Ministerial Licensing Procedure

Michigan District United Pentecostal Church International District Policy

Revised
January 1, 2007

Michigan District Licensing Procedure

The purpose of this procedure is to dignify, and standardize the manner in which we receive and process applicants for license within our district.

Some of the highlights of our procedure are as follows;

1 - All applicants must attend the Ministery Matters Conference within two years of application for license. (or an approved credentials seminar)

2 - All applicants must send a copy of a recent **Credit Report** to the District Superintendent, marked "Confidential" to arrive prior to the interview with the District Board.

3 - All applicants except those already pastoring, are required to have their pastor submit a "Confidential Pastors Report" to the Presbyter prior to the Presbyters interview with the candidate.

4 - In most cases the first license granted will be a **Local License.** To Apply for Local License you will need to have taught or preached at least 26 times in the last 26 weeks (6 months).

5 - **General License** applicants should be in full time ministry, pastoring, evangelizing full time or fulfilling a very significant role in ministry. (You must have held a local license for at least one year)

6 - **Ordination Candidates** should have a well established and fruitful ministry. (You must have held a General License for at least two years)

7 - All application forms must be requested from the Presbyter of the Section of which the minister is a member. The Presbyter will contact the District Superintendent and have them mailed accordingly.

8 - Upon completion, all forms must be mailed to the Presbyter, for his inspection and personal interview with the candidate. (if he has not interviewed the candidate before)

9 - A picture is required of the candidate and his spouse to be mailed with the application. This can be a snapshot.

10 - No money will be mailed with the application. If approved for a license, at that time a check for the first quarter budget fee to WEC and the first month budget fee to the District will be required to initiate the License.

11 - All Applications must be in the hands of the District Superitendent Three Weeks prior to the coming Board Meeting in order to schedule appointments. Applications received later may be referred to a future Board Meeting.

12 - About two weeks prior to scheduled appointment, candidate will receive a list of questions (without answers) to study for the written quiz that will be administered prior to the interview.

13 - In the case of a prior divorce of either applicant or spouse consult your Presbyter for proper procedure. Certain conditions must apply and the appropriate documents be submitted.

14 - Any Questions about the procedure or requirements for license may be addressed to the District Superintendent, District Secretary or your Presbyter.

PRE-INTERVIEW PROCEDURES

OVERVIEW

It is recommended that the participation of the Sectional Presbyter be strengthened and standardized in this time prior to interview by the District Board.

To do so will give the particular Presbyter involved a more first-hand knowledge of the applicant and his circumstances. Thus the Presbyter will be better informed and will be a greater resource to the District Board in its deliberations.

RECOMMENDED PROCEDURES

STEP BY STEP

1. Request for Application be made to Presbyter.
   The Presbyter will request the application form and Confidential Pastors report forms from the District Superintendent who will mail them as required.

2. Presbyters initial response:
   - A. Forward application (through applicant's Pastor, it applicable)
   - B. Forward to Pastor the "Confidential Pastor's Report" and request that he fill it out and submit it back to Presbyter.
     NOTE: This would not be applicable where the applicant is a Pastor.

3. Upon receipt of the "Confidential Pastor's Report" and the License application, the Presbyter schedules an interview with the applicant.
   NOTE: In cases of General License and Ordination applicants, this interview would be necessary only if Presbyter has never had a previous interview with them in regard to credentials.

4. The Presbyter's Interview:
   - A. Review application in applicant's presence.
   - B. Check reading and ministry requirements.
   - C. Review "Pastor's Confidential Report."
   - D. Conduct verbal examination of applicant.
   - E. Answer questions of applicant pertinent to licensing.
   - F. Notes to applicant that he will be informed of time to meet with District Board (if applicant merits it.)

5. After the Interview:
   - A. Presbyter forwards License application and "Confidential Pastor Report" to District Superintendent.
   - B. District Superintendent schedules appointment for applicant with District Board and notifies applicant of the same.

LOCAL LICENSE

OVERVIEW

We have the option of conducting one or two interviews befor granting a Local License.

It is recommended that there be a definite and specific set of purposes for the interview or interviews.

The applicant is required to attend a Ministry Matters Conference before he is granted an interview.

THE INTERVIEW

1. Purposes:
   - A. To get acquainted with the applicant.
   - B. To question applicant.
   - C. To meet the applicants wife.

2. Procedures:
   - A. Prior to applicant's scheduled appointment with the District Board, the applicant would be given a written Quiz.
     This test will be graded by a member of the District Board.
   - B. The applicant is to be interviewed by the District Board.
   - C. The District Board will Review the application and ministry and reading requirements as a part of the interview.
   - D. The applicant's wife is to be interviewed also as to her support of her husbands ministry.
   - E. The credit report must be examined.

3. Lines of Questioning:
   - A. Applicant's morals.
   - B. Applicant's positions and beliefs in regards to fundamental Bible Doctrines.
   - C. Applicant's financial state and background.
   - D. To endeavor to understand the nature of the applicant's call and reason for wanting license.
   - E. Positions on matters of holiness and standards
   - F. Fruitfulness - results of personal soul winning efforts.
   - G. Convictions pertinent to issues of Ministerial ethics.
   - H. Anticipated future course of ministry.

4. District Board Response:
   - A. This District Board would have the authority to approve, disapprove, or require the applicants return for a 2nd interview at a time they deemed appropriate.
   - B. For applicants receiving approval for license, they should be admonished to be faithful in their local church and supportive of their Pastor

GENERAL LICENSE

OVERVIEW

The application review process for General License needs to be thorough.

A recommended agenda for this interview is given below.

The applicant is required to attend a Ministry Matters Conference before being granted an interview with the District Board.

The applicant would then be notified by the District Superintendent as to his scheduled appointment to meet the District Board.

THE INTERVIEW

1. Purposes:
   - A. To question the applicant.
   - B. To converse with applicant's wife.

2. Procedures:
   - A. Prior to the applicant's scheduled appointment with the District Board, the applicant will be given a written Quiz.
     This test will be graded by a member of the District Board.
   - B. The interview will be conducted by the District Board.
   - C. The District Board will review the application and the ministry and reading requirements as part of the interview.
   - D. The applicant's wife will be interviewed as to the support of her husband's ministry.

3. Lines of questioning:
   - A. Applicant's morals.
   - B. Applicant's positions on fundamental Bible Doctrines.
   - C. Applicant's financial state and background.
     The credit report must be reviewed.
   - D. Fruitfulness - results of personal soul winning efforts.
   - E. Positions on matters of holiness and standards
   - F. Convictions pertinent to issues of ministerial ethics and conditions of relationships with Pastor or neighboring Pastors.
   - G. Anticipated Future course of ministry.
   - H. To endeavor to understand the validity of the applicant's request for General License.
   - I. Review applicant's Cooperation with fellowship in his Section and District.
   - J. Review applicant's Cooperation with the District Financial plan.

4. District Board Response:
   - A. The District Board has the authority to approve, disapprove or to delay and application.
   - B. For applicants receiving approval for license, they should be instructed to be a participant in the activities of their Section and District and to help promote unity.

ORDINATION

Since this particular license is the highest level of accredidation in the UNITED PENTECOSTAL CHURCH INTERNATIONAL. This review process needs to be very carefully done.

A recommended agenda for this interview is given below.

The applicant is required to attend a Ministers Training Conference before he is granted an interview with District Board.

The Applicant would be notified by the District Superintendent as to his scheduled appointment to meet the District Board.

THE INTERVIEW

1. Purposes:
   - A. To question the applicant.
   - B. To converse with applicant's wife.

2. Procedures
   - A. Prior to the applicant's scheduled appointment with the District Board, the applicant will be given a written Quiz.
     This test will be graded by a member of the District Board.
   - B. The interview will be conducted by the District Board.
   - C. The District Board will review the application and the ministry and reading requirements as part of the interview.
   - D. The applicant's wife will be interviewed as to the support of her husband's ministry.

3. Lines of Questioning:
   - A. Applicant's morals.
   - B. Applicant's positions on fundamental Bible Doctrines.
   - C. Applicant's financial state and background.
     The credit report must be examined.
   - D. Fruitfulness - results of personal soul winning efforts.
   - E. Positions on matters of holiness and standards
   - F. Convictions pertinent to issues of ministerial ethics.
   - G. Anticipated future course of ministry.
   - H. To endeavor to understand the validity of the applicant's request for Ordination License.
   - I. Review applicant's cooperation with the fellowship in his Section and District.
   - J. Review applicant's cooperation with the District financial Plan.

4. District Board Response
   - A. The District Board has authority to approve, disapprove or delay an application.
   - B. For applicants receiving approval for ordination, they should be instructed to uphold the doctrine and holiness, to seek and have revival and gather in as much of the Harvest as they can for God.

READING REQUIREMENTS FOR MINISTERIAL APPLICANTS
LOCAL LICENSE

Effective July 1, 2005

Categories		Books	Authors
1. The Bible	1.	The Bible	
2. New Birth	1.	The New Birth	Bernard, David
	2.	The Conversion Experience	Erickson, Gary
3. Godhead	1.	The Oneness of God	Bernard, David
	2.	The God of Two Testaments.	Graves, Robert
4. Holiness	1.	In Search of Holiness	Bernard, L. & D.
	2.	Practical Holiness	Bernard, David
	3.	Why? A study of Christian Standards	W.A.P. Elective Series
5. 20th Century Church History	1.	Azusa Street	Bartleman, Frank
	2.	United We Stand	Clanton, A.L.
	3.	Their Story: 20th Century Pentecostals	Foster, Fred
	4.	Phenomenon of Pentecost	Ewart, Frank
6. Bible Study	1.	Exploring God's Word	Home Missions
	2.	Pentecostal Home Bible Study Course	Rohn, E
	3.	Dividing the Word of Truth	Reynolds, Ralph
	4.	Christian Development Course, Vol.1	Coon, Crawford
	5.	Christian Development Course, Vol.2	Coon, Crawford
7. The Ministry	1.	The Intercessors	Holman, Denzil
	2.	When Ye Fast	Haney, Joy
	3.	May I Wash Your Feet	Haney, Joy

To be approved for a local license, the applicant musts have read:

1. The complete Bible
2. One book from each of categories 2 through 7
3. The Ministerial Manual of the United Pentecostal Church
4. Meet the United Pentecostal Church International (W.A.P. Elective Series)
5. Any additional material required by the District Board

READING REQUIREMENTS FOR MINISTERIAL APPLICANTS
GENERAL LICENSE

Effective July 1, 2005

CATEGORIES		BOOKS	AUTHORS
1. The Bible	1.	The Bible	
2. Church History	1.	The Early Pentecostal Revival	Tyson, James
	2.	The Winds of God	Goss, Ethel
	3.	Old-Time Preacher Men	Wallace, Mary (compiler)
	4.	History of Christian Doctrine, Vol.1	Bernard,David
3. The Ministry	1.	Best of E.L.Holley	Ensey,J.R.(compiler)
	2.	Conquest through Prayer	Holman, Denzil
	3.	For Preachers Only	Pugh, J. T.
4. Doctrinal Studies	1.	The Message of Romans	Bernard, David
	2.	Questions Pentecostals Ask(Vol. 1,2 or 3)	Gray, David
	3.	Spiritual Gifts	Bernard,David
	4.	The Holy Spirit	W.A.P. Elective Series
	5.	Pentecostal Worship	Erickson, Gary
	6.	Handbook on Receiving the Holy Ghost	Kinzie,Fred
5. Old Testament	1.	An Historical Survey of the Old Testament	Merrill, John
	2.	The Tabernacle,Priesthood and Offerings	Soltau,Henry
	3.	Ancient Wisdom for Today's World	Segreaves, Daniel
6. The Gospels	1.	A Short Life of Christ	Harrison, Everett
	2.	The Words and Works of Jesus Christ	Pentecost, J. D.
7. Home Missions	1.	Miracle Through the Fire	Hudson, Tommy & Judy

To be approved for a general license the applicant must have read:

1. The complete Bible since receiving a local license
   (twice if granted a general license without a local license)
2. One Book from each of categories 2 through 7.
2. The Pentecostal Minister (J.L.Hall / David Bernard)
3. Any additional material required by the District Board.

READING REQUIREMENTS FOR MINISTERIAL APPLICANTS
ORDINATION

Effective July 1, 2005

CATEGORIES		BOOKS	AUTHORS
1. The Bible	1.	The Bible	
2. Study of the Bible	1.	God's Infallible Word	Bernard,David
	2.	The Bible - Its Origin and Use	W.A.P. Elective Series
3. Church History	1.	The Trinitarian Controversy	Bernard, David
	2.	History of Christian Doctrine, Vol.2	Bernard, David
	3.	History of Christian Doctrine, Vol.3	Bernard, David
	4.	Our God is One	French, Talmadge
4. Doctrinal Studies	1.	The Pastoral Epistles	.Ensey, J.R.
	2.	In The Name of Jesus	Bernard, David
	3.	Symposium on Oneness Pentecostalism	U.P.C.I.
	1986		Segraves,D.L.
	4.	Hebrews: Better Things (Vol. 1 or Vol 2)	
5. Theology	1.	Themes from a Letter to Rome	Seagraves, Daniel
	2.	Oneness and Trinity A.D. 100-300	Bernard, David
	3.	Bible Doctrines - Foundation of the Church	W.A.P. Elective Series
6. The Ministry	1.	How to Prepare Sermons	Evans, William
	2.	Dear Pastor:If the Sheep Could Speak	Reynolds, Ralph
	3.	Biblical Preaching	Robinson, Hadeen
7. Church Growth	1.	The Purpose Driven Church	Warren, Rick
	2.	Let My People Grow	Massengale, Tim

To be approved for ordination the applicant must have read:

1. The complete Bible since receiving a general license
2. One book from each of categories 2 through 7
3. Doctrines of the Bible (J.L.Hall/David Bernard)
3. Any other material required by the District Board

Michigan District United Pentecostal Church
Ministerial Financial Policy
Effective January 1, 2007

Ministers of the Michigan District are required to pay Budget Fees to the **Michigan District** and also to the **General Division**.

The required budget fees are as follows:

Local License	
Payable to the Michigan District	$25.00 per month (payable monthly)
Payable to WEC	$93.50 per quarter (as billed)
General License	
Payable to the Michigan District	$55.00 per month (payable monthly)
Payable to WEC	$96.50 per quarter (as billed)
Ordination	
Payable to the Michigan District	$75.00 per month (payable monthly)
Payable to WEC	$99.50 per quarter (as billed)

Qualified Home Missionaries pay only $25.00 per month to the Michigan District and the applicable fee to the General Divison.

Other Possible acceptions to the above fees are as follows.

Those retired from ministry may apply to be considered as "Retired" under district policy and pay only $25.00 per month to the district and their applicable fee to WEC.

Those advanced in age and in financial distress my apply to be considered as Honorary or Honorary Exempt. If accepted by the Executive Board and Exempt person would only pay the portion of their WEC fee that covers the Life Insurance Policy. In such cases there would be no payments made to the district.

Those with who are not active and with medical disabilities and concurring financial distress may be able to apply for a Medical Exempt. A doctors statement is required and financial need must also be demonstrated. Again, the Executive Board must approve the application. In this case WEC would bill for the Life Insurance Policy. No payment would be required by the district during this disability.

There is an additional provision in the district policy that may permit some relief from district fees if dire financial circumstances exist. Appeal must be made to the district board. In this case there would be no relief from the obligation to the General Division.

Please Note - You Will Be DROPPED...

IF.... payment is not made to the General Division as required on a quarterly basis you will be dropped and required to fill out a new application and meet the district board to reinstate your credentials.

IF... payment gets more than three months in arrears to the Michigan District, your license will be suspended and a drop notice sent to the General Division.