



north.
america
CHURCH of GOD of PROPHECY

Licensure and Ordination Process

**Lay Ministry,
Ordained Minister,
and Bishop**

Updated October 1, 2025

PROCESS FOR LAY MINISTER CERTIFICATION

NORTH AMERICA CHURCH OF GOD OF PROPHECY

I. Lay Ministry Pre-Certification Process

- A. When the believer senses God may be calling them into ministry they should:
 - 1. Consult with their pastor and local church leaders to discern what God may be saying to them about ministry
 - 2. After speaking with their pastor, the candidate should enroll in and complete the free online course, "Yes! Responding to the Call" at <https://lddtraining.com/courses/yes-responding-to-gods-call/>
- B. After completing the course, if the candidate and their pastor believe the candidate should pursue lay ministry certification, the local church conference will recommend setting forth the candidate as a lay minister.
- C. The lay ministry candidate and their pastor will complete the Lay Minister's Application, provided by the national/regional/state (NRS) bishop's office.

II. Lay Ministry Certification Process

- A. The lay ministry candidate will forward the following to their NRS bishop:
 - 1. A copy of the Certificate of Completion of the free course, "Yes! Responding to the Call"
 - 2. Completed Lay Minister's Application with candidate's and pastor's signature
 - 3. A "Permission for Criminal/Sex Offender Background Check Form"
 - 4. \$75.00 application fee (payable to COGOP) to cover materials and background checks
- B. Upon receipt of the preceding items, the NRS bishop may approve or deny the candidate's application.
- C. If the NRS bishop approves the candidate, the following steps should be taken:
 - 1. A background check is performed by NRS bishop
 - 2. Upon receipt of background check, issue a Lay Minister's Certificate with the authorization outlined by the current polity manual of the Church of God of Prophecy. This certificate will be valid for two years and may only be extended for a longer period per the discretion of the national/regional/state bishop.
 - 3. Provide a copy of *Practice These Things* to the newly certified lay minister.
 - 4. NRS bishop should appoint a mentoring leader to work alongside the candidate's pastor. This will ensure the lay minister is progressing toward full ordination by completing the Minister's Development Program from Leadership Development and Discipleship and the practical ministries assignments from *Practice These Things* within the required time.

The NRS bishop may deny or terminate the candidate status at any point during the certification process. If the NRS bishop denies the candidate's application, he should write a letter to the candidate and the pastor explaining his decision. He should also speak to the candidate by phone or in person, explaining his decision. He may

also provide guidance on what the candidate could address to move forward with certification in the future.

III. Lay Ministry Post-Certification Process

- A. The lay minister will have two years from receipt of their lay ministry certification to complete the coursework from the Ministry Development Program and the practical ministry components of *Practice These Things*. In extreme or extenuating circumstances, this time may be extended at the discretion of the NRS bishop.
- B. The lay minister will work alongside the local church pastor to complete the practical ministry components of *Practice These Things*. The mentoring leader, appointed by the NRS bishop, will supervise the process with a minimum contact of once every two months. The mentoring leader may also assist the lay minister with items in the practical ministry components of *Practice These Things* that cannot be completed at the local church.
- C. The lay minister must serve in this capacity for at least one year, per the *Ministry Policy Manual* of the Church of God of Prophecy.
- D. The lay minister will be assigned an NACOGOP email address and SharePoint login credentials.
- E. The lay minister must report monthly to the NRS bishop and quarterly to the local business conference.

At the completion of all preceding lay ministry requirements and a minimum of one year of lay ministry service, the candidate may move to step 4, Minister's Ordination Pre-Certification Process.



IV. Minister's Ordination Pre-Certification Process

- A. At the direction of the NRS bishop, the ministerial candidate's mentoring leader verifies the candidate has fulfilled all requirements of the lay minister's certification process. A copy of the candidate's Ministry Development Program Certificate, as well as completed coursework from *Practice These Things* should be provided to the NRS bishop's office.
- B. The NRS bishop writes a letter to the local church recommending the candidate be considered for minister's ordination.
- C. The local church endorses the candidate in a business conference for ministry ordination.
- D. The following documents, provided by the NRS bishop's office, are to be completed and returned to NRS bishop's office.
 - 1. Minister's Application
 - 2. The Local Church and Pastor's Endorsement
 - 3. Authorization to Release Information
 - 4. Permission to Perform a Background Check
 - 5. Candidate's passport size picture for a photo ID card (in .jpeg, .jpg, or .png formats only)

V. Ministry Ordination Process

- A. When the forms have been received by the NRS bishop's office, a background check of the candidate will be completed. If legally allowed by the state of residence and at the discretion of the NRS Ministerial Review Board, a financial credit check may be part of this process. It should be noted that the NRS Ministerial Review Board should be the only persons to view the financial credit check of the candidate, and except in extreme situations, they should only counsel and mentor the candidate, not use the results as a deterrent to ordination.
- B. Upon a clear background check, the NRS bishop will schedule a meeting with the candidate and the NRS Ministerial Review Board. If the candidate or their companion has a history of divorce before their current marriage, they must also fill out the Divorce Questionnaire and submit it to the Ministerial Review Board.
- C. Upon the recommendation of the NRS Ministerial Review Board, the preceding required documents and candidate's photo should be forwarded to the North American general presbyter's office:
 - 1. a letter of recommendation from the NRS bishop that the candidate be ordained as a minister
 - 2. a copy of the background check
 - 3. for candidates who have completed the Divorce Questionnaire, a copy of the Ministerial Review Board Questionnaire, signed by all members of the NRS Ministerial Review Board
- D. The North America general presbyter and the presiding bishop will determine if the ordination is approved.
- E. If the candidate is approved by the NAGP and PB, the NRS bishop will receive the candidate's Ordination Certificate, a photo ID, and a letter from the presiding bishop

to the NRS bishop, who will present these items to the newly ordained minister when appropriate. It is recommended that an ordination service and prayer for the newly ordained minister be performed. The NRS bishop will decide when and where to hold this service.

Ministry Post-Ordination Process

- A. The ordained minister must report monthly their respective NRS bishop's office, preferably through SharePoint.
- B. The ordained minister will tithe their ministerial income to their NRS office. Tithes from other incomes will be presented to the local church.
- C. Each licensed minister will be required to complete twenty (20) Continuing Education Credits (CECs) per year. The North America Continuing Education Credit Guide describes how these credits may be obtained. Any ordained minister who does not meet the required CECs each year is to be contacted either by the NRS bishop or the NRS Ministry Review Board. If the ordained minister fails to complete the required CECs for the next year, their license may be suspended by the NRS bishop.



PROPOSED PROCESS FOR BISHOP'S ORDINATION

NORTH AMERICA CHURCH OF GOD OF PROPHECY

I. Pre-Certification Process

- A. The NRS bishop will recommend bishop candidates to the local church that holds the candidates' membership. Candidates must be male, at least 30 years of age, and have 24 months of consecutive tithing and reporting. We recommend that candidates be an ordained minister for a minimum of five (5) years and have completed 100 CECs (the number of CECs would be pro-rated until five years from the adoption of the process). The candidate must have either (1) planted a new church; or (2) identified, mentored, and set forth someone in the ministry (illustrating the concept of "Leader of Leaders"). The NRS bishop and the NAGP could exempt certain candidates from the minimum requirements in extreme cases.
- B. The local church endorses the candidate in a business conference for licensure as a bishop.
- C. The following documents are to be completed and returned to the NRS bishop's office:
 - 1. Bishop's Application
 - 2. Local Church and Pastor's Endorsement
 - 3. Authorization to Release Information
 - 4. Permission to Perform a Background Check
 - 5. Candidate's picture for a photo ID card (in .jpeg, .jpg, or .png formats only)

II. Ordination Process

- A. When the forms have been received by the NRS bishop's office, a background check of the candidate will be completed. If legally allowed, by the state of residence and at the discretion of the NRS Ministerial Review Board, a financial credit check may be part of this process. It should be noted that the NRS Ministerial Review Board should be the only persons to view the financial credit check of the candidate, and except in extreme situations, they should only counsel and mentor the candidate, not use the results as a deterrent to ordination.
- B. Upon receipt of a clear background check, the NRS bishop will schedule a meeting with the candidate and the NRS Ministerial Review Board.
- C. Upon the recommendation of the NRS Ministerial Review Board, the documents mentioned above and the passport size photo for the ID card, along with the following, will be forwarded to the North America General Presbyter's office:
 - 1. a letter of recommendation from the NRS bishop stating that the candidate should be ordained as a bishop
 - 2. a copy of the clear background check
- D. The North America general presbyter and the presiding bishop will determine if the ordination is approved.
- E. If the candidate is approved, the Ordination Certificate, a photo ID, and a letter from the presiding bishop will be forwarded to the NRS bishop.
- F. It is required that either the presiding bishop, North America general presbyter, or a bishop

authorized to represent them be present and participate in the ordination service.

III. Post-Ordination Process

- A. The ordained bishop must report monthly to their respective NRS bishop's office, preferably through SharePoint.
 - B. The ordained bishop will tithe his ministerial income to the NRS office. Tithes from other incomes will be presented to the local church.
 - C. The ordained bishop must continue to meet the CEC requirements to maintain a good standing as a bishop.
1. We recommend that the NRS bishop contact any ordained bishop who does not complete the required CECs within the given year to inform them they must complete them the next year or their licensure will be suspended until the requirement is fulfilled.



CONTINUING EDUCATION GUIDE

TWENTY CONTINUING EDUCATION CREDITS REQUIRED YEARLY*

*Continuing education hours should not be confused with credit hours required in college or seminary courses. For continuing education, an equitable system usually reflects a literal hour per credit equivalency. For instance, attending a one-hour seminar would earn the minister one continuing education credit (CEC). In contrast, if one takes a three credit-hour college course towards a degree program, they usually attend three classes a week for an entire semester to earn those three credit hours. Continuing education credits are different than college or seminary credit hours. Earning the suggested number of credits should be manageable and enjoyable.

Qualifying Continuing Education Credits (CECs) and Guidelines for Attaining Credits



Continuing Education Credit Symbol

Qualifying events or self-study will utilize the leadership development core value symbol. Qualifying events will show the number of credit hours earned for each continuing education class or event.

State Sponsored Leadership Development Events & Courses

States and regions will provide numerous opportunities throughout the year to earn CECs. State-sponsored training events, regional leadership development courses, book studies, training events, and retreats are great opportunities to earn continuing education credits.

International Office/North America Sponsored Events

The NRS bishop's office will work hand in hand with the International Offices and North America general presbyter's office in leadership development. Any event sponsored by these offices will automatically qualify, and CECs will be assigned to these events. Completing the Foundations: Minister's Development Program will earn CECs.

Partnerships with other States and Regions

NRS bishops' offices are encouraged to cross-pollinate, working together to offer learning opportunities. Ideally, a course, workshop, or training opportunity provided in one nation, region, or state would be accepted by another area to fulfill CEC requirements.

State-Sponsored Book Studies

The NRS Leadership Development Department may offer book studies to earn CECs. A specific book could be introduced, and the study could be interactive. The participant gains from reading the book and learning from the discussion groups by sharing what was learned from the material. Because each book is different and requires various levels of involvement, the range of credits earned through the book studies will be from two to four CECs.

Online Courses, Seminars, Webinars, and Discussion Groups

The NRS Leadership Development Departments may offer ways to earn CECs that will be delivered electronically. Preregistration will be required.

District-Sponsored Training Events or Courses

Districts within an NRS (with several districts coming together) are encouraged to sponsor training events, seminars, and classes for the benefit of leaders, ministers, and pastors. These can qualify for CECs if the sponsoring leadership contacts the appropriate NRS Leadership Development Department in advance so the course or event can go through the pre-approval process. The NRS Leadership Development team will partner to promote and facilitate the event when requested.

Local Church Training Partnerships

Local churches may also sponsor leadership development courses, seminars, and training events. These may also qualify for CECs with proper advance consultation with the NRS bishop's office and/or NRS Leadership Development Department pre-approval. Local churches are encouraged to make their events available to churches in their areas. These partnerships would provide shared training opportunities and needed fellowship among churches. It is incredible what can be accomplished when churches work together.

Conferences, Seminars, and Training Sessions

Great sources for development exist, and they are not exclusive to the Church of God of Prophecy. Just as we welcome those outside our organization to attend COGOP events, ministers can take advantage of training events outside the organization. To earn credit from outside events and conferences, please contact the NRS Leadership Development Department for pre-approval to confirm credits for attending and sharing what was learned.

University and Seminary Courses

Those pursuing studies with universities or seminaries will receive continuing education credits. The time requirement is much more strenuous for qualifying university or seminary courses. Each college credit hour will earn three times the course credit hour designation. For instance, taking a 3-hour college or seminary course will earn 9 CECs.

Miscellaneous Development and Training Opportunities

While this list of qualifying courses and sources is extensive, it is not exhaustive. Other training and development opportunities may be available for ministers that can qualify for CECs. The key is connecting with the NRS Leadership Development Department for CEC pre-approval. The goal is the development of a culture of continuous learning among the Church of God of Prophecy ministers.

Pre-Approval CEC Form and Yearly CEC Report Form

Pre-approval for CECs can be achieved by filling out the form provided. Continuing Education Credits will follow the calendar year, and CECs earned will be reported on the minister's monthly report. Ministers should keep personal records of all training events and courses attended.

CONTINUING EDUCATION PRE-APPROVAL FORM

Your Name _____

Email Address _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Check One:

☐ Lay Minister ☐ Licensed Minister ☐ Bishop

Church _____

Ministry License # _____

Course or Event Information:

1. Name of Course or Event: _____

2. Name of Presenter: _____

3. Event Location: _____

4. Sponsoring Organization: _____

5. Are you requesting pre-approval to sponsor the course/seminar or attend?

☐ Sponsoring ☐ Attending

6. If you wish to sponsor a course, seminar, or training event and are seeking accreditation, what member of the state leadership team is a part of your teaching or facilitation staff?

If you have not yet contacted someone yet to facilitate your training, in what areas can we help?

☐ Children ☐ Youth ☐ Technology ☐ Church

☐ Health ☐ Other (Describe below)

Describe: _____

7. Provide the date(s) and amount of actual class time associated with the training course/ seminar that will be presented or attended. This will assist with the valuation of continuing education credits. _____

8. Provide printed course and event material with this form. If a printed course or event description is not available, provide a description:

9. Check the following group most closely affiliated with the sponsor of the course or event you will be attending or sponsoring for which you are seeking pre-approval.

☐ COGOP International Offices

☐ COGOP North America

☐ COGOP District or Region

☐ Local Church

☐ Kingdom Partners

(Events sponsored by ministries other than the COGOP)

☐ Other, Please Specify _____

This form must be submitted for pre-approving an event for continuing education credit.
Mail or scan and email this and other material to your National/Regional/State Bishop's Office

NRS OFFICE USE ONLY

Approved ☐ YES ☐ NO

Credits Approved _____

Date Submitted _____

Date Approved _____

Continuing Education Credit Pre-Approval Instructions

Sponsors of meetings and events potentially eligible for continuing education credits are encouraged to seek pre-approval early in the event planning process. Pre-approval is a requirement to qualify for continuing education credits (CECs). This also applies to those seeking approval for an event they will be attending that does not have a CEC valuation already assigned.

The pre-approving of an event for CE credit:

1. provides assurance to event attendees that the NRS will accept their work for CE credit
2. allows an NRS bishop's office, or Leadership Development Department, to come alongside those sponsoring the event for assistance and greater effectiveness
3. allows the sponsor to market their event as approved by the NRS bishop's office for continuing education credit, increasing the event's attractiveness to prospective attendees and allowing better responsiveness to the needs of ministers by the state/regional offices

The sponsor should complete the pre-approval form 30 days before the continuing education event and submit it by email or mail, along with descriptions of the event, to the national/regional/state bishop's office, with attention to "Attention: Continuing Education Pre-approval."

This pre-approval form may also be used by prospective attendees who wish to receive CECs for an event that has not been pre-approved by the event's sponsor.

The process for pre-approving an event will be as follows:

1. The event sponsor submits a completed pre-approval form and the event description to the national/regional/state (NRS) bishop's office. If the event does not have a formal printed description, there is space on the form for an event description. Attach a separate description page if necessary. Send as much information about the course or event as possible.
2. Once the submitted form and description are reviewed, if approved, a copy of the document will be returned to the sponsor/attendee. For events disapproved, the form will be returned with the NO box marked with an explanation stating why the NRS bishop's office found the event unacceptable for continuing education credit.
3. The sponsor should provide the event attendees with the pre-approval credit valuation. All marketing and advertising of the event should display the CEC valuation logo with the appropriate number of CECs for the event. The state/regional office can provide that logo upon event approval. The attendees should be instructed to include that CEC number in their year-end CEC report with the name and date of their event.
4. If an event attendee received pre-approval, they should provide the CEC number on their year-end Continuing Education Submissions form.

Qualifying Events and Courses

Events sponsored by the International Offices or North American general presbyter's office automatically qualify for CECs. However, completing the form will help us assign the proper continuing education credits to the event

National/Regional/State Leadership Development Event — always approved for CE credit

International Offices Leadership Development Event — always approved for CE credit

North America General Presbyter Leadership Development Event — always approved for CE credit

District, Regional, or Local Church COGOP Leadership Training Event — always approved for CE credit when facilitation is assisted by, or material is taught by, an NRS Bishop's office representative or team member. Otherwise, the events and training material must have pre-approval for CE credit.

Accredited University/Seminary Course — always approved for CE credit

Kingdom Partner Seminar, Conference, or Workshop — needs pre-approval for CE credit



CONTINUING EDUCATION CREDITS (CEC) CHART

This Continuing Education Credits Chart

(CEC) is developed by Leadership Development and Discipleship (LDD) for the purpose of standardizing the CE process for the Ministers in North America.

Continuing education credits should not be confused with CREDIT HOURS required for college, university, or seminary courses. This continuing education credit is an equitable system reflecting estimated time to complete the learning outcome or task.

LDD (CBL, CM, YM) will provide the Regional/ State Bishop access to the material in the LDD data base so that they can manage the process and assure that all the ministers under their authority have access to what they need. Additionally, LDD will provide a step-by-step instruction, and a training session to the North American Regional/ State Bishops as they engage this new process.

EXTRA CREDIT:

To qualify for the CEC extra credit for teaching a qualified course or class, the minister must first complete the course and then notify the Regional /State Bishop of their intentions to teach the course in their local context.

Spirit & Life Seminary Equivalency & Higher Education Chart	Continuous Education Credits (CEC)	EXTRA CREDIT (additional credits for professors that teach 2 or more courses in a year)	Total CECs Possible:
1 Spirit & Life Seminary Courses	20 CEC Per Course	20	40
1 PTS and Other Institutions Higher Learning.	30 CEC Per Course	20	50

COURSE TITLE: CBL- MDP Foundation Course	Continuous Education Credits (CEC)	EXTRA CREDIT (additional credits per course taught)	Total CECs Possible:
Minister & God's Word (Lesson 1 – Lesson 7)	14	14	24
Minister's Personal Life (Lesson 1 – Lesson 7)	14	14	24
Minister & Practical Ministry (Lesson 1 – Lesson 8)	16	16	28

Spirit & Life Seminary Equivalency & Higher Education Chart	Continuous Education Credits (CEC)	EXTRA CREDIT (additional credits for professors that teach 2 or more courses in a year)	Total CECs Possible:
1 Spirit & Life Seminary Courses	20 CEC Per Course	20	40
1 PTS and Other Institutions Higher Learning.	30 CEC Per Course	20	50

COURSE TITLE: CBL- MDP Foundation Course	Continuous Education Credits (CEC)	EXTRA CREDIT (additional credits per course taught)	Total CECs Possible:
Minister & God's Word (Lesson 1 – Lesson 7)	14	14	24
Minister's Personal Life (Lesson 1 – Lesson 7)	14	14	24
Minister & Practical Ministry (Lesson 1 – Lesson 8)	16	16	28
Minister's Role as Leader (Lesson 1 – Lesson 7)	14	14	24
Minister's Commitment to Evangelism & Discipleship (Lesson 1 – Lesson 7)	14	14	24
Minister and the Church of God of Prophecy (Lesson 1 – Lesson 7)	14	14	24

COURSE TITLE: Enrichment (On-line Electives)	Continuous Education Credits (CEC)	No extra credit for this section	Total CECs Possible:
Yes Responding to God's Call	6	-	3
Aligning the Vision and Mission of the Local Church with the International God of Prophecy	6	-	3
Developing and Leading Small Group Ministry	6	-	3
Essential Element for Effective Youth Ministry	6	-	3
Tech Matters	7	-	7
Transformational Elements of the Gospel	7	-	7
Membership Matters	5	-	5
Rediscovering Discipleship	7	-	7

COURSE TITLE: Enrichment (In Person Onsite Electives)	Continuous Education Credits (CEC)	EXTRA CREDIT: (additional credits per lesson taught)	Total CECs Possible:
Yes Responding to God's Call	6	10	16
Aligning the Vision and Mission of the Local Church with the International God of Prophecy	6	10	16
Developing and Leading Small Group Ministry	6	10	16
Essential Element for Effective Youth Ministry	6	10	16

Tech Matters	6	10	16
Transformational Elements of the Gospel	6	10	16
Membership Matters	8	12	20
Rediscovering Discipleship	8	12	20
Thriving Churches (1 day on site training)	8	-	8

COURSE TITLE: Enrichment LDD – Onsite, In-Person Conferences	Continuous Education Credits (CEC)	No extra credit for this section	Total CECs Possible:
LDD 3 – Day Conference	20	-	20
LDD 2 – Day Conferences	16	-	16
LDD 1 – Day Conferences	10	-	10

COURSE TITLE: Youth Ministries – Onsite, In-Person Conferences	Continuous Education Credits: (CEC)	No extra credit for this section	Total CECs Possible:
Influence + 1 (2 – day)	8	-	8
Level 1 Training	15	-	15
Next Level (3 – day)	20	-	20
Think About It (Mental Health)	8	-	8
iLead	8	-	8

COURSE TITLE: Youth Ministries – Online	Continuous Education Credits (CEC)	No extra credit for this section	Total CECs Possible:
Influence + 1	4	–	4
Level 1 Training	8	–	8
Next Level	10	–	10
Think About It (Mental Health)	4	–	4
I –Lead	4	–	4

Special Topic, & Customized Class Offering:	Continuous Education Credits (CEC)	No extra credit for this section	Total CECs Possible:
Customized Classes	4	–	4
Webinars	4	–	4
Podcast Series (3 or more sessions)	4	–	4

COURSE TITLE: Children’s Ministry Enrichment (In Person Onsite Electives)	Continuous Education Credits (CEC)	No extra credit for this section	Total CECs Possible:
CM Certification – Level 1	15	–	15
CM Certification – Level 2	15	–	15
Institute of Children’s Ministry	24	–	24
Starting Point – Mentoring Program	30	–	30

CM – One Day Intensives	10	–	8
CM Handbook	8	–	5
CM – Seminars, Podcast, Workshops	2	–	2
CM Webinars	2	–	2
Total Credits Available	101	–	101

Book Reading: Books not assigned by a professor, teachers or instructors for class or course	Continuous Education Credits (CEC)	No extra credit for this section	Total CECs Possible:
0 to 200 pages	10	–	10
201 to 400 pages	20	–	20
401 to 600 pages	25	–	25
601 to 800 pages	30	–	30

Course availability may vary by language.



lddcogop.org

Developing Leaders Globally

Leadership Development and Discipleship offers a path that engages, equips, and enriches those who lead. Our different ministries offer practical training for leaders growing in their ministry.





Plant 500 new
congregations &
have 2000 healthy
congregations in
North America
by 2030.



**north
america**
CHURCH of GOD of PROPHECY

—— #multiply2030

multiply2030.org

NOTES

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal blue lines across its entire width. The lines are thin and consistent in color, set against a plain white background. There are no margins, text, or other markings present on the page.



LAY MINISTER'S APPLICATION

Church of God of Prophecy International Offices

Reconciling the World to Christ through the Power of the Holy Spirit



PLEASE NOTE: Per the Ministry Policy Manual (scan or click the QR code above for access to the most current edition), a lay minister is required to report to the local church conference at least quarterly, is authorized to publish, preach, and defend the gospel of Jesus Christ, and may conduct prayer meetings and revivals. A Lay Minister's Certificate does not authorize an individual to receive members, baptize, conduct business meetings, or perform weddings. Further, a Lay Minister's Certificate must be renewed at the beginning of each calendar year with a formal request being sent to the individual's National/Regional/State Bishop.

PLEASE TYPE OR PRINT CLEARLY (Print your name exactly as you want it to appear on your lay minister's certificate.)

- ① Name _____
First Middle Last Suffix
- ② Address _____
City _____ State/Province _____
Postal Code _____ Country _____
- ③ Phone Number _____ Email _____
- ④ Date of Birth _____ Gender ☐ Male ☐ Female
Month Day Year
- ⑤ Marital Status ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Divorced/Remarried
- ⑥ In what year were you: Saved _____ Sanctified _____ Filled with the Holy Ghost _____ Baptized in Water _____
- ⑦ How long have you been a member of the Church of God of Prophecy? _____
- ⑧ Do you feel a call to the ministry? Yes ☐ No ☐
- ⑨ Will you commit to completing the Minister's Development Program (MDP)? Yes ☐ No ☐

*Signature of Applicant _____ Date _____

CHURCH/PASTOR ENDORSEMENT

This section is to be agreed upon by the local CHURCH of the applicant and completed by the CLERK.

This is to affirm that the local church, _____
(Print name of local church.)
with pastor, _____, has hereby duly considered that the applicant,
(Print name of pastor.)
_____, should be considered for lay ministry and recommends
(Print name of applicant.)
that a lay minister's certificate be issued, as agreed upon this day, _____
(Print date of local church conference.)

*Signature of Clerk _____ Date _____

*Signature of Pastor _____ Date _____

This form is being sent to:

National/Regional/State Bishop's name _____

Nation/Region/State _____ Date sent _____



MINISTERIAL LICENSE APPLICATION

Church of God of Prophecy International Offices

*"And I thank Christ Jesus our Lord, who hath enabled me,
for that he counted me faithful, putting me into the ministry" (1 Timothy 1:12).*

Reconciling the World to Christ through the Power of the Holy Spirit

Scan or click the QR Code for Digital
Access to the *Ministry Policy Manual*.



For which license are you applying?

Minister: ☐ Male ☐ Female

Bishop: ☐ Provide Minister's License Number _____

PLEASE TYPE OR PRINT CLEARLY (Please print your name exactly as you want it to appear on your license certificate and ID card.)

① Name _____
First Middle Last Suffix

② Address _____
City _____ State/Province _____
Postal Code _____ Country _____

③ Phone Number (include area code) _____ Email _____

④ Date of Birth _____ Place of Birth _____
Month Day Year

⑤ Present Occupation _____ Nationality _____

⑥ Marital Status ☐ Single ☐ Married ☐ Widowed ☐ Divorced* ☐ Divorced/Remarried*

* If you or your spouse have ever been divorced or divorced/remarried, please explain in a separate writing.

⑦ Name of Spouse _____ Number of Children _____

⑧ Signature of spouse indicating full support of applicant's call to ministry _____
(Spouse's Signature)

⑨ Date converted _____

⑩ Have you experienced sanctification as a second definite work of grace? Yes ☐ No ☐

⑪ Have you been baptized with the Holy Ghost, evidenced by speaking in tongues? Yes ☐ No ☐

⑫ Have you been baptized in water by immersion? Yes ☐ No ☐

⑬ How long have you been a member of the Church of God of Prophecy? _____

⑭ At which local church are you currently a member? _____

⑮ Have you served as a lay minister for at least one year? Yes ☐ No ☐

⑯ How long have you known that you were called into the ministry? _____

⑰ Is it your understanding that your calling includes a preaching (pulpit) ministry? Yes ☐ No ☐

⑱ Would you be willing to dedicate yourself to the ministry as your first vocation? Yes ☐ No ☐

⑲ Do you give priority to daily personal development and spiritual formation? Yes ☐ No ☐

⑳ Are you committed to lifelong learning and spiritual formation? Yes ☐ No ☐

㉑ Did you complete the *Foundations Course* (*no longer offered*)? Yes ☐ No ☐ Certificate Number: _____

㉒ Have you completed the *Minister's Development Program (MDP)*? Yes ☐ No ☐ Certificate Number: _____

If yes, please submit a copy of your MDP certificate of achievement along with this application. ***Required***

㉓ Please list any academic or professional degrees you have been awarded and their corresponding dates:

㉔ Have you previously been licensed by this or any other church or religious organization(s)? Yes ☐ No ☐

㉕ If yes, please indicate which organization(s) and disclose if you voluntarily surrendered your credentials or if they were revoked: _____

PLEASE CIRCLE WHERE NECESSARY

- (26) Are you currently credentialed with any other church or religious organization(s)?..... Yes ☐ No ☐
- (27) If yes, please indicate which organization(s) and if you are willing to resign your credentials with the organization(s): _____
- (28) Are you faithful in tithing and giving as approved by the International Assembly? Yes ☐ No ☐
- (29) Will you commit to reporting monthly to your national/regional/state office? Yes ☐ No ☐
- (30) Will you commit to tithing your ministry income to your national/regional/state office? Yes ☐ No ☐
- (31) Do you commit to putting off the very appearance of evil and living a life of ministerial ethics and integrity: abstaining from alcohol and strong drinks, smoking, tobacco, pornography, illegal or recreational drug use, unwholesome speech, and any sinful behavior prohibited by scripture? Yes ☐ No ☐
- (32) Have you ever been charged or convicted of any sexually related offenses? Yes ☐ No ☐
**If yes, please explain in detail in a separate writing.*
- (33) Have you ever been charged or convicted of any financially related offenses? Yes ☐ No ☐
**If yes, please explain in detail in a separate writing.*
- (34) Are you willing to submit to those over you in the Lord? Yes ☐ No ☐
- (35) Are you willing to go wherever God's will dictates in order to fulfill His ministry through you? Yes ☐ No ☐
- (36) Are you committed to making an effort to participate in and support functions produced and hosted by the Church of God of Prophecy at your local, district, national/regional/state, and international levels? Yes ☐ No ☐
- (37) Upon being approved as a licensed minister/bishop in the Church of God of Prophecy, are you willing to make a personal commitment to the doctrine, polity, and governance of the Church of God of Prophecy as illustrated in the *Ministry Policy Manual* and *Assembly Journals*? (If yes, sign below.)

Applicant's Printed Name _____

Applicant's Signature _____ Date _____

DIGITAL PHOTO REQUIRED.

Please submit a digital copy of a recent photo of yourself with a solid background along with this application.

The digital photo must be a JPG file titled as your "Last Name, First Name."

The photo will be printed onto a Ministerial Identification Card for the applicant.

Please submit all necessary documents listed below. Applicants without all required documents will NOT be processed.

- | | |
|--|---|
| ☐ (1) Ministerial License Application | ☐ (4) JPG Photo of Applicant |
| ☐ (2) Church/Pastor Endorsement Form | ☐ (5) Potential Responses to Questions #6, #32, and/or #33 |
| ☐ (3) Copy of MDP Certificate of Achievement
<i>(or Foundations Course Certificate issued prior to 1/1/2023)</i> | ☐ (6) Any Additional Documents Required by Applicant's
National/Regional/State or General Presbyter's Office(s) |

FOR OFFICE USE ONLY

NATIONAL/REGIONAL/STATE OFFICE

Foundations or MDP Certificate Number: _____ Date Certificate Issued: _____

Date of Ministerial Review Board Meeting: _____ Was the applicant approved? _____

Signature of National/Regional/State Bishop: _____ Date: _____

National/Regional/State Bishop of: _____

GENERAL PRESBYTER'S AREA OFFICE

Date Received: _____ Date Sent to Presiding Bishop's Office: _____

Signature of General Presbyter: _____ Date: _____

PRESIDING BISHOP'S OFFICE

Date Received: _____ License Number: _____

Signature of Presiding Bishop: _____ Date Issued: _____



CHURCH AND PASTOR ENDORSEMENT FORM

Church of God of Prophecy International Offices

Reconciling the World to Christ through the Power of the Holy Spirit

INSTRUCTIONS: This endorsement form should be completed upon recommendation of the local church conference, signed by the clerk and pastor, and sent promptly to the national/regional/state office.
The church and pastor should always exercise special care in recommending anyone into the ministry.

Please type or print clearly.

Name of Applicant: _____
First Middle Last Suffix

This section is to be agreed upon by the CHURCH of the applicant and completed by the CLERK.

This is to certify that the local church _____
(Print name of local church.)

has duly considered the ability, qualifications, and calling of: _____
(Print name of person being endorsed.)

After prayerful consideration, we hereby recommend Him to fill the office of Minister in the Church of

God of Prophecy—this done in the local church conference on _____
(Print full date.)

This section is to be agreed upon by the CHURCH for BISHOP applicants only.

- | | |
|--|---|
| 1) Do you consider him blameless? Yes ☐ No ☐ | 5) Does the applicant have only one wife? Yes ☐ No ☐ |
| 2) Is his wife faithful? Yes ☐ No ☐ | 6) Do you consider him a person of maturity? Yes ☐ No ☐ |
| 3) Does he rule his household well? Yes ☐ No ☐ | 7) Does he have a good reputation of integrity? Yes ☐ No ☐ |
| 4) Are his (minor) children faithful? Yes ☐ No ☐ | 8) Is he prompt in duties at home and in religious services? Yes ☐ No ☐ |

***Signature of Clerk:** _____ **Date:** _____

This section is to be completed by the PASTOR of the applicant.

- 1) Name of individual completing endorsement: _____
- 2) How long have you known the applicant? _____
- 3) In which ministerial position(s) does the applicant presently serve? _____
- 4) In which area(s) does the applicant most excel? _____
- 5) Do you believe that the applicant is a person of integrity? Yes ☐ No ☐
- 6) As a lay minister, has the applicant been faithful in tithing and reporting to the national/regional/state office? Yes ☐ No ☐
- 7) Do you recommend without reservation for this applicant to be considered for licensure as a minister/bishop? Yes ☐ No ☐

If you answered **no to any of the three (3) questions directly above, please explain in an additional writing.*

***Signature of Pastor:** _____ **Date:** _____

This form is being sent to:

National/Regional/State Bishop's name: _____

Nation/Region/State: _____ Date sent: _____



Scan or click the QR Code for Digital
Access to the Ministry Policy Manual.



Church of God of Prophecy Licensure Agreement

Introduction

Congratulations on taking this important step in your journey to become a licensed minister within the Church of God of Prophecy. You are joining a vibrant, global family dedicated to advancing God's Kingdom and serving communities in faith, love, and unity. As part of this movement, you are invited to embrace the shared values and responsibilities that unite us as ministers. The Ministry Policy Manual serves as a resource and guide, helping to foster unity and uphold integrity across our ministry. It outlines essential practices, expectations, and procedures that contribute to effective Christian ministry and sound organizational conduct. By aligning with these standards, you contribute to a legacy of faithful, accountable service to Christ and His church.

Acknowledgment of Receipt and Commitment to Abide by the Ministry Policy Manual

By signing below, I acknowledge that I have received and read the current *Church of God of Prophecy Ministry Policy Manual*. I understand and agree to abide by the policies and procedures outlined within, as they pertain to my role and responsibilities as a candidate for licensure. I recognize that these guidelines are essential to maintaining the unity, integrity, and effectiveness of our shared ministry.

Thank you for your dedication and commitment to this calling. May God bless you as you serve Him and His people faithfully within the Church of God of Prophecy.

Candidate's Full Name

Candidate's signature

Date