

# INFORMATIVE GUIDE FOR THE ORDINATION OF MINISTERS

Step 1	Obtain the Jurisdictional Application from the Chairmen of the Ordination Board or the Jurisdictional Secretary's Office. Make sure candidate has completed background check and sexual misconduct training in the COGICARC system. ( <a href="http://www.cogicarc.com">www.cogicarc.com</a> ) If the candidate has issues logging in or in need of creating an ARC account, please contact the Jurisdictional Secretary's Office at 337-602-9200.
Step 2	Have the candidate to complete the Jurisdictional Ordination Application and return to Pastor.
Step 3	Prepare a formal Letter of Recommendation from Pastor and District Superintendent including ministry information concerning the candidate.
Step 4	<p>Complete the Certificate of Recommendation. Place your Pastoral signature on the <u>Jurisdictional Application</u> and the Certificate of Recommendation.</p> <p>Meet with the District Superintendent and have him place his signature of acknowledgement on the certificate of recommendation. In addition, the Pastor should receive the copies of the following required documents if applicable:</p> <ol style="list-style-type: none"> <li>1) C.H. Mason Bible College Certificate</li> <li>2) Standardized Ordination Curriculum Certificate</li> <li>3) ARC System Sexual Misconduct Certificate</li> <li>4) COGIC Minister's License (if applicable)</li> <li>5) Pastoral &amp; Superintendent Letter of Recommendation</li> <li>6) Any additional documents (as relates to church or denominational transfers)</li> </ol>
Step 5	<p>The Pastor will submit the candidate's application packet to the Ordination Board Chairman and Secretary <b>during the Jurisdictional Planning Session in the month of December</b>. The Pastor can also submit the documents <b>(scanned &amp; saved into one PDF)</b> by email to: <b><a href="mailto:harvesttemple1633@gmail.com">harvesttemple1633@gmail.com</a></b>.</p> <p>The Ordination Board Secretary will have 7 days to submit copies of the application packets to the Chair and Vice Chair of the Ordination Board, the Office of the Bishop and Jurisdictional Secretary.</p>
Step 6	<p>The Ordination Board Secretary will contact the candidate within 1 week of receipt of the applications via email or letter. <b>This communication will give details as it relates to the oral and written examination which will take place during the month of January</b>. A study guide should have be issued to the candidate by the District Superintendent. A copy of this communication will be documented in the Office of the Bishop and Jurisdictional Secretary.</p>
Step 7	Candidates will report to the appropriate site at the designated time to complete the oral and written examination. Upon completion of the oral and written examination, the study guide materials should be presented back to the Ordination Board.

Step 8	<p>The Office of the Bishop and Jurisdictional Secretary shall be informed of the Ordination Board's determination within 1 week of completion.</p> <p>The Ordination Board Secretary will make contact with the candidate within 2 weeks of completion of the oral and written examination to notify of a passing score or unsatisfactory score. If passed, the candidate will receive information concerning preparations for the Ordination Ceremony. The Pastor and District Superintendent will be notified of the determination of the Ordination Board within 2 weeks of the completion of the oral and written examination.</p> <p><b>The Ordination Board DOES NOT ordain</b>, but rather examines by the question and/or exercises as to the fitness or qualifications as set by the discipline of the Church of God in Christ. The candidates who meet all levels of expectation will be recommended to the Jurisdictional Prelate for Ordination.</p>
Step 9	<p>Candidates will report to the appropriate site at the designated time to be presented before the Jurisdictional Bishop and the congregation for the Ordination Ceremony during the Worker's Meeting in the month of March.</p>

## SPECIAL NOTE

### OFFICE OF THE JURISDICTIONAL SECRETARY

#### HOW TO OBTAIN A MINISTER'S LICENSE

The Church of God in Christ manual empowers the Pastors of Local Churches to license males to preach the gospel. Criteria required in order to comply with the Ministerial Licensing requirements of the Church.

#### Licensing Ministers

- Ministers are individuals that serve under the leadership of their Pastor a minimum of two (2) years and are recognized as in good standing.
- Application for license is obtained by the Jurisdictional Secretary and must be submitted along with a pastoral endorsement letter.
- There should be no current or pending civil or criminal cases charged against their character.
- Ministers should be tithe payers and in full support of the local Pastor's vision and involved at both the district and jurisdictional levels.

#### The Licensure Process\*

- Establish an account in the COGIC Assessment, Records, Credentials (ARC) Portal
- Complete Sexual Misconduct Training through ARC.
- Undergo a Background Check through ARC.
- Complete an Application for Licensure and submit to the Jurisdictional Secretary along with \$50.00 for the License Fee. (Online or by mail)
- Submit along with the Application for Licensure a Letter of Recommendation from the Pastor to the Jurisdictional Bishop.