

CREDENTIAL UPGRADE APPLICATION PROCESS

Southern California District Council
Assemblies of God
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***Please read all information
completely and carefully!!***

The credential application process generally takes approximately two to three months depending upon the applicant's follow through with procedural steps; the Credential Committee Interview; and participation in the Ministry Training School.

All fees for application materials and processing are non-refundable.

To apply for credentials, the following preliminary basic requirements must be met.

1. You must meet **one** of the following **educational requirements**:
 - a. Completion of formal Bible school training in an Assemblies of God endorsed school, college, or university
 - b. Completion of Institute Ministerial Level of Berean College/Global University
 - c. Completion of College Degree Level (B/A) of Berean College/Global University
2. If married, you and/or your spouse must be in your first marriage unless the first marriage was terminated by death of a spouse or pre-conversion divorce.
(If pre-conversion divorce occurred, please contact Judy Manntai at the District Office for information regarding a Pre-Conversion Divorce Application.)
3. You must be an American citizen or have a permanent residency visa (green card).
4. You must be attending and supporting an Assemblies of God church for at least 6 months prior to making application for credentials.
5. You must satisfactorily pass a criminal records search and a credit report.

PLEASE NOTE: **The Credential Application process includes an Official Application, Criminal Background Check, Credit Check, Presbyterian's Interview, Examination, Committee Interview and Ministry Orientation/Training Seminar.**

I. Application Process

Step 1. Request Information Packet

Step 2. Submit "Credential Upgrade Application Request" form and \$25.00 non-refundable fee

The OFFICIAL CREDENTIAL APPLICATION packet contains the following:

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|---------------------------------------|---|
| 1. Application Form | 5. General Council Bylaws |
| 2. Authorization/Release Form(s) | 6. District Council Bylaws |
| 3. Credit Report Release/Info | 7. A/G Statistics Brochure |
| 4. District Financial Commitment Form | 8. <i>Where We Stand</i> Book (A/G Position Papers) |
| | 9. Exam Synopsis |

Step 3. Return the fully completed application to District Office

Application must be returned with the **\$200.00 non-refundable** processing fee noted below. (This fee includes the fee for the criminal background/credit clearances and General Council fees.)

Failure to return any part of the application, notarized authorization forms, or transcripts will prevent further processing of the application.

Return all items of your Application to the District Office at the above address;
Attn: Judy Manntai.

Step 4 Application Review

When all items of the Application have been received, including the criminal records clearance, credit report, and transcripts, your Application will be reviewed to determine your eligibility for further processing.

Step 5 Meeting with Presbyter

If your application meets the established criteria, a letter will be sent to you, instructing you to contact the Sectional Presbyter for an interview. A copy of your application will be sent to the Sectional Presbyter in order to conduct your personal interview. If you are married, your spouse is required to accompany you to this interview. The Presbyter will recommend the level of credential to be pursued.

Step 6. Credential Examination

Applicants must successfully pass a proctored examination for the credential level for which they are applying. This exam is offered at the District Office on the dates indicated on the enclosed exam information.

Step 7. Credential Committee Interview

Your file must be complete in order to meet with the Credentials Committee. (Application, references, exam, transcripts) You must contact the Sectional Presbyter as to the time and location of your Credential Committee Interview. Spouses are required to attend this meeting.

Step 8. Ministry Orientation and Training Seminar

You are required to attend a full-day Ministry Training Seminar at the District Office.

Step 9. District Credential Committee Approval

If approved by the Credentials Interview Committee, your application will be presented to the District Credentials Committee for approval.

Step 10. General Council Approval

If District approval is granted, your application will be sent to the General Council for final approval. A ministerial credential is not actively or legally in place until General Council approval has been received.

Please Note:

- / All Application Fees Are Non-Refundable.*
- / Applications not completed within one year will be destroyed.*
- / No application will be processed without a transcript.
If you do not meet educational requirements, do not submit this application until you have completed your courses.*

II. Ministerial Application Fees (All fees are Non-Refundable)

\$ 25.00 - Official Application Materials Fee

This fee is submitted with an Application Request Form. Check or money order made payable to the **Southern California District**.

\$200.00 - Official Application Processing Fee for All Levels of Credential

This fee is submitted when you return your completed Official Credential Upgrade Application. It includes the fees for the Criminal Records Clearance, Credit Report, and General Council fees. Check or money order made payable to the Southern California District.

(**Note:** If the Criminal Records Search and/or Credit Report reveal information requiring *additional* investigation, the cost of these additional reports will be paid by the applicant.)

\$ 25.00 - Credential Examination Fee

Must be paid on the day the Credential Examination is taken. Check or money order made payable to the Southern California District.

III. Calendar Items

/ **Please note the following calendar items. Specific dates for the current year are provided on a separate enclosure.**

Credential Application Deadlines: Applications are processed as received.

Proctored Examination Dates: Mandatory - The Credential Examination is offered several times each year. See enclosed information for the specific dates the exam will be offered.

Credential Committee Interviews: Are held in each Section as determined by the Sectional Presbyter. This is a mandatory interview. If married, both husband and wife must be present.

Ministry Orientation and Training Seminars: (MTS) Are held twice annually in March and September. Attendance is **MANDATORY** for new credential applicants or an upgrade applicant if originally credentialed in another district. Ordination applicants will only attend MTS in March. MTS will be held at the District Office.