

Introduction

The Comprehensive Vocation Review (CVR) is a key requirement for students in the Master of Divinity degree 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 committee will also make recommendations to the student concerning their final stages in the seminary process and their preparations for ministry.

The review committee will be gathered by the student and will consist of the Ministerial Seminar (MS) professor, faculty advisor, judicatory representative or mentor in one's desired field, the field education supervisor, and one student peer. Any additional attendees must have prior approval by the MS professor. The session typically lasts 1.5 – 2 hours. Due to the size of the committee, advance scheduling is necessary. CVRs are to be scheduled following participation in MS 300 or MS 300W.

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 field education 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

N.B. CVR documents are not private. Faculty members and Ministerial Seminar professors have access to all CVR documents. For students who have ecclesiastical endorsement, CVR documents will be shared with your judicatory representative. CVR documents may also be reviewed in an application process for ecclesiastical endorsement.

The student is responsible for submitting electronic copies of the documents below to each member of the review committee **at least two (2) weeks in advance**. The student is responsible for making and distributing print copies to any committee members who are unable to receive electronic documents.

All packets **must contain**:

- **Formation Goals and Self-Assessments from all MS courses**
- **Theological Reflections**
- **All available Field Education and/or CPE evaluations, if any**
- **Current unofficial academic transcript (downloaded from SONIS)**

Packets **may include** these documents, as appropriate:

- 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.

2. Additional Preparation by *the student*

The student is responsible for reserving the room for the review session. Reservations must be made in person in the Business Office.

The student is also responsible for making sure that all review committee members know when and where the review will take place.

The student must communicate to the faculty advisor and MS professor all names and email addresses of the members of the review committee. Also submit a name and contact information for the judicatory representative who will receive the completed CVR report (if applicable).

3. Review Committee Preparation

Committee members are expected to review all the documents prior to the review session and be prepared to offer the student constructive feedback.

4. Faculty Advisor and MS Professor Preparation

The faculty advisor and MS professor are responsible for preparing the CVR Report Form for the review session. The faculty advisor is responsible for collecting comments from the faculty and sharing them with the review committee. The MS professor is responsible for chairing the review session.

Outline of the CVR Session

1. Welcome and introductions, led by the MS professor
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 faculty advisor and MS professor concerning the student's preparation for the CVR and the overall progress of the student
6. Address questions 2-7 of the report form
7. Agreement of the wording for the report
8. Agreement on final assessment and outcomes (end of the report)
9. Signing of the signature page by all members of the review committee
10. Closing prayer by the MS professor.

Completion

1. Student Responsibilities

When the formation goals and/or Field Education placement plans need to be modified, the student must make those changes and provide the revised copy to the faculty advisor or MS professor responsible for preparing the CVR Report Form within five (5) days. This is to ensure that the entire packet of paperwork can be submitted on time.

2. Faculty Advisor and/or MS Professor Responsibilities

At the conclusion of the review session, the faculty advisor or MS professor will record the results of the review on the CVR Report Form. Any follow-up responsibilities must be noted on the form. The completed and signed CVR Report Form and accompanying documents submitted by the student should be submitted electronically (via email) to the Assistant to the Dean no later than seven (7) days of the CVR session. A copy of the completed form must also be sent to the student. Deliver the signed signature page to the Assistant to the Dean no later than seven (7) days after the CVR session.

3. Assistant to the Dean Responsibilities

The completed CVR Report Form and accompanying documents are filed appropriately with the student records held by the Dean's Office and Registrar. When the signed signature page is received, the Registrar is notified that the student has successfully completed the CVR requirement. If a student is seeking ecclesiastical endorsement with a denomination, the Assistant to the Dean will send a copy of the CVR Report Form to the judicatory representative listed on the CVR documents.