

**STEPS TO TRANSFER**  
**For Ordained Persons From Reformed Bodies/Agencies/Traditions**  
(Revised 3/21/19)

**PLEASE READ FIRST BEFORE PROCEEDING TO FOLLOWING PAGES.**

**WELCOME!**

You are beginning a process of transfer into the Presbytery of the Mid-Atlantic (PMA) and the Evangelical Presbyterian Church (EPC). There is necessary paperwork involved as with any recognized and established connectional denomination. The following forms and documents are required, either for ecclesiastical standards or to meet legal requirements of state and/or Federal law.

**ALL FORMS, DOCS ARE TO BE SUBMITTED IN ELECTRONIC FORMAT (pdf or word.doc), UNLESS INSTRUCTED OTHERWISE, & RETURNED TO THE TRANSITIONAL STATED CLERK: [statedclerk@pmaofepc.org](mailto:statedclerk@pmaofepc.org).**

**PRIORITIZE COMPLETION OF SOME FORMS BEFORE COMPLETING OTHERS:**

There are one or two forms which need to be completed first and submitted ahead of time of the rest. Please note on the following checklist the item identified as "Background check".

The first forms appear following the next page—Checklist of Required Forms, Docs—are forms used to conduct a background check via IRSI, a third-party investigative service in Minneapolis, MN. These forms are self-explanatory, but you have any questions, please contact the AD Office at [statedclerk@pmaofepc.org](mailto:statedclerk@pmaofepc.org).

**DEADLINE FOR SUBMITTING ALL PAPERWORK:**

**THREE WEEKS *PRIOR* TO THE NEXT SCHEDULED MEETING OF THE MINISTERIAL COMMITTEE (Which is normally the LAST THURSDAY of every January, April & September).**

**NOTIFICATION OF YOUR EXAMINATION:**

Once all docs, forms are in this office, you will be notified of an appointment time, date, place for your examination by the Ministerial Committee. This exam is on your views of those required subjects given in **Book of Government, 13-2**. The exam will likely also cover questions from the "12 Questions" form you have submitted.

**SUGGESTIONS FOR EXAM PREPARATION:**

We have seen it helpful for applicants to review/refresh/re-study EPC's "The Essentials", The Westminster Confession of Faith and the Larger & Shorter Catechisms. The EPC [Leadership Training Guide](#) is a good resource for an overall study of EPC's history, theology, polity and missions. Be familiar with EPC's Position Papers and accompanying materials contained in the EPC Info Pak (which you will receive or may go to [www.epc.org](http://www.epc.org) and read/download those.

**ALL QUESTIONS SHOULD BE DIRECTED TO THE TRANSITIONAL STATED CLERK AT [statedclerk@pmaofepc.org](mailto:statedclerk@pmaofepc.org).**

**CHECKLIST OF REQUIRED FORMS, DOCS FOR REFORMED TRANSFERS  
PRESBYTERY OF THE MID-ATLANTIC**  
(Revised 3/21/19)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Preferred Phone:** \_\_\_\_\_

**Current Ordination Held With:** \_\_\_\_\_

**ORDAINED REFORMED TRANSFER REQUIRED FORMS / DOCS**

\_\_\_\_\_ **Application for Ministry**

\_\_\_\_\_ **Background check**

\_\_\_\_\_ **PIF with references**

\_\_\_\_\_ **PIF Addendum**

\_\_\_\_\_ **College transcript(s) OR copy of degree certificate**

\_\_\_\_\_ **Seminary transcript(s) OR copy of degree certificate**

\_\_\_\_\_ **Physician's medical statement of overall health (not a full med report)**

\_\_\_\_\_ **ENNEAGRAM (Personality Inventory). Contact specialist Gina Nicholson at [artofbreathing@aol.com](mailto:artofbreathing@aol.com) for instructions. Cost of this report should be covered by your endorsing church. You will receive a report and one is sent directly to this Office.)**

\_\_\_\_\_ **PMA Sexual Misconduct Policy**

\_\_\_\_\_ **Documentation of ordination (certificate, card or other)**

\_\_\_\_\_ **Ministerial Obligation form**

\_\_\_\_\_ **Twelve Questions**

\_\_\_\_\_ **Oral exams (to be arranged; you will be notified of time, date, place)**

**DATE INITIATED** \_\_\_\_\_ **DATE COMPLETED** \_\_\_\_\_