

Quick Reference Sheet for Online Inquirer & Candidate Management with Mid Council Ministries of the Office of the General Assembly

Logging In to the System

The web address is <http://p4m.pcusa.org>. Presbyteries use their six-digit identification numbers for the “Username” and their respective password issued by Mid Council Ministries for this site. For security reasons, only Mid Council Ministries staff members are able to recover/reissue passwords.

Filters for the Presbytery Profile Page

Filters may be applied to the listing of “Applicants under your care” either individually or in combination to restrict the list to only those who fall into selected/combinations of categories.

Active

Choose “No” to view only inactive records, or “Yes” for only active records.

Status

Choose “An Inquirer ...” or “A Candidate ...” to view only those with that status. Other possible status options are used to handle specific issues in the examinations system and will not generally be available for use by presbytery committees overseeing inquirers and candidates.

Event

Choose an examination period to view only those who took exams during that cycle.

Applicant Selection Options

The applicant’s name and identification number serves as a link to open a page that displays the individual’s current profile and examinations information. 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 report of all examination results, including Bible Content scores.

Adding an Applicant to the System

If an individual does not appear in the roster, click on the “Add an Applicant” option in the left-side menu (beneath “My Profile”). You will be asked to provide the first name, last name, and an email address for the person (you must retype the email address as a check against typos). Once you click the “Submit” button, you will be taken to the applicant’s profile page where you can enter the remaining information. An email message will also be automatically sent to the applicant notifying them that a user account has been created for her/him and providing an opportunity to select a personal password for their account.

Multiple Records for a Single Applicant

If an individual appears in the 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.

Editing Applicant Profiles

After opening an applicant’s record, you can edit it by selecting the “Edit Applicant Profile Information” link from the options menu on the left side of the screen. *Changes only become effective after you click the “Submit” button at the bottom of the page.*

“Is this person presently under care in the preparation for ministry process?”

Selecting “No” to this question will make them inactive for purposes of filtering in the system (it does not remove their record). Once “No” is selected, a separate drop-down field will appear asking you to identify whether the person was “ordained,” “removed” from care by the presbytery, or “withdrew” at their own request. Selecting “Yes” will include the person in “Active” filters.

Personal and Contact Information

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. 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 individual is in discernment about transfer of ordination from another denomination into the PC(USA) and so is taking standard exams for that purpose.

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”.

“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.” 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 situation).

“Do you need to transfer presbytery of care?”

If you select “Yes,” 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 will reset to the default (“----”), and the selection options there will be limited to congregations in the new presbytery. Select the new congregation of membership, or if you don’t have that information accept the default (“----”). An email message will be sent to the new presbytery notifying them you have made the transfer. *Once you “Submit” a transfer, that applicant record will no longer be available to you.*

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).

Seminary Enrolled and Graduation Year

Select the seminary from the drop-down list. If the applicant has yet to enroll, 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.

Submit

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

Additional Assistance

For additional assistance with the system, please see the more detailed helps in the user handbook, or contact Tim Cargal (tim.cargal@pcusa.org), Coordinator for Preparation for Ministry.