

# C&C summary of deadlines for FALL 2025

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

**note: committee chairman James Ganzevoort will be on sabbatical June – August, so communications in that window should be addressed to acting chairman Nick Thompson (nicholasjonthompson@gmail.com)**

## Coming under care?

- Notify the committee chairman by September 19 that you want to come under care, and attach a recent photo 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 3.

## Applying for the PSE scholarship?

- Your application (along with its note from your session or diaconate) is due to your ministerial advisor by October 3.

## Seeking licensure?

- Notify the committee chairman by August 8 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—i.e., links to any extant social media pages, blogs, and discussion groups.
- Contact each relevant examiner and make exam arrangements by August 22.
- All exams, papers, and your sermon manuscript are due by September 19.\*
- All testimonials and seminary transcripts are due by October 3. (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 August 22.
- All exams and sermon evaluations must be finished by September 19\* 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 October 3.

## 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 3. (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—or week. Exams, papers, and sermon manuscripts often need to be submitted more than once before the committee accepts them.*

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August 8 = 10 weeks in advance; August 22 = 8 weeks; September 19 = 4 weeks; October 3 = 2 weeks