at the subsequent Presbytery Exco Meeting. The Licentiate is thereafter qualified and ready to be called by the church and ordained into the Ministry of Word and Sacrament.

5.3.1 Qualification Requirements

A Preacher needs to satisfy the following in order to qualify for

Ministerial Preparation Stage :

- completion of 12 months continuous service in a church as a Preacher;
- Participation Requirement (section 5.2.2).

The 12 months continuous service stipulated above is determined as the minimum for a Preacher to be exposed to the principles and practice of pastoral ministry. He is to acquire the skills as appropriately to be fully equipped into the ministry of pastoring a congregation.

In the case where the candidate does not meet this “time” requirement within the same church, the 12 months period can be cumulative service in two churches, provided the gap in

employment between the two churches does not exceed six months, and the service in the second church being not less than six months.

Delay in the candidate's licensing is not to be seen as a disadvantage or a hindrance to the church as this allows the candidate to mature in the ministry and to acquire the necessary skills.

5.3.2 Application Procedure

Application can be made to the P&P Committee by the EDC when the EDC deems the Preacher to be a suitable and capable candidate, ready and willing, to be an ordained Minister of the Word and Sacrament of a church within the PCS.

This must be given considerable thought by the EDC, requiring the EDC to be proactive in evaluating the candidate not just on ministry and pastoral skills alone, but including aspects of family, personality, character, spiritual formation, finance, etc., prior to submitting such an application.

5.4 MINISTERS SEEKING ADMISSION INTO THE PRESBYTERY/SYNOD

Ministers seeking admission to the Presbytery from other recognized Presbyteries as well as other denominations and the worldwide church of our Lord Jesus Christ will have to fulfill the requirements set forth under this Section of the Policy.

5.4.1 MINISTERS FROM OTHER PRESBYTERIES/SYNOD

Ministers from Presbyterian churches not under PCS, and seeking admission to the Presbytery shall be examined on their theological qualifications, theological beliefs and practices, the Sacraments, church government, personal convictions on issues which are deemed controversial, pastoral experience,

and their willingness to be ordained again into the Ministry of the Word and Sacrament. In this respect, our stand and understanding of ordination is that a person is ordained into the work and ministry of the Presbyterian Church in Singapore.

5.4.1.1 APPLICATION PROCEDURE

A church who wishes to employ an ordained minister from a Presbyterian church not under PCS must apply, through the Presbytery's P&P Committee, to the Synod M&P Committee for consideration.

The Synod M&P Committee shall then arrange for the candidate to be interviewed. If the testimonials and examinations prove satisfactory, the candidate will be recommended to the Synod Exco for acceptance.

Upon their acceptance, the candidate will undergo a one-year mentoring period by an assigned minister under the appropriate Presbytery as recommended by the Synod M&P Committee. The 3-year Membership Requirement is waived.

Upon completion of the one-year mentoring period, the EDC may apply to the Presbytery for his election and ordination. These follow the procedure as described in Section 5.4 of this Policy.

5.4.1.2 RECOGNITION OF TITLE

While the candidate is in the one-year mentoring period, the church may acknowledge his previous ordination and address the candidate as Reverend [Rev].

However, until the candidate is inducted into the PCS,

he therefore shall refrain from conducting the sacraments. This has to be made clear to the candidate and the church.

5.4.2 MINISTERS FROM OUTSIDE THE PCS

Ministers from outside the PCS seeking admission to the Presbytery shall be examined on their theological qualifications, theological beliefs and practices, the Sacraments, church government, personal convictions on issues which are deemed controversial, pastoral experience, and their willingness to be ordained again into the Ministry of the Word and Sacrament. In this respect, our stand and understanding of ordination is that a person is ordained into the work and ministry of the PCS.

5.4.2.1 APPLICATION PROCEDURE

A church who wishes to employ a minister from outside the Presbyterian denomination must apply, through the Presbytery's P&P Committee, to the Synod M&P Committee for consideration.

The Synod M&P Committee shall arrange for the candidate to be interviewed. If the testimonials and examinations prove satisfactory, the candidate will be recommended to the Synod Exco for acceptance. Upon acceptance, the Synod M&P Committee shall instruct the respective Presbytery to take over the Ministerial Preparation of the candidate.

The candidate shall comply with the following requirements:

- 3 year Membership Requirement
- Obtain a "pass" grade in the Presbyterianism

class.

- One-year mentoring by an assigned Minister. This one-year mentoring may commence while the candidate is serving his third year of the 3 year membership requirement.

Upon completion of these requirements, the EDC may apply to the Presbytery for his election and ordination. These shall follow the procedure as described in Section 5.4 of this Policy.

Under extenuating circumstances, as in the case of a church without a minister, the P&P Committee shall have the discretion to reduce the Membership requirement (to satisfy a minimum two year membership requirement), subject to the approval of the Presbytery Exco.

5.4.2.2 RECOGNITION OF TITLE

While the candidate is in the process of licensing, the church may acknowledge his previous ordination and address the candidate as Reverend [Rev].

However, until the candidate is inducted into the PCS, he therefore shall refrain from conducting the sacraments. This has to be made clear to the candidate and the church.

5.5 CALL TO ORDINATION

After taking the Licentiate Pledge, a Licentiate may be called by a church at any time as the EDC deems appropriate.

Such a call will be in the form of a notification to the Presbytery Exco for the Licentiate to be elected as a Minister of the Word

and Sacrament of the church at a date mutually agreed between the church and the Presbytery.

The election of the Licentiate is in the first instance an election into the ordained ministry and secondly, to the appointment of a Senior Minister or Associate Minister of the church.

The election shall be conducted according to the church's Constitution.

Upon successful election of the Licentiate, the EDC may write officially to the Presbytery Exco to set a date for the ordination service for the Licentiate.

The Presbytery Exco shall be responsible to ordain the candidate into the Ministry of Word and Sacrament.

6 POLICIES GOVERNING EMPLOYMENT OF PREACHERS AND MINISTERS

6.1 TRANSFER OF STATUS BETWEEN LOCAL PRESBYTERIES

The status of Preachers and Ministers shall remain current in any transfers between the Presbyteries under the PCS.

6.2 LEAVE OF ABSENCE

This policy covers all Preachers and Ministers who are not serving in the Synod / Presbytery in Singapore for a stated period of time.

Probationary Preachers are not entitled to the benefits under this policy. Probationary Preachers who need to leave the ministry for any period of time will, upon returning, need to submit fresh application for acceptance into the Presbytery.

This policy is also not for the benefit of Preachers and Ministers who are leaving the PCS for employment purposes either within the country or overseas. In such cases, the Synod / Presbytery will officially remove them from the register.

Applications for Leave of Absence may be considered in the following situations:

- Serving full-time in the mission field with a para-church or another denomination, either in or out of the country, under secondment from the church.
- Taking leave for personal exigencies. (e.g. health, family).
- Doing further studies full-time (theological or academic) locally or overseas and not under any employment.
- Awaiting the next assignment in ministry (for a max period of 12 months). While awaiting such assignment, the preacher/minister may take up temporary secular employment for the purpose of income.

Leave of Absence is granted for a maximum three-year period. There is no renewal nor extension of Leave under this policy. Upon the expiry of the stated period, the Leave of Absence will automatically lapse, and the name shall be removed from the register. Those who are away for more than three years of such Leave will therefore have to apply for reinstatement into the Presbytery.

6.2.1 Application Procedure

Applicants must personally write to the respective Presbytery P&P Committee (at least three months in advance) before they embark on their leave.

6.2.2 Reinstatement

Preachers and Ministers returning from Leave of Absence within

the Leave period shall, upon acceptance by the Presbytery Exco, be re-instated to their pre-Leave status.

A Preacher or Minister seeking reinstatement must apply to the respective Presbytery P&P Committee regarding his return. The candidate shall appear before the P&P Committee at a pre-determined time/date, and be examined for acceptance back into the Presbytery.

Upon acceptance by the Presbytery Exco, the Preacher/Minister shall serve a six (6) month observation period before he is re-instated to the status at the commencement of his Leave.

For sake of clarity, Preachers and Ministers serving fulltime in the mission field with a para-church or other Christian organizations do not require to apply for acceptance into the Presbytery. In such cases, an interview to assess the candidate shall suffice, with an observation period of six (6) months, by the P&P Committee to ensure that the person is settled into his ministry without much difficulties.

6.3 RESIGNATION AND RE-EMPLOYMENT OF MINISTERS

When a Minister leaves the employment of a church, it is the duty of both the Minister and the EDC to separately and independently inform the Presbytery of this event, so that appropriate actions can be taken by the P&P Committee.

Ministers who leave the Synod will have their status and credentials removed. This includes:

- Resigning and leaving the PCS.
- Being employed fulltime by a secular or social institution (including non-profit organizations) not affiliated to the PCS.

Requirements for remaining as Ministers in the PCS are:

- Ministers who are currently holding the status of Leave of Absence
- Ministers who are in the Retired Ministers register.
- Ministers of a local Presbyterian church who are commissioned as missionaries to mission organizations or to para-church organizations locally and/or abroad.
- Ministers who are members of a local Presbyterian church, who are serving under the PCS. (Synod / Presbytery staff, Theological Institution Lecturers, PCS missionaries, etc). They are designated as co-workers of the Synod / Presbytery.

Our understanding of ordination is that a person is ordained **into** the work and ministry of the PCS. Therefore, having left the PCS, the person shall relinquish his status and surrender his credentials to the Synod / Presbytery. Such person will no longer be recognized by the Synod / Presbytery as a Minister and shall not be qualified to conduct the sacraments in the PCS.

A Minister who had been taken off the register may be reinstated. The church who wishes to employ him must write to the P&P Committee for reinstatement. The candidate shall appear before the P&P Committee at a pre-determined time/date, and be examined for acceptance, prior to the P&P Committee's recommendation to the Presbytery Exco. Upon acceptance by the Exco, the candidate's status and credentials will be reinstated.

6.4 RESIGNATION AND RE-EMPLOYMENT OF PREACHERS

When a Preacher leaves the employment of a church, it is the duty of both the Preacher and the EDC to separately and independently inform the Presbytery of this event, so that

appropriate actions can be taken by the P&P Committee.

Preachers who are not serving in any member churches of the PCS will have their designation and status removed from the Presbytery register. Exception will be granted under the following conditions and requirements:

- Preachers who are in transition and are looking for a new church to serve.
- Preachers who are not serving full-time or part-time in another denomination, para-church organization or in a secular job. (Refer to Leave of Absence guidelines).
- Preachers who are "Retired" but remain as members of a Presbyterian church under the Synod.
- Preachers who are sent or seconded to the mission field or para-church organization either in Singapore or abroad by the church.

A Preacher who has been taken off the register can be reinstated. The church who wishes to employ him must write to the Presbytery P&P Committee for reinstatement. The candidate shall appear before the P&P Committee at a pre-determined time/date, and be examined for acceptance, prior to the P&P Committee's recommendation to the Presbytery Exco for acceptance.

6.5 RETIREMENT AND RE-EMPLOYMENT OF MINISTERS

When a Minister retires from the employment of a church, it is the duty of both the Minister and the EDC to separately and independently inform the Presbytery of this event, so that appropriate actions can be taken by the P&P Committee.

Ministers who have retired from ministry, may return to employment, on an annual contract basis. This arrangement

presumes a non-elected position.

6.6 RETIREMENT AND RE-EMPLOYMENT OF LICENSED PREACHERS

When a Preacher retires from the employment of a church, it is the duty of both the Preacher and the EDC to separately and independently inform the Presbytery of this event, so that appropriate actions can be taken by the P&P Committee.

Preachers who have retired from ministry, may return to employment, on an annual contract basis.

APPENDICES

- APPENDIX 1: Chart outlining the Stages of Preparation for Ministry
- APPENDIX 2: List of Seminaries
- APPENDIX 3: Core Curriculum Requirements (CCR)
- APPENDIX 4: Ministerial Preparation: The 3 Components
 - 4.1: The Participation Component
 - 4.2: The Reading and Reflection Component
 - 4.3: The Mentoring Component: Framework for The Mentoring Process
 - 4.3.1: Personal Growth and Development
 - 4.3.2: Pastoral Ministry
 - 4.3.3: Understanding the Presbyterian Church.

APPENDIX 1

STAGE	HOW LONG?	QUALIFICATION REQUIREMENTS	REMARKS
Synod Student		<p>Communicant Member</p> <p>Active in church ministry</p> <p>Endorsed by EDC</p> <p>Willing to submit to Presbytery's care/guidance</p> <p>Interview covering calling, faith journey,</p>	Benefits end at completion of studies.
Probationary Preacher	min 12 mths	<p>Theological degree</p> <p>Interview covering doctrine, WCF, pastoral skills, faith journey, calling.</p>	Prepare to be licensed preacher
Preacher	min 12 mths	<p>Theological degree meeting CCR (Appendix 3)</p> <p>Presbyterianism Course</p> <p>Min 12 mths as Probationary Preacher</p> <p>Participation Requirement</p> <p>Interview covering constitutions, practical pastoral skills, faith journey, calling.</p>	Keep improving pastoral skills,
Ministerial Preparation	btwn 12-24 mths	<p>Membership Requirement</p> <p>Participation Requirement</p> <p>Min 12 mths as Licensed Preacher</p> <p>Endorsement by EDC to be suitably fit for ordination into the Ministry of Word and Sacrament</p> <p>Interview covering the 3 Components</p>	

APPENDIX 2
**LIST OF SEMINARIES ACCEPTED
FOR SYNOD STUDENT STATUS**

1. Singapore Bible College
2. Trinity Theological College

APPENDIX 3

CORE CURRICULUM REQUIREMENTS (CCR)

In line with the current standards of licensing, the following are guidelines for examining the transcripts of individuals applying for licensing with the Presbyterian Church in Singapore (PCS):

1. A seminary degree in Bachelor of Theology, Bachelor of Divinity or Master of Divinity is required of candidates intending to be licensed as Preachers and Ministers of the Word and Sacrament with the PCS. These degrees should have a minimum course load of 120 hours for BD and BTh degrees and 90 hours for the M Div degree from a seminary as listed in Appendix 2.
2. Those holding other types of Bachelors or Masters Degrees (Christian Studies, Bible, Missions etc) are required to complete their Bachelor of Theology, Bachelor of Divinity or Master of Divinity Degree before they may be considered for licensing.
3. Official transcripts from the seminary are to be submitted to the P&P Committee for verification that the minimal course and course hour requirements are met.

As part of the course requirements for the Bachelor of Theology, Bachelor of Divinity or Master of Divinity Degrees, candidates must complete courses which meet the following criteria:

- Old Testament – 2 courses
- New Testament – 2 courses
- Systematic or Biblical Theology – 2 courses
- Pastoral Theology – 1 course
- Biblical Greek / Hebrew - 1 course

- Biblical Exegesis (OT / NT) – 1 course
- Denominational Presbyterian Studies – 1 course
- Church History – 2 courses
- Preaching and Worship – 2 courses
- Ethics – 1 course
- Christian Education – 1 course
- Church Ministry or Administration – 1 course
- Pastoral Care or Counseling – 2 courses
- Evangelism or Mission – 1 course
- Supervised Ministry course or Required Seminary Field Education Placement.

The above requirements represent the minimum necessary for consideration. The courses stated above represent approximately 45 – 60 required course hours. Candidates are free to complete the 90 hours of Pastoral Theological course work in accordance with interest and the requirements of the seminary where they attend.

APPENDIX 4

THE MINISTERIAL PREPARATION STAGE THE COMPONENTS FOR LICENSING

LICENSING COMPONENTS

There are three components to the licensing procedure.

1. The Participation Component
2. Reading and Reflection Component.
3. The Mentoring Component.

1 THE PARTICIPATION COMPONENT

This will follow what is already mentioned in Section 5.2.2, and further elaborated in Appendix 4.1.

2 THE READING AND REFLECTION COMPONENT

Candidates are required to fulfill the following:

- 2.1 A testimonial paper and a reflection of their calling, spiritual gifting, ministry and future plans. Document length should be about 10 pages (with double-lined spacing).
- 2.2 Reflections on two books, which will be recommended by the EP/CP P & P Committee. The books recommended will be current and applicable to pastoral ministry. For guidelines on writing the report, refer to Appendix 4.2.

3. THE MENTORING COMPONENT

- 3.1 The mentoring process is to be carried out in three major areas:
 - An understanding of personal growth and development. See Appendix 3.5
 - An understanding of the pastoral ministry, its duties, responsibilities, difficulties and workings. See Appendix 4.3

- An understanding of the working of the Synod, Presbytery and the local church. See Appendix 4.6

Details of the framework are found in Appendix 4.2.

- 2.2 Candidates will be assigned mentors. The Candidate's Senior Minister, the EP/CP Moderator, and another minister as assigned by the P&P Committee constitute the 3 mentors for each of the areas: Personal Growth and Development, Pastoral Ministry, and Understanding the Presbyterian Church.
3. The period of mentoring shall commence upon the approval by the Presbytery Exco for the candidate.
5. A period of between 12 – 24 months is deemed appropriate for mentoring.
6. It is required that candidates and mentors meet at least once every three months.
7. A report is required from Mentors at the end of each year. For details of the report required, refer to Appendix 4.6.
8. The P&P Committee shall keep in touch regularly with all who are mentoring and being mentored through official meetings and informal dialogues.

EXCEPTIONAL CASES

1. The Presbytery Exco, upon the advice of the P&P Committee, has the right to delay the passing of the Licensing Process of candidates if candidates do not fulfill the requirements as laid out in this P&P Policy.
2. An appeal to the Presbytery Exco will be granted if there is sufficient reasons and justification.

APPENDIX 4.1

THE PARTICIPATION COMPONENT

PURPOSE

- 1) The Synod and the Presbyteries need to be united in order that the Presbyterian Church in Singapore can have a sense of belonging and direction for its present and future ministries.
- 2) Hence it is essential for Pastors and Co-workers to know, understand, share and work with one another. This is best done through formal and informal gatherings.

REQUIREMENTS

- 1) Probationary preachers, Preachers and Ministerial Preparation candidates are required to be involved in the activities of the Presbytery and the Synod to fulfill the purposes stated above.
- 2) At least a 75% attendance and involvement is necessary in the following areas:
 - a) Monthly Pastors' and Co-workers' meeting.
 - b) Annual Pastors' and Co-workers' retreat.
 - c) Involvement in the area(s) of ministry assigned to them by the Presbytery Exco [such as Mission, Equipping, Holy Week, Express, etc].
 - d) Synod and Presbytery Annual General Meetings as required,
 - e) Other Synod and Presbytery activities as planned.

APPENDIX 4.2

THE READING AND REFLECTION COMPONENT: GUIDELINES ON WRITING THE REPORT

PURPOSE

1. The testimonial paper is for candidates to contemplate and reflect on their calling to the ministry. It is also to provide candidates the opportunity to think through and discover their spiritual gifting concerning the ministry ahead of them.
2. The book report is to ensure that candidates have thought through some of the more important and specific issues of the ministry that they will embark on.

GENERAL INSTRUCTIONS

1. The P&P Committee will recommend two books for candidates for reading and reflection. One of the books recommended will be on pastoral ministry/spiritual development and the other on theological/current issues confronting the Presbyterian Church, or the Church in general.
2. In reading and reflecting, candidates are required to:
 - a) Read the books carefully.
 - b) Understand them fully.
 - c) Critically analyze them.
 - d) Respond to them.
 - e) Make applications.
4. For each book, a written report of at least 7 pages (with double-line

spacing) is to be submitted, based on the following points:

- a) A summary of the book.
 - b) Comment and provide a response to it.
 - c) Applications to be made.
5. Periodic interaction with the Mentor assigned for this Component is strongly recommended so that the final paper submitted satisfies the objectives and requirements.
 6. A maximum period of twenty-four (24) months will be given for the completion of the two reports and the testimonial paper, failing which two new books will be set.
 7. The P&P Committee will provide an assessment of the paper submitted. This will contribute to the total assessment of the candidate's Ministerial Preparation.

APPENDIX 4.3

THE MENTORING COMPONENT: FRAMEWORK FOR THE MENTORING PROCESS

PURPOSE

- 1) It is to develop new leaders coming into the pastoral ministries in the Presbyterian Church.
- 2) It is to provide a clearer understanding of their role and responsibilities as Ordained Ministers within the Presbyterian Church.
- 3) It is to encourage and equip them with a better understanding of how they can lead, minister, adapt and grow in the ministry through practical means.

PROCESS

- 1) Mentoring is to encourage and equip on a one-to-one basis; this enables personal needs to be met.
- 2) The Bible implies [in Titus 2] that it should be on a one-to-one relationship. An older and a more mature person should mentor a younger one.
- 3) The mentoring should be more of sharing of life and experiences beyond merely sharing knowledge.

MENTOR'S PROFILE

While mentors may not totally fit the requirements, mentors are expected to strive towards some of these qualities as they relate to their Mentee:

- 1) A senior and more experienced pastor.

- 2) Able to sharpen the mind and thinking of others.
- 3) Recognizes potential in others.
- 4) Be flexible and adaptable.
- 5) Be patient and willing to invest in the lives of others.
- 6) Transparent and vulnerable with others.
- 7) Well-respected with a good personal reputation.
- 8) Accessibility in allowing for mentoring time.
- 9) Demonstrates unconditional love and acceptance.
- 10) Not afraid to challenge or confront.
- 11) Encourages, inspires and motivates others.

APPENDIX 4.4

THE MENTORING COMPONENT: THE PASTORAL MINISTRY

PURPOSE

- 1) Candidate to interact with his Mentor concerning his progress in the ministry with reference to his spiritual giftings, church setting, and ongoing challenges.
- 2) Candidate to share ongoing concerns with regards to his pastoral ministry (current and future), with his Mentor for support and prayer.
- 3) Candidate to receive advice and referrals from Mentor in areas where further assistance is needed to equip himself for the pastoral ministry.

CONTENTS

- 1) Adjustment to Church Setting.
- 2) Roles and Responsibilities as a Pastor.
- 3) Areas of Responsibility.
- 4) Giftedness.
- 5) Conflict Areas / Potential Conflict Areas.
- 6) Family Life at home and in church.
- 7) Vision for the Church.
- 8) Interpersonal Relationship with Elders, Deacons, and ministry leaders.

METHOD

- 1) Fellowship and encouragement
- 2) Discussion
- 3) Problem solving
- 4) Provide referral / thoughts to develop specialized areas

APPENDIX 4.5

THE MENTORING COMPONENT: PERSONAL GROWTH AND DEVELOPMENT

THE PURPOSE

- 1) Candidate to interact with Mentor on his personal growth and development with reference to Theology, Character and Skills.
- 2) Candidate to establish, with the help of the Mentor where appropriate, an ongoing personal growth and development plan/blueprint.
- 3) Candidate to be willing to receive advice and referrals from Mentor in areas where further assistance is needed.

THE CONTENT

- 1) Reformed doctrine and practices
- 2) Christian spirituality and disciplines
- 3) The study, interpretation and preaching of the Word
- 4) Prayer and holiness
- 5) Building relationships in ministry
- 6) Personal ministry skills
- 7) Mentoring others

THE METHOD

- 1) Discussion
- 2) On the job observation / supervision
- 3) Problem solving
- 4) Provide referral / connection for specific areas

APPENDIX 4.6

THE MENTORING COMPONENT:

UNDERSTANDING THE PRESBYTERIAN CHURCH

PURPOSE

Candidates to gain an understanding of the structure, working and Constitution of the Presbyterian Church in Singapore i.e. The Synod, the Presbytery and the local church.

CONTENTS

1. The structure of the Synod, Presbytery and the local church.
2. The rules and regulations governing the Synod, Presbytery and local church.
3. Its Annual General Meetings, Congregational Meetings and EDC Meetings.
4. The calling, duties and responsibilities of Ministers, Preachers, Co-workers, Elders, Deacons and Members.
5. The Constitution of the Presbyterian Church in Singapore.
6. The Constitution of the local church.

METHOD

1. Discussion.
2. Case studies.
3. Study the Constitution by section and interact.
4. Areas not covered by the Constitution.

SPECIMENS

- SPECIMEN 1: Application for acceptance as Synod Student
- SPECIMEN 2: Application for acceptance as Probationary Preacher
- SPECIMEN 3: Application for acceptance as Preacher
- SPECIMEN 4: Application to commence Ministerial Preparation
- SPECIMEN 5: Voting slip for Ordination/Re-Election as Moderator
OR Ordination as Associate Minister
- SPECIMEN 6: Record of election results
- SPECIMEN 7: Pledge of a Preacher
- SPECIMEN 8: Pledge of a Licentiate
- SPECIMEN 9: Pledge of a Minister
- SPECIMEN 10: Interview form for Synod Student
- SPECIMEN 11: Report for Synod Student
- SPECIMEN 12: Interview form for Preachers and Ministers
- SPECIMEN 13: Mentor Report for Probationary Preacher/Preacher
- SPECIMEN 14: Mentor Report for Ministerial Preparation Candidates
- SPECIMEN 15: Order of Service for Ordination Service

SPECIMEN 1

The Chairman
Preachers & Personnel Committee
English Presbytery

7th January 2016

Dear Rev Aaron Ang,

RE: Application for Acceptance as Synod Student

We wish to apply for our communicant member – (name of candidate) – to be accepted as a Synod Student under the provisions of the P&P Manual 2020.

The EDC has carefully considered the candidate's eligibility and suitability into the pastoral ministry, and are willing to support him in this endeavor.

(name of candidate) has applied for the (name of course) course at (name of seminary) from (date).

The following criteria required of him to be accepted as a Synod Student are met:

- He is a communicant member of our church
- He is active in the work and worship of the church, serving in (state areas of ministries)
- He has confirmed his willingness to submit himself to the care and guidance of the Presbytery in his course of study and of practical training to prepare himself for his future ministry

We look forward to your favourable response.

Sincerely in Christ,

Rev Bay Cheng Dai
Senior Minister

Elder Eng Fah Gwee
EDC Clerk

SPECIMEN 2

The Chairman
Preachers & Personnel Committee
English Presbytery

14 March 2017

Dear Rev Harry Heng,

RE: Application for Acceptance as Probationary Preacher

On behalf of our Elders and Deacons Court, we confirmed that (name) has passed his probation period with the church, and is eligible for consideration by the P&P Committee to be accepted as a Probationary Preacher under the provisions of the P&P Policy 2020.

(name)'s theological qualifications, including transcripts, are attached as part of this application.

We further confirm that he is fully aware of the Participation clause 5.2.2 of the Manual, and that he will work towards fulfilling the said requirements.

Upon acceptance as a Probationary Preacher, he will continue to be mentored by our leadership to enable him to seek licensing as a Preacher.

We look forward to your favourable response.

Sincerely in Christ,

Rev Isaiah Jing
Senior Minister

Elder Kwok Lai Mun
EDC Clerk

SPECIMEN 3

The Chairman
Preachers & Personnel Committee
English Presbytery

17 May 2018

Dear Rev Na,

RE: Application for Acceptance as Preacher

We wish to apply for our pastoral staff - (name) - to be accepted as a Preacher under the provisions of the P&P Policy 2020.

The EDC is satisfied that (name of candidate) has met the following criteria:

- At least a "PASS" grade in theological studies covering the Core Curriculum Requirements as listed in the P&P Policy
- Completed the Presbyterianism Course at credit level
- Has been a Probationary Preacher for at least 12 months continuous service or 18 months cumulative service with Presbyterian churches under the Synod
- Satisfied our EDC of having acquired sufficient skills needed in the pastoral ministry.

We further confirm that he is fully aware of the Participation clause 5.2.2 of the Policy, and that he will work towards fulfilling the said requirements.

We look forward to your favourable response.

Sincerely in Christ,

Rev Origen Peh
Senior Minister

Elder Quentin Rong
EDC Clerk

SPECIMEN 4

The Chairman
Preachers & Personnel Committee
English Presbytery

21 June 2019

Dear Rev Stanley Tong,

RE: Application to commence Ministerial Preparation

On behalf of our Elders and Deacon's Court, we wish to apply for our pastoral staff - (name) - to commence his Ministerial Preparation leading, upon successful completion, to obtaining his Licentiate Certificate, and ready to be called as a Minister of the Word and Sacrament in the Presbyterian Church in Singapore.

The EDC is satisfied that (name of candidate) has met the following criteria:

- Completion of 12 months continuous service in our church
- Satisfied the Membership Requirement (section 5.2.1)
- Satisfied the Participation Requirement (section 5.2.2)

Over the period of time that (name of candidate) is with us, the EDC has found him to have matured in his ministry, suitable and capable, ready and willing to serve the Presbyterian Church in Singapore as a Minister of the Word and Sacrament.

We look forward to your favourable response.

Sincerely in Christ,

Rev Ula Vong
Senior Minister

Elder Walter X. Zee
EDC Clerk

SPECIMEN 5

**VOTING SLIP FOR LOCAL CHURCH
ELECTION AS SENIOR MINISTER**

Or

AS ASSOCIATE MINISTER

**ABPC ENGLISH CONGREGATION
ANNUAL CONGREGATIONAL MEETING 26 AUG 2015**

VOTING SLIP

Please indicate in the appropriate boxes with a tick:

FOR ORDINATION OF AN ASSOCIATE MINISTER

NAME: _____

YES	NO

SPECIMEN 6

ENGLISH PRESBYTERY THE PRESBYTERIAN CHURCH IN SINGAPORE

ELECTION RESULTS

CHURCH _____

ELECTION DATE _____

NAME OF CANDIDATE _____

POSITION _____

TOTAL COMMUNICANT MEMBERS	
QUORUM REQUIRED (a)	
TOTAL VOTES CAST (b) [b must equal c + d + e]	
“YES” VOTES (c)	
“NO” VOTES (d)	
“SPOILT” / “ABSTAINED” VOTES (e)	
OFFICIAL RESULT (% in support) [(c) divided by (b) multiplied by 100]	%

Names and signatures of EP Exco Officials:

Name _____ Signature _____

Name _____ Signature _____

[N.B. This form should be completed and signed by the Presbytery Exco officials and reported at the next Exco Meeting]

SPECIMEN 7



The Presbyterian Church in Singapore
English Presbytery
132 Sophia Road, Singapore 228186

PLEDGE BY A PREACHER

Having been called by God to the holy and responsible office of a Preacher, I, _____, pray for the Holy Spirit to shape and enable me to serve God faithfully. I will follow the teachings of the Bible and the directives of the Constitution of The Presbyterian Church in Singapore in matters of faith, doctrine, character, preaching, teaching and reasoning. I will do my best with God's help in ministering to the congregation, while fully participating in activities, events and fellowship organized by the Presbytery and Synod.

If I act in any manner contrary to the above, I am willing to be disciplined in accordance to the Constitution of The Presbyterian Church.

In view of the above, I hereby declare that I am wholly dependent upon the grace and love of God for its adherence.

This is my pledge.

Pledged by: _____
XXXXXXXXXXXXXXXXXXXX

Moderator: _____
Rev XXXXXXXXXXXXXXXXXXXX

Stated Clerk: _____
Elder XXXXXXXXXXXXXXXXXXXX

Date:



SPECIMEN 8



The Presbyterian Church in Singapore

English Presbytery

132 Sophia Road, Singapore 228186

PLEDGE BY A LICENTIATE

Having been selected for licensing, in preparation for the duties of the ministry, I hereby declare my faith, belief and practice, in signing this pledge in the presence of God.

I believe the Old and New Testament of the Bible to be the perfect and pure Word of God, enabling men to know the way of salvation and what they ought to believe and do in accordance with God's will. I also believe the Creeds and Confession of the Presbyterian Faith, which I will obey and constantly proclaim and shall not act otherwise. I will therefore participate in the fellowship and works of the Presbytery and Synod and completely reject heresies and other wrong doctrines which oppose the Bible.

I believe that God has called me for His work, and therefore I regard the work and duty as holy. It is in the spirit of earnest, pious, faithful and reverent zeal that I shall do my best to fulfil my duties. In future, if what I believe or preach is not according to the truth, I will submit to the discipline laid down in the Constitution of The Presbyterian Church.

In view of the above, I hereby declare that I am wholly dependent upon the grace and love of God for its adherence.

This is my pledge.

Licentiate: _____

Moderator: _____

Stated Clerk: _____

Date: _____



SPECIMEN 9



The Presbyterian Church in Singapore
English Presbytery
132 Sophia Road, Singapore 228186

PLEDGE BY A MINISTER

I, _____, having received God’s call to the Holy Ministry to bear the responsibilities of this office to expound the truth and to proclaim the Gospel, solemnly accept the calling to be an Associate Minister of _____ of The Presbyterian Church in Singapore. I willingly undertake to share the burden of work to which I am appointed.

I do earnestly pray that God, the Father, Son and Holy Spirit will have grace and mercy upon me and that He will grant me His wisdom and power, enabling me to work faithfully to the glory of God and for the benefit of mankind.

I resolve to abide by the Constitution of The Presbyterian Church in Singapore, to hold onto the faith laid down therein and to be loyal in my fellowship and service to the Church, the Presbytery and Synod. If I act in any manner contrary to what is written in the Constitution concerning belief, behaviour, service or Church policy, I am willing to submit to the discipline of the Church.

In view of the above, I hereby declare that I am wholly dependent upon the grace and love of God for its adherence.

This is my pledge.

Pledged and signed: _____
XXXXXXXXXXXXXXXXXXXXXX

Moderator: _____
Rev XXXXXXXXXXXXXXXX

Stated Clerk: _____
Rev XXXXXXXXXXXXXXXX

Date:



SPECIMEN 10

INTERVIEW FORM FOR SYNOD STUDENT CANDIDATES

PERSONAL BACKGROUND

1. Give a brief description of yourself.
 - a. Age, family, childhood, parents, siblings, spouse and children.
 - b. Educational qualifications, past employment and experiences.
2. Your Spiritual Journey
 - a. Share your conversion experience.
 - b. How many years have you been converted?
 - c. How have you grown spiritually through the years?
 - d. Share your calling and conviction to the ministry.

CHURCH BACKGROUND

1. Your Church
 - a. What led you to the church?
 - b. How long have you been a Communicant Member?
2. Your Involvement
 - a. What ministry experiences you have had in the church?
 - b. How long have you served in each ministry?
 - c. What are your responsibilities there?
3. Your Support
 - a. How is your church supporting you?
[Financially; prayer group; overseeing; mentoring]

- b. Is it enough? [Individual / non-working spouse / children]
- c. Have you to draw on reserve? [housing and car loans; others]
- d. Are you relying on individual Christian's support too?
- e. Is there any obligation to the church after your graduation?

THEOLOGICAL FOUNDATION

1. The Westminster Confession of Faith.

- a. Have you read it?
- b. Do you accept its doctrines?

2. Your Theological Studies.

- a. Where will you be studying?
- b. Explain the choice of seminary
- c. How long will you take?
- d. What will you specialize in? [if any]

3. Your Theological Convictions

Discuss and seek an understanding on the following issues:

- a. Infant baptism / mode by sprinkling.
- b. Women's ordination; Women in leadership [Elders & Deacons]; Women teaching in the church.
- c. Ordination dress code – robe; clerical collar, etc.
- d. Spiritual gifts – tongue speaking; divine healing; Spirit baptism; Charismatic practices, etc.
- e. SSA and LGBTQ issues.

4. Your Personal Convictions

- a. If you have very strong theological convictions which are not in line with the theological position or practices of the Presbyterian Church are you

willing to accept them [for the sake our unity] and not to preach against them?

MINISTRY PASSION

1. Your Spiritual Giftings
 - a. What are your possible spiritual gifts?
 - b. How can you best develop it?
2. Your Future Ministry
 - a. Where are you going to serve after graduation?
 - b. Is your church leadership aware of your plan? Do you have an understanding with them?
 - c. Are you seeking ordination?

SPECIMEN 11
Supervisor's Report of Synod Students

Theological Student information (filled in by student)

Name:		College Attend:
Email:	Cell Phone:	Course Degree:
Church Membership:		Date of Study:
Internship Church:		Graduation Date:
Supervisory Teacher:		Cell Phone:
Supervisory Teacher Email:		
Course/Subjects:		
Internship Content:		

Note: At the end of the semester, any assignment should be submitted to the supervisor for review.

Interview Record to be filled by the Supervisor Date:

Conversation Content:			
Recommendation: (Please inform the student suggestion during the interview)			
	Project	Rate: 1-5 (5 High)	Comments
Interpersonal Relationship	1. For Leaders		
	2. For Co-Workers		
	3. For the Elderly		
	4. For Adults		
	5. For Youth		
	6. For Children		
	7. For new Friends		
Servant Leader	1. Responsible		
	2. Spontaneously		
	3. Humble		
	4. Team Spirit		
	5. Keep Time		
	6. Listen with care		
	7. Bear with each other		
Creative Thinking	1. Appropriateness		
	2. Applicability		
	3. Innovation		
	4. Observation		
	5. Risky		
	6. Independent		
	7. Contribution Ability		
Communication Skills	1. Clarity		
	2. Conditioning		
	3. Comprehensive		
	4. Appropriate		
	5. Reflective		
	6. Connotation		
	7. Influential		
Progress and Challenge of Course Work			

Note: Please fill in and submit to the committee in the study year (May), and email to the Presbytery Office for archive.

SPECIMEN 12

INTERVIEW FORM FOR PREACHER/MINISTER CANDIDATES

Candidate's name:

Age: _____ Gender: _____

Marital Status: Single / Married / Divorce / Widow / Widower

Church in which you were baptized:

Church Membership:

Bible College:

Qualification:

The Church you are now serving:

Position in church:

Transfer of membership to the Presbytery (Time Period):

Previous Church / Position / Time Period:

The Purpose of this Interview:

1. To make recommendations on candidate's suitability to the Presbytery Exco for approval.
2. To interact with candidate to gain an understanding of his background, theology, ministry experiences and current issues concerning the church.
3. To welcome candidate and encourage him to be actively involved in the Synod or English Presbytery apart from his ministry with the local church.

Interview Report:

Interview Outcome:	Accept	Decline
Reason / Request:		

Interviewees:

Group Leader	Member 1	Member 2

Submitted by:

Date:

Guidelines/Checklist for Interviewing of Candidate:

1	Family / Marital Status	
2	Ministry Experience	
3	Training background – theological school and others	
4	Giftedness and areas of ministry	
5	Reasons for joining the Presbyterian Church	
6	Candidate’s contribution to the English Presbytery	
7	Emphasize involvement in English Presbytery’s activities and fellowship with English Presbytery’s pastors.	
8	Explanation of Licensing and/or Ordination Process	
9	Acceptance of Presbyterian doctrines and practices	Predestination
		Infant Baptism
		Holy Communion
		Female Elders
		Female Ministers
		Virgin Birth
		Resurrection
		Jesus Christ
		Divorce
		Bible
Sexuality		
10	An understanding of the working of the Synod, Presbytery and the Local Church	Synod System
		Local Church / English Presbytery / Synod
11	Abide the rules and regulations of The Presbyterian Church in Singapore	

SPECIMEN 13

Probationary Preacher/Preacher Supervision Report

Name:

Cell Phone:

Email:

Marital Status:

Seminary:

Degree:

Church Membership:

Position:

Previous Ministries/ Position/ Years:

Gifts/Strengths:

Supervisor Name

Phone:

Supervision Period:

Interview Record to be filled by the Supervisor

Date:

Conversation Content:			
Recommendation: (Student to be informed during the interview)			
	Areas	Rate: 1-5 (5 High)	Comments
Interpersonal Relationship	1. For Leaders		
	2. For Co-Workers		
	3. For the Elderly		
	4. For Adults		
	5. For Youth		
	6. For Children		
	7. For new Friends		
Servant Leader	1. Responsible		
	2. Spontaneous		
	3. Humble		
	4. Team Spirit		
	5. Keep Time		
	6. Listen with care		
	7. Bear with each other		
Creative Thinking	1. Appropriateness		
	2. Applicability		
	3. Innovation		
	4. Observation		
	5. Risky		
	6. Independent		
	7. Contribution Ability		
Communication Skills	1. Clarity		
	2. Conditioning		
	3. Comprehensive		
	4. Appropriate		
	5. Reflective		
	6. Connotation		
	7. Influential		
Progress and Challenge of Course Work			

Note: Please submit two lectures on the post-school request mission and submit an appointment report to the mission at the end of the term; email to the Presbytery Office for archive.

SPECIMEN 14

Ministerial Preparation – Mentor’s Report

PERSONAL PARTICULARS

Mentor's Name _____

Church/Position _____

Candidate's Name _____

Church _____

Age _____

Sex _____

Mentoring Period _____ to _____

MENTORING LOG

Date Content

1.

2.

3.

4.

5.

6.

PERSONAL ASSESSMENTS

1. Strengths and Weaknesses.
2. Spiritual Giftedness.
3. Personality, Character and Development.

MINISTRY ASSESSMENTS

1. Theology and Preaching.
2. Ministry Strengths and Weaknesses.
3. Leadership and Team Capability.
4. Communications Skills.

REMARKS

SPECIMEN 15

ORDINATION – ORDER OF SERVICE

**THE ORDINATION SERVICE OF
 PREACHER xxxxxxxxxxxxxxxxxxxxxxxx AS
 ASSOCIATE MINISTER OF ABC PRESBYTERIAN CHURCH
 4.30 PM
 15 SEPTEMBER 2020
 ABC PRESBYTERIAN CHURCH**

Prelude

Processional Hymn worship leader (can be
elder/deacon/worship leader)
Be Thou My Vision

Call to Worship worship leader (any scripture passage or
text?)
Great is Thy Faithfulness
The Lord is My Salvation
 (choice of one or two hymns)

Prayer (EP Stated Clerk)

Hymn (choice of) worship leader

Scripture Reading: (EP Stated Clerk)
 (passage selected by exhorter)

The Summons

EP Moderator's Exhortation (EP Moderator)

The Act of Ordination	
Declaration	(EP Moderator)
Ordination Vow	Ordinand
Signing of Ordination Pledge	Ordinand
Promise of Congregation**	Congregation Members
Laying of Hands with Prayer	Presbyterian Ministers
Presentation of Stole	(EP Moderator)
Right Hand of Fellowship	Presbyterian Ministers

Special Item (if any) xxxxx

SM Words of Encouragement (ABC Senior Minister)

Statement by the New Minister

Prayer for the New Minister (EP Vice – Moderator)

Words of Encouragement

Synod Representative

CP Representative

Word of Thanks

(ABC Session Clerk)

Closing Hymn

worship leader

He Will Hold Me Fast (or choice of hymn)

Benediction

(newly ordained minister)

Recessional Hymn

worship leader

Take My Life and Let It Be (or choice of hymn)

Postlude

NOTE FOR ABOVE: All those **IN RED** can be changed or filled in.



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