

C&C summary of deadlines for SPRING 2026

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

Coming under care?

- Notify the committee chairman by February 27 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 13.

Already under care?

- 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 13.
- Your annual progress report is due to the committee chairman by March 15.

Seeking licensure?

- Notify the committee chairman by January 13 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 January 27.
- All exams, papers, and your sermon manuscript are due by February 27.*
- All testimonials and seminary transcripts are due by March 13. (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 January 27.
- All exams and sermon evaluations are due by February 27* 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 13.

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.*

January 13 = 10 weeks in advance; January 27 = 8 weeks; February 27 = 4 weeks; March 13 = 2 weeks