



Process of Licensure

Ministerial Review Team

- 1) The local church endorses the candidate as a lay minister in a business conference, completes and returns the *Church Business Conference Endorsement Form for a Lay Minister* along with the *Lay Minister's Application* (which the applicant completes) to the State Office. This action officially begins the discernment process for ministry.
- 2) The State Office sends a letter and *Lay Minister's Certificate* to the new lay minister regarding accountability to the local church and State Office. Included also are: Foundations Course textbooks/Invoice, Assembly Minutes, report forms, and State Office envelopes. Likewise, the pastor will receive notification that a Lay Minister's Certificate has been issued.
- 3) When a lay minister completes each or all book(s) of the Foundations Course, they will send their test(s) to the State Office for grading. The Ministerial Review Team leader will notify the candidate of their test(s) scores. The pastor will also receive notification of completion of each test.
- 4) **Lay Minister to a Licensed Minister:** At the completion of the Foundations Course and should a lay minister desire to become a licensed minister, he/she must request endorsement from the pastor or the State Overseer may suggest to the pastor and local church endorse the lay minister for licensed ministry. After prayerful consideration in affirming the call of God upon an individual, the local conference completes the *Church Business Conference Endorsement Form for a Minister's License*. This is returned to the State Office along with the pastor's personal endorsement on the *Pastor's Endorsement Form*.
- 5) Upon receipt of these two forms, the State Office will send an *Application for Ministerial License* and *Authorization for Background Check* to the candidate. This includes a request for \$50.00 (Processing/Licensing fee). These documents and payment for processing are to be returned to the State Office.
- 6) Upon receipt of the *Application for Ministerial License* and *Authorization for Background Check*, the State Office will conduct the appropriate background check.
- 7) Once the background check is completed, the Ministerial Review Team leader will schedule a meeting with the candidate and Ministerial Review Team for prayerful discernment of the candidates calling. Both the candidate and his/her spouse will be expected to attend the interview process. A list of questions will be sent to the candidate in preparation for the interview process.

- 8) After the interview is conducted and completed the State Overseer will send letters to:
- a. The Candidate (Regarding their interview.)
 - b. National Presbyter (Notification of request for licensure.)
- In consultation with the pastor, the State Overseer will establish an ordination service where the presentation of license will be made.
 - All forms mentioned can be secured from the Kentucky Team Guidebook.
 - Foundations Course (5) textbooks include the following:

Spiritual Formation

History of Christianity

The Bible

COGOP Concise History, Polity, Doctrine and Future

Ministry Policy Manual (This manual is included in CD format along with the printed version of the International Assembly Minutes provided by the State Office).

Note: The lay minister who desires to move into ordination must also participate and complete the Leadership Gold classes and any other leadership development opportunities offered by the State Office.