

PROGRAM OF ALTERNATE STUDIES

Memphis Theological Seminary

Form 1 - Application for Admission

INSTRUCTIONS

1. Fill in all blanks on this form as completely as you can. This application form must be complete to be accepted.
2. Enclose the application fee of \$35.00. This fee is non-refundable. Applications are not accepted without the application fee.
3. Deadlines for application are: July (Summer Extension School) – **June 15**; Independent Study or Weekend Schools – Twenty (20) days prior to **first** class meeting.
4. Request official transcripts of your academic record to be sent directly to the Program of Alternate Studies Office at M.T.S. from each college or educational program you have attended, even if you have not completed a degree program. **Final approval for admission is dependent upon receipt of the final official transcript indicating completed course work and date.**
5. Enclose a personal reflection of **two typed (12 font), double-spaced pages** containing: (1) a brief biography; (2) a narrative of your spiritual journey; (3) your "calling" to ministry; (4) your reasons for wanting to study at PAS.

Attach a small
photograph here.

For Office Use Only

Date Received _____	Fee Paid (\$35) _____
Undergraduate transcript _____	Presbytery _____
GPA _____	Presbytery PAS Approval _____
Personal Essay _____	CoM Supervisor _____
Student ID _____	Admitted: _____
Database CAMS _____ Access _____	Final _____

Please type or legibly print your responses. (CHOOSE ONE IN EACH CATEGORY)

Program:

- Category 1 Program of Alternate Studies Certificate
- Category 2 Cumberland Presbyterian Studies (only)
- Category 3 Lay-Leader Track
- Category 4 Auditor / Clergy or Lay

Anticipated Start: 20__

- Fall Weekend School
- Spring Weekend School
- Summer Extension School

PERSONAL INFORMATION

Date of Application _____, 20__

Name _____

Last
First
Middle

Mailing Address _____

Street or box number
City
State
Zip
E-mail address

Social Security Number _____ Home Phone (_____) _____

Date of Birth _____ Cell Phone (_____) _____

Are you (check ONE):

U.S. Citizen Resident Alien Other (specify citizenship): _____

Gender _____ Marital Status _____ Race _____

Spouse's Name _____ Number of dependent children _____

Person to contact in case of emergency (NOT your spouse):

Name
Relationship
(_____) Home phone

Street number or Box
City
State
Zip
(_____) Work phone

As a matter of policy, the Program of Alternate Studies does not discriminate among applicants on the basis of race, creed, gender, ethnic origin, or handicap.

Form 1 – Continued...

While anyone may take classes in the Program of Alternate Studies, the track toward ordination and the Lay-Leader track require approval of your Presbytery through its Probationer Care Committee.

Are you approved for PAS by your presbytery? ___ Yes ___ No.

Presbytery name and contact information for the chairperson or liaison of your Committee on the Ministry.

Presbytery	Liaison	Complete Address (include zip code)	Email Address
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ACADEMIC BACKGROUND

List your complete record of all academic study **after high school**, including any institution in which you are currently enrolled. (Attach a separate sheet if necessary.)

Institution	Dates Attended	Major Field	Degree/Date
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Describe any academic or other honors received.

EMPLOYMENT BACKGROUND

List your employment background for the past ten (10) years, including military service if applicable. (Attach a separate sheet if necessary.)

Name of Employer	Location	Position	Dates of Employment
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HEALTH

Please describe any physical or emotional limitations or learning difficulties, of which the PAS should be aware.

FINANCES

How do you plan to finance your PAS education? _____

Do you anticipate the need for additional financial assistance for educational purposes? ___ Yes ___ No

I certify that the information given on this form is true and correct to the best of my knowledge and belief. Furthermore, if I am admitted I agree to be bound by the rules, regulations, and policies of the Program of Alternate Studies of Memphis Theological Seminary.

I understand that my Committee on Ministry, along with the Director of the Program of Alternate Studies, may confidentially review any of my records and transcripts and I authorize them to do so.

Signature of Applicant: _____ Date: _____

<p>RETURN COMPLETED FORMS TO: Program of Alternate Studies 168 E. Parkway South Memphis, TN 38104</p>
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Student Covenant (With Application)

INSTRUCTIONS: The prospective student completes all items below. This form is to be submitted with Form 1 to the Director of the Program of Alternate Studies, with a copy to the Committee on the Ministry.

I, _____, have been approved by my presbytery to be a student in the Program of Alternate Studies. I understand that this is a non-degree program of educational preparation for ministry within the Cumberland Presbyterian Church.

I covenant with our God, by the power of the Lord Jesus Christ and the leadership of the Holy Spirit, to be a faithful student in preparing to answer God's call to the ministry. Furthermore, I agree to cooperate with my Committee on the Ministry and the Director of PAS in pursuit of my studies.

I have read the materials provided me (PAS Catalogue) and understand that I must abide by the rules and procedures for this program. I further understand that there are certain matters that are required of me which, if not done, will result in my being dropped from the program. I also understand that I am responsible for knowing what is expected and required of me.

I understand that upon completion of the program, a service of graduation and recognition is held on the campus of Bethel University, and that I am required to pay a completion fee and participate in that service.

I understand that my Committee on the Ministry and the Director of the Program of Alternate Studies will confidentially review records and transcripts which I forward to them, as well as academic records generated from PAS throughout my study, to assess my progress. I authorize them to do so.

Signature

Date Signed

RETURN COMPLETED FORMS TO:
Program of Alternate Studies
168 E. Parkway South
Memphis, TN 38104

ATTENTION: Attach a two page essay reflecting on your spiritual journey and call to ministry.

Form 2 - Presbytery Approval

GUIDELINES

Category 1: A candidate may be enrolled in the Program of Alternate Studies as preparation for ordination if, "in the judgment of the presbytery, he/she cannot reasonably be expected to complete the regular course of study." Approval of this exception requires a 2/3 vote of members present in a presbytery meeting where the candidate is presented.

Category 2: Ministers coming in from another ecclesiastical body who have completed an MDiv degree and wish to be ordained or have their ordination from another body recognized in the Cumberland Presbyterian Church OR any Cumberland Presbyterian candidate who has attended a seminary which does not offer Cumberland Presbyterian Students.

Category 3: Presbytery may grant the status of "Lay Leader" to an ordained elder in their bounds with recognized gifts and abilities and who wishes to provide leadership to a congregation which does not have the services of an ordained minister. (See PAS Lay Leader Track for complete details.)

In each case the required course of study will be determined upon review of academic records by the Director of PAS in consultation with the presbytery Committee on the Ministry.

INSTRUCTIONS: The Presbytery completes all items below. This form is to be submitted to the Director of the Program of Alternate Studies.

Applicant's Name _____ Presbytery _____

Check status of applicant:

Category 1 A probationer under the care of presbytery.

Category 2 An ordained minister from another denomination who is approved by presbytery to take CP Studies in PAS for recognition of ordination.

or

A Cumberland Presbyterian student graduating from a seminary not offering CP Studies, who is approved by presbytery for PAS courses in CP Studies.

The courses which must be completed to satisfy the requirement are CPS-1, CPS-2, CPS-3, and CPS-4.

Category 3 Ordained Cumberland Presbyterian elder seeking Lay Leader certification.

The courses which must be completed to satisfy the requirement are laid out in the Lay-Leader Track.

I certify that the person named above has been approved for enrollment in the Program of Alternate Studies.

Stated Clerk of Presbytery

Date

RETURN COMPLETED FORMS TO:
Program of Alternate Studies
168 E. Parkway South
Memphis, TN 38104

Form 3

Report to the Pastoral Development Ministry Team

**REQUEST FOR PAS APPROVAL
(Category 1 Student)**

Presbytery: _____

Day of presbytery meeting: _____

Name of Candidate: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Circumstances that make it highly impractical for this candidate to take the standard route:

RETURN COMPLETED FORM TO:
Pastoral Development Ministry Team
8207 Traditional Place
Cordova, TN 38016

Upon receiving this request, the PDMT will send a letter of approval to the presbytery, the candidate and to PAS.

(This section for use by the Pastoral Development Ministry Team only.)

ACTION OF THE PASTORAL DEVELOPMENT MINISTRY TEAM

_____ We concur in the presbytery's action.

_____ We disagree with the presbytery's action and recommend that it be reconsidered.

Milton Ortiz
Pastoral Development

Date