Introduction

The Comprehensive Vocation Review is a key requirement for students at the 200 level of the Master of Divinity Program. The review is an opportunity for the student to receive feedback concerning her or his participation in the seminary program and his or her readiness and suitability for their chosen vocation. The team will also make recommendations to the student concerning their final stages in the seminary and preparations for their ministry.

The review session will be conducted by the student, faculty MS leader, ministerial guide, judicatory representative or mentor in one’s desired field, the FE supervisor, and one student peer. The session typically lasts 1.5 – 2 hours. Due to the larger team, advance scheduling is necessary and should have been completed during the Fall semester. CVRs are typically scheduled during March or April.

**YOUR CVR MUST BE COMPLETED BY 1 MAY.**

Goals of the CVR

- To assess a student's progress in the program and ability to continue;
- To provide care and support for the student;
- To assess a student's readiness for his or her vocation;
- To review, and modify when necessary, the formation goals of the student;
- To counsel a student about his or her FE placement plan;
- To advise, when needed, a modification of study plans given the particularities of the student;
- To communicate, when applicable, with judicatory representatives about the progress of a candidate for ministry.

Preparation

1. **Document Preparation**

   *The Student* is responsible for submitting copies of the documents below to each member of the review committee at least one week in advance. The student is responsible for making all copies.

   All packets must contain:
   - 200 Level Self Assessment Form
   - Formation Goals for the 300 Level
   - Formation Goals from the 200 Level
   - All Field Education and/or CPE evaluations, if any. (See the Dean’s Office to check out your Portfolio so you may make copies.)

   *Packets may include these things, as appropriate:
   - Academic progress report and unofficial transcript (request via form off the website).
   - Any Judicatory evaluations or recommendations
   - Other data as available: Denominational required tests/inventory or other judicatory reports. For example, a Committee On Ministry Report or a Church and Ministry Report.

   *Students may want to provide to provide these materials to some members of the review committee and not to others.

   **N.B.** Faculty members and Ministerial Guides have access to all CVR documents. For students
who are in-care, CVR documents will be shared with your judicatory representative. CVR documents may also be reviewed by a judicatory in an application for in-care status.

2. Additional Planning by the student:
   a. The student is responsible for reserving the room for the review session. Reservations must be made in person in the Business Office.
   b. The student is responsible for making sure that all members of the review committee know when and where the review will take place.

3. Review Committee Preparation: Members of the review are expected to review all of the documents prior to the review session and be prepared to offer the student constructive feedback.

4. Faculty MS Leader/Chair and Ministerial Guide Preparation:
   a. The team is responsible for preparing the CVR Report Form for the review session.
   b. The Faculty Leader/Chair is responsible for recording comments from the faculty review of 200 level students and sharing them with the review committee.
   c. The Faculty Leader/Chair is responsible for chairing the review session.

Please Note: The Faculty Chair is the Faculty Leader of the MS Group. That person is not necessarily the advisor of the student. These are distinct roles.

Outline of the CVR Session – Two hours
1. Welcome and introductions, led by the Faculty Chair
2. Opening prayer – led by the student.
3. Brief additional comments from the Student
4. Acknowledgment of the student’s gifts (#1 of the report form)
5. Comments from Advisor and Guide concerning the student’s preparation for the CVR II, the progress of the student, and any comments from the faculty
6. Address questions 2-7 of the report form
7. Agreement of the wording for the report
8. Signing of the CVR Report Form (The committee should agree upon the wording required for the form before concluding. The Faculty Chair, Guide, and Student must sign the signature page at the conclusion of the review. However, the Advisor can type up the results on an electronic version of the form and then add the signature page before submitting the entire packet.)
9. Closing prayer by the Ministerial Guide.

Completion
At the conclusion of the review session, review team will record the results of the review on the CVR Report Form. Any follow-up responsibilities must be noted on the form. The Faculty Chair, Ministerial Guide, and the student are required to sign the report.

The Faculty Chair is responsible for submitting the completed CVR packet to the Dean’s Office. Please be sure to use a privacy envelope when delivering the packets to the Assistant to the Dean. The completed and signed CVR Report Form and packet submitted by the student should be submitted to the Dean’s Office within 7 days of the CVR session.

When the formation goals and/or FE placement plans need to be modified, the Student must make those changes and provide the revised copy to the Faculty Chair within 5 days, in order that the entire packet of paperwork can be submitted on time.

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The FE Office will provide the student with a copy of the completed CVR Report Form. Additional copies of the CVR documents will be placed in the student’s seminary files.

If a student is in-care with a denomination, the FE Office will send a copy of the CVR II Report Form to the judicatory representative listed on the CVR documents.