

## **C&C summary of deadlines for FALL 2024**

*based on the C&C Manual and the Standing Rules of the PSE*

### **Coming under care?**

- Notify the committee chairman by September 20 that you want to come under care, and attach a recent headshot to your email.
- Your session's testimonial (addressed to the PSE via its clerk and CC'd to the committee chairman) is due by October 4.

### **Seeking licensure?**

- Notify the committee chairman by August 9 that you want to be licensed this fall. At the same time, as an extension of your ongoing Faith & Life exam, provide your ministerial adviser with access to your online footprint—including any extant social media pages, blogs, and discussion groups.
- Contact each relevant examiner and make exam arrangements by August 23.
- All exams, papers, and your sermon manuscript are due by September 20.\*
- All testimonials and seminary transcripts are due by October 4. (Ask the writers of your testimonials to address them to the PSE via its clerk and CC the committee chairman.)

### **Seeking ordination?**

- Notify the committee chairman immediately once you've accepted a call.
- Contact each relevant examiner and make exam arrangements by August 23.
- All exams and sermon evaluations are due by September 20\* unless the committee agrees to a hardship extension related to the timing of your call.
- All testimonials, seminary transcripts, and call documents (i.e., the call itself, the church's attestation of it, and your acceptance of it—address all these to the PSE via its clerk, but CC the committee chairman) are due by October 4.

### **Transferring in or out, taking a new call, resigning, or retiring?**

- Please contact the committee chairman without delay, so the committee can plan a suitable way forward in your circumstances.

### **Laboring outside the church (FG XXVIII)?**

- Your annual progress report is due by October 4. (Address it to the PSE via its clerk, but also CC the committee chairman.)

*\* This is the deadline for the final version of your work. Do not wait to the last minute. Exams, papers, and sermon manuscripts commonly need to be submitted more than once before the committee accepts them.*

---

August 9 = 10 weeks in advance; August 23 = 8 weeks; September 20 = 4 weeks; October 4 = 2 weeks