

INSTRUCTIONS FOR COMPLETING THE MINISTRY LICENSE APPLICATION

The following documents are required to be completed and submitted when applying for the Ministry License application.

Ministry Application

This is the second of two application you complete and is specific to the type of license you are applying for. Please complete both pages, including checking the boxes on page two. Your physical signature is required below those boxes.

Interim vs. First Time Ministry License - All individuals are considered interim license holders when the first apply for their license.

Recommendation A, B or C Box - As an interim license holder, your local church endorsement will be completed in the Recommendation A box. If you are not the lead pastor of the church or a church planter, please have the lead pastor and chairperson endorse your license in the Recommendation A box.

If you are the lead pastor then only the chairperson's signature is required in the Recommendation A box.

If you are a church planter then the Recommendation A box is endorsed by the Superintendent.

Baptism Policy Form

Please sign and date this form affirming the ECC's policy towards baptism.

Pension Salary Report

This form (along with the Pension Update Form) are required for enrollment in the Covenant Pension Plan and are required for Ministry License applicants. Please have your Treasurer complete this form. If your church does not have a Treasurer please contact Kristine Gilmore.

Pension Update Form

Accompanying the Pension Salary Report, this form gives the parameters to Covenant Pension on when to start billing for pension.

❑ **Minister's Profile through CovConnect**

Your profile serves two purposes. First, it allows the Conference and other Covenant churches the opportunity to get to know you and your ministry style. Second, it serves the ECC in the ministerial call process. Think of your profile like a LinkedIn account. Even if you are not open to call at this moment you are required to regularly update your profile to be considered a pastor "in good standing."

❑ **Licensing Paper**

There are two crucial things you should know when planning to write your License Paper. First, your paper will take more time to write than you think. Give yourself plenty of time to answer all questions thoroughly, allowing for a break and time of review before submitting your paper. Second, the more "water-tight" your paper is, the smoother your interview with the Committee on Ministerial Standing will appear. This is the most important document in the application process.

❑ **Two Letters of Recommendation**

Per the Licensing Paper guidelines, you are asked to provide two letters of recommendation. The guidelines do not provide specific details on these letter. A good rule to go by is to have these letters from individuals that know you and can speak into your calling and giftedness for the ministry in which you serve. They can come from a pastor, co-worker, co-minister or mentor.

❑ **Transcripts**

If applicable, please provide copies of transcripts for any college and/or seminary education you've completed. This is particularly important if your end goal is ordination.

Please send all paperwork to:

Pacific Southwest Conference
Attn: Kristine Gilmore
1333 Willow Pass Road, Suite 212
Concord, CA 94520

Facsimile copies are acceptable (either by fax or in a scanned PDF) providing that original signatures are provided. Ordered Ministry will not accept any signature that is typed.

Electronic files can be sent to:

Kristine.gilmore@pswc.org
(925) 677-5031 Fax