

PREPARATION FOR MINISTRY REPORTING



January 2019 / 3.0

in the Presbyterian Church (U.S.A.)

A User's Guide to the Online System for Managing
Inquirer/Candidate Rolls, Reporting Ordination Exam Readers,
and Reviewing Exam Results

Your Per Capita Dollars at Work!

The development and distribution of this Users' Guide to the Preparation for Ministry reporting system is made possible through the Per Capita budget of the Office of the General Assembly.

User's Guide to P4M Reporting, Release 3.0, January 2019

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Presbyterian Church (U.S.A.)*

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Preparation for Ministry Reporting

IN THE PRESBYTERIAN CHURCH (U.S.A.)

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Accessing the Reporting Site

Because presbytery leadership changes frequently, accounts for managing and accessing inquirer/candidate data and exam records are established for the presbytery itself rather than the stated clerk, moderator of the presbytery entity overseeing inquirers and candidates, or another specific person. Each presbytery is provided with a set of login credentials that provide access to the records related to its inquirers and candidates. Think of them as digital “keys.” You can give the “keys” to whomever in your presbytery needs them to fulfill their responsibilities. But remember: whoever has the “keys” can make changes to the any records within the system. So be careful about who has access to the “keys.”

Stated Clerk Access

The stated clerk for each presbytery has access to the reporting site through the “Stated Clerk Portal.” Once logged on to the portal, click the “Programs” option from the top menu and then the drop-down option for “Prep4Min.” This process will take the stated clerk to the reporting site and automatically login to the presbytery’s account.

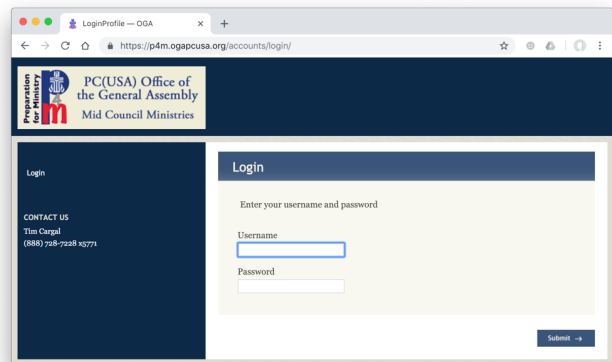
Access by CPM Moderators and Others

The CPM moderator and other users authorized by the presbytery will access the records from the following website:

<http://p4m.pcusa.org>

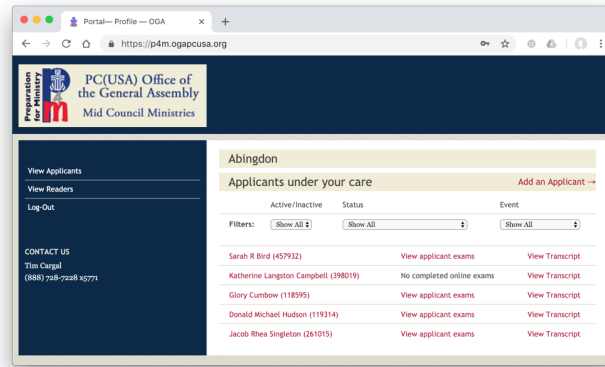
The login credentials consist of a “Username” and a “Password.” For all the presbyteries, the “Username” will be its standard, six-digit presbytery identification number used by the Office of the General Assembly. Passwords have been randomly generated for each presbytery account and are unique to the presbytery.

The login page does *not* include a “Forgot your password?” link such as are found on many websites. If a presbytery chooses to permit multiple users to access the site, it would not want one user to change the password and thereby block access by other approved users. As a security measure, the passwords can only be reset by Mid Council Ministries staff in the Office of the General Assembly. Presbyteries may want to request a password change following transitions in staff or volunteer positions. Should you need to either recover a password or have a new password created for your presbytery’s account, please contact the Preparation for Ministry staff in Mid Council Ministries of the Office of the General Assembly for assistance.



Preparation for Ministry Reporting

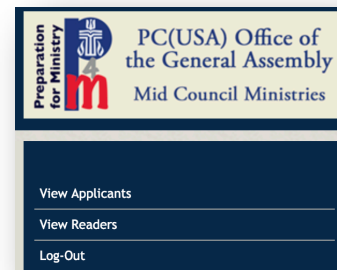
Once you have typed in your “Username” (the presbytery identification number) and password, either click the “Submit” button on the lower right or use the “Enter/Return” key. The presbytery’s home page will then be displayed. This page is the base from which you will reach all the parts of the online system for preparation for ministry reporting. The next section of this user’s guide covers the different elements of the page and how to utilize its various options.



The Presbytery’s Home Page

The presbytery’s home page is displayed immediately after login. The presbytery’s name will appear in the header at the top of the right-side section of the page. You can also return to this page from any of the other pages in the management system by clicking on the “Preparation for Ministry” logo at the top-left corner of any profile page.

On the presbytery’s home page, there are three menu options presented in the left side column. The default page view is the same as clicking on the “View Applicants” option. If you need to work with your readers rather than applicants, then click the “View Readers” option. Finally, there is a link to “Log-Out.” It is strongly recommended that you use the log-out function when you finish working in the system. Depending on your computer and browser settings, your session may remain active if you do not log-out, and so anyone who returned to the site using that computer and browser would be given immediate access to the records without need to provide the login credentials.



You access information about applicants and readers already in the system by displaying the appropriate roster and then using links associated with each person on that particular roster. You can restrict which applicants or readers appear on the roster by applying different filtering options either individually or in combination.

Since the presbytery profile page defaults to the applicants roster (which in most cases is used more frequently than the reader roster view), we will begin by reviewing the filters available for restricting the display of applicants, and then we will consider the different links available for each individual. Finally, we will review the options for working with readers.

Applicants Roster

When the applicant roster is initially accessed, it displays every person whose record is associated with your presbytery who has taken on an online examination since 2009 or has been reported to the Office of the General Assembly as an inquirer or candidate since we began online reporting in 2014. As the years progress, this roster can become quite long and difficult to navigate. For that reason, there are three different filters available for restricting who appears in the presbytery's applicant roster to make it easier to locate specific records.

1. **Active/Inactive:** To restrict the display to only those individuals currently reported as under care in the process, select “Active” from the drop-down menu. To restrict the display to only persons currently designated as not under care, choose “Inactive” from the drop-down list. You may wish to apply these filters from time to time to determine if there are individuals who need to have their applicant profiles updated to accurately reflect whether or not they are currently active in the preparation for ministry process.
2. **Status:** Choose “An Inquirer ...” or “A Candidate ...” to view only those with that status. Note that the status “Inquirer/Candidate” relates to persons for whom the presbytery has not yet applied a specific status (it does *not* filter for *both* inquirers *and* candidates). You may wish to select that filter from time to time to determine if there are individuals who need to have their applicant profiles updated to accurately reflect their current status in the preparation for ministry process. Other possible status options are used to handle specific issues in the examinations system and will not generally be used by presbytery committees overseeing inquirers and candidates.
3. **Event:** Choose a specific examination period from the drop-down selection list to view only those who took exams during that administration.

The three filters can be applied in combinations with each other. The screenshot provided here presents an example of the application of multiple filters simultaneously to show only active candidates who took an exam during the Winter 2018 Senior exam administration.

The applicant's name and identification number is a link to open a page that displays the individual's current profile and examinations information. On that profile page you can select the option to edit or update the person's record (see "Editing Applicant Profile Information" below). If the person has completed online exams in the areas of Bible Exegesis, Church Polity, Theology, or Worship and Sacraments, the "View applicant exams" link will open a page showing those results and providing links to the exams and evaluations. The "View Transcript" link provides a summary report of all examination results, including Bible Content scores. These exam options are reviewed more fully below in the section, "Accessing Exam Records."

If an individual appears in the applicant roster more than once, either under a single name or because of name change, please contact Mid Council Ministries to have a staff member combine the applicant records. Having more than one account not only creates problems with statistics from the system, it can also prevent a candidate from being able to access exams during testing periods.

Readers Roll

The only filter available for the readers roster is "Term" (see the screenshot of the readers roster at the right). Selecting a specific year allows you to display only those readers whose terms of service end in the chosen year. The reader's name and term serve as a link to that reader's profile page. It is from that page you may select the menu option to "Edit Reader Profile Information" to update either contact information or term of service. (For more information about terms of service and managing readers, please see the "Reader Reporting" section of this user's guide.)



The screenshot shows a web interface for managing readers. At the top, there is a header "Readers" with a red link "Add a Reader →". Below the header is a "Term" filter section with a "Filters:" label and a "Show All" dropdown menu. The main content area displays a list of readers, each with their name and term of service in red text, separated by horizontal lines:

Term
Ann Aichinger (2017)
Frank C Aichinger (2018)
Robert E Button (2015)
Phyllis Canter (2017)
John DiYorio (2018)
Dennis Hoffman (2012)

If an individual appears in the list of readers more than once, either under a single name or because of name change, please contact Mid Council Ministries to have a staff member combine the reader records. Having more than one account could prevent a reader from being able to access exams during evaluation periods.

Adding an Applicant

The online preparation for ministry reporting system refers to all individuals in the process by the general term, "Applicant." This language is necessary because the system integrates with the online ordination examinations program that must also be able to accommodate persons required to take the exams who are not under care (such as persons looking to transfer into the PC(USA) who are ordained by other denominations). However, presbyteries should only add individuals to

the database once they have been accepted onto their official roll of inquirers and candidates. Those who are “seekers” or still being considered by their sessions and presbyteries for acceptance into the preparation for ministry process should not be entered into this system.

The process of adding an applicant to the system consists of two parts: creating a user account for the individual in the system and then completing an applicant profile containing contact and other personal information necessary for General Assembly reporting requirements. *Inquirers and candidates must use this user account for all examination related activities* (registration, taking exams, and viewing results).

Persons who indicate they are under care of a presbytery as an inquirer or candidate are not permitted to create new accounts for themselves through the exam registration system. This provision is a safeguard against an individual having duplicate (or even multiple) user accounts in the system. When persons have more than one account in the system, a number of problems are created. If both accounts are associated with the same email address, that inquirer/candidate will not be able to reset their personal login password. Should they login to take an exam using a different account than the one used at registration, they will not be able to access the exam during the testing period. Examination results will end up scattered across several accounts rather than consolidated in a single record with all the preparation for ministry process information for that individual.

If an individual should appear in the presbytery’s list more than once, either under a single name or because of name change, please contact Mid Council Ministries to have a staff member combine the applicant records. Combining information from multiple accounts is a process that can only be completed by system administrators to assure that no information or examination materials are lost and become unrecoverable.

Special Note on Individuals Returning to the Preparation Process

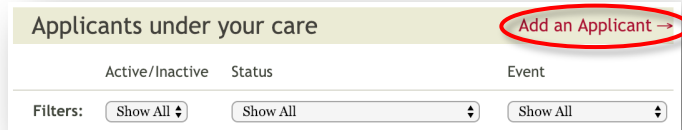
For people who have previously withdrawn or been removed and are now returning under care in the preparation for ministry process, you should *not* create a new applicant record for them if they already have one in the online management system. If they were previously under care of the same presbytery, their records can be found among your “inactive” applicants. Simply locate the record within your roster and then edit the person’s profile to indicate they are once again actively under care in the process. If they were under care of another presbytery, contact that presbytery for information about their previous work in the process and to request that they “transfer” the “inactive” applicant record to your presbytery. Having multiple accounts with several presbyteries causes the same problems as multiple accounts with one presbytery.

Creating an Applicant Account

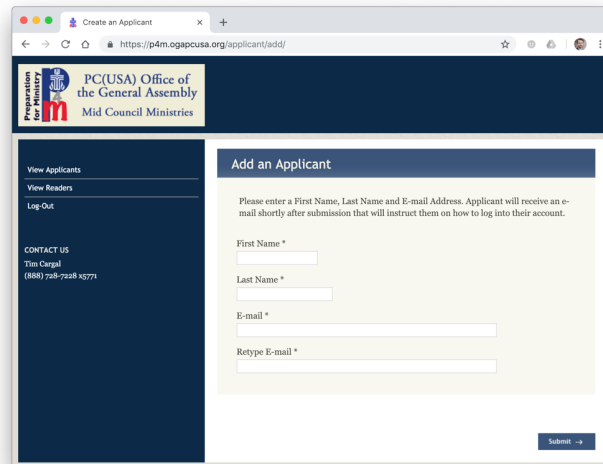
To create user accounts for your inquirers and candidates, you must have their email address. Additional information will be required to complete the applicant profile (for details, see “Editing Applicant Profile Information” below). It is strongly recommended, then, that you have access to their inquirer file when you are adding them to the system.

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You will find an “Add an Applicant →” link in the “Applicants under your care” header on the applicant roster view of the presbytery’s home page. Click on that link to begin.

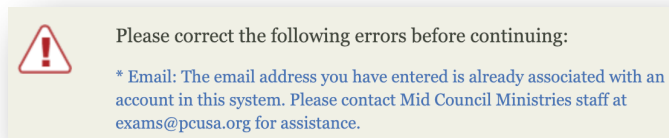


The “Add an Applicant” page will be displayed. In the appropriate fields, you will enter the applicant’s first (given) name, last (family) name, and email address. There are two fields for the email address, and you should *type* the *same* email address into both fields. While this may seem redundant, the system compares the two entries to be sure that they match and so hopefully avoid inadvertent typographical errors in the email address. For this reason, do not simply “copy and paste” the email address from the first field into the second email address field.



The system will also check to see if the email address is assigned to any user already in the database. This check seeks to prevent creation of duplicate accounts for any individual.

Therefore, if you receive this error message, do not simply enter an alternative email address if the applicant should have one. Contact Mid Council Ministries staff for assistance. They can search the

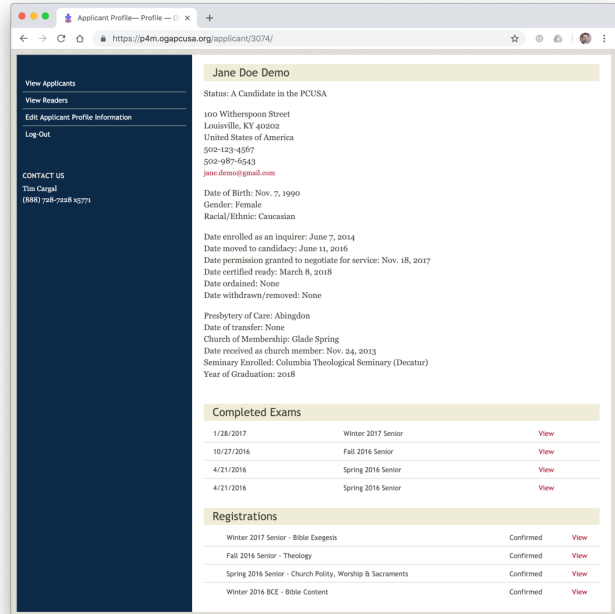


database and determine whether the applicant has previously created an account for themselves, has an account from previous time under care of a different presbytery, or perhaps has an account from having served as a ruling elder exam reader in the past. Some of these situations will require special administrative processing to assure the applicant will be able to access the inquirer/candidate exam components of the system with their account.

After you have entered the person’s name and email address and clicked the “Submit” button, two things happen. First the system will automatically send a message to the new applicant providing her or him with a username and temporary password. Using those credentials, the person can at any time login to the examinations site (<https://exams.pcusa.org>) to select their own password, or to update personal contact information. Second, you will be taken directly to an “Edit Applicant Profile Information” page for that person so that you can input the additional information required for the inquirer’s or candidate’s record. The next section will walk you through that process.

Editing Applicant Profile Information

When you click a person's name in the applicant roster on the presbytery's home page, that particular applicant's record is displayed (see the sample window here, which has been "scrolled down" to show each section of the profile record but not the heading of the page). Each applicant profile is displayed in three sections. The top section provides personal information and key dates and statuses within the preparation for ministry process. Below that are sections listing both completed online examinations in the areas of Exegesis, Polity, Theology, and Worship and Sacraments (click "View" to open the particular exam), and a listing of past and present exam registrations and their statuses. (More information about these options is provided in section 5 of this user's guide, "Accessing Exam Records.")

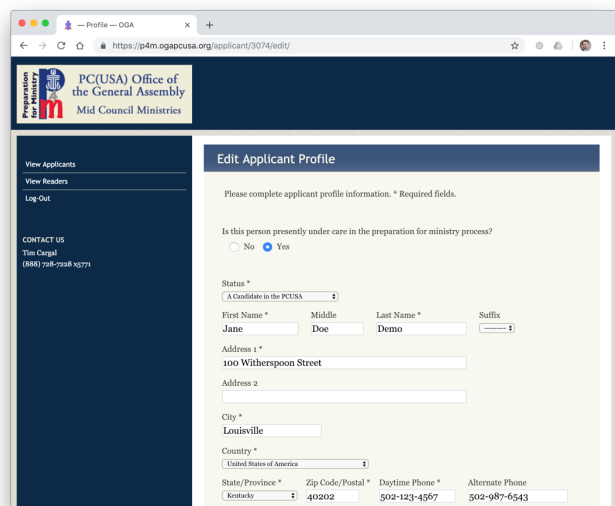


In order to make changes to the applicant's profile, you must click the "Edit Applicant Profile Information" link provided in the menu options on the left side of the window. Whenever a new applicant account is created, this "Edit ..." page is automatically displayed. It is very important that you remember *changes only take effect after you click the "Submit" button at the bottom of the edit page*. Any field that is marked with an asterisk (*) must be completed; if it is not, then an error message will be displayed at the top of the window when you click "Submit."

The editing page contains a lot of options, so you will need to scroll down to access its full content. Selecting certain options will display additional selection fields on the editing page. Let's work through each of the major profile options.

Presently Under Care

The first question asked on the editing page is, "Is this person presently under care in the preparation for ministry process?" Selecting "Yes" (the default option) will include the person in "Active" filters on the presbytery's home page.



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Selecting “No” to this question will make them inactive for purposes of filtering and reporting in the system (it does not remove their record). Once “No” is selected, the question, “Why inactive?” will be displayed with an accompanying drop-down field asking you to identify whether the person was “ordained,” “removed” from care by the presbytery, or “withdrew” at their own request.

To be clear, indicating whether or not a person is or is not “presently under care” (that is, “active” or “inactive”) is about more than just helping you to filter your presbytery’s profile page. Keeping this information accurate and up-to-date is essential to accurate reporting about all our inquirers and candidates. The whole of the church, as well as your own presbytery, is dependent upon this information (and the rest that is gathered in the applicant profiles) to assess and understand trends about those who are in preparation now and will be our future teaching elders.

Is this person presently under care in the preparation for ministry process?
 No Yes

Why inactive?
✓ -----
ordained
removed
withdrew
the PCUSA

First Name * Middle Last Name * Suffix
Jane Doe Demo -----

Personal and Contact Information

The online management system requires certain information about each applicant: first (given) and last (family) name, complete mailing address, phone number, email address, date of birth, gender, and racial-ethnic identification. Those fields marked with an asterisk (*) must be completed or you will receive an error message when you “Submit” the form. Fields that may not apply in all cases (such as name suffix) can be left blank. The required information is either necessary to be able to communicate with applicants about exam registration matters or to comply with General Assembly requirements for reporting on inquirers and candidates.

Names, addresses, demographic information, etc. can be updated either by the presbytery or by the applicant. In order for applicants to update their information, they must login using their personal accounts through the examinations website: <https://exams.pcusa.org>.

Status

Only the presbytery can assign the status “An Inquirer ...” or “A Candidate ...” within the system by selecting the appropriate designation from those presented in the drop-down list. The options “Inquirer/Candidate” and “A Minister of another denomination” may appear from an exam registration record. Presbyteries should replace “Inquirer/Candidate” with either “An Inquirer ...” or “A Candidate ...” as appropriate. For persons appearing with the status “A Minister of another denomination,” presbyteries should confirm with their ministry committee or commission as to whether or not the

Status *
A Candidate in the PCUSA

First Name * Middle

Inquirer/Candidate
An Inquirer in the PCUSA
✓ A Candidate in the PCUSA
A Minister of another denomination

First Name * Middle

individual is in discernment about transfer of ordination from another denomination into the PC(USA) and so is taking standard exams for that purpose. Such individuals should also have in their profiles that they are not under care (by answering “No” to that question at the top of the profile) because they are already “ordained” (selected as the option for “Why inactive?”; see subsection above on “Presently Under Care”).

Date Reporting

Fields are provided to report key dates in the preparation for ministry process. While these dates do not have an asterisk (*) marking them as “Required fields” (otherwise all the fields would have to have dates in order to “Submit” the edited profile), dates do need to be included for actions that have been taken by the presbytery. Dates must be recorded in the format “YYYY-MM-DD”.

A screenshot of a web form with the following fields:

- Date enrolled as an inquirer (YYYY-MM-DD): 2014-06-07
- Date moved to candidacy (YYYY-MM-DD): 2016-06-11
- Date permission granted to negotiate for service (YYYY-MM-DD): 2017-11-18
- Date certified ready (YYYY-MM-DD): 2018-03-08
- Date ordained (YYYY-MM-DD): [empty field]
- Date withdrawn/removed (YYYY-MM-DD): [empty field]

“Cleared to seek call?”

If the applicant has been granted permission to begin looking for a call (including use of the Church Leadership Connection to circulate a “Personal Information Form” [PIF]), then select “Yes” in response to the question, “Cleared to seek call?*”, on the profile edit page (the default option is “No”). Once “Yes” is selected, you will be presented with a drop-down selection list asking you to indicate whether this clearance is limited to permission to “Negotiate for Service” or that the applicant is “Certified Ready to be Examined” (see G-2.0607, and the related discussion in the “Advisory Handbook” if you have questions about which should apply in a particular candidate’s situation). Under Book of Order requirements and General Assembly-approved procedures, only persons with “candidate” status may be “cleared to seek a call.”

A screenshot of a form with the following elements:

- Question: Cleared to seek call? *
- Radio buttons: No, Yes
- Label: Reason
- Dropdown menu: Certified Ready to be Examined

Transfer Presbytery of Care

If you select “Yes” in response to the question, “Do you need to transfer presbytery of care?”, a drop-down selection list appears from which you select the new presbytery. Enter the date of the transfer in the field that appears below the presbytery selection list. Once the new presbytery is selected, the “Church of Membership” field (see the further information about this field below) will reset to the default (“-----”), and the selection options there will be limited to congregations in the new

A screenshot of a form with the following elements:

- Question: Do you need to transfer presbytery of care?
- Radio buttons: No, Yes
- Label: Presbytery of Care *
- Dropdown menu: Mission
- Label: Date of Transfer (YYYY-MM-DD)
- Text input: 2018-12-15
- Label: Church of Membership *
- Dropdown menu: Austin Taiwanese (Austin, TX)

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presbytery. Select the new congregation of membership, or if you don't have that information accept the default ("-----").

Once you click on "Submit", an email message will be sent to the new presbytery notifying them you have made the transfer. You will at that point no longer have access to that applicant record in the online management system. Keep in mind that if the receiving presbytery has in fact not agreed to assume the responsibility for the applicant's care, they are able to transfer the person back to you. The information they receive in the notification email contains the information needed to return the record to the original presbytery (as seen in the sample message below).

Greetings:

The Grace presbytery has approved the transfer of Jane Doe to the care of Mission presbytery in the preparation for ministry process. If you have not approved this transfer of the care relationship, please contact John Smith (jsmith@email.dom), moderator of the committee overseeing inquirers and candidates for Grace, to discuss the matter.

Mid Council Ministries of the Office of the General Assembly

Church of Membership

Only congregations that are part of the presbytery of care will appear in the drop-down selection list. (If the presbytery of care is changing because you selected "Yes" in response to the transfer question, the churches of the new presbytery will be listed.) The "Date received as a church member" is a required field; you cannot "Submit" changes to the profile without this date. If you don't have the exact date, you may use the last day of the month provided with the year (if only the year is available, use "12-31" with that year).

Church of Membership *

First (Gate City, VA) ▾

Date received as church member (YYYY-MM-DD) *

2013-11-24

Seminary Information

Select the seminary from the drop-down list. If the applicant has yet to enroll in seminary, use the default ("-----"). If the applicant's seminary is not listed, choose "Other" from the top of the list. The "Year of Graduation" should be the actual year for those who have finished seminary, or the projected graduation year for those currently or not yet enrolled.

Seminary Enrolled * Year of Graduation *

Columbia Theological Seminary (Decatur) ▾ 2018

Submit

Remember, any changes you make only become effective after you click the "Submit" button at the bottom of the page.

Accessing Exam Records

Both the applicant roster on the presbytery's home page and each applicant's personal profile page contain links to information about the examinations. We will begin by reviewing the links included in the roster on the presbytery's home page.


Exam Information on the Presbytery's Home Page

At the far right of the row for every applicant there is a link labelled, "View Transcript." Clicking on that link will either download or open (depending on your device's operating system and the options you select) a PDF file with the applicant's exam results. Because these reports are generated by the system at the moment when requested, the link will be present even if the applicant has yet to take any exams. In those cases, the report will display as a blank page.

Applicants under your care			Add an Applicant →
Active/Inactive	Status	Event	
Filters:	Show All ↓	Show All ↓	Show All ↓
Sarah R Bird (457932)	View applicant exams	View Transcript	
Katherine Langston Campbell (398019)	No completed online exams	View Transcript	
Jane Doe Demo (118595)	View applicant exams	View Transcript	

If the applicant has taken any of the exams, the transcript will have a header at the top followed by a listing—grouped by examination area—of the dates and results for all exams. For the Bible Content Exam (BCE), the results will display the percentage of correct answers and whether that score was "Satisfactory" (an "S") or "Unsatisfactory" (a "U"). For all the other exams, only the overall evaluation of either "Satisfactory" ("S") or "Unsatisfactory" ("U") will be displayed.

These transcripts contain only results from examinations administered by the Presbyteries' Cooperative Committee on Examinations for Candidates (PCC). For information on reporting results of "alternate means" assessments approved by the presbytery, please see G-2.0610 and the related section of the "Advisory Handbook."



Exams Transcript

Jane Doe Demo (344010)
520 Davenport Dr
Louisville, KY 40245

Phone: 502-123-4567
Email: jane.demo.13@gmail.com

Presbytery: Abingdon
Seminary: Columbia Theological Seminary (Decatur)

Bible Content	
February 05, 2016	71% / S
Bible Exegesis	
January 28, 2017	S
Church Polity	
April 21, 2016	S
Theology	
October 27, 2016	S
Worship & Sacraments	
April 21, 2016	S

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The online inquirer and candidate management system should include the exam history for all applicants who have taken an examination since August 2010. If for any reason an applicant's record is incomplete or if earlier exam results need to be added to an applicant's transcript, please contact Mid Council Ministries staff for assistance.

In the center of each applicant's row on presbytery's home page will be either the words, "No completed online exams," or, "View applicant exams" (see the screenshot on the previous page for examples). In both instances, the exams being referred to are only examinations in the areas of Bible Exegesis, Church Polity, Theological Competence, or Worship and Sacraments that have been taken since August 2012 when the "senior" ordination exams began being administered online. While the results of all Bible Content Exams and any "Senior Exams" written in January 2012 or earlier will be included in the transcript report, those exams themselves are not stored in the online inquirer and candidate management system.

The words, "View applicant exams," are an active link within the system. Clicking on that link will open a page listing each exam stored in the system. At the end of each line in the report is a "View results" link. Clicking on it will open a page displaying each question on the exam followed by the applicant's response to the question and the readers' comments and evaluations of that response. Because these pages are quite long, it will be necessary to scroll down the page to view the full exam (see the sample window below). You can use your web browser's "print" function if you need to make a hard copy of the exam for your files.

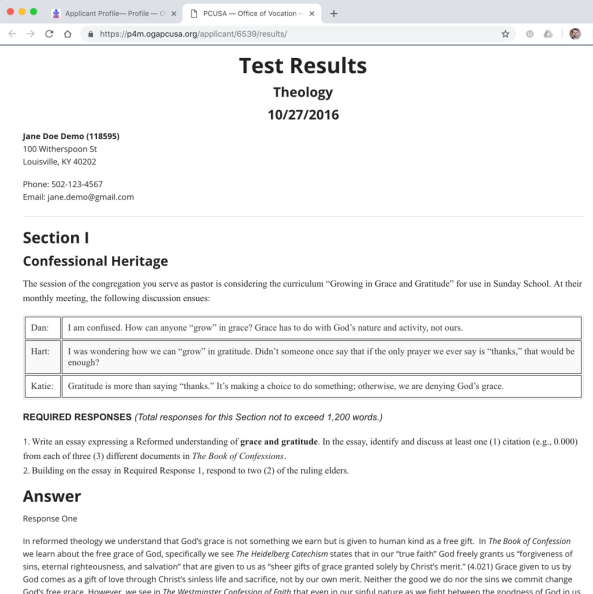


Exam Date	Test	Evaluation	View
1/28/2017	Bible Exegesis	5	View results
10/27/2016	Theology	5	View results
4/21/2016	Church Polity	5	View results
4/21/2016	Worship & Sacraments	5	View results

Exam Information on the Applicant Profile

As mentioned in the preceding section, depending upon an applicant's history with the exam portion of the preparation for ministry process there will be one or two sections below the contact information and preparation process event dates.

If an applicant has taken any of the online administrations of the Exegesis, Polity, Theology, or Worship and Sacraments exams, they will be listed under the heading "Completed Exams." The date of the exam, the exam event designation, and a view link are displayed in each line.



Test Results
Theology
10/27/2016

Jane Doe Demo (118595)
100 Witherspoon St
Louisville, KY 40202
Phone: 502-123-4567
Email: jane.demo@gmail.com

Section I
Confessional Heritage

The session of the congregation you serve as pastor is considering the curriculum "Growing in Grace and Gratitude" for use in Sunday School. At their monthly meeting, the following discussion ensues:

Dan:	I am confused. How can anyone "grow" in grace? Grace has to do with God's nature and activity, not ours.
Hart:	I was wondering how we can "grow" in gratitude. Didn't someone once say that if the only prayer we ever say is "thanks," that would be enough?
Katie:	Gratitude is more than saying "thanks." It's making a choice to do something; otherwise, we are denying God's grace.

REQUIRED RESPONSES (Total responses for this Section not to exceed 1,200 words.)

- Write an essay expressing a Reformed understanding of **grace and gratitude**. In the essay, identify and discuss at least one (1) citation (e.g., 0.000) from each of three (3) different documents in *The Book of Confessions*.
- Building on the essay in Required Response 1, respond to two (2) of the ruling elders.

Answer

Response One

In reformed theology we understand that God's grace is not something we earn but is given to human kind as a free gift. In *The Book of Confessions* we learn about the free grace of God, specifically we see *The Heidelberg Catechism* states that in our "true faith" God freely grants us "forgiveness of sins, eternal righteousness, and salvation" that are given to us as "sheer gifts of grace granted solely by Christ's merit." (4.021) Grace given to us by God comes as a gift of love through Christ's sinless life and sacrifice, not by our own merit. Neither the good we do nor the sins we commit change God's free grace. However, we see in *The Westminster Confession of Faith* that even in our sinful nature as we fight between the goodness of God in us and the evil of the flesh, we receive a "continuous supply of strength from the sacrifice of Christ" which allows us to eventually overcome evil.

Clicking on the “View” link on the line for a particular exam will open the page containing the questions, applicant’s responses, and the readers’ evaluations.

If an applicant has registered for any examinations since the online registration process began in the fall of 2010, information about those registrations will appear below the “Registrations” heading. Each line displays the exam event designation and the exams selected

for the registration, the status of the registration (either “Incomplete,” “Awaiting Authorization,” or “Confirmed”), and a “View” link. Clicking on the “View” link opens a page that displays the registration status, who authorized the registration, and all the details of the registration including testing site (for the Bible Content Exam), and any approved special accommodations.

The registration information can be particularly helpful during registration periods since it allows presbyteries to monitor whether applicants have begun or completed the registration process.

Presbyteries can only provide authorization for registrations, however, through the coded links included in the authorization request email. Because multiple persons at a presbytery may have the login credentials for the online management site, it is not possible to allow authorizations to be provided directly from the registration view link.

Completed Exams		
1/28/2017	Winter 2017 Senior	View
10/27/2016	Fall 2016 Senior	View
4/21/2016	Spring 2016 Senior	View
4/21/2016	Spring 2016 Senior	View
Registrations		
Winter 2017 Senior - Bible Exegesis	Confirmed	View
Fall 2016 Senior - Theology	Confirmed	View
Spring 2016 Senior - Church Polity, Worship & Sacraments	Confirmed	View
Winter 2016 BCE - Bible Content	Confirmed	View

Registration Information — Ex... x PCUSA — Office of Vocation — x +

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View Applicants

View Readers

Log Out

CONTACT US

Tim Cargal
(888) 738-7228 x3771

Registration Information

This is a copy of your registration for the **Winter 2016 BCE Ordination Exams**.

Registration Status: **Confirmed**
 Authorizer: **Rev. Ann Aichinger**

Registration for the following exam(s):

- Bible Content, Friday, February 5, 2016, 10 a.m.

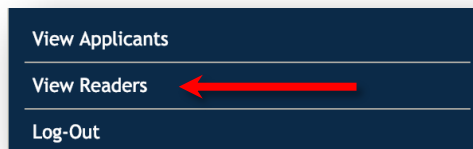
Applicant Information	Exam Information
Jane Demo 100 Witherspoon St Louisville, KY 40202 United States of America 502-123-4567 jane.demo@gmail.com	Special Proctor: No Language: English

Testing Site
 Columbia Theological Seminary
 Katie Ricks
 701 Columbia Dr
 Decatur, GA 30031
 Ph: 404-687-4522
 Email: RicksK@CTSnet.edu

Reader Reporting

Presbyteries have the responsibility to elect ruling and teaching elders to evaluate senior ordination exams written by candidates of other presbyteries (G-3.0302b). They provide these readers’ names, contact information, and terms of service to the Presbyteries’ Cooperative Committee on Examinations for Candidates (PCC) using the online preparation for ministry reporting system.

To review or update your presbytery's readers, you will need to switch to the reader roster view on your presbytery's home page. Locate and click on the "View Readers" link in the left-side menu options of the home page to switch from the default applicants roster to the readers roster.



The entire examination process is carried out online. Although readers work in two separate online systems—one for training (<https://moodle.pcusa.org>) and the other to access exams (<https://exams.pcusa.org>), they will always login at the exam reading site. (A link on their profile page there automatically logs then onto the training site.) Just as is the case for applicants, it is important that they have only one account in the exams system. When readers have more than one account, they may not be able to access either the training or exam materials during the evaluation period (because they have logged in with an account not associated with that particular exam cycle). It is very important, then, that presbyteries not create new accounts for each term of a reader's service. If a person is a returning reader, simply update the "term" in their profile (see "Editing a Reader's Profile" below).

If an individual appears in the presbytery's roster of readers more than once, either under a single name or because of name change, please contact Mid Council Ministries to have a staff member combine the reader's records. Combining information from multiple accounts is a process that can only be completed by system administrators to assure that no information or examination materials are lost and become unrecoverable.

Special Note on Persons Who Have Read for Other Presbyteries

For people who have previously read online examinations in other presbyteries, you should *not* create a new reader account for them since they will already have one in the online management system. You will need to contact Mid Council Ministries staff to have the control of their reader profiles transferred to your presbytery. Having multiple accounts with several presbyteries causes the same problems as multiple accounts with one presbytery.

Alternate Readers

Because the online system must create user accounts for each reader added to the system, you will not enter "Alternate Readers" at the time of their election (unless they wish to receive invitations to read during your presbytery's reading periods). Instead, you will only add them to your roll at the point when it is necessary for them to replace a primary reader. This procedure prevents the addition of hundreds of new accounts each year which might never be used.

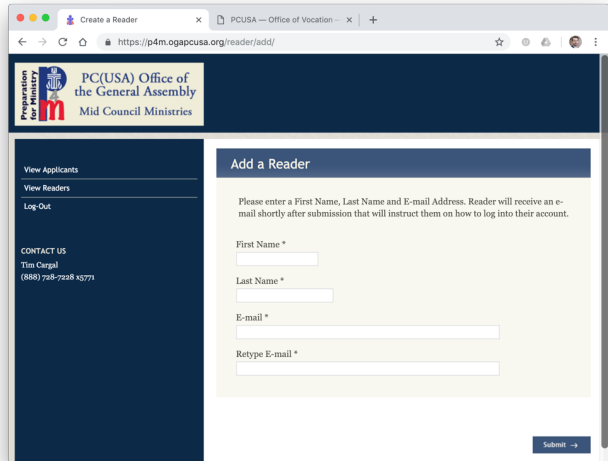
Creating a New Reader Account

To create user accounts for your readers, you must have their email address. Additional information will be required to complete the reader's profile (for details, see "Editing a Reader's Profile" below). It is strongly recommended, then, that you have access to their full contact information when you are adding them to the system.

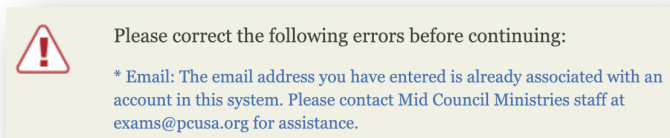
You will find an “Add a Reader →” link in the “Readers” header on the reader roster view of the presbytery’s home page. Click on that link to begin.



The “Add a Reader” page will be displayed. In the appropriate fields, you will enter the reader’s first (given) name, last (family) name, and email address. There are two fields for the email address, and you should *type* the *same* email address into both fields. While this may seem redundant, the system compares the two entries to be sure that they match and so hopefully avoid inadvertent typographical errors in the email address. For this reason, do not simply “copy and paste” the email address from the first field into the second email address field.



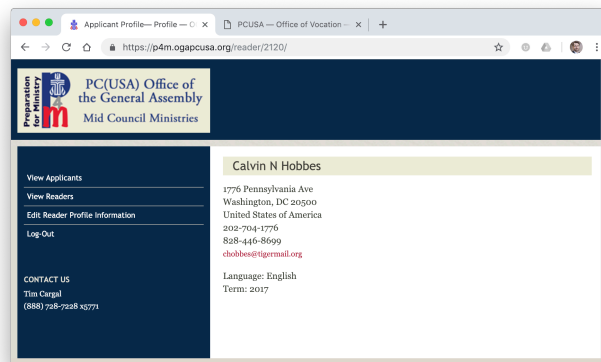
The system will also check to see if the email address is assigned to any user already in the database. This check seeks to prevent creation of duplicate accounts for any individual. Therefore, if you receive this error message, do not simply enter an alternative email address if the reader should have one. Contact Mid Council Ministries staff for assistance. They can search the database and determine whether the reader has an account from having been candidate, having taken exams for other reasons, or has an account from previous service as a reader. Some of these situations will require special administrative processing to assure the reader will be able to access the appropriate training and exam materials with their account.



After you have entered the person’s name and email address and clicked the “Submit” button, two things happen. First the system will automatically send a message to the new reader providing her or him with a username and temporary password. Using those credentials, the person can at any time login to the examinations site (<https://exams.pcusa.org>) to select their own password, or to update personal contact information. They will also have access to the basic reader orientation materials so that they can begin their training. Second, you will be taken directly to an “Edit Reader Profile Information” page for that person so that you can input the additional information required for the reader’s record. The next section will walk you through that process.

Editing a Reader's Profile

When you click a person's name in the reader roster on the presbytery's home page, that particular reader's profile information is displayed (see the sample window here). The profile contains the reader's contact information, language assignment (English, Korean, or Spanish), and the term of service. From that page, you can click the "Edit Reader Profile Information" from the left side menu to make any needed updates.



Most of the information required for a reader's profile is simple and self-explanatory. The final two fields, however, may require some clarification.

The "Language" field is a drop-down selection list that presents the options "English," "Korean," and "Spanish." These are the three languages in which the ordination exams are offered, and readers are assigned to read exams in only one language. Korean and Spanish language speakers are required to be bilingual in English so that they can fully take advantage of the reader training materials. Those who will read Korean and Spanish exams are preferred to be first-language speakers of those languages and must be fully fluent in their written forms respectively. Presbyteries should indicate the language for the examinations the reader has been elected to evaluate.

The "Term" for each reader is currently designated by the four-digit form of the year. Presbyteries set the own procedures for the election of readers, and some may choose to elect

A screenshot of the "Edit Reader Profile" form. The form title is "Edit Reader Profile". Below the title, it says "Please complete profile information. * Required fields." The form contains several fields: "Elder *" with radio buttons for "Teaching Elder" (selected) and "Ruling Elder"; "First Name *" (Calvin), "Middle" (N), "Last Name *" (Hobbes), and "Suffix" (a dropdown menu); "Address 1" (1776 Pennsylvania Ave) and "Address 2" (empty); "City" (Washington); "Country" (United States of America); "State/Province" (District Of Columbia) and "Zip Code/Postal" (20500); "Daytime Phone" (202-704-1776); "Alternate Phone" (828-446-8699); "Email Address" (chobbes@tigermail.org); "Language *" (English); and "Term" (2017). A "Submit" button is located at the bottom right of the form.

readers to multi-year terms. Enter the final year for which the reader has currently been elected to evaluate exams.

If a person has completed a term of service as a reader and is later elected by the presbytery to another term, it is important that the individual's profile be updated with the new term (and any necessary contact information updates as well) rather than creating a new reader profile. Should the person need assistance in recovering their reader user account login credentials, Mid Council Ministries staff in the preparation for ministry area can help.

Any changes you make only become effective after you click the "Submit" button at the bottom of the page, so be sure to click that button to update the record on the servers.