



MINISTERIAL CERTIFICATION & LICENSURE MANUAL

South Carolina
Church of God of Prophecy

PO Box 820
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www.sccogop.org





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FORWARD:
SOUTH CAROLINA
MINISTERIAL REVIEW BOARD



FOREWARD

First and foremost, we, The South Carolina Ministerial Review Board (MRB) give God the honor and glory in helping us to create the *Ministerial Certification and Licensure Manual*. This manual will help to strengthen the ministry of South Carolina. For the MRB, it is a high, but humble calling to have the privilege and honor of acknowledging the gifting and calling of a minister. The MRB recognizes the responsibility of reviewing each candidate for the ministry.¹ The MRB reviews candidates' applications for Minister's License and Bishop's License. During the review meeting, all requirements for licensure as laid out within this manual will be examined. To ensure that all requirements have been met, the MRB will review the candidate's file.

Also, the role of the MRB is to help mentor the candidate.² It is an awesome responsibility to come alongside of a candidate as they are preparing themselves for the ministry. Each Lay Minister that aspires to become a Licensed Minister will receive a mentor for his/her internship process. The mentor will be a member of the MRB. During the internship, regular contact will be made to ensure the candidate is prepared and adequately trained. The MRB mentor cannot replace the role of the local church pastor; hence, the MRB mentor views itself as a co-mentor with the Pastor. It is important to understand that mentorship is not a single meeting, but rather an on-going process during the internship.

Subsequently, it is to be acknowledged that each candidate will be prayed for and given a fair evaluation during their review meeting. The criteria for evaluation for each candidate are outlined in the *Candidate's Evaluation Form*.³ This form serves as a benchmark to ensure a fair and adequate evaluation of each candidate. Each candidate's evaluation form will remain private.

The MRB also acknowledges that this *Manual* will be reviewed yearly. This will be done at the last MRB meeting of each year. Any changes will be noted and documented before the end of that year.⁴ This will ensure that the *Manual* will be updated for the following year.

Our goal and endeavor is to advance the Kingdom of God by coming alongside of the South Carolina COGOP ministers.

In HIS Service,

The South Carolina Ministerial Review Board

¹ The South Carolina Ministerial Review Board Position Directive can be found in Appendix A.

² The Ministerial Mentoring Program can be found in Appendix B.

³ The *Candidate's Evaluation Form* can be found in Appendix C.

⁴ All current requirements and any future changes will be documented on the *State Office Checklists*. This will ensure proper documentation for each candidate. These checklists can be found in Appendix D. The Checklists are for Lay Minister Certification, Ministerial Licensure, and Deacon/Deaconess Licensure.

SECTION 1: SCOPE OF MINISTRY



Objective & Rationale

Objective

To equip the ministry of the South Carolina Church of God of Prophecy.

Rationale

The *South Carolina Ministerial Certification and Licensure Manual* is designed to help equip and aid the ministry. The process will prepare, equip, uplift, encourage, and educate all ministry applicants with skills and knowledge (to help make them more effective ministers of the gospel). It is also to be understood that we deeply desire to continue to lean heavily upon the Holy Spirit and His leading among all candidates. He is the One who calls all into the ministry. Our purpose is not to call, but to acknowledge the calling and to (help) equip.

The local church Christian ministry is given by Christ as referenced by Paul to the Ephesians, “and He gave Apostles, Prophets, Evangelists, Pastors/Teachers to equip his people for works of service, so that the body of Christ may be built up” (Ephesians 4:12), through the preaching of the Word of God and the relational impact of personal discipleship.

It is recognized that all who are called to a ministry in the local church is not required to carry a license. Those whom ministry requires a license, due care should be given to his/her development and discipleship in his/her ministerial formation and service. The goal is that each prospect meets the Biblical and “General Ministerial Competencies” of the Church of God of Prophecy.



General Expectations

FOR ALL MINISTRY POSITIONS

- Maintain a regular prayer and devotional life.
 - Practice stewardship and accountability principles.
 - Tithe to the State Office on all funds received or earned from ministry efforts. All tithes can be turned in with your report.
 - Serve as an example.
 - Walk in integrity and honesty.
 - Practice accountability in all areas of life.
 - Attend and participate in State and Regional/District events.
-

LAY MINISTERS

- Be active and involved in the local church.
 - Support Youth & Children's Ministries locally.
 - Be faithful and punctual to church services, events/functions, etc.
 - Check your email and postal mail regularly for information from the State Office/Bishop.
 - **Restrictions:** Lay Ministers cannot conduct business, baptize in water, receive members by covenant, or perform weddings.
 - **Reporting:** Quarterly (if Pastoring – Monthly) – Be faithful and consistent.
 - **Renewal:** Return the Lay Minister Certificate by January 31 for annual renewal. This is required.
-

LICENSED MINISTERS & BISHOPS

- Regularly attend worship services.
- Fulfill all observed ordinances.
- **Reporting:** Monthly (unless retired) – Be faithful and consistent.
- **If Pastoring:**
 - Display pastoral care attributes – gentleness, exhortation, comfort, care for the hurting, prayer and Bible study, provide pastoral shepherding and care, feed the flock of God, etc.
 - Prepare and deliver timely, relevant sermons.
 - Visit the sick, the homebound, the hospitalized, and those in rest homes.
 - Lead the church effectively in evangelism and outreach.
 - Work with the local leadership.
 - Conduct counseling sessions, funerals, and weddings.
 - If a full-time pastor, he/she should perform a minimum of 40 hours per week (including services), except for emergencies and special occasions.

SECTION 2: PROCESS OF MINISTRY



Process for Lay Minister Certification

1. The candidate must receive the call from God.
2. The pastor's and church's role is critical. The candidate's pastor and local church must acknowledge his/her calling and gifting.
3. The local church must set the candidate forth for his/her Lay Minister Certification in a called conference. Following the called conference, the following documents are required to be sent to the State Office before the Lay Minister's Certificate is issued:
 - Church Business Conference Minutes Form for Setting Forth a Lay Minister⁵
 - Lay Minister's Application⁶
4. Upon approval, the State Office will send the Lay Minister's Certificate to the pastor of the candidate with a letter asking that he/she present the certificate to the candidate in a worship service.
5. Following approval, the State Bishop will send a letter to the Lay Minister with general instructions concerning his/her role and requirements for Lay Ministry.
6. Also, the State's Leadership Development Director will call and welcome the new Lay Minister into ministry. If the candidate desires to further his/her ministry and become a Licensed Minister, the LD Director will inform him/her of the process.

NOTE: If the new licensed Lay Minister expresses a desire to continue towards a Minister's License, he/she will be assigned a mentor from the Minister's Review Board. The assigned mentor will contact the lay minister and begin the process.⁷

⁵ The "Church Business Conference Minutes Form for Setting Forth a Lay Minister" can be found in Section 6, page 33.

⁶ The "Lay Minister's Application" can be found in Section 3, page 17.

⁷ The Ministerial Mentoring Program can be found in Appendix B.



Process for Ministerial Licensure

Ministerial licensure is a high calling. If a Lay Minister desires to progress toward Ministerial Licensure, the requirements are as follows.

1. Internship: Upon being set forth and receiving his/her lay minister's certificate, the candidate must complete at least one year of internship at his/her local church.
 - During this year the candidate will be required to complete all requirements for ministerial licensure.
 - If the requirements are not met during his/her internship, then he/she will **not** be brought before the Ministerial Review Board.
2. The Foundations: Minister's Development Program (MDP)⁸ must be completed. The MDP consists of 6 courses; which are:
 - The Minister & God's Word
 - The Minister's Personal Life
 - The Minister & Practical Ministry
 - The Minister's Role as Leader
 - The Minister's Commitment to Evangelism and Discipleship
 - The Minister & the Church of God of Prophecy
 - NOTE: Upon successful completion of the Foundations Program, the participant will also earn 9 college accredited hours through Spirit & Life Seminary.
3. Philosophy of Ministry: The candidate will be required to complete and submit a Philosophy of Ministry to the State Office.⁹
 - This will be a synopsis of the candidate's beliefs and desired actions in ministry.
 - A video lesson on how to prepare and submit the Philosophy of Ministry document will be provided to all candidates.
 - Format: Each Philosophy of Ministry must be at least 2 pages or more, Times New Roman (font), 12-point font, and double spaced.

⁸ The Foundations: Ministerial Development Program is developed and produced by the COGOP International Offices – Leadership Development Department. You can enroll and complete the MDP Program by going to <https://cblcogop.org>. If you have any complications when accessing the MDP online, please contact the South Carolina COGOP State Office for further information on how to access the MDP.

⁹ Instructions on "The Philosophy of Ministry" can be found in Section 4, page 22.

4. Bible Assessment: The candidate will be required to complete and submit the Bible Assessment to the State Office.¹⁰
 - The Bible Assessment is a 100-question test that assesses the candidate's Biblical knowledge. Textbooks, cellular devices, computers, and/or Bibles will not be allowed during this test.
 - The Bible Assessment should be taken online. However, a paper copy can be provided if needed.
 - This is not a pass or fail test. Rather, it serves to reveal the candidate's strengths and weaknesses in Biblical knowledge.
 - The Ministerial Review Board will be responsible for providing a learning process for the candidate to increase his/her Bible knowledge in his/her weak area(s).
5. Child, Youth, & Worker Protection Policy: The candidate should read the Child, Youth, & Worker Protection Policy. Upon completion, the candidate will record on the "Internship Accountability Form" that he/she has read this document and record when they completed it.¹¹
6. Upon the completion of all the above requirements, the candidate will complete the Internship Accountability Form and return it to the State Office with the candidate's and the candidate's pastor's signature.¹²
7. The candidate's pastor will complete a "Pastoral Evaluation Form."¹³
 - If the candidate is a Pastoring Lay Minister, the State Bishop can complete the form for him/her.
 - This document will help the Ministerial Review Board in the evaluation of the candidate.
8. The local church will be given permission from the State Bishop of South Carolina to go forward with the licensure process. Upon approval from the State Bishop, the local church will set forth the candidate for a Minister's License. The following must be submitted to the State Office after the local church's business conference:
 - Church & Pastor Endorsement Form.¹⁴
 - Licensed Minister's Application¹⁵
 - Consent for Background Check¹⁶
9. The State Bishop will contact the candidate upon receiving all the necessary documentation.
 - A date and time for an official meeting with the Ministerial Review Board will be scheduled.

¹⁰ The Bible Assessment will be provided to the candidate upon request. Please contact the South Carolina LD Director or your Minister Review Board mentor. This assessment should be taken online; however, a paper copy can be provided if needed.

¹¹ The Child, Youth, & Worker Protection Policy can be found online at <https://s3.amazonaws.com/media.cloversites.com/9c/9c20b93f-1601-40ff-b2a5-4c244286fd4e/documents/ProtectionPolicy-EN.pdf>. This link can be found on the State's website, www.sccogop.org (Click "Resources," then "Documents"). A paper copy can be provided if needed.

¹² The "Internship Accountability Form" can be found in Section 4, page 23.

¹³ The "Pastoral Evaluation Form" can be found in Section 4, page 24.

¹⁴ The "Church & Pastor Endorsement Form" can be found in Section 4, page 25.

¹⁵ The "Licensed Minister's Application" can be found in Section 3, page 19.

¹⁶ The "Consent for Background Check" can be found in Section 4, page 26.

- Each meeting will consist of a review of his/her Minister's Application, the acknowledgment and analysis of the candidate's completion of The Foundations: Ministerial Development Program, Philosophy of Ministry, Bible Assessment, and the Pastor's Endorsement Form.
- The candidate will be given three different texts; of which, the candidate is required to choose one of those scriptures and prepare a sermon to be presented at the Ministerial Review Board meeting.¹⁷
 - Time Limit: 15 Minutes
 - If the candidate goes over 15 minutes, the candidate will be notified to finish.
- The candidate will also be asked to prepare a BIO of himself/herself.¹⁸ This will allow the Ministerial Review Board to be introduced and get to know the candidate.

10. The State Bishop will send the Ministerial Review Board recommendations on to the North American Presbyterian's office.

- A decision to approve or not will be sent to the candidate in formal writing.

¹⁷ Information concerning the candidate's sermon for the Review Board Meeting will be provided by the State Office along with the Bio info. This info will be provided one month in advance of the scheduled meeting.

¹⁸ See Footnote 12.

SUMMARY

The following serves as a list of all items that are required to be completed for a lay minister to become a licensed minister and/or before the candidate can appear before the Ministerial Review Board.

1. ONE Year Internship – Please complete and turn in the following during your internship:
 - a. The Foundations: MDP
 - b. Philosophy of Ministry
 - c. Bible Assessment
 - d. Forms:
 - i. Internship Accountability Form
 - ii. Pastoral Evaluation Form

2. Complete the Following at the local church business conference and return to the State Office:
 - a. Church and Pastor Endorsement Form
 - b. Licensed Minister's Application
 - c. Background Check Application

3. After receiving the items listed above, the State Bishop will contact the candidate with a date and time for his/her review board meeting. Following that conversation, the candidate will be requested to prepare the following items for his/her review meeting:
 - a. Sermon Preparation & Presentation for Ministerial Review Board
 - b. Candidate's BIO



Process for Bishop's Licensure

1. A candidate for the office of Bishop cannot be nominated by his local church or by himself.
2. The State Bishop must contact the Minister before he can pursue the office of Bishop.
3. Upon the State Bishop's nomination, the State Office will provide the candidate with a packet of information and forms that the candidate must fill out and return. The following forms must be completed and returned.
 - Consent for Background Check¹⁹
 - Bishop Application²⁰
 - Candidate's Bio²¹
4. The local church is to acknowledge the calling and election of the candidate in a business conference and to fill out and return to the state office the Church and Pastor's Endorsement Form.²²
5. The State Bishop will contact the candidate and inform him of the date and time of the meeting with the Ministerial Review Board.
6. The State Bishop will send the Ministerial Review Board recommendations on to the North American Presbyterian's office.
 - A decision to approve or not will be sent to the candidate in formal writing.

¹⁹ The "Consent for Background Check" can be found in Section 4, page 26.

²⁰ The "Bishop Application" can be found in Section 5, page 19.

²¹ The "Candidate's Bio" information sheet will be provided by the State Office prior to the Ministerial Review Board Meeting.

²² The "Church & Pastor Endorsement Form" can be found in Section 4, page 25.

SECTION 3: APPLICATIONS



Lay Minister Application

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

☐ Male ☐ Female Date of Birth: _____ Email: _____

☐ Single ☐ Married ☐ Divorced ☐ Divorced/Remarried

APPLICATION QUESTIONS

How long have you been.... Saved: _____ Sanctified: _____ Baptized with the Holy Ghost: _____

Have you been baptized in water? _____ YES _____ NO

If so, by whom: _____ When: _____

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

Do you feel a definite call to the ministry? _____ YES _____ NO

Do you have previous experience in the ministry? _____

Will you apply yourself to study courses available through the Church? _____ YES _____ NO

Will you make yourself available to the pastor and congregation to serve in areas of your gifting? _____ YES _____ NO

Do you have.... (Check all that apply).

_____ Organizational Skills _____ Administrative Skills _____ Maintenance Skills _____ Financial Skills

Are you daily in prayer? _____ YES _____ NO Are you daily in the Word of God? _____ YES _____ NO

Are you a good steward in tithing & giving? _____ YES _____ NO

If married, will your spouse serve alongside of you in ministry? _____ YES _____ NO

Do you feel a call to progress towards Ministerial Licensure? _____ YES _____ NO

CONTINUED ON BACK

Do you lead your family in personal family worship, prayer, and devotion? _____ YES _____ NO

What capacity of church service do you believe you are best equipped to serve in? _____

In the space below, please provide ways that you are currently serving your local church:

In the space below, please provide why you would like to be a Lay Minister in the Church of God of Prophecy:

Signature of Applicant

THE CHURCH/PASTOR ACKNOWLEDGMENT
(TO BE COMPLETED BY THE PASTOR)

The local church at _____ has considered the calling and ability of this applicant and hereby recommends that a Lay Minister's Certificate be issued to _____.

Date of Conference: _____

Pastor's Name (PRINT): _____

Pastor's Signature: _____

Note – Send the Following documents together

- The Lay Minister's Application
- The "Church Business Conference Endorsement Form for a Lay Minister"

Mail to: State Overseer
South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



Ministerial License Application

CHURCH OF GOD OF PROPHECY

*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 KJV)* _____

For which license are you applying?

Minister: ☐ Male ☐ Female ☐ Bishop

Please type or print clearly. (Print name as you want it to appear on your certificate.)

☐ Mr. ☐ Mrs. ☐ Ms.

Name _____
First Middle Last

Address _____

Telephone (include area code) _____ E-mail _____

Date of birth _____ Nationality _____

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

(If divorced or divorced/remarried, please explain in separate writing.)

Name of Spouse _____

List name and age of children:

Please Circle Where Necessary

8. Date converted _____
9. Have you experienced sanctification as a second definite work of grace?.....Yes No
10. Have you been baptized with the Holy Ghost, evidenced by speaking in tongues?.....Yes No
11. Were you baptized in water by immersion?.....Yes No
12. How long have you been a member of the Church of God of Prophecy? _____
13. Which local church are you now a member? _____
14. **If applying for a Bishop's license:**
15. What is the date of your Minister's License? _____ What is your Minister's License Number? _____
16. **If applying for a Minister's License:**
17. Have you previously served as a Lay Minister?.....Yes No
18. How long since you accepted your call into the ministry? _____
19. How strongly do you feel about this call? _____

20. Is it your understanding that your calling includes a preaching ministry?.....Yes No
21. Are you willing to dedicate yourself to the ministry as your first vocation?.....Yes No
22. Are you committed to an ongoing, aggressive preparation (*spiritual and academic*) to assure that your ministry is effective?.....Yes No

23. Have you completed the Foundations Materials?.....Yes No
24. If so, what is your certificate number? _____
25. Have you been licensed previously by this or any other church organization?.....Yes No
26. If yes, please explain: _____
27. Are you currently licensed with another organization?.....Yes No
28. If yes, please explain: _____
29. Do you give priority to daily personal devotions?.....Yes No
30. Do you consider yourself faithful in the stewardship of all that God entrusts to you (this includes tithing and giving)?.....Yes No
31. Are you submissive to those over you in the Lord?.....Yes No
32. Are you willing to go wherever God's will dictates in order to fulfill your ministry?.....Yes No
33. As a licensed minister, you will be considered a leader in the church. As a leader, you will live a life of servitude, and the power of example will be your most effective means of leading others. Do you hereby pledge yourself to a life of exemplary Christian conduct and service? _____

Signature Required

OUR VISION

The Church of God of Prophecy will be a Christ-exalting, holiness, Spirit-filled, all nations, disciple-making, church planting movement with a passion for Christian union.

ADDITIONAL COMMENTS:

Please include a photo of yourself with a solid background (2x2 in) (5x5 cm) to this application and carefully write your name on the back of the picture as well as your date of birth and name each picture individually on the scan with date of birth on the file. (Photo require for identification card.)

*****PLEASE DO NOT STAPLE PHOTO ON DOCUMENT**

Applicant's Signature _____

Date _____

For Office use only

State/Regional/National Overseer's Signature: _____
Overseer of _____ Date: _____

Signature of Approval of General Presbyter _____ Date: _____

Signature of Approval of General Overseer _____ Date: _____

State/Regional/National Office
Date Foundations: MDP Approved _____
Foundations: MDP Certificate Number _____
Date of Review Board Meeting _____

General Presbyter's Office
Date Received _____
Date Mailed to IO _____

General Overseer's Office:
Date Received _____
Date Mailed _____

SECTION 4: FORMS & DOCUMENTS



Philosophy of Ministry

A Philosophy of Ministry is the synopsis of what the ministerial candidate believes and how he/she will execute ministry. It is to help the candidate to better explain his/her ministry and how he/she will function in his/her ministry. Simply put, a Philosophy of Ministry will define why you do what you do.

In order to produce a Philosophy of Ministry, a ministerial candidate needs to ponder the following questions:

- Why are you in ministry?
- What is the whole purpose of ministry?
- To whom are you ministering?
- What are your goals for the people to whom you minister?
- What features of ministry are most important to you?
- How do you do ministry practically?
- What would you like to achieve in ministry?

Subsequently, a ministerial candidate's Philosophy of Ministry must contain the following information:

- Biblical Beliefs
- Practical Ministry Beliefs
- Family Beliefs

The Philosophy of Ministry should contain one's beliefs in a clearly stated and defined format. The document must be organized with the following preferred formatting:

- Typed, not handwritten
- Pages: 2+
- Type: Times New Roman
- Font: 12-point
- Spacing: Double Spaced



Internship Accountability Form

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Which church do you attend? _____

Do you feel a definite call to the ministry? _____ YES _____ NO

ITEMS COMPLETED

Foundations: MDP? _____ YES _____ NO Date Completed: _____

Philosophy of Ministry? _____ YES _____ NO Date Completed: _____

Bible Assessment? _____ YES _____ NO Date Completed: _____

READ Child, Youth, Worker
Protection Policy? _____ YES _____ NO Date Completed: _____

Ministerial Candidate's Signature

Pastor's Signature

State Office:

Received By: _____

Received Date: _____



PASTORAL EVALUATION FORM

It is a high honor to endorse an individual for the ministry. Christ commissioned twelve men that came from various backgrounds and perspectives. Yet, He chose them to carry His message to the whole world. As we continue to preach and teach the Gospel, it is a high honor to acknowledge an individual's calling, gifts, and talents. This form serves to give pastoral endorsement and evaluation to the ministerial candidate. It is not exhaustive in nature. However, be encouraged to answer every question to the best of your knowledge and ability.

NOTE: If more explanation is needed, feel free to include any further comments on the back.

EVALUATION

- | | | | |
|---|-----|----|----|
| 1. Do you endorse the Ministerial Candidate for ministry? | YES | or | NO |
| 2. Do you endorse the candidate to become a local pastor | YES | or | NO |
| 3. Do you believe he/she has been called by God? | YES | or | NO |
| 4. Do you feel that he/she is prepared for ministry? | YES | or | NO |
| 5. Do you believe he/she will be an effective minister? | YES | or | NO |
| 6. Does the candidate exemplify spiritual maturity? | YES | or | NO |
| 7. Does the candidate have ample Bible Knowledge? | YES | or | NO |
| 8. Does the candidate lead his/her family well? | YES | or | NO |
| 9. Does the candidate have the respect of his/her church? | YES | or | NO |
| 10. Is the candidate active in his/her local church? | YES | or | NO |
| 11. Is the candidate faithful in tithes and offerings? | YES | or | NO |
| 12. What are the ministerial candidate's strengths? | | | |
| 13. What are the ministerial candidate's weaknesses? | | | |
| 14. What areas of improvement does the candidate need to work on? | | | |
| 15. Describe how you, the Pastor, have mentored the candidate for ministry? | | | |

Candidate's Name

Pastor's Signature

Local Church: _____

Date: _____

State Office:

Received By: _____

Received Date: _____



The Church of God of Prophecy International Offices

Church and Pastor's Endorsement

Overseer's Name _____

State/Region/Nation _____

General Presbyter _____

THIS IS TO CERTIFY that the local church at

_____ has duly considered the ability, qualifications, and calling of

(Name of Person being Endorsed)

(Address of Person being Endorsed)

After prayerful consideration, we hereby recommend

() Him or () Her

To fill the office of

() Bishop or () Minister

in the Church of God of Prophecy.

This done in local church conference on the

_____ day of _____, 20 _____.

This section to be answered for BISHOP applicants only:

Do you consider him blameless? _____
Does applicant have only one wife? _____
Does he rule his household well? _____
Are his children faithful? _____
Is his wife faithful? _____
Do you consider him a person of maturity? _____
Does he have a good reputation for honesty? _____
Is he prompt in his duties at home and in religious services? _____

Signature of Pastor _____ Date _____

Signature of Clerk _____ Date _____

INSTRUCTIONS: The church should exercise special care in recommending one for the ministry. This endorsement blank should be filled in by recommendation of local church conference and signed by the clerk and pastor and mailed promptly to the State/Regional/National Overseer.



Consent for Background Check

I, the undersigned applicant authorizes South Carolina Ministries / Church of God of Prophecy through its independent contractor to procure background information. This report may include but is not limited to my driving history, including any traffic citations; present and former addresses; criminal and civil history/records; and state, county and nation sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to the South Carolina Church of God of Prophecy, if such is made within a reasonable time from the date it was produced.

Print Full Name: _____

Date of Birth: _____

Gender: _____ Social Security # _____

Phone Number(s): _____

Other Names Used (alias, maiden, nickname): _____

Driver's License # _____ State _____ Expiration Date: _____

Current Street Address: _____

Former Street Address: _____

Signature: _____ Date: _____

Mail to: State Overseer
South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



Exhaustive Application for Background Check

Last Name

First Name

Middle Name or Initial

Maiden or other name(s) used in any and all other records of birth or records of residence

Address

Apartment or #

City

County

State

Zip

Date of Birth

Social Security Number

Gender

Race

Driver's License Number

State of Issue

I, _____, am an applicant for employment with _____ Church. As a part of the application process, I do hereby consent to the use of any and all information provided to the district in the application process to be used in the criminal history/background check.

The following are my responses to questions about my criminal history (if any).

1. _____ YES _____ NO – Have you ever been convicted or plead guilty before a court for any federal, state, or municipal criminal offense? (exclude minor traffic misdemeanors).

State: _____ County: _____ Date of Offense: / /
Details of conviction

2. _____ YES _____ NO – Have you ever received probation or community supervision for any federal, state, or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: / /
Details of supervision:

3. ____ YES ____ NO – Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal offense? (If yes, please provide details below).

State: _____ County: _____ Date of Offense: ____ / ____ / ____

Details of conviction _____

4. ____ YES ____ NO – Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? (If yes, please provide details below).

Country: _____ City: _____ Date of Offense: ____ / ____ / ____

Details of conviction _____

5. ____ YES or ____ NO – As of the date of this consent form, do you have any pending charges against you? (If yes, please provide details below).

State: _____ County: _____ Date of Arrest: ____ / ____ / ____

Details of pending charges _____

This section is to be used to list all counties and states of residence since high school graduation or age 18.

City/Town	County	State	Years Lived
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNED THIS _____ DAY OF _____, 20____

APPLICANT (PRINT NAME): _____

APPLICANT'S SIGNATURE: _____

I hereby certify that all information provided in this consent form is true, correct and complete. If any information proves to be incorrect or incomplete, I understand that grounds for canceling of any and all offers of employment will exist and may be used at the discretion of the church.

SECTION 5: REPORTS



Lay Minister's Quarterly Report

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Name of Church you Attend: _____

Quarter Ending: _____ March _____ June _____ September _____ December

Number of Sermons/Lessons _____ Converted _____ Sanctified _____ Received the Holy Ghost _____

Are you daily in prayer? _____ YES _____ NO

Are you daily in the Word of God? _____ YES _____ NO

Are you a good steward in tithing and giving? _____ YES _____ NO

Tithe Paid to Local Church: _____ Tithe Paid to State Office: _____

List any ministry activities completed by you this quarter.

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



Licensed Minister's/Bishop's Monthly Report

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Name of Church you Attend: _____ Are you Pastoring: _____ YES _____ NO

Month Ending: __ Jan __ Feb __ Mar __ Apr __ May __ June __ July __ Aug __ Sept __ Oct __ Nov __ Dec

Number of Sermons/Lessons _____ Converted _____ Sanctified _____ Received the Holy Ghost _____

Are you daily in prayer? _____ YES _____ NO

Are you daily in the Word of God? _____ YES _____ NO

Are you a good steward in tithing and giving? _____ YES _____ NO

Amount of Tithes Received: _____ Amount of Offerings Received: _____

Tithe Paid to Local Church: _____ Tithe Paid to State Office: _____

Average Attendance (if pastoring): _____

Is Children's Ministry Active? _____ YES _____ NO If yes, what is the average attendance of CM? _____

Is Youth Ministry Active? _____ YES _____ NO If yes, what is the average attendance of YM? _____

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731

NOTE: ALL LICENSED MINISTERS & BISHOPS
ARE STRONGLY ENCOURAGED TO
USE **SHAREPOINT** FOR REPORTING.

SECTION 6:
CHURCH CONFERENCE FORMS
&
STATEMENTS



CHURCH BUSINESS CONFERENCE MINUTES

For Setting Forth a Lay Minister Candidate

Candidate's Name: _____

Church's Name: _____

Pastor's Name: _____

Clerk's Name: _____

Date of Business Conference: _____

Let it be known that at _____ (time) the Church of God of Prophecy, located at _____ (city, state) is now in business conference.

The pastor and the local church listed above have prayerfully considered and do hereby recognize the call of God upon the life of _____ (candidate's name). Having come to this understanding, in full agreement, the local church does hereby recommend him/her for the Lay Ministry. We fully recognize a partnership with the State Office to equip him/her for the ministry that God has called him/her to fulfill.

Motioned by: _____

Second by: _____

All in Favor: _____ Yes _____ No

Pastor's Signature

Church Clerk's Signature

Candidate's Signature

NOTE: These Minutes for the Church Business Conference can remain in the Local Church Record and serve as Business Minutes.

MAIL TO: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



CHURCH BUSINESS CONFERENCE MINUTES

For Setting Forth a Ministerial Candidate

Candidate's Name: _____

Church's Name: _____

Pastor's Name: _____

Clerk's Name: _____

Date of Business Conference: _____

Let it be known that at _____ (time) the Church of God of Prophecy, located at _____ (city, state) is now in business conference.

This is to certify that the local church has prayerfully considered the ability, qualifications, and calling of _____ (candidate's name). After our prayerful consideration, we do hereby recommend him/her to fill the office of minister.

Motioned by: _____

Second by: _____

All in Favor: _____ Yes _____ No

Pastor's Signature

Church Clerk's Signature

Candidate's Signature

NOTE: These Minutes for the Church Business Conference can remain in the Local Church Record and serve as Business Minutes.



CHURCH BUSINESS CONFERENCE MINUTES For Setting Forth a Bishop Candidate

Candidate's Name: _____

Church's Name: _____

Pastor's Name: _____

Date of Business Conference: _____

Let it be known that at _____ (time) the Church of God of Prophecy, located at _____ (city, state) is now in business conference.

This is to certify that the local church has prayerfully considered the ability, qualifications, and calling of _____ (candidate's name), who lives at _____ (candidate's address). After our prayerful consideration and the State Bishop's endorsement, we do hereby recommend him to fill the office of Bishop.

Motioned by: _____

Second by: _____

All in Favor: YES NO

Let it be considered that brother/sister _____ will not go before the South Carolina Ministerial Review Board for consideration to become a Licensed Bishop in the Church of God of Prophecy.

Pastor's Signature

Church Clerk's Signature

Candidate's Signature

NOTE: These minutes for the Church Business Conference can remain in the Local Church Record and serve as Business Minutes.



SUGGESTED CONFERENCE STATEMENT

(SETTING FORTH A LAY MINISTER)

It is a high honor to be able to set forth an individual into the lay ministry. Brother/Sister _____ (Name of Candidate) has accepted the call into the lay ministry. We at _____ (Church Name) recognize and am excited for the calling upon his/her life. God is still calling men and women to preach and teach His Gospel. Today, we have the high honor to set forth our brother/sister. Before we officially set forth our brother/sister I would like to first explain the Lay Ministry to our brother/sister and to our congregation.

The general expectations of being in the lay ministry are as follows:

- Maintain a regular prayer and devotional life.
- Practice stewardship and accountability principles.
- Serve as an example.
- Walk in integrity and honesty.
- Practice accountability in all areas of life.
- Attend and participate in State and Regional/District events.
- Be active and involved in the local church.
- Support Youth & Children's Ministries locally.
- Be faithful and punctual to church services, events/functions, etc.
- Check your email and postal mail regularly for information from the State Office and/or State Bishop.
- **Reporting:** Quarterly (if Pastoring – Monthly) – Be faithful and consistent.
 - **Tithe** to the State Office on all funds received or earned from ministry efforts.
 - All tithes can be turned in with your report.
- **Restrictions:** Lay Ministers cannot conduct business, baptize in water, receive members by covenant, or perform weddings.
- **Renewal:** Return the Lay Minister Certificate by January 31 for annual renewal. This is required.

Brother/Sister _____ (Name of Candidate), I would also like to remind you that if you feel the call to go further in your ministry and become a Licensed Minister, further requirements must be met first before you can receive your minister's license. You will be asked to go through at least a one-year internship period. During that time, you will need to complete the following: The Foundations: Minister's Development Program, a Philosophy of Ministry, the Bible Assessment, and various forms. This information can be found in the *South Carolina Ministerial Process for Certification & Licensure*. During this year of preparation, you will be under my mentorship, as your pastor. You will also be mentored by a member of the Minister Review Board. He or she will be contact with you throughout this process. The Leadership Development Director will also be in contact with you. If you have any questions, please feel free to speak with me, your MRB mentor, or our Leadership Development Director.

At this time, we will transition to the business of setting you forth into the lay ministry.

I have observed our brother's/sister's love and devotion for Christ. I feel that he/she is ready to take this next step. However, we acknowledge the depth of a congregation's responsibility to help mentor a lay minister as well.

With that being said, is there anyone here today that object or find fault with our candidate?

With everyone in agreement, we will now proceed.

After prayerful consideration, we _____ (Church Name) do hereby recognize the call of God upon the life of _____ (Candidate's Name).

Having come to this understanding, in full agreement, who makes a motion to set forth _____ (Candidate's Name) in the Lay Ministry? (Pause for a member to make the motion).

Who seconds the motion? (Pause for a member to second the motion).

Any in opposition?

All in favor say "I."

We will consider the motion passed. We welcome brother/sister _____ (Candidate's Name) into the Lay Ministry. We will now forward the Lay Minister application and the Church Business Conference Endorsement Form for a Lay Minister's Certificate to the State Office.

Suggested:

- The local church pastor and leaders should gather around the new lay minister and anoint him/her with oil and pray a prayer of dedication upon his/her life and ministry. If his/her family (spouse & children) are present, they should also be prayed for.
- The local church is encouraged to come around and welcome the new lay minister into his/her new work.



SUGGESTED CONFERENCE STATEMENT (SETTING FORTH A LICENSED MINISTER)

It is a high honor to be able to set forth an individual into licensed ministry. Brother/Sister _____ (Name of Candidate) has accepted the call into licensed ministry. We at _____ (Church Name) recognize and am excited for the calling upon his/her life. God is still calling men and women to preach and teach His Gospel. Today, we have the high honor to set forth our brother/sister. Before we officially set forth our brother/sister I would like to first explain the expectations of a licensed minister to our brother/sister and to our congregation.

The general expectations of being a licensed minister are as follows:

- Maintain a regular prayer and devotional life.
- Practice stewardship and accountability principles.
- Serve as an example.
- Walk in integrity and honesty.
- Practice accountability in all areas of life.
- Attend and participate in State and Regional/District events.
- Regularly attend worship services.
- Fulfill all observed ordinances.
- **Reporting:** Monthly – Be faithful and consistent.
- **If Pastoring:**
 - Display pastoral care attributes – gentleness, exhortation, comfort, care for the hurting, prayer and Bible study, provide pastoral shepherding and care, feed the flock of God, etc.
 - Prepare and deliver timely, relevant sermons.
 - Visit the sick, the homebound, the hospitalized, and those in rest homes.
 - Lead the church effectively in evangelism and outreach.
 - Work with the local leadership.
 - Conduct counseling sessions, funerals, and weddings.
 - If a full-time pastor, he/she should perform a minimum of 40 hours per week (including services), except for emergencies and special occasions.

Brother/Sister _____ (Name of Candidate), I would also like to acknowledge that in order to become a Licensed Minister, you have fully completed all of the South Carolina Church of God of Prophecy's requirements as laid out in the *Ministerial Process for Certification & Licensure*. During your one-year internship period, you have completed the following: The Foundations: Minister's Development Program, a Philosophy of Ministry, the Bible Assessment, and various forms. During this year of preparation, you were under my mentorship, as your pastor. I want you to know that I am grateful that God used me to help mentor you. It was an honor and privilege. Thank you for allowing me to be a part of your life and ministry. You were

also mentored by a member of the Minister Review Board. Brother/Sister _____ (MRB Member) and Brother/Sister _____ (LD Director) has sent a letter of recommendation for us to read. (Read Letter)

At this time, we will now transition to the business of setting you forth into licensed ministry.

I have observed our brother's/sister's love and devotion for Christ. I feel that he/she is ready to take this next step. However, we acknowledge the depth of a congregation's responsibility to help mentor any individual aspiring to become a licensed minister.

With that being said, is there anyone here today that object or find fault with our candidate?

With everyone in agreement, we will now proceed.

After prayerful consideration, we _____ (Church Name) do hereby recognize the call of God upon the life of _____ (Candidate's Name).

Having come to this understanding, in full agreement, who makes a motion to set forth _____ (Candidate's Name) for Ministerial Licensure? (Pause for a member to make the motion).

Who seconds the motion? (Pause for a member to second the motion).

Any in opposition?

All in favor say "I."

We will consider the motion passed. We are excited for brother/sister _____ (Candidate's Name). We will now forward the Minister's Application and the Church Business Conference Endorsement Form for Ministerial Licensure to the State Office. Our State Bishop will contact you with a date and time for you to appear before the Ministerial Review Board. If there are any further items required for you to complete, the State Bishop will inform you. Following your review board meeting, the State Bishop will contact you in a formal writing informing you of the decision of the Ministerial Review Board.

Suggested:

- The local church pastor and leaders should gather around the minister and anoint him/her with oil and pray a prayer of dedication upon his/her life and ministry. If his/her family (spouse & children) are present, they should also be prayed for.

SECTION 7:

Deacons & Deaconesses



Objective & Rationale

Deacon/Deaconess

Objective

To equip the deacon/ deaconess ministry of the South Carolina Church of God of Prophecy.

Rationale

The following serves as the process for the deacon/ deaconess licensure and ordination for the South Carolina Church of God of Prophecy. It is meant to adequately equip and aid the local ministry of the deacon/ deaconess. The process will prepare, equip, uplift, encourage, and educate all ministry applicants with skills and knowledge (to help make them more effective ministers of the gospel). It is also to be understood that we deeply desire to continue to lean heavily upon the Holy Spirit and His leading among all candidates. He is the One who calls all into the ministry. Our purpose is not to call, but to acknowledge the calling and to (help) equip.

The local church Christian ministry is given by Christ as referenced by Paul to the Ephesians, “and He gave Apostles, Prophets, Evangelists, Pastors/ Teachers to equip his people for works of service, so that the body of Christ may be built up” (Ephesians 4:12), through the preaching of the Word of God and the relational impact of personal discipleship. The deacon/ deaconess is to complement the office of the Bishop and/or Pastor. His/ Her ministry is local rather than trans local.

It is recognized that all who are called to the office of deacon/ deaconess in the local church is required to proceed towards licensure and ordination. The goal is that each prospect meets the Biblical and “General Ministerial Competencies” of the Church of God of Prophecy



General Expectations

Deacon/Deaconess

For All Deacons/Deaconesses (Trial Deacon/Deaconess Included):

- Maintain a regular prayer and devotional life.
- Practice stewardship and accountability principles.
- Tithe regularly and faithfully to the local church.
- Serve as an example.
- Walk in integrity and honesty.
- Practice accountability in all areas of life.
- Attend and participate in Local, Regional/District, and State (when applicable) events.
- Regularly attend worship services.
- When asked by the Pastor, the deacon/deaconess can:
 - Teach and preach the Gospel of Jesus Christ.
 - Conduct business affairs and conferences.
 - Officiate funerals.
- Aid the Local Pastor in Church Sacraments:
 - Baptism
 - The Lord's Supper (Communion)
 - Feet Washing
- **Reporting:**
 - Quarterly to the Local Church
 - Yearly to the State Office
- **Relocation:** When moving to a new location, the eldership status of a deacon would continue but would need reaffirmation from the new congregation after an appropriate time of becoming known by the new local church.

If Pastoring:

- Display pastoral care attributes – gentleness, exhortation, comfort, care for the hurting, prayer and Bible study, provide pastoral shepherding and care, feed the flock of God, etc.
- Prepare and deliver timely, relevant sermons.
- Visit the sick, the homebound, the hospitalized, and those in rest homes.
- Lead the church effectively in evangelism and outreach.
- Work with the local leadership.
- Conduct counseling sessions, funerals, and weddings.
- If a full-time pastor, he/she should perform a minimum of 40 hours per week (including services), except for emergencies and special occasions.



Process for Deacon / Deaconess Licensure & Ordination

1. The trial deacon/deaconess is to be acknowledged (set forth) by the local church in church business conference with Pastoral recommendation.
 - NOTE: The minutes of this conference does NOT have to be submitted to the State Office. The minutes should be recorded into church record.
2. The trail deacon/deaconess is to complete a minimum of one-year apprenticeship.
3. The Trial deacon/deaconess is required to complete the following during his/her internship:
 - Two class from the Foundations: Minister's Development Program²³
 - "The Minister & The Church of God of Prophecy"
 - "The Minister & God's Word"
 - Read The Work of the Deacon & Deaconess by Harold Nichols.²⁴
 - Read the "Child, Youth, and Worker Protection Policy"²⁵
4. After a minimum of one-year apprenticeship and completion of the items state above, the trial deacon/deaconess can be officially recommended for the office of deacon/deaconess in local church business conference.
5. The candidate must complete and submit to the State Office the following forms:
 - Deacon/Deaconess Application²⁶
 - Church Business Conference Minutes for Deacons/Deaconesses²⁷
 - Background Check Application²⁸
6. Upon receiving all required forms listed above, an Ordination Certificate will be prepared by the State Office.
7. An Ordination Service will be scheduled by the Pastor and State Bishop.

²³ The Foundations: Ministerial Development Program is developed and produced by the COGOP International Offices – Leadership Development Department. You can enroll and complete the MDP Program by going to <https://cblcogop.org>. If you have any complications when accessing the MDP online, please contact the South Carolina COGOP State Office for further information on how to access the MDP.

²⁴ Author: Harold Nichols; Work: The Work of the Deacon & Deaconess; Publisher: Judson Press

²⁵ The Child, Youth, & Worker Protection Policy can be found online at <https://s3.amazonaws.com/media.cloversites.com/9c/9c20b93f-1601-40ff-b2a5-4c244286fd4e/documents/ProtectionPolicy-EN.pdf>. This link can be found on the State's website, www.sccogop.org (Click "Resources," then "Documents"). A paper copy can be provided if needed.

²⁶ The "Deacon/Deacon Application" can be found in Section 7, page 44.

²⁷ The "Church Business Conference Minutes for Deacons/Deaconesses" can be found in Section 7, page 44.

²⁸ The "Background Check Application" can be found in Section 4, page 26.



Deacon / Deaconess Application

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ Single _____ Married _____ Divorced _____

If married, name of spouse: _____

When were you converted? _____ Are you sanctified? _____ Holy Ghost? _____

Have you been baptized in water? _____ Yes _____ No

How long have you been a member of the COGOP? _____

Local church at which you are a member: _____

Do you sense a definite call into a ministry of service to the local church? _____ Yes _____ No

Are you willing to work in harmony with the local pastor and be under his/her authority? _____ Yes _____ No

Will you make yourself available to the pastor and the congregation to serve in areas of your giftings?
_____ Yes _____ No

Are you daily in prayer? _____ Yes _____ No

Are you a good steward in tithing and giving? _____ Yes _____ No

Are you willing to be equipped and current in ministry through continued study courses and ministry enrichment opportunities provided by both the Pastor and State Office? _____ Yes _____ No

What is your Foundations Certificate #? _____

Are you willing to stay connected to the Regional Office through annual reporting? _____ Yes _____ No

→ *Over*

Please write in the space below a brief statement of why you would like to serve in ministry as a Deacon / Deaconess.

“As a Deacon / Deaconess, I realize that my life is to be blameless and that I will be expected to exemplify a high level of faithfulness. I therefore commit myself to faithfulness in all areas.”

Signature

Date

LOCAL PASTOR AND CHURCH CLERK ACKNOWLEDGEMENT

NOTE: Applicants for Deacon / Deaconess must serve as a ‘Trial’ Deacon / Deaconess for a minimum of one year and be set forth in a local church conference.

Has this applicant served as a Trial Deacon / Deaconess for a minimum of one year? ____ Yes ____ No

Date of Conference (SET FORTH FOR TRIAL PERIOD): _____

Date of Conference (SET FORTH FOR LICENSURE): _____

Signature of Pastor: _____

Signature of Clerk: _____

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



Deacon / Deaconess Quarterly Report to the Local Church

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____ Check One: (☐) Deacon/Deaconess (☐) Trial Deacon/Deaconess

Name of Church you Attend: _____

Quarter Ending: _____ March _____ June _____ September _____ December

In your personal ministry, how many have been:
_____ Converted _____ Sanctified _____ Received the Holy Ghost

Are you a good example to the Church? _____ YES _____ NO

Do you lead your family in personal worship? _____ YES _____ NO

Are you daily in prayer? _____ YES _____ NO

Are you daily in the Word of God? _____ YES _____ NO

Are you a good steward in tithing and giving? _____ YES _____ NO

Have you participated in: _____ Water Baptism _____ Communion _____ Feet Washing

List any ministry activities completed by you this quarter.

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



Deacon / Deaconess Yearly Report to the State

Are you striving to be a good example for other believers? _____ YES _____ NO

In cooperation with the pastor, do you take an active role in the business of the local church?
_____ YES _____ NO

Do you actively visit? _____ YES _____ NO

Do you maintain an active prayer life? _____ YES _____ NO

Do you have regular family devotions? _____ YES _____ NO

Do you read and study the Scriptures? _____ YES _____ NO

Number of times assisted in or taken part of:
_____ Lord's Supper _____ Feet Washing _____ Water Baptism

Have you been faithful in the stewardship of tithing and giving? _____ YES _____ NO

Do you volunteer time and labor toward physical maintenance of the local church property?
_____ YES _____ NO

What other positions do you hold in local church?
_____ Teacher _____ Care Group Leader _____ Sunday School Superintendent
List any other positions not mentioned above: _____

Accountability: In personal evangelism, how many have been...
_____ Saved
_____ Sanctified
_____ Baptized with the Holy Ghost
_____ Water Baptism

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



CHURCH BUSINESS CONFERENCE MINUTES Trial Deacon / Deaconess

Candidate's Name: _____

Church's Name: _____

Pastor's Name: _____

Clerk's Name: _____

Date of Business Conference: _____

Let it be known that at _____(time) the Church of God of Prophecy, located at _____ (city, state) is now in business conference.

The pastor and the local church listed above have prayerfully considered and do hereby recognize the call of God upon the life of _____ (candidate's name). Having come to this understanding, in full agreement, the local church does hereby recommend him/her for the office of a trail Deacon / Deaconess. The trial deacon/deaconess must serve in the local church for no less than one year before licensure and ordination.

Motioned by: _____

Second by: _____

All in Favor: _____ Yes _____ No

Pastor's Signature

Church Clerk's Signature

Candidate's Signature

NOTE: This form DOES NOT need to be mailed to the State Office.
This form should be filed in the Local Church records.



CHURCH BUSINESS CONFERENCE MINUTES Deacon / Deaconess Licensure

Candidate's Name: _____

Church's Name: _____

Pastor's Name: _____

Clerk's Name: _____

Date of Business Conference: _____

Let it be known that at _____ (time) the Church of God of Prophecy, located at _____ (city, state) is now in business conference.

The pastor and the local church listed above have prayerfully considered and do hereby recognize the call of God upon the life of _____ (candidate's name). Having come to this understanding, in full agreement, the local church does hereby recommend him/her for the office of an Ordained Deacon / Deaconess.

Motioned by: _____

Second by: _____

All in Favor: ____ Yes ____ No

Pastor's Signature

Church Clerk's Signature

Candidate's Signature

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731



SUGGESTED CONFERENCE STATEMENT

(SETTING FORTH A TRIAL DEACON / DEACONESS)

It is a high honor to be able to set forth an individual as a trial deacon / deaconess. Brother/Sister _____ (Name of Candidate) has accepted the call as a trial deacon / deaconess. We at _____ (Church Name) recognize and am excited for the calling upon his/her life. God is still calling men and women to serve in our local church. Today, we have the high honor to set forth our brother/sister. Before we officially set forth our brother/sister I would like to first explain the general expectations of a trial deacon / deaconess to our brother/sister and to our congregation.

The general expectations of serving as a trial deacon / deaconess are as follows:

- Serve at least one year as a trial deacon/deaconess before advancing to licensure and ordination.
- Maintain a regular prayer and devotional life.
- Practice stewardship and accountability principles.
- Tithe regularly and faithfully to the local church.
- Serve as an example.
- Walk in integrity and honesty.
- Practice accountability in all areas of life.
- Attend and participate in Local, Regional/District, and State (when applicable) events.
- Regularly attend worship services.
- **Aid the Local Pastor in Church Sacraments:**
 - Baptism
 - The Lord's Supper (Communion)
 - Feet Washing
- **Reporting:**
 - Quarterly to the Local Church
 - Yearly to the State Office

Brother/Sister _____ (Name of Candidate), as you serve the one-year trail period, you must also complete further requirements before you can become licensed and ordained. You will need to complete the following: "The Minister & The Church of God of Prophecy" & "The Minister & God's Word" as found in the *Foundations: Minister's Development Program*. You are also asked to read the *Child, Youth, & Worker Protection Policy*; as well as, read The Work of the Deacon & Deaconess by Harold Nichols. The information and explanation concerning the trial period's requirements can be found in the *South Carolina Ministerial Certification & Licensure Manual*.

At this time, we will transition to the business of setting you forth as a trial deacon / deaconess.

I have observed our brother's/sister's love and devotion for Christ. I feel that he/she is ready to take this next step. He/She has shown great love and devotion to the Lord and this local congregation. However, we acknowledge the depth of a congregation's responsibility to acknowledge the calling of the trial deacon / deaconess.

With that being said, is there anyone here today that object or find fault with our candidate?

With everyone in agreement, we will now proceed.

After prayerful consideration, we _____ (Church Name) do hereby recognize the call of God upon the life of _____ (Candidate's Name).

Having come to this understanding, in full agreement, who makes a motion to set forth _____ (Candidate's Name) as a trial deacon / deaconess in our local church? (Pause for a member to make the motion).

Who seconds the motion? (Pause for a member to second the motion).

Any in opposition?
All in favor say "I."

We will consider the motion passed. We welcome brother/sister _____ (Candidate's Name) as a trial deacon / deaconess in our local church.

Suggested:

- The local church pastor and leaders should gather around the new trial deacon / deaconess and anoint him/her with oil and pray a prayer of dedication upon his/her life and ministry. If his/her family (spouse & children) are present, they should also be prayed for.
- The local church is encouraged to come around and welcome the new trial deacon / deaconess into his/her new work.



SUGGESTED CONFERENCE STATEMENT

(SETTING FORTH A DEACON / DEACONESS FOR
LICENSURE & ORDINATION)

It is a high honor to be able to set forth an individual into the local church office of deacon / deaconess. Brother/Sister _____ (Name of Candidate) has accepted the call into the office of deacon / deaconess. We at _____ (Church Name) recognize and am excited for the calling upon his/her life. God is still calling men and women to serve in our local church. Today, we have the high honor to set forth our brother/sister. Before we officially set forth our brother/sister I would like to first explain the general expectations of a deacon / deaconess to our brother/sister and to our congregation.

The general expectations of serving as a deacon / deaconess are as follows:

- Maintain a regular prayer and devotional life.
- Practice stewardship and accountability principles.
- Tithe regularly and faithfully to the local church.
- Serve as an example.
- Walk in integrity and honesty.
- Practice accountability in all areas of life.
- Attend and participate in Local, Regional/District, and State (when applicable) events.
- Regularly attend worship services.
- **Aid the Local Pastor in Church Sacraments:**
 - Baptism
 - The Lord's Supper (Communion)
 - Feet Washing
- **Reporting:**
 - Quarterly to the Local Church
 - Yearly to the State Office

Brother/Sister _____ (Name of Candidate), has completed all of the requirements of the South Carolina Church of God of Prophecy. They have successfully completed the two classes, "The Minister & The Church of God of Prophecy" and "The Minister & God's Word" as found in the Foundations: Minister's Development Program. He/She has also read *The Child, Youth, and Worker Protection Policy*; as well as The Work of the Deacon & Deaconess by Harold Nichols. The information and explanation concerning these requirements can be found in the *South Carolina Ministerial Certification & Licensure Manual*.

At this time, we will transition to the business of setting you forth as a deacon / deaconess.

I have observed our brother's/sister's love and devotion for Christ. I feel that he/she is ready to take this next step. He/She has shown great love and devotion to the Lord and this local congregation. However, we acknowledge the depth of a congregation's responsibility to acknowledge the calling of a deacon / deaconess.

With that being said, is there anyone here today that object or find fault with our candidate?

With everyone in agreement, we will now proceed.

After prayerful consideration, we _____ (Church Name) do hereby recognize the call of God upon the life of _____ (Candidate's Name).

Having come to this understanding, in full agreement, who makes a motion to set forth _____ (Candidate's Name) to become a licensed and ordained deacon / deaconess in our local church? (Pause for a member to make the motion).

Who seconds the motion? (Pause for a member to second the motion).

Any in opposition?

All in favor say "I."

We will consider the motion passed. We welcome brother/sister _____ (Candidate's Name) as a deacon / deaconess in our local church. We will mail the "Church Business Conference Endorsement Form for Setting Forth a Deacon/Deaconess" and the Deacon/Deaconess Application to our State Office. Once they receive all these documents, the State Overseer will contact me (the Pastor / Congregational Leader) and a date will be set for us to present you with your Deacon/Deaconess license and for your ordination. We are looking forward to that service. Again, we congratulate you on your calling and your willingness to walk worthy in the office of deacon/deaconess.

Suggested:

- The local church pastor and leaders should gather around the new deacon / deaconess and anoint him/her with oil and pray a prayer of dedication upon his/her life and ministry. If his/her family (spouse & children) are present, they should also be prayed for.
- The local church is encouraged to come around and welcome the new deacon / deaconess into his/her new work.

APPENDIXES

APPENDIX A:
MINISTERIAL REVIEW BOARD
POSITION DIRECTIVE



MINISTERIAL REVIEW BOARD POSITION DIRECTIVE

The Ministerial Review Board (MRB) for the South Carolina Church of God of Prophecy is responsible for the review of each ministerial candidate. The MRB evaluates candidates with various backgrounds, socio-economic status, and experience. The MRB is to efficiently and effectively identify the candidates that have a calling from God and are best suited for licensure, and direct them accordingly. The following serves as a position directive for the Ministerial Review Board.

The Ministerial Review Board evaluates the following candidates for licensure:

- Ministerial Candidates
 - Lay Ministers seeking Ministerial Licensure
 - Transitioning Ministers from other organizations / denominations
- Bishop Candidates
 - Licensed Ministers that have been recommended by the State Bishop for Bishop's Licensure

EXPECTATIONS:

- Endorse and maintain the *South Carolina Ministerial Certification and Licensure Manual*.
- Evaluate yearly the *South Carolina Ministerial Certification and Licensure Manual* and revise as needed.
- Attend, dress appropriately, and arrive in a timely manner for each review meeting.
- Evaluate each candidate fairly and without partiality.
- Prepare adequately for each review meeting.
- Prepare adequate and relevant questions for the candidate.
- Prepare adequate and relevant advice / comments for the candidate.
- Actively participate in the review of each candidate.
- Uphold moral and ethical standards in public and private life.
- Mentor the assigned candidates (Lay Minister).
 - Be effective and consistent while mentoring.
 - Maintain a professional relationship with mentee, board members, and State Office.
- When applicable, aid the State Bishop when the following matters arise:
 - A transitioning minister from another organization / denomination
 - A minister that requires disciplinary action

The *Ministerial Review Board Position Directive* serves as a guide to all board members. Further information concerning the Ministerial Review Board can be found in the *South Carolina Ministerial Certification and Licensure Manual*.

APPENDIX B: MINISTERIAL MENTORING PROGRAM



MINISTERIAL MENTORING PROGRAM

PURPOSE

This Ministerial Mentoring Program was created to ensure mentors know the expectations and develop a plan to help the mentee (ministerial candidate) to progress efficiently and effectively towards Ministerial Licensure. Additionally, this will create a series of identifiable benchmarks and goals to work towards and evaluate progress.

SECTION 1: BASIC INFORMATION

Mentee Information:

Full Name
Physical Address
Mailing Address
Preferred Email
Preferred Phone
Age
Church's Name
Pastor's Name

Expectations:

Mentoring is needed among the ministry. It is vital that the elders of the church pass on learned skills and actions that would be beneficial to a future minister. The following are the expectations of the Mentoring Program.

- Contact the ministerial candidate consistently
 - At least 3 contacts during the Internship.
 - At least 1 contact should be in video format (i.e., ZOOM, TEAMS, etc.).
 - More than 3 contacts are encouraged, but not required.
- Pray for the mentee consistently
- If the mentee contacts the mentor, the mentor should be faithful to respond in a timely manner.
- If the mentee needs further equipping for ministry beyond the current process, the mentor should be prepared to make suggestions to further aid the mentee (i.e., books, classes, schools, etc.).
- Upon completion of the internship, the mentor is required to provide the SC State Office with a signed copy of this Ministerial Mentoring Accountability Form.
- The mentor should familiarize himself/herself with the Ministerial Process for Certification & Licensure document. If the mentee needs further explanation, the mentor should be a resource on the process for licensure.
- Upon completion of the internship, the mentor will provide the mentee's pastor/church with a letter from him/her that should be read to the congregation during the business conference, as which time the mentee would be "set forth" into licensed ministry.

SECTION 2: MENTORING PLAN/CHART:

NOTE: Use the back of the paper, if more information/meetings have taken place.

Date of Contact	Type of Contact (Phone, Email, Visit, ZOOM, etc.)	What was discussed? (Brief Explanation)	Future Plan: What can/will the next meeting consist of?

SECTION 3: CAREER DEVELOPMENT

The mentoring program is designed to help the mentee step into the role of Licensed Minister as prepared as possible. During this time, the development of the mentee should be evident. As the mentee develops during his/her mentoring stage, the mentor is asked to answer the following questions concerning the mentee.

CURRENT QUESTIONS:

1. Is the mentee confident in his/her calling?
2. Is the mentee confident in his/her skills?
3. Is the mentee consistent in his/her devotion (prayer, fasting, study)?
4. Has the mentee been faithful to the mentoring program?
5. Was the mentee engaged during the times of contact?

QUESTIONS FOR FURTHER DEVELOPMENT:

1. Does the mentee desire Pastoral or Evangelistic Ministry?
2. Does the mentee appear to have adequate social skills for the ministry?
3. Does the mentee appear to have adequate emotional skills for the ministry?
4. Would you recommend the mentee for licensed ministry?
5. Would you recommend the mentee to become a Pastor to a congregation?

FURTHER COMMENTS: _____

MINISTERIAL MENTORING PROGRAM ACKNOWLEDGEMENT

I, _____, have successfully fulfilled the expectations of the Ministerial Mentoring Program. It was an honor to mentor _____. Upon signing this acknowledgement, I agree that I have completed the listed actions in the Mentoring Chart and have answered the Career Development questions.

Mentor Signature

Date

Mail to: South Carolina Church of God of Prophecy
PO Box 820
Rock Hill, SC 29731

APPENDIX C: CANDIDATE EVALUATION FORM



CANDIDATE EVALUATION FORM

Candidate's Name: _____

Date: _____

The Ministerial Review Board is responsible with evaluating each ministerial candidate. Each candidate has various gifts, strengths, and weakness. The evaluation form serves as a baseline for evaluating each candidate in a fair and reasonable way. Below are the criteria that are to be considered when evaluating each candidate.

EVALUATION SCALE: 5 = FE (Far Exceeds), 4 = EX (Exceeds Expectations), 3 = ME (Meets Expectations), 2 = DR (Development Required), and 1 = IR (Improvement Required).

Criteria	5 FE	4 EX	3 ME	2 DR	1 IR	Comments
Introduction: Was the candidate clear and informative? Did he/she capture your attention?						
Review Questions: Did the candidate focus on the topic being asked? Was his/her answer relevant?						
Vision: Does the candidate have a vision for his/her ministry? If so, was it articulated well?						
Candidate's Knowledge: Did the candidate exemplify adequate knowledge of the Bible?						
Attire: Was the candidate's attire (dress) professional?						
Body Language: Did the candidate demonstrate proper expressions, made eye contact, and seem composed?						
Speech: Did the candidate show good inflection and proper pronunciation?						
Conclusion: Did the review meeting end on a good note? Was the candidate engaged until the end?						

What were the candidate's strengths? _____

What were the candidate's weaknesses? _____

What are some improvements that the candidate can make to better himself/herself for the ministry?

Did you receive efficient information about the candidate before the review board meeting?

____ YES ____ NO

ENDORSEMENT

Do you endorse the candidate for (____) Ministerial / (____) Bishop Licensure? (Check which licensure applies.)

____ YES ____ NO

If the candidate was approved for Ministerial Licensure, do you recommend to the State Bishop that the candidate fulfill the office of Pastor in a local church?

____ YES ____ NO COMMENTS: _____

After review, I acknowledge that my evaluation was fair and without partiality. My endorsement above is a clear reflection of my review of the candidate.

Review Bord Member's Signature

APPENDIX D: STATE OFFICE CHECKLISTS



Checklist

Lay Minister Certification

The following information is the needed forms and items for an aspiring minister to become a Lay Minister in the South Carolina Church of God of Prophecy. This document serves to aid the State Office in ensuring that the aspiring minister has submitted all required items needed in order to become a Lay Minister.

- ☐ Lay Minister's Application
 - ☐ Church Business Conference Minutes for Setting Forth a Lay Minister
-

Received By: _____

Date Received: _____

Lay Minister Application Approved: ____ YES ____ NO

Lay Minister Certificate Approval Date: _____

Lay Minister Certificate Mailed to Pastor: _____
(Pastor's Name)

Date of Lay Minister Certificate Mailed to Pastor: _____

Signature of State Bishop: _____

Date Signed: _____



Checklist Ministerial Licensure

The following information is the needed forms and items for an aspiring minister to become a Licensed Minister in the South Carolina Church of God of Prophecy. This document serves to aid the State Office in ensuring that the aspiring minister has submitted all required items needed in order to become a Licensed Minister.

- ☐ Completed at LEAST One Year of Internship (after becoming a Lay Minister)
- ☐ The Foundations: MDP
- ☐ Philosophy of Ministry
- ☐ The Bible Assessment
- ☐ Read: Child, Youth, Worker Protection Policy
- ☐ Internship Accountability Form
- ☐ Pastoral Evaluation Form
- ☐ Church & Pastor Endorsement Form
- ☐ Background Check Application
- ☐ Ministerial License Application
- ☐ BIO & PIC for Review Board

Review Board Meeting Date: _____

State Bishop & Review Board Approval: ____ YES ____ NO ____ FURTHER ACTION REQUIRED

If "FURTHER ACTION REQUIRED" is checked, please explain below:

Signature of State Bishop: _____

Date Signed: _____



Checklist Deacon/Deaconess Licensure & Ordination

The following information is the needed forms and items for a deacon/deaconess candidate to become a Licensed and Ordained Deacon/Deaconess in the South Carolina Church of God of Prophecy. This document serves to aid the State Office in ensuring that the aspiring minister has submitted all required items needed in order to become a Licensed Minister.

- ☐ Set Forth as a Trial Deacon/Deaconess (At least one-year prior to becoming Licensed & Ordained)
- ☐ Completed at LEAST One Year of Internship
- ☐ The Foundations: MDP Classes:
 - ☐ The Minister & God's Word
 - ☐ The Minister & the Church of God of Prophecy
- ☐ Read: The Work of the Deacon & Deaconess by Harold Nichols.
- ☐ Read: Child, Youth, and Worker Protection Policy
- ☐ Background Check Application
- ☐ Deacon / Deaconess Application
- ☐ Church Business Conference Minutes for Setting Forth a Deacon/Deaconess for Licensure

Review Board Meeting Date: _____

State Bishop & Review Board Approval: ____ YES ____ NO ____ FURTHER ACTION REQUIRED

If "FURTHER ACTION REQUIRED" is checked, please explain below:

Signature of State Bishop: _____

Date Signed: _____