

# *Cornerstone*

*Conference and Resource Center*

## **Ministerial Credentials Application Handbook**

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Conference Superintendent

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**Equipping for Excellence in Ministry!**

Dear Friend,

I am sure you are humbled to believe that our Wonderful Lord would place His special call on your life to be a part of building His Kingdom. We are honored that you are pursuing ministry in the Cornerstone Conference of the International Pentecostal Holiness Church.

The Cornerstone Conference is a fellowship of ministers and local churches dedicated to providing a network of encouragement, accountability, resources, and equipping for excellence in ministry. Our desire is to be Biblical and relevant to the needs of our constituency as we strive together to fulfill the great commission in the power of the Holy Spirit.

The following pages will describe the process of applying for credentials as well as participation in our training program for new ministers. You will find all the forms you need to get started on this journey to ministry.

My prayer for you and your family is that you will find and follow God's wonderful plan for your life and ministry. May you sense His presence as you prepare for this highest of callings.

Sincerely,

Thomas H. McGhee,  
Conference Superintendent

Warmest Christian greetings!

On behalf of the Ministerial Credentialing Board I want to welcome you to the credentialing phase of your ministerial pursuit. You have responded to a high and holy calling. It is a call that requires careful preparation. We look forward to the opportunity of assisting you along this journey.

Please allow me to share with you what needs to take place as you go through this application process:

- You should secure a copy of each of the following: (1) The Biblical Ministries Institute (BMI) Handbook, (2) Ministerial Credentials Application Information packet.
- A Biblical Ministries Institute Application (pg. 2 of Biblical Ministries Institute Handbook) must be completed & forwarded to the conference office along with the one-time registration fee (for active students) of \$25.
- Upon completion of the BMI application you should immediately begin completion of the Ministerial Credentialing Application process. Once you have completed the “Ministerial Application,” (pgs. 15-19) please forward it and \$25.00 background check fee to the conference office. This will officially begin your application process.
- Follow the instructions on the “Instruction Form” (pg. 3) to complete the application process. No application will be considered complete until all required material is received in the conference office. You may use the enclosed Checklist (pg. 4) to chart your progress.
- Guidelines for studies will be outlined to help you complete the program in a timely manner. (i.e. books, readings, tests, BMI classes, mentoring program, etc.)

If you have any questions or need further assistance, please call me at (1-877-367-9622, ext. 28 or 656-7936 for local calls). Please know that we are here to assist and serve you in any way possible.

Thank you for your interest in responding to His call upon your life and ministry. May His rich blessings attend your journey.

Sincerely,

Doyle G. Marley, Chairman  
Ministerial Credentialing Board

# **INSTRUCTION FORM**

## **Application Process**

1. Complete the Biblical Ministries Institute Application (pg. 2 of *Biblical Ministries Institute Handbook*) and forward to the conference office along with the one-time registration fee (for active students) of \$25.
2. Complete the “Ministerial Application Form” (pgs. 15-19 of the *Ministerial Credentials Application* packet) and return it to the conference office. Note: Please be sure pg 19 of application has been signed and notarized.
3. Please note that a formal academic degree is not required for membership in the Cornerstone Conference. You should, however, send transcripts of any and all formal academic work completed (or in progress) that you feel may have a bearing on your qualifications as an applicant for ministerial credentials. Please provide a catalog, if available, from the given institution(s) for course descriptions.
4. Secure & forward to the conference office a credit background check. You must also include copies of your social security card, current drivers license, and a copy of your tithing record for the past year.
5. Complete and sign the “Criminal Background Check” Authorization and Release Form (page 20) and return to the conference office with \$25.00 background check fee. Note: NO outside background checks will be accepted.
6. The Ministerial Credentials Recommendation Letter (pg. 21) will need to be completed & signed by your pastor & local church secretary and sent to the conference office.
7. Please read & study the Articles of Faith (pg. 22-23) & the Covenant of Commitment (pgs. 23-27) of the IPHC contained in this material.
8. Read & sign the “Financial Requirements Form” and forward a copy to the conference office (pg. 28).
9. “Recommendation/Evaluation Form – Ministerial Candidate” (pages 29-32 of the MCP ). You will need to make 3 copies of these 4 pages. On each form you must either waive your right to examine, or reserve your right to examine the form, and sign on the line provided under the statement. Send one form to your local pastor, another to a businessman/employer, and another to a person of your choice, not related to you by family. Each of those persons will mail the evaluation directly to this office. (*We would recommend that you include a self-addressed stamped envelop with each form.*)
10. If you have experienced a divorce, please send a copy of your divorce decree to this office. (*You may also send a written explanation if you feel more information would be helpful to us in evaluating your situation.*)
11. Schedule an initial interview with the Chairmen of the Ministerial Credentialing Board (Rev. Doyle G. Marley), and Biblical Ministries Institute (Rev. Garry Yeatts). (Your MCP application needs to be completed before this interview can be scheduled. You will be notified when we set a date for this interview.)
12. Hispanic ministerial candidates, who have not obtained legal status, may be granted a Local Church Minister’s Certificate with a signed agreement of the applicant that they actively working toward legal status. Legal status is necessary for further advancement in credentialing and ordination (pg. 33).

# **CHECKLIST**

## **Ministerial Credentials Program**

- ( ) Biblical Ministries Institute Application (pg 2 of the Biblical Ministries Institute Handbook) and \$25.00 fee mailed to conference office
- ( ) Ministerial Application mailed to conference office (recent photo attached)
  - ( ) Copy of social security card attached
  - ( ) Copy of current drivers license attached
  - ( ) Copy of tithing record for past year attached
  - ( ) Written response to last question, page 19 (question #28)
- ( ) Transcript(s) requested & sent to conference office
- ( ) Credit report mailed to conference office
- ( ) “Criminal background history” Authorization & Release form (pg. 20) signed & mailed to conference office with \$25.00 background check fee.
- ( ) “Ministerial Credentials Recommendation Letter” (pg. 21) completed & signed by pastor & local church secretary.
- ( ) I have read & studied the Articles of Faith & the Covenant of Commitment of the IPHC (pgs. 22-27)
- ( ) Financial Requirements Form (pg. 28) signed & mailed to conference office
- ( ) Divorce decree mailed to conference office (if applicable)
- ( ) Evaluation Forms (\*pgs. 29-32) sent to: ( ) Pastor ( ) Businessman ( ) Other  
(\* Will need 3 sets of these pages, one set for each of the above individuals.)
- ( ) Hispanic Ministerial Candidates Acknowledgement (those without legal status) (pg. 33)
- ( ) Initial interview with Chairmen of the Ministerial Credentialing Board & Biblical Ministries Institute scheduled

\*\*\* Mail all required materials listed above to:      Cornerstone Conference  
P.O. Box 150  
Browns Summit, N.C. 27214

## **MINISTERIAL CREDENTIALING PROCESS**

### **Step 1**

Secure a **Biblical Ministries Institute Handbook**. The Biblical Ministries Institute Application (pg. 2 of the BMI Handbook) should be completed and returned to the conference office along with the one time fee (if student remains ACTIVE) of \$25.00. The Ministerial Credentials Program (MCP) must be completed through the Biblical Ministries Institute (BMI). BMI offers training, August – May, through regularly scheduled classes and independent study.

### **Step 2**

Complete Ministerial Credentialing Application Packet with all requested forms, photo, etc. and mail to the conference office. (NOTE: It is extremely important that you follow through with this step early as the credentialing process begins with the completion of this packet. *The necessary interviews that are a part of the credentialing process can not begin until this packet is complete.*)

### **Step 3**

Upon receipt of completed applications, an entry-level interview with the chairmen of the Ministerial Credentialing Board and Biblical Ministries Institute will be scheduled.

### **Step 4**

The candidate will then be interviewed by the Ministerial Credentialing Board for recommendation regarding license or ordination.

### **Step 5**

Based on a recommendation from the Ministerial Credentialing Board, the candidate will then be interviewed by the Conference Executive Council who will make a final determination regarding credentials.

### **Please note:**

The Conference Executive Council adopted the following standards:

1. *“That no candidates be considered for church assignment until they have completed at minimum the Local Church Minister’s Certificate and have made a signed commitment to complete the ordination process within four years.”*
2. *“That all pastors must complete the credentialing process for ordination in the Cornerstone Conference within a five-year period from the time of their assignment. Failure to do so will disqualify them for any future pastoral assignment until requirements have been met. This five year period begins effective August 1, 2004, or the date of their first pastoral assignment, whichever is later.”*

**\*\*\* Please note that the following language is taken directly from the Manual of the IPHC**

## **Article IV. Clergy**

**A. The International Pentecostal Holiness Church, through Conferences, issues the following clergy credentials:**

1. Local Church Minister's Certificate
2. Minister's License, Minister of Discipleship Ministries License, Minister of Music License
3. Certificate of Ordination

**B. Local Church Minister's Certificate**

1. Overview

The Conference Executive Council shall have the authority to grant or revoke Local Church Minister's Certificate. The presentation of the Local Church Minister's Certificate may be delegated to the local church.

2. In order to be eligible for Local Church's Minister's Certificate, a candidate must:

- a. Subscribe to and demonstrate character consistent with the International Pentecostal Holiness Church Articles of Faith and Covenant of Commitment.

- b. Be a member of a local church and be recommended by that local church. This recommendation must be in writing and signed by the Senior Pastor and church secretary.

- c. Be certain of a definite call to Christian work.

- d. Complete the prescribed study program.

- e. Be approved by a Conference-approved screening/interview committee after the committee has conducted a credit check and a criminal background check.

- f. Pastors under whom Local Church Ministers serve shall notify the Conference Superintendent in writing when such ministers no longer meet the qualifications of their certificate. The Senior Pastor shall annually affirm in writing to the Superintendent the standing of the Local Church Minister.

- g. Any Local Church Minister not serving under an International Pentecostal Holiness Church Senior Pastor shall report directly to the Conference Superintendent.

### 3. Authority and Duties

- a. Local Church Ministers are amenable to the local church where they hold their membership and shall tithe their income to the local church treasury.
- b. Any person with a Local Church Minister's Certificate who is serving as a Senior Pastor shall be amenable to that respective Conference, shall follow the tithing and reporting requirements that apply to a licensed minister, and shall be granted a vote in Conference sessions.

### 4. Prescribed Study Program

a. The training requirements for the Local Church Minister's Certificate, as specified in the Ministerial Credentials Program established by the Council of Bishops, may be satisfied through:

1) The International Pentecostal Holiness Church Ministerial Credentials Program course of study. This course of study may be completed through:

a) A Conference-administered International Pentecostal Holiness Church Ministerial Credentials Program, or

b) A Conference-administered Equipping the Saints (ETS) Basic Level program which incorporates the International Pentecostal Holiness Church Ministerial Credentials Program, or

c) A local church ETS Basic Level program which incorporates the International Pentecostal Holiness Church Ministerial Credentials Program and is recognized by the Conference, or

2) A prescribed course of study in a Pentecostal Holiness college or its equivalent in another church related college (if the course of study does not include the study of the *International Pentecostal Holiness Church Manual*, IPHC Doctrine, or IPHC History, the candidate is required to complete the Ministerial Credentials Program courses covering these topics), or

3) For transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options, in addition to the courses in the Ministerial Credentials Program covering the *International Pentecostal Holiness Church Manual*, IPHC Doctrine, and IPHC History.

b. The Director of Clergy Development shall provide a standard list of questions. This list of questions shall be sent to every Conference, and all Conference credentials committees shall be requested to ask these questions in an oral interview with every candidate for Local Church Minister's Certificate.

## C. Minister's License

### 1. Overview

- a. There are three forms of Minister's License
  - 1) Minister's License

## 2) Minister of Discipleship Ministries License

## 3) Minister of Music License

b. For those pursuing pastoral/evangelistic ministry, the Minister's License is the entry-level credential for the purpose of training and maturing as a minister. For those with a ministry focus of discipleship ministries or music, the Minister of Discipleship Ministries License and the Minister of Music License are the credentials that recognize their ministry specialty.

c. The Conference in Conference session shall have the authority to grant the Minister's License. The Conference Executive Council may grant a ministerial license under special circumstances.

2. In order to be eligible for a Minister's License, a candidate must:

a. Subscribe to and demonstrate character consistent with the International Pentecostal Holiness Church Articles of Faith and Covenant of Commitment.

b. Be a member of a local church and be recommended by that local church. This recommendation must be in writing and signed by the Senior Pastor and church secretary.

c. Be certain of a definite call to ministry and leadership according to Ephesians 4:11.

d. Complete the prescribed study program.

e. Be approved by a Conference-approved screening/interview committee after the committee has conducted a credit check and a criminal background check.

## 3. Authority and Duties

a. It shall be the duty of Licensed Ministers to participate in all phases of the church program – General, Conference, and local.

b. All Licensed Ministers are amenable to the Conference and Conference Executive Council.

c. Licensed Ministers not serving as officials or pastors should use their spiritual gifts and ministries to help build the church.

d. Licensed Ministers are required to attend the Annual Conference Session of the Conference. Those who are unable to attend shall submit an acceptable written explanation of their absence to the Conference Superintendent. Those failing to do so for two (2) consecutive conferences shall forfeit their Minister's License.

e. Licensed Ministers are expected to attend Conference sponsored activities.

f. Licensed Ministers are expected to preach God's Word consistently with their calling and credentials.

g. Licensed Ministers must maintain ministerial activity to retain credentials.

h. Since tithing is the biblical basis for the financial guidelines of the church (Genesis 14:20; Malachi 3:8- 11; Matthew 23:23), clergy are to serve as leaders and role models for the church in tithing. This includes retired clergy. To do so, they must pay full tithe (10 percent of all income) into the storehouse. The “storehouse” for the minister is the Conference treasury (just as the “storehouse” for the church member is the local church treasury). In light of this position, all clergy are required to give a full tithe monthly into the Conference treasury, or the General treasury, according to their membership status, and to report monthly on forms provided. Licensed Ministers are expected to tithe monthly to their Conferences on all income from both ministerial and secular sources. Income for these purposes includes but is not limited to salary, housing allowance, utilities paid by a church, and honoraria.

The Licensed Minister who does not tithe shall be dealt with in the following manner:

1) If a Licensed Minister has not reported and given the tithe for three (3) months, he shall be required to meet with the Conference Executive Council.

2) In the event he does not meet with the Conference Executive Council when requested or does not make satisfactory amends, he shall forfeit his Minister’s License.

3) Any Licensed Minister forfeiting his Minister’s License in one Conference for failure to tithe shall not be considered for license in any other Conference until he has been reconciled to the Conference in which he forfeited his credentials.

i. Appropriate ministerial ethics and courtesy shall be observed when a Licensed Minister is invited to perform ministry in the church of another pastor.

j. Licensed Ministers other than the Senior Pastor are not to become involved in the official business of the local church. When Licensed Ministers participate in the ministries of the local church, participation shall be in full cooperation with the Senior Pastor, and they shall be amenable to the Senior Pastor.

k. Licensed Ministers may conduct marriage ceremonies in accordance with the teaching of the Scriptures and state laws.

l. All Licensed Ministers must participate annually in a continuing education program provided or approved by the General Conference or Conference (2 Timothy 2:15). Any minister failing to meet this requirement will forfeit his credentials. This excludes retired clergy.

m. When possible, retired Licensed Ministers are to continue their ministries through evangelization, church planting, interim pastorates, Sunday school teaching, visitation, etc. To enhance their ministries, Conference Superintendents and Senior Pastors shall call on the expertise and knowledge of retired clergy.

#### 4. Prescribed Study Program

a. The training requirements for the Minister’s License, as specified in the Ministerial Credentials Program established by the Council of Bishops, may be satisfied through:

1) The International Pentecostal Holiness Church Ministerial Credentials Program course of study for the Minister's License. This course of study may be completed through:

a) A Conference-administered School of Ministry meeting the course requirements of the Ministerial Credentials Program, or

b) A Conference-administered self-study program meeting the course requirements of the International Pentecostal Holiness Church Ministerial Credentials Program, or

2) A prescribed course of study in a Pentecostal Holiness college or its equivalent in another church related college (if the course of study does not include the study of the *International Pentecostal Holiness Church Manual*, IPHC Doctrine, or IPHC History, the candidate is required to complete the Ministerial Credentials Program courses covering these topics), or

3) For transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options, in addition to the courses in the Ministerial Credentials Program covering the *International Pentecostal Holiness Church Manual*, IPHC Doctrine, and IPHC History.

b. The Director of Clergy Development shall provide a standard list of questions. This list of questions shall be sent to every Conference, and all Conference credentials committees shall be requested to ask these questions in an oral interview with every candidate for Minister's License.

## 5. Other Provisions

a. Licensed Ministers are required to maintain their nominal membership in an International Pentecostal Holiness Church Member Church. If a Licensed Minister ceases to be a credentialed minister of the International Pentecostal Holiness Church, he shall become a regular member of the local church in which he holds nominal membership.

b. Licensed Ministers pursuing pastoral/evangelistic ministry are encouraged to seek ordination. Other Licensed Ministers (Ministers of Discipleship Ministries and Ministers of Music) may or may not choose to be ordained.

c. Licensed Ministers shall be eligible to participate in all Conference benefits in the Conference in which they have been issued a Minister's License.

d. Conferences may be allowed to charge an application fee for credentials and a card to be issued.

e. A Conference may rebate to local churches a part of the tithe paid by full-time Licensed Ministers serving them as Associate Pastors.

## **D. Certificate of Ordination**

### 1. Overview

a. The Certificate of Ordination is the highest clergy credential issued by the International Pentecostal Holiness Church.

b. The Conference in Conference session shall have the authority to grant the Certificate of Ordination. The Conference Executive Council may grant a Certificate of Ordination under special circumstances.

2. In order to be eligible for a Certificate of Ordination, a candidate must:

a. Have been a Licensed Minister for at least two years. (The Conference Executive Council may waive this requirement in exceptional circumstances with the approval of the General Superintendent.)

b. Subscribe to and demonstrate character consistent with the International Pentecostal Holiness Church Articles of Faith and Covenant of Commitment.

c. Be a member of a local church and be recommended by that local church. This recommendation must be in writing and signed by the Senior Pastor and church secretary.

d. Be certain of a definite call to ministry and leadership according to Ephesians 4:11.

e. Complete the prescribed study program.

f. Be approved by a Conference-approved screening/interview committee after the committee has conducted a credit check and a criminal background check.

3. Authority and Duties

a. It shall be the duty of Ordained Ministers to participate in all phases of the church program – General, Conference, and local.

b. All Ordained Ministers are amenable to the Conference and Conference Executive Council.

c. Ordained Ministers not serving as officials or Senior Pastors should use their spiritual gifts and ministries to help build the church.

d. Ordained Ministers are required to attend the Annual Conference Session of the Conference. Those who are unable to attend shall submit an acceptable written explanation of their absence to the Conference Superintendent. Those failing to do so for two (2) consecutive conferences shall forfeit their Certificate of Ordination.

e. Ordained Ministers are expected to attend Conference sponsored activities.

f. Ordained Ministers are expected to preach God's Word consistently with their calling and credentials.

g. Ordained Ministers must maintain ministerial activity to retain credentials.

h. Since tithing is the biblical basis for the financial guidelines of the church (Genesis 14:20; Malachi 3:8- 11; Matthew 23:23), clergy are to serve as leaders and role models for the church in tithing. This includes retired clergy. To do so, they must pay full tithing (10 percent of all income) into the storehouse. The "storehouse" for the minister is the Conference treasury (just as the "storehouse" for the church member is the local church treasury). In light of this position, all clergy are required to give

a full tithe monthly into the Conference treasury, or the General treasury, according to their membership status, and to report monthly on forms provided. Ordained Ministers are expected to tithe monthly to their Conferences on all income from both ministerial and secular sources. Income for these purposes includes, but is not limited to, salary, housing allowance, utilities paid by a church, and honoraria.

The Ordained Minister who does not tithe shall be dealt with in the following manner:

- 1) If an Ordained Minister has not reported and given the tithe for three (3) months, he shall be required to meet with the Conference Executive Council.
- 2) In the event he does not meet with the Conference Executive Council when requested or does not make satisfactory amends, he shall forfeit his Certificate of Ordination.
- 3) Any Ordained Minister forfeiting his Certificate of Ordination in one Conference for failure to tithe shall not be considered for ordination in any other Conference until he has been reconciled to the Conference in which he forfeited his credentials.
  - i. Appropriate ministerial ethics and courtesy shall be observed when an Ordained Minister is invited to perform ministry in the church of another pastor.
  - j. Ordained Ministers other than the Senior Pastor are not to become involved in the official business of the local church. When Ordained Ministers participate in the ministries of the local church, participation shall be in full cooperation with the Senior Pastor, and they shall be amenable to the Senior Pastor.
  - k. Ordained Ministers may conduct marriage ceremonies in accordance with the teaching of the Scriptures and state laws.
  - l. All Ordained Ministers must participate annually in a continuing education program provided or approved by the General Conference or Conference (2 Timothy 2:15). Any minister failing to meet this requirement will forfeit his credentials. This excludes retired clergy.
  - m. When possible, retired Ordained Ministers are to continue their ministries through evangelization, church planting, interim pastorates, Sunday school teaching, visitation, etc. To enhance their ministries, Conference Superintendents and Senior Pastors shall call on the expertise and knowledge of retired clergy.

#### 4. Prescribed Study Program

a. The training requirements for the Certificate of Ordination, as specified in the Ministerial Credentials Program established by the Council of Bishops, may be satisfied through:

1) The International Pentecostal Holiness Church Ministerial Credentials Program course of study for the Certificate of Ordination. This course of study may be completed through:

a) A Conference-administered School of Ministry meeting the course requirements of the Ministerial Credentials Program, or

b) A Conference-administered self-study program meeting the course requirements of the International Pentecostal Holiness Church Ministerial Credentials Program, or

2) A prescribed course of study in a Pentecostal Holiness college or its equivalent in another church related college (if the course of study does not include the study of the *International Pentecostal Holiness Church Manual*, IPHC Doctrine, or IPHC History, the candidate is required to complete the Ministerial Credentials Program courses covering these topics), or

3) For transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options, in addition to the courses in the Ministerial Credentials Program covering the *International Pentecostal Holiness Church Manual*, IPHC Doctrine, and IPHC History.

b. The Director of Clergy Development shall provide a standard list of questions. This list of questions shall be sent to every Conference, and all Conference credentials committees shall be requested to ask these questions in an oral interview with every candidate for Certificate of Ordination.

#### 5. Other Provisions

a. Ordained Ministers are required to maintain their nominal membership in an International Pentecostal Holiness Church Member Church. If an Ordained Minister ceases to be a credentialed minister of the International Pentecostal Holiness Church, he shall become a regular member of the local church in which he holds nominal membership.

b. Ordained Ministers shall be eligible to participate in all Conference benefits in the Conference in which they have been issued a Certificate of Ordination.

c. Conferences may be allowed to charge an application fee for credentials and a card to be issued.

d. A Conference may rebate to local churches a part of the tithe paid by full-time Ordained Ministers serving them as Associate Pastors.

e. The Conference Superintendent shall plan or arrange an appropriate ordination service.

#### **E. Continuing Education Program**

1. The Director of Clergy Development, in consultation with church schools and the Executive Committee, shall provide a continuing education program for Licensed and Ordained Ministers and missionaries in the International Pentecostal Holiness Church. The Conference Superintendent shall be responsible for implementation and supervision of the Continuing Education Units (CEU) Program.

2. All Licensed and Ordained Ministers, except retired clergy, must participate annually in a continuing education program established by the Council of Bishops (2 Timothy 2:15).

#### **F. Other Provisions Regarding Clergy Credentials**

1. Transfer of Credentials From Other Fellowships – The Conference Executive Council has the authority to grant credentials to clergy from other fellowships who meet the ministerial requirements of the International Pentecostal Holiness Church Ministerial Credentials Program.

2. All International Pentecostal Holiness Church ministerial credential certificates should be uniform in size and include the words “Valid with current I.D. card.”

3. Certificate of Recognition – A local church may issue a certificate of recognition to its minister of discipleship ministries, youth, music, children’s ministries, visitation, evangelism, etc. This certificate is to be signed by the Senior Pastor and church secretary and shall be recognized by all International Pentecostal Holiness churches.

### **G. Divorce and Remarriage**

1. A divorced and remarried Christian will be eligible for consideration to receive a Local Church Minister’s Certificate, Minister’s License, or Ordination in the International Pentecostal Holiness Church when one of the following applies:

- a. The candidate’s former spouse has died or remarried.
- b. The candidate was divorced and remarried prior to Christian conversion.
- c. The candidate’s former marriage partner was guilty of sexual immorality and was unwilling to repent and live faithfully with the candidate (Matthew 5:31, 32; Matthew 19:8, 9).
- d. The candidate’s former marriage partner was an unbeliever who willingly and permanently deserted the believing spouse (1 Corinthians 7:15, 25-28).
- e. The candidate’s divorce was based on circumstances that compromised the safety of the candidate and/or children.

2. The following procedures shall be used in considering eligibility for persons who have been divorced and remarried under the provisions stated above (1.a-e):

The person desiring to receive Local Church Minister’s Certificate, Minister’s License, or Ordination shall present himself before a duly appointed Conference committee for examination to determine any factor that would limit his influence or reflect on his character. He will have proven himself to be faithful to the biblical passages of 1 Timothy 3:1-13 and Titus 1:6-9 for a period of two (2) years following his divorce.

3. A minister holding credentials in the International Pentecostal Holiness Church who divorces his spouse and remarries under circumstances other than those specified above will be required to surrender his credentials and he shall not be eligible to be restored to credentialed ministry.

Attach a recent  
photograph of  
yourself here

## MINISTERIAL CREDENTIALS APPLICATION

**Cornerstone Conference Resource Development Center**  
**The International Pentecostal Holiness Church, Inc.**  
P.O. Box 150, Browns Summit, NC 27214  
Office: 336-656-7936, or toll free 1-877-367-9622, FAX: 336-656-7554,  
Email: [dmarley@ccrdc.org](mailto:dmarley@ccrdc.org), Website: [www.ccrdc.org](http://www.ccrdc.org)

Application for:

Please  
check the  
License and  
Specialty  
Module you  
desire

**Local Church Ministers  
Certificate**

**Minister's License**

Pastoral/Evangelist License  
 Discipleship Ministries License  
 Music Ministry License

**Ordination**  
 **Reinstatement**  
 **Transfer** (Must complete  
entire application in  
addition to transferee's  
section, page 14)

### Personal:

1. Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
2. Phone: Home (\_\_\_\_) \_\_\_\_\_; Office (\_\_\_\_) \_\_\_\_\_; Cell (\_\_\_\_) \_\_\_\_\_
3. E-mail address \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Nationality \_\_\_\_\_
5. Sex:  Male  Female
6. Social Security No. *(Send photo copy)* \_\_\_\_\_
7. Anniversary Date \_\_\_\_\_
8. Current Marital Status  Single  Married  Divorced \*  Widow/er  
*(\* Please include a copy of the divorce decree and give details of divorce along with circumstances, use separate sheet of paper.)*
9. Spouse's Full Name \_\_\_\_\_
10. Spouse's Date of Birth \_\_\_\_\_
11. Do you/your spouse have any prior marriages?  Yes  No  
\* If yes, how was the marriage terminated?  Divorce  Widowed  Annulment
12. Names and ages of children: \_\_\_\_\_  
\_\_\_\_\_
13. Give three references: Include (1) pastor, (2) a businessman, and (3) one other person not related.  
*(See Recommendation/Evaluation Form – pages 21-24 of this handbook. Will need to make copies of these pages for each of the three persons giving a reference.)*

<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone</u>
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

14. Have you ever been charged and/or convicted of a felony or misdemeanor (*excluding minor traffic offenses*)?  
 Yes       No      If yes, explain charge or conviction – use separate sheet of paper.
15. Have you ever been charged and/or convicted of child molestation, child abuse, assault, or sex offenses of any nature?  
 Yes       No      If yes, explain charge or conviction – use separate sheet of paper.
16. Have you ever had an extra-marital affair (sexual physical intimacy with another person outside the covenant of your marriage)?  Yes       No      If yes, explain – use separate sheet of paper.
17. The following questions are not intended to be overly intrusive, but rather, in a highly sensitive area, to clarify the applicant’s qualifications to ministry. The committee responsible for screening applicants has determined the value of these questions as appropriate in the interests of applicants’ full disclosure. If you answer “yes” to any of these questions, please include a separate sheet of paper describing any counseling, or restoration programs you have completed in response to these issues.

Have you ever been unfaithful to your spouse?

- a. Physical affair with another person that involved touching even though not intimately sexual?  
 Yes       No      If yes, explain – use separate sheet of paper
- b. Emotional affair with another person? By this we mean: obsession with someone outside the covenant of your marriage involving inappropriate contact (phone, personal meetings, letters, e-mails, etc.) and time spent with that person in inappropriate places (private settings, or questionable contexts or situations).  
 Yes       No      If yes, explain – use separate sheet of paper
- c. Habituation to pornography or sexual fantasy?  
 Yes       No      If yes, explain – use separate sheet of paper

18. You are responsible for obtaining and including with this application the following:

1. *Recent Photograph of yourself*    2. *Copy of current Driver’s License*    3. *Copy of Social Security Card*  
 4. *Criminal Background History*    5. *Current Credit Report*    6. *Copy of Tithing Report for past year*

**Employment History:** (*Secular and Christian Service*)

**1. Current or last place of employment:**

Company/Church Name	Phone #
Address	Direct Supervisor
City/State/Zip	Date of Employment
Job Title/Responsibility	Annual Salary

**2. Other Employment in the last ten years:**

	<u>Company/Church Name</u>	<u>Job Title/Responsibility</u>	<u>Salary</u>	<u>Dates of Employment</u>
1.				
2.				
3.				
4.				



11. Have you ever, for any reason, been dismissed from another organization or had your credentials revoked?  Yes  No  
If yes, explain, giving the name of the organization and the reason for dismissal. \_\_\_\_\_
12. Do you know without a doubt that you are called into Christian ministry?  Yes  No
13. What is your ministry calling?  Pastor  Evangelist  Teacher  
 Other (explain) \_\_\_\_\_
14. What type of ministry are you currently engaged? \_\_\_\_\_  
Supervisor, if applicable \_\_\_\_\_
15. Give a brief summary of your experience in church leadership \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. If you are applying for a local church minister's certificate, do you understand you are amenable to your pastor and local church?  Yes  No
17. If you are applying for a license other than a local church minister's certificate, do you understand you are amenable to the quadrennial conference and the conference board?  Yes  No
18. Are you a faithful and consistent tither? *(Please include tithing report for the past year)*  Yes  No
19. Will you take advantage of the opportunities made available for training, instruction, information and inspiration? *(i.e. continuing educational programs for ministers)*  Yes  No
20. Have you read the BIBLE through at least once?  Yes  No
21. Do you believe the BIBLE to be the inerrant Word of God?  Yes  No
22. Have you read the IPHC 2009-2013 Manual?  Yes  No
23. Are you in agreement with the Articles of Faith of the IPHC?  Yes  No
24. Are you in agreement with the Covenant of Commitment of the IPHC?  Yes  No
25. Will you cooperate with the denominational programs at the local, conference and general levels and lead your people by example. *(This includes reporting systematically and consistently on forms provided.)*  Yes  No
26. Will you be faithful to the sacred trust of the ministry by diligence, by uprightness in business matters, by ministerial ethics and courtesy, by self sacrifice, by purity, by avoiding the very appearance of evil, by cherishing the anointing of the Holy Spirit, even unto death?  Yes  No
27. If you reach a place where you are out of harmony with the ministry vision of the IPHC, will you surrender your license/ordination certificate to your conference superintendent?  Yes  No
28. *Why do you want to pursue ministerial credentials and how will this help you accomplish your goals? (Please include a typed answer to this question.)*

*\* Shaded items must be included with submitted application*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date of Application*

\* Note: If not a transfer of credentials, skip the following section and proceed to the next section below.

• **FOR TRANSFERS ONLY:**

<b>Transferring from what denomination/fellowship</b>			
<b>Current position/place of ministry</b>			
<b>Supervisor if applicable</b>		<b>Phone #</b>	
<b>Other positions held:</b>	<input type="checkbox"/> Senior Pastor	<input type="checkbox"/> Missionary	<input type="checkbox"/> Church staff
	<input type="checkbox"/> Bible College Instructor	<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Evangelist

\*\*\*\*\*

## INFORMATION AUTHORIZATION AND RELEASE

I, the undersigned, having filed an application for credentials with the Cornerstone Conference (herein referred to as "Conference") of the International Pentecostal Holiness Church consent to have an investigation made as to the conduct of my personal affairs, my moral character, professional reputation, fitness for the ministry, and such further information as may be received by or reported to the above-named Conference. I agree to give any further information which may be required in reference to my past history.

I authorize and request every person, firm, company, corporation, governmental agency, court, association, church, educational facility, or institution having control of any documents, records, and other information pertaining to me to furnish to the Conference of the International Pentecostal Holiness Church any such information, including documents, records, or other information regarding charges or complaints filed against me, formal or informal, pending or closed, and to permit the above-named Conference or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I hereby release, discharge, and exonerate the Conference of the International Pentecostal Holiness Church, its agents and representatives and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigations made by or on behalf of the above-named Conference. The Conference of the International Pentecostal Holiness Church shall not be required to verify any information received during the course of its investigations, and shall not be liable for acting on the basis of any information which later appears to have been false or incomplete.

I have read and signed the foregoing Authorization and Release as my own free act and deed.

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# AUTHORIZATION AND RELEASE

## *CRIMINAL BACKGROUND HISTORY*

I, the undersigned, having filed an application for credentials with the Cornerstone Conference of the International Pentecostal Holiness Church consent to secure a criminal background history on me as an individual and will furnish a copy of that report to the conference office. I understand that I am responsible for the cost of obtaining this history report.

I hereby release, discharge, and exonerate the Cornerstone Conference of the International Pentecostal Holiness Church, its agents and representatives and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigations made by or on behalf of the above-named Conference. The Conference shall not be required to verify any information received during the course of its investigations, and shall not be liable for acting on the basis of any information which later appears to have been false or incomplete.

I have read and signed the foregoing Authorization and Release as my own free act and deed and included my \$25.00 background check fee.

Signed: \_\_\_\_\_

**Please complete the following and return to us along with your completed application:**

*Please print clearly*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Race: \_\_\_\_\_ Gender:  Male  Female

Social Security Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

***Ministerial Credentials  
Recommendation Letter***  
(Recommendation of Pastor and Local Church)

I, \_\_\_\_\_ (pastor), recommend  
\_\_\_\_\_ (candidate) to the conference as a candidate for:

*(Pastor --Please check the appropriate box for the credential for which this candidate is being recommended.)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Local Church Minister's Certificate</b> | <input type="checkbox"/> <b>Minister's License</b><br><input type="checkbox"/> Pastoral/Evangelist License<br><input type="checkbox"/> Discipleship Ministries License<br><input type="checkbox"/> Music Ministry License | <input type="checkbox"/> <b>Ordination</b> |
|---|---|--|

He/She has been faithful to the local church, has demonstrated spiritual maturity, leadership qualities, and other evidences of a call to the ministry. He/She is also recommended by the  
\_\_\_\_\_ Pentecostal Holiness Church.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Secretary's Signature

**This is a confidential referral – Please remit directly to:**  
Cornerstone Conference  
P.O. Box 150  
Browns Summit, N.C. 27214

*Article IV.*  
**ARTICLES OF FAITH**  
**INTERNATIONAL PENTECOSTAL HOLINESS CHURCH**

1. We believe there is but one living and true God, everlasting, of infinite power, wisdom and goodness; Maker and Preserver of all things, both visible and invisible. And in the unity of this Godhead, there are three Persons of one substance of eternal being, and equal in holiness, justice, wisdom, power, and dignity; the Father, the Son, and the Holy Ghost.
2. We believe that the Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed virgin; so that two whole and perfect natures, that is to say, the Godhead and the manhood were joined together in one Person, never to be divided, whereof is one Christ, very God and perfect man, who actually suffered, was crucified, dead, and buried, to reconcile the Father to us, and to make atonement, not only for our actual guilt, but also for original sin.
3. We believe that Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfections of man's nature, and ascended into heaven and there sits until He shall return to judge all men at the last day.
4. We believe the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.
5. We believe in the verbal and plenary inspiration of the Holy Scriptures, known as the Bible, composed of sixty-six books and divided into two departments, Old and New Testaments. We believe the Bible is the Word of God, the full and complete revelation of the plan and history of redemption.
6. We believe that eternal life with God in heaven is a portion of the reward of the finally righteous; and that everlasting banishment from the presence of the Lord and unending torture in hell are the wages of the persistently wicked (Matthew 25:46; Psalm 9:17; Revelation 21:7, 8).
7. We believe that Jesus Christ shed His blood for the remission of sins that are past, for the regeneration of penitent sinners, and for salvation from sin and from sinning (Romans 3:25; 1 John 3:5-10; Ephesians 2:1-10).
8. We believe, teach and firmly maintain the scriptural doctrine of justification by faith alone (Romans 5:1).
9. We believe that Jesus Christ shed His blood for the complete cleansing of the justified believer from all indwelling sin and from its pollution, subsequent to regeneration (1 John 1:7-9).
10. We believe in sanctification. While sanctification is initiated in regeneration and consummated in glorification, we believe it includes a definite, instantaneous work of grace achieved by faith subsequent to regeneration (Acts 26:18; 1 John 1:9). Sanctification delivers from the power and dominion of sin. It is followed by lifelong growth in grace and knowledge of our Lord and Savior Jesus Christ (2 Corinthians 4:16; 2 Peter 3:18).

11. We believe that the Pentecostal baptism of the Holy Ghost and fire is obtainable by a definite act of appropriating faith on the part of the fully cleansed believer, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives utterance (Luke 11:13; Acts 1:5; 2:1-4; 8:17; 10:44-46; 19:6).

12. We believe in divine healing as in the atonement (Isaiah 53:4, 5; Matthew 8:16, 17; Mark 16:14-18; James 5:14-16; Exodus 15:26).

13. We believe in the imminent, personal, premillennial second coming of our Lord Jesus Christ (1 Thessalonians 4:15-17; Titus 2:13; 2 Peter 3:10-14; Matthew 24:29-44), and love and wait for His appearing (2 Timothy 4:8).

14. We believe it is the responsibility of every believer to dedicate his life to carrying out the work of the Great Commission (Matthew 28:18-20; Mark 16:15-20; Acts 1:8).

## **Article VII. Covenant of Commitment**

### **A. Covenant of Commitment**

Pentecostal Holiness people are committed to Jesus Christ and His kingdom. To this end, we believe in the verbal and plenary inspiration of the Holy Scriptures (2 Timothy 3:16, 17). The Bible is God's infallible Word, the believer's guide, and the final authority for both faith and conduct (2 Timothy 3:16, 17). People who teach in our institutions and who are credentialed clergy shall subscribe to this same position. We believe the top priority of Christians is to "make it our aim to be well pleasing to God" (2 Corinthians 5:9). Every facet of our lives must come under divine authority as we relate everything to this priority, maintaining it without interruption. We recognize that in order to maximize our Christian witness, our private lives must be consistent with our public testimonies. Hence, our primary goal must be to please God and be acceptable to Him. With both this understanding of Holy Scripture and this top priority firmly settled in our hearts, we affirm the following biblical values that characterize our lifestyle as a people:

#### **1. Our Minds**

Since it is our aim "to please God" in everything we do, we will strive to study the Bible and keep our minds pure and positive, avoiding all evils in our modern society designed to weaken or destroy our spirituality (Philippians 4:7, 8). This includes a sensitivity to judge carefully the television, movie, music, computer, and Internet industries. Because our Lord taught that immorality is first a condition of the heart, we affirm that profane and pornographic materials will have no place in our lives.

#### **2. Our Bodies**

We commit ourselves to maintaining a disciplined lifestyle with regard to our bodies. Since our bodies are the temples of the Holy Spirit and instruments of righteousness, we must keep our bodies pure and consecrated for the Master's use, that we might please Him (1 Corinthians 6:19; Romans 6:13; 12:1, 2; 2 Corinthians 7:1). We reject the loose moral values of our culture and encourage our young people as well as our adults to choose clothing that will honor their bodies as temples of the Holy Spirit.

We expect our members to abstain from the use and promotion of tobacco, alcoholic beverages, and any illegal addictive drugs, as well as addictive legal drugs, over-the-counter or prescribed, except under the supervision of a physician (2 Corinthians 7:1). We affirm every person's right to life and maintain a strong position against abortion and euthanasia, both of which undermine the biblical sanctity of life. We oppose human cloning. We recognize the destructive and dehumanizing effects of pornography on society and oppose both its production and distribution. We also maintain a strong biblical position against premarital, extramarital, and deviant sex, including homosexual and lesbian relationships, and all forms of child molestation and/or exploitation. Yet we rejoice that people bound by these sins can find hope and deliverance in the gospel. (Matthew 5:27-30; 1 Thessalonians 4:3; 1 Corinthians 6:9).

### **3. Our Spirits**

Our "aim to please God" in our whole life will cause us to exhibit the "mind of Christ" in all our attitudes (1 Corinthians 2:12-14). Brotherly love, as taught and exemplified by Christ, is to be our example. Members are to be compassionate and charitable toward their fellowman. The greed and selfishness that motivate much of our modern culture is contrary to our Christian faith and testimony. We recognize racism as sinful and seek to treat all people with dignity and respect, demonstrating Christian love to one another. Hatred, prejudice, and hostility are inconsistent with our goal – "to please God" (Philippians 2:5-11).

### **4. Our Speech**

Our speech reveals much about us (Matthew 12:34-37, Ephesians 4:29). The Christian should be known by his wholesome conversation. Our members are to refrain from speaking anything that is unclean, profane, vulgar, untrue, unkind, or unprofitable. To please God we must make sure our communication affirms rather than hinders our testimony (Romans 12:1, 2).

### **5. Our Relationships**

The believer's commitment to pleasing God stands above his commitment to any political party, economic structure, or social institution. All commitments are governed by the highest commitment – "to please God." All members are to be honest and ethical in all their relationships (Romans 12:17). We expect our members not to hold active membership in, or fellowship with, organizations with objectives and activities not in harmony with Scripture, or which require oath-bound allegiance that infringes on a member's total allegiance to God (2 Corinthians 6:14-18; Ephesians 5:11). No goal shall divert us even to the slightest degree from the central goal of being "approved unto God" (2 Timothy 2:15).

### **6. Our Families**

The family is the basic unit of society. The divine origin of the family makes it of vital concern to the church and to society. Our commitment to a biblical lifestyle profoundly impacts the family. We recognize the sanctity of marriage between one man and one woman and to the biblical pattern of relationships in the home. While the husband is recognized as the head of the home, he is also commanded to love and cherish his wife as his own body. Wives are to respect and honor their husbands (Ephesians 5:22-28). Parents are to teach and correct their children, but at the same time refrain from provoking them to anger and resentment (Ephesians 6:1-4). Further, they are to refrain

from all forms of child abuse. Children are to respect and obey their parents. However, this admonition must not be used to manipulate a child into an abusive relationship. Christian families should worship and pray together, play together, and work together. The relationships in the Christian family should reflect the healing Christ brings to all human relationships and should, therefore, never lead to or involve domestic violence.

## **7. Our Stewardship**

Our commitment to Jesus Christ includes stewardship. According to the Bible, everything belongs to God (Psalm 24:1). We are stewards of His resources and conscious of Him in the management of that trust. Our stewardship of possessions begins with the tithe (Malachi 3:8-10). All our members are privileged and responsible to return a tenth of all their income to the Lord. This tithe is to be paid into the “storehouse.” This storehouse is the treasury of the local church or Conference to which the member belongs. In addition to the tithe, all members are blessed to give offerings out of the ninety percent of God’s wealth He allows them to use (1 Corinthians 16:2).

Stewardship also involves the protection of our reputation. Therefore, we are to be honest in all matters, avoiding unethical personal or business practices of any kind, including gambling. Stewardship also includes our time, talent, and spiritual gifts, as well as our money (Ephesians 5:16; Romans 12:3-8; Matthew 25:14-30; Luke 19:11-27). This understanding of stewardship should be taken into account when drafting wills and bequeathing estates.

## **8. Our Loyalty**

Loyalty to Christ and His church is basic to the success of the International Pentecostal Holiness Church. The faithful participation of every member, both lay and clergy, and every local church and Conference in the various ministries of the church is necessary if the International Pentecostal Holiness Church is to fulfill its mission/vision. Loyalty involves commitment to all the ministries of the church. Since leaders should be role models, all those in leadership in the local church, the Conference, and the General Church should set an example by their faithfulness in supporting the ministries of the church. Loyalty involves attendance at the gatherings of the church. This is vital at local church, Conference, and General Church gatherings (Hebrews 10:25). Loyalty involves affirmation. The morale of the church requires the positive affirmation of leaders and ministries. While negative criticism tears the church apart (Galatians 5:12-26), positive affirmation builds it up (Ephesians 4:16). We oppose the increasing commercialization and secularization of Sunday. Loyalty involves financial support. Faithfulness in tithes and offerings is essential to the prosperity of God’s people (Malachi 3:8-12). This applies to local church members, Conferences, and all other individuals and entities of the church. To hold any official position in the church (local, Conference, or General) or to serve as a delegate to General Conference, a member must follow the biblical principle of tithing.

### **B. Affirming the Covenant of Commitment**

With these values in mind, we recognize that the blessed Spirit of God has called us to live this countercultural lifestyle that sets us apart from the world. Therefore, having become acquainted with the Articles of Faith and the polity of the International Pentecostal Holiness Church, and believing both to be of God, and having given our names and thereby become members of the same, we do solemnly, but cheerfully, and with joy and gladness affirm:

We will watch over one another with brotherly love and kindness, not that we may have whereof to accuse our brother, but that we may with meekness correct one another's faults. We will abstain from profane and vulgar conversations, and from backbiting and gossiping, or taking up a reproach against anyone, especially our brother. We will heed the injunction of the apostle Paul, who exhorted us to "walk worthy of the vocation wherewith we are called, with all lowliness and meekness, with longsuffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace" (Ephesians 4:1-3). We will "bear one another's burdens and so fulfill the law of Christ" (Galatians 6:2). We will also heed the exhortation recorded in 1 Thessalonians 5:12-15: "We beseech you, brethren, to know them which labor among you, and are over you in the Lord, and admonish you; And to esteem them very highly in love for their work's sake. And be at peace among yourselves. Now we exhort you, brethren, warn them that are unruly [disorderly], comfort the feebleminded, support the weak, be patient toward all men; See that none render evil for evil unto any man; but ever follow that which is good, both among yourselves, and to all men." We will "recompense to no man evil for evil," but will "provide things honest in the sight of all men," and, "if it be possible, as much as lieth in [us], [we will] live peaceably with all men" (Romans 12:17, 18). We will be "kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven [us]" (Ephesians 4:32). As opportunity affords, we will be engaged in works of mercy, such as visiting the sick and imprisoned and the distressed, and all who may need and will accept our ministrations. We will have no fellowship with unfruitful works of darkness, but keep ourselves by the grace of God unspotted from the world (Ephesians 5:1-11; 1 Peter 1:5; James 1:27). All this will we do, God being our Helper.

***Response:*** *We accept the obligations of this Covenant of Commitment in the name of the Father and of the Son and of the Holy Ghost.*

## **C. CONCLUSION**

### **1. The Bible, the Final Lifestyle Authority**

This Covenant of Commitment is a guideline for all our members, not a system for monitoring or judging one another. Neither is this Covenant of Commitment an exhaustive statement concerning a biblical lifestyle. The Bible, both Old and New Testaments, is our complete and final authority. A careful, conscientious, and continual study of God's Word will reveal to the believer a growing understanding of what it means to live worthy of our calling in Christ Jesus. Any member having difficulty following the biblical lifestyle or this Covenant of Commitment should be given loving nurture and patient instruction in order to lead him to maturity and restoration (Galatians 6:1, 2).

### **2. Excommunication**

In spite of every effort to nurture and restore a member, situations do arise in which no alternative but excommunication can be found. When a member refuses to heed the loving admonitions of the church to follow a Christian lifestyle, he or she may be excommunicated from the fellowship of the church. However, excommunication is a last resort, and is administered only in flagrant cases such as heresy, divisiveness, or immorality (Matthew 18:15-17; Titus 3:10; Romans 16:17, 18; 1 Corinthians 5:1-5).

### **3. The Purpose – Producing Great Commission Christians**

The primary purpose for this commitment to a disciplined lifestyle is to strengthen our members in their aim to please God as Great Commission Christians, thus firmly establishing the International Pentecostal Holiness Church as a Great Commission movement. The International Pentecostal Holiness Church has a vital part in world evangelism. Our aim is to lead our people toward their primary goal of pleasing Christ, which will result in the multiplication of believers and churches.

**Financial Requirements  
of the  
Cornerstone Conference & Resource Center  
International Pentecostal Holiness Church**

1. Tithes & Reports:

A. Licensed/Ordained Ministers

- a) Since tithing is the biblical basis for the financial guidelines of the church (Genesis 14:20; Malachi 3:8- 11; Matthew 23:23), clergy are to serve as leaders and role models for the church in tithing. This includes retired clergy. To do so, they must pay full tithe (10 percent of all income) into the storehouse. The “storehouse” for the minister is the Conference treasury (just as the “storehouse” for the church member is the local church treasury). In light of this position, all clergy are required to give a full tithe monthly into the Conference treasury, or the General treasury, according to their membership status, and to report monthly on forms provided. Licensed Ministers are expected to tithe monthly to their Conferences on all income from both ministerial and secular sources. Income for these purposes includes but is not limited to salary, housing allowance, utilities paid by a church, and honoraria. (2009-2013 IPHC Manual p.156)

- B. (Ministers who do not comply with the tithing rule shall be dealt with in the manner listed in the 2009-2013 Manual of the International Pentecostal Holiness Church, page 156-157 item h)

C. Local Church Minister’s Certificate

- a) Local Church Ministers are amenable to the local church where they hold their membership and shall tithe their income to the local church treasury.
- b) Any person with a Local Church Minister’s Certificate who is serving as a Senior Pastor shall be amenable to that respective Conference, shall follow the tithing and reporting requirements that apply to a licensed minister, and shall be granted a vote in Conference

1. All ministers are eligible to join the General Retirement Program.
2. Ministers who pastor a church are required to put forth every effort possible to get their church to support the general tithe, conference budget, and the retirement program.

This is to certify that I have read the financial requirements of the Cornerstone Conference of the International Pentecostal Holiness Church, as outlined above, and hereby sign this statement that I will attend to these requirements monthly. If, and/or when these requirements change by vote of the Conference, I promise to adhere to such changes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# CORNERSTONE CONFERENCE MINISTRY CENTER

## INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

PO Box 150, Browns Summit, NC 27214 • 336-656-7936 or Toll-free: 877-367-9622

### RECOMMENDATION / EVALUATION FORM – MINISTERIAL CANDIDATE

**Applicant (read carefully):** Please send one form (4 pages) to each of the following:

*(Note: You will need to make copies of this form for each individual)*

- Your local church pastor
- A businessman/employer
- A person of your choice, not related to you by family.

On each form you must either waive your right to examine, or reserve your right to examine the form, and sign on the line provided under the statement. Each of these persons will mail the evaluation directly to the Cornerstone Conference office. *(We would recommend that you include a properly addressed stamped envelop with each form.)* Please print or type information in this box before sending to the individual for completion.

Mr. / Mrs. / Ms. \_\_\_\_\_  
Applicant's Name (last) (first) (middle) (maiden)

Present Address: Street/PO Box City State Zip

Home Phone # Work Phone # Cell # Email Address

Name of Church or Ministry \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_ am applying for ministerial credentials in the Cornerstone Conference of the International Pentecostal Holiness Church. The Conference Board and Ministerial Credentialing Board would appreciate your frank and unbiased estimate of me as a potential minister of the Gospel of Jesus Christ, holding credentials in this organization.

**Applicant must sign one of the statements below.** *(Under law, the applicant may examine this evaluation in his/her file any time, unless the applicants waives the right to review this evaluation.)*

( ) I waive my right to review or examine this evaluation, and your comments will be treated confidentially.

Signed: \_\_\_\_\_

( ) I reserve the right to examine this evaluation.

Signed: \_\_\_\_\_

#### INDIVIDUAL COMPLETING THE RECOMMENDATION FORM:

1. How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. Do you feel that you know the applicant well enough to evaluate his/her eligibility for ministry credentials?

Yes  No

3. What is your relationship to the applicant?  Friend  Pastor  Casual  Professional

Other: \_\_\_\_\_

4. How well do you know him / her?  By name / sight  Casually / few personal contacts

Fairly well / numerous personal contacts  Very close ministry relationship  Mentoring relationship

Comments: \_\_\_\_\_

\_\_\_\_\_

5. In your opinion, does the applicant exhibit a “call” to the ministry?  Yes  No  Do not know

Comments: \_\_\_\_\_  
\_\_\_\_\_

6. To your knowledge, is the applicant currently involved in active ministry?  Yes  No  Do not know

Comments: \_\_\_\_\_  
\_\_\_\_\_

7. Pulpit experience – preaching and teaching:  
 Well experienced  Light experience  No experience  Do not know

8. Work habits in the ministry:  Very industrious – does more than required  Satisfactory  
 Does enough to get by  Does less than expected  Do not know

9. Stability / ability to withstand pressure – check all that apply:  
 Tolerates pressure well  Average tolerance – usually remains calm  Easily irritated  
 Cannot handle pressure  Do not know

10. Personal organization:  Conscientious, tidy, clean  Fairly neat  Tends to be disorderly  
 Disorderly and untidy  Do not know

11. Submissive – Response toward authority:  Helpful and cooperative  Usually responsive  
 Resentful of authority  Not cooperative / very resentful of authority  Do not know

12. Marriage and family:  Attentive to spouse and children  Neglects spouse and children  
 Spouse and children take a back seat to ministry  Do not know

13. Emotional stability:  Self-controlled and mature  Usually stable  
 Moody and changeable  Many uncontrolled periods – unstable

14. Please give your knowledge of the applicant’s involvement in church activities (Check one only)  
 Attends irregularly – shows little interest  Seldom participates, but attends regularly  
 Cooperative, usually willing to help  Enthusiastic and is deeply involved

Comments: \_\_\_\_\_  
\_\_\_\_\_

15. To your knowledge, is the applicant currently involved in any heresy:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

16. Having observed this person in the ministry, would you:  Highly recommend  Recommend  
 Recommend with reservations  Do not recommend

Please explain: \_\_\_\_\_  
\_\_\_\_\_

17. To aid us in our decision making, please give us your personal comments on the integrity of this applicant. \_\_\_\_\_

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18. List what you consider to be the applicant's strong points. \_\_\_\_\_

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19. List what you consider to be the applicant's weak points. \_\_\_\_\_

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20. Please indicate your rating in the areas below:

	Above Average	Average	Below Average	Not Able to Observe
Leadership				
Responsibility				
Christian Commitment				
Moral Character				
Integrity / Honesty				
Emotional Stability				
Personal Appearance				
Ministerial Potential				

21. Does the applicant have any personality traits which impair his / her relationship with others? \_\_\_\_\_

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22. Please share with us any information you may know about the applicant that would help in our evaluation for membership. Specific incidents or an overall personality appraisal may be given. \_\_\_\_\_

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***HISPANIC MINISTERIAL CANDIDATES***  
***ACKNOWLEDGEMENT***

Hispanic ministerial candidates, who have not obtained legal status, may be granted a Local Church Minister's Certificate with a signed agreement of the applicant that they are actively working toward legal status. Legal status is necessary for further advancement in credentialing and ordination.

I, \_\_\_\_\_, a Hispanic Ministerial Candidate for credentials with the Cornerstone Conference of the International Pentecostal Holiness Church acknowledge that I am actively working toward legal status in the United States of America. I understand that I am being considered for a Local Church Minister's Certificate within the Conference, and that no further advancement in credentialing and ordination will be granted until legal status has been obtained.

Upon receiving legal status I agree to furnish the Cornerstone Conference of the International Pentecostal Holiness Church with a copy of the legal status document.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature