

**Dear Applicant:**

Thank you for expressing your call to ministry and request for information regarding the credentialing process. The steps below outline the required steps in the application process.

**Step 1: Provide Information (please complete electronically, if possible, and then print to sign)**

1. Fill out the Application for Ministry Credentials.
2. Sign the Release of Information Form.
3. Complete Application Evaluation Survey List

**Step 2: Return Items Requested**

*Return the following items to the address at the bottom of this letter:*

1. Application for Ministerial Credentials
2. Release of Information Form
3. Applicant's Evaluation Survey List
4. Letter of Intent
5. A recent photo of yourself (head and shoulders portrait)

**Step 3: Distribute Endorsements/Evaluation**

1. Ministerial endorsement Form: Distribute this form to your senior pastor. If your church is currently without a senior pastor, give the form to your former pastor or an associate. If you are a seminary student or a graduate, you may have a professor in your major field complete the form. Please ask him/her to complete this form electronically, if possible, and then print to sign and mail directly to the address on the bottom of the form.
2. Applicant Evaluation Survey: Distribute this form to a total of six (6) evaluators. Three (3) of which should be Ministers (other than your endorser) and three (3) trusted laypersons. Ask each endorser to complete the forms and mail directly to the address on the forms. You should not ask to see nor receive a copy of his/her written responses.

*Any of the above forms may be sent via e-mail but must be printed and signed in order to be accepted.*

**Steps 1-3 must be completed within 3 months or you will have to reapply and begin again.**

**Step 4: Phase II- Background Check and Psychological Examination**

The final step in the application process is to complete a background screening and personality profile. Once you have satisfactorily completed steps 1-3, you will be contacted with details and instructions for completing step 4.

May this begin for you the journey toward credentialing as you pursue the call of God upon your life.

Sincerely,

The SD Credentials Committee

## APPLICATION FOR MINISTERIAL CREDENTIALS

### PERSONAL INFORMATION

Name: \_\_\_\_\_  Male  Female

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Birth date: \_\_\_\_\_

Have you ever applied for ministerial credentials?  Yes  No

What is your current marital status?  Married  Single  Divorced  Widowed

Have you been previously married?  Yes  No

Have you been divorced since becoming a Christian?  Yes  No

### FAMILY INFORMATION

Name and age of children:

1. \_\_\_\_\_ Age: \_\_\_\_\_

2. \_\_\_\_\_ Age: \_\_\_\_\_

3. \_\_\_\_\_ Age: \_\_\_\_\_

4. \_\_\_\_\_ Age: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ Age: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

### EDUCATIONAL HISTORY

High School:

School Name: \_\_\_\_\_ City, State: \_\_\_\_\_ Graduated?  Yes  No Year: \_\_\_\_\_

College(s):

School Name: \_\_\_\_\_ City, State: \_\_\_\_\_ Degree: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK HISTORY

Please list the last ten years beginning with your current employment.

Company:	Location:	Position:	Dates:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## CHURCH HISTORY

Please list the last ten years beginning with your current church.

Church:	Location:	Pastor:	Dates:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Please give the highlights of your **salvation experience**:

2. Please give the highlights of your **call to ministry**:

3. Please describe the **ministry** in which you are currently engaged:

4. Are you currently serving in a recognized staff position where you attend?

Yes (If yes, please describe)  No

## CREDENTIALS JUSTIFICATION

1. How does the ministry you are currently performing require formal recognition and ministry credentials?
2. What ministry are you currently doing or anticipate doing that you could not do without credentials?
3. Why do you want formal recognition in the Church of God?
4. Are you familiar with the doctrinal teachings that have been historically held by the Reformation Movement of the Church of God? At what points do your beliefs differ from those teachings? For example, do you believe in eternal security (once in grace always in grace)? Do you believe that Jesus is coming back to establish His kingdom on this earth? What do you believe about speaking in “unknown” tongues and being slain in the spirit? Do you believe that a person can be saved apart from the shed blood of Jesus? Etc. [Give very BRIEF answers]

## BACKGROUND DISCLOSURE

This portion of the application is an integral part of the covenant relationship between the SD Assembly of the Church of God (SDCHOG) and the ministry applicant.

1. I affirm that granting of any ministry credentials to me places me in a covenant relationship and a position of accountability to the Credentials Committee in South Dakota (or whatever state I may serve) for as long as I hold such credentials.

Yes  No      Comments:

2. Have you ever been, or are you currently, the subject of any official proceedings by any Church you have ever attended that resulted in disciplinary action or where such action is currently pending.

Yes  No      Comments:

3. Has your application for ministerial credentials from another church body ever been denied?

Yes  No      Comments:

4. Have you ever been the subject of official disciplinary proceedings by a professional association or credentialing body that resulted in disciplinary action or that may now be pending?

Yes  No      Comments:

5. Have you ever been censured, disciplined, or had your ministry credentials suspended, or terminated by any credentialing body?

Yes  No      Comments:

6. Have you ever voluntarily surrendered or returned your ministry credentials?

Yes  No      Comments:

7. Has a lawsuit alleging that you attempted or actually engaged in sexual discrimination, harassment, exploitation, sexual misconduct, physical abuse, or financial misconduct ever been filed in courts against you?

Yes  No      Comments:

8. With respect to your driving record since you became a Christian, have you had your license suspended or revoked due to reckless driving while intoxicated and /or under the influence of a controlled substance?

Yes  No      Comments:

9. With respect to matters not addressed in item 8 above, have you ever been found guilty or pled guilty or no contest to criminal charges

Yes  No      Comments:

10. Has your employment ever been terminated because you attempted or actually engaged in sexual discrimination, harassment, exploitation, sexual misconduct, physical abuse, child abuse, or financial misconduct?

Yes  No      Comments:

11. Applicant's sexual orientation is:     Heterosexual       Homosexual       Bisexual

12. Have you ever terminated your employment or professional credentials in order to avoid facing or to avoid being terminated due to charges of actual or attempted sexual discrimination, harassment, exploitation, sexual misconduct, physical abuse, child abuse, or financial misconduct?

Yes  No      Comments:

13. Have you ever been involved in an adulterous relationship or had sexual relations outside the bounds of marriage since you became a Christian?

Yes  No      Comments:

14. Have you, in the last two years, used tobacco, alcoholic beverages, illegal drugs, or frequently viewed sexually explicit or pornographic materials in magazines or the Internet?

Yes  No      Comments:

15. In your judgment, are there any facts or circumstances involving you or your background that would warrant further review before your being entrusted with the responsibilities of ministry on behalf of the Church of God with general offices in Anderson, Indiana?

Yes  No      Comments:

I hereby affirm that to the best of my knowledge, the statements contained in this application are true and complete.

---

Signature

Date

APPLICANT'S EVALUATION SURVEY LIST

**Applicant's Name:** \_\_\_\_\_

The three ministers to whom I have given the evaluation surveys are listed as follows: These are in addition to your Ministerial Evaluation-therefore choose three others besides him/her.

(Please print each name clearly.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The three laypersons to which I have given the evaluation surveys are listed as follows: (Please print each name clearly.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Return to SD Assembly of the Church of God:  
Check Website for Current Address**

## RELEASE OF INFORMATION

I give consent for South Dakota Assembly of the Church of God to request, receive, and maintain any applicable information necessary for my credentialing process and ministerial service. This information may include, but is not limited to, applications, letters, references, educational history, credit check information, criminal background screening, psychological testing results, etc. In the event that I should transfer my credentials to another Church of God assembly, I authorize all information in my ministerial file, including background screening results, be sent to that Church of God State Office.

### **Applicant Information:**

Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Spouse's Information:**

Spouse's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Confidentiality Notice:** All information gathered in the process of credentialing and maintaining credentials will be retained in secured, confidential files and will be made available only to authorized credentials personnel at South Dakota Assembly of the Church of God; national Church of God Ministries in Anderson, IN; and, in the event of transferring credentials, to the transferring state's Church of God credentials office. This confidentiality may be breached only with the written consent of the applicant; when there appears to be clear and imminent danger to the applicant, others, or society; or under extreme circumstances as determined by the SD Credentials Chairperson.