

## **C&C summary of deadlines for SPRING 2025**

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

### **Coming under care?**

- Notify the committee chairman by March 7 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 March 21.

### **Already under care?**

- Your annual progress report is due to the committee chairman by March 15.
- If you are applying for the presbytery scholarship, your application (along with its note from your session or diaconate) is due to your ministerial advisor by March 21.

### **Seeking licensure?**

- Notify the committee chairman by January 24 that you want to be licensed this spring. At the same time, as an extension of your ongoing Faith & Life exam, provide your ministerial advisor 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 February 7.
- All exams, papers, and your sermon manuscript are due by March 7.\*
- All testimonials and seminary transcripts are due by March 21. (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 as soon as you've accepted a call.
- Contact each relevant examiner and make exam arrangements by February 7.
- All exams and sermon evaluations are due by March 7\* unless the full 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 March 21.

### **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.

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

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January 24 = 10 weeks in advance; February 7 = 8 weeks; March 7 = 4 weeks; March 21 = 2 weeks