

Cornerstone

Conference and Resource Center

Ministerial Credentials Application Handbook

Rev. Thomas McGhee
Conference Superintendent
P.O. Box 150
Browns Summit, NC 27214

Phone: 877/367-9622
Fax: 336/656-7554

Email:
dmarley@ccrdc.org



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. 10-14) please forward it 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. 10-14 of the *Ministerial Credentials Application* packet) and return it to the conference office.
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 (as requested at the bottom of page ten of the “Ministerial Application Form”). You must also include copies of your social security card and current drivers license and a copy of your tithing record for the past year.
5. Secure a “Criminal Background History” and forward it to the conference office (*You are responsible for the cost involved in obtaining this history.*) Complete and sign the “Criminal Background Check” Authorization and Release Form (page 15) and return to the conference office.
6. The Ministerial Credentials Recommendation Letter (pg. 16) 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. 17) & the Covenant of Commitment (pgs. 18-19) of the IPHC contained in this material.
8. Read & sign the “Financial Requirements Form” and forward a copy to the conference office (pg. 20).
9. “Recommendation/Evaluation Form – Ministerial Candidate” (pages 21-24 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. 25).

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 13 (question #26)
- Transcript(s) requested & sent to conference office
- Credit report mailed to conference office
- Criminal background history (obtained from SBI, local police, sheriff, or highway patrol and mailed to the conference office)
- "Criminal background history" Authorization & Release form (pg. 15) signed & mailed to conference office
- "Ministerial Credentials Recommendation Letter" (pg. 16) completed & signed by pastor & local church secretary.
- I have read & studied the Articles of Faith & the Covenant of Commitment of the IPHC (pgs. 17-19)
- Financial Requirements Form (pg. 20) signed & mailed to conference office
- Divorce decree mailed to conference office (if applicable)
- Evaluation Forms (*pgs. 21-24) 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. 25)
- 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 Board who will make a final determination regarding credentials.

Please note:

The Conference Board 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

Section VIII

GRANTING LICENSE AND ORDAINING MINISTERS

A. MINISTERIAL CREDENTIALS

The International Pentecostal Holiness Church issues the following ministerial credentials:

- Local Church Minister's Certificate
- Minister's License, Minister of Church Education License, Minister of Music License
- Certificate of Ordination
- Certificate of Ordination for Missionaries

All credentialed ministers shall subscribe to the Articles of Faith as stated in the Manual of the International Pentecostal Holiness Church.

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

The conference board shall have the authority to grant or revoke local church minister's certificate.

The status and duties of a local church minister shall be as follows:

- a. To qualify for local church minister's certificate, a candidate shall be a member of a local church and recommended by that local church. This recommendation must be in writing and signed by the pastor and church secretary.
- b. The applicant must be certain of a definite call to Christian work and must complete the prescribed study program.
- c. Those with a local church minister's certificate are amenable to the local church where they hold their membership and shall tithe their income to the local church treasury.
- d. They shall report to the conference office annually. Failure to do so for four (4) reporting periods will result in the forfeiture of their certificate. Pastors under whom local church ministers serve shall notify the conference office when such ministers no longer meet the qualifications of their certificate. The pastor shall annually affirm in writing to the superintendent the standing of the local church minister.
- e. Any person with a local church minister's certificate who is pastoring a church shall be amenable to that respective conference, tithe monthly into the conference treasury, report to the conference monthly, and shall be granted a vote in the conference.
- f. The training requirements for the local church minister's certificate, as specified in the Ministerial Credentials Program established by the General Board of Administration, may be satisfied through:
 - (1) The IPHC Ministerial Credentials Program course of study. This course of study may be completed through:
 - (a) A conference administered IPHC Ministerial Credentials Program, or
 - (b) A conference administered Equipping The Saints (ETS) Basic Level program which incorporates the IPHC Ministerial Credentials Program, or
 - (c) A local church ETS Basic Level program which incorporates the IPHC Ministerial Credentials Program and is recognized by the conference
 - (2) A prescribed course of study in a Pentecostal Holiness college or its equivalent in another church-related college, or
 - (3) For transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options in addition to the course of study and tests on the *IPHC Manual, Light for the Journey* and *Old-Time Power*. (These materials are available from LifeSprings Resources.)

- g. The General Executive Board 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.
2. **Minister's License** (three forms: minister's license, minister of church education license, minister of music license)
- a. 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 church education (church education, youth, children, singles, senior adults, etc.) or music, the minister of church education license and the minister of music license are the credentials that recognize their ministry specialty.
 - b. Quadrennial, midterm, and inspirational conferences shall have the authority to grant the minister's license. The conference board may grant ministerial license under special circumstances.
 - c. To qualify for minister's license, a candidate shall be a member of a local church and recommended by that local church. This recommendation must be in writing and signed by the pastor and church secretary.
 - d. The training requirements for the minister's license, as specified in the Ministerial Credentials Program established by the General Board of Administration, may be satisfied through these three options:
 - (1) The IPHC Ministerial Credentials Program course of study. This course of study may be completed through:
 - (a) A conference administered IPHC Ministerial Credentials Program,
 - (b) A conference administered Equipping The Saints (ETS) Basic and Leadership Level program which incorporates the IPHC Ministerial Credentials Program including a specialty module,
 - (c) With the addition of a specialty module administered by the conference, a local church ETS Basic and Leadership Level program which incorporates the IPHC Ministerial Credentials Program and is recognized by the conference
 - (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 *IPHC Manual* and history courses, then the candidate is required to complete these as well.
 - (3) For transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options, in addition to the course of study and tests on the *IPHC Manual, Light for the Journey* and *The Old-Time Power*. (These materials are available from LifeSprings Resources.)
 - e. The General Executive Board 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.
 - f. Licensed ministers pursuing pastoral / evangelistic ministry are encouraged to seek ordination. Other licensed ministers (ministers of church education and ministers of music) may or may not choose to be ordained.
 - g. Licensed ministers shall be eligible to participate in all conference benefits in the quadrennial conference in which they have been issued a minister's license.
3. **Certificate of Ordination**
- a. Quadrennial, midterm, and inspirational conferences shall have the authority to grant the Certificate of Ordination. The conference board may grant ordination under special circumstances.
 - b. Candidates for ordination shall have been licensed for at least two years. (The conference board may waive this regulation in exceptional circumstances with the approval of the General Superintendent.)

- c. To qualify for a Certificate of Ordination, a candidate shall be a member of a local church and recommended by that local church. This recommendation must be in writing and signed by the pastor and church secretary.
- d. The training requirements for the Certificate of Ordination, as specified in the Ministerial Credentials Program established by the General Board of Administration, may be satisfied through these three options:
 - (1) The IPHC Ministerial Credentials Program course of study. This course of study may be completed through:
 - (a) A conference administered IPHC ministerial credentials program,
 - (b) A conference administered minister's license course of study plus a conference sponsored or recognized Equipping The Saints (ETS) School of Ministry Level program which incorporates the IPHC Ministerial Credentials Program,
 - (c) A minister's license course of study plus a local church ETS School of Ministry Level program that incorporates the IPHC Ministerial Credentials Program and is recognized by the conference.
 - (2) A prescribed course of study in a Pentecostal Holiness college or its equivalent in another church-related college,
 - (3) For transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options, in addition to the course of study and tests on the *IPHC Manual, Light for the Journey* and *The Old-Time Power*.
- e. The General Executive Board 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 a Certificate of Ordination.
- f. Ordained ministers shall be eligible to participate in all conference benefits in the quadrennial conference in which they have been issued a Certificate of Ordination.
- g. The conference superintendent shall plan or arrange an appropriate ordination service.

4. **Certificate of Ordination for Missionaries**

The World Missions Ministries Board shall grant certificates of ordination for missionaries in consultation with the conference board to which the applicant is amenable.

5. **Transfer of Credentials From Other Fellowships**

The conference board has authority to grant credentials to ministers from other fellowships who meet the ministerial requirements of the IPHC Ministerial Credentials Program.

6. **International Pentecostal Holiness Church Ministerial Credential Certificates**

All ministerial credential certificates should be uniform in size and include the words "Valid with current I.D. card."

7. **Continuing Education Program**

- a. The General Superintendent, in consultation with church schools and the General Executive Board, 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.
- b. All Licensed and Ordained Ministers must participate annually in a continuing education program provided or approved by the General Conference or quadrennial conference (2 Timothy 2:15). Any minister failing to meet this requirement will forfeit his credentials. This excludes retired ministers.

8. **Certificate of Recognition**

A local church may issue a certificate of recognition to its minister of church education, youth, music, children's ministries, visitation, evangelism, etc. This certificate is to be signed by the pastor and church secretary and shall be recognized by all International Pentecostal Holiness churches.

B. DIVORCE AND REMARRIAGE

- 1. A divorced and remarried Christian will be eligible for consideration for the offices of elder and deacon, and to receive a local church minister's certificate, minister's license and 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 marriage partner is guilty of sexual immorality and is unwilling to repent and live faithfully with the candidate (Matthew 5:31, 32; Matthew 19:8, 9).
 - d. The candidate's marriage partner is an unbeliever who willingly and permanently deserts the believing spouse (1 Corinthians 7:15, 25-28).
2. A minister holding credentials in the International Pentecostal Holiness Church, or a person holding the office of deacon or elder, who divorces his spouse and remarries under circumstances other than those specified above will be required to surrender his credentials or office.
 3. The following procedures shall be used in considering eligibility for persons who have been divorced and remarried under the provisions stated above (1. a-d):
 - a. The person desiring the ministry of deacon or elder shall present himself to the local church board 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.
 - b. The person desiring local church minister's certificate, minister's license and 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.

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, Website: www.ccrdc.org

Application for:

Please
check the
License and
Specialty
Module you
desire

**Local Church Ministers
Certificate**

Minister's License

Pastoral/Evangelist License

Church Education Ministry License

Music Ministry License

Children's Ministry License

Youth Ministry License

Singles Ministry License

Senior Adult Ministry License

Ordination

Reinstatement

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

Personal:

- Full Name _____
Address _____
City _____ State _____ Zip _____
- Phone: Home (____) _____; Office (____) _____; Cell (____) _____
- E-mail address _____
- Date of Birth _____ Place of Birth _____
Nationality _____
- Sex: Male Female
- Social Security No. *(Send photo copy)* _____
- Anniversary Date _____
- 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.)*
- Spouse's Full Name _____
- Spouse's Date of Birth _____
- Do you/your spouse have any prior marriages? Yes No
* If yes, how was the marriage terminated? Divorce Widowed Annulment
- Names and ages of children: _____

- 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.				

Education:

1. Circle highest grade/level completed
- | | | | | | | | |
|-------------------|---|---|----|----|-----|----------------|-------|
| High School | 8 | 9 | 10 | 11 | 12 | Year Graduated | _____ |
| College | 1 | 2 | 3 | 4 | (+) | Year Graduated | _____ |
| Graduate/Seminary | 1 | 2 | 3 | 4 | (+) | Year Graduated | _____ |
2. List the Bible schools, colleges, or seminaries you have attended: give dates, courses completed and degrees earned
(Forward copies of transcripts to Conference Office)
- _____
- _____
3. Have you completed the International Pentecostal Holiness Church's (IPHC) ministerial training course?
 Yes (First Year Second Year Third Year) No
4. Have you had equivalent Training *(If yes, explain – use separate sheet of paper)* Yes No
5. If deemed necessary, would you be willing to take additional training offered by the Cornerstone Conference Biblical Ministries Institute? Yes No

Christian/Church Experience:

1. When did you accept Jesus Christ as your personal Savior? _____
2. Have you been baptized in water according to Matthew 28:19? Yes No
3. Have you been sanctified and are you being sanctified? Yes No
4. Do you believe in sanctification as a crisis event subsequent to regeneration? Yes No
Please give a brief explanation _____
- _____
5. Do you believe in sanctification as a lifelong process of Christian development? Yes No
Please give a brief explanation _____
- _____
6. Have you been baptized with the Holy Spirit with the initial evidence of speaking with other tongues? *(Acts 2:4)*
 Yes No
7. How long have you been a member of the IPHC? _____
8. Location of current church membership. _____
9. Have you previously held credentials with the IPHC, or another denomination? Yes No
If yes, when/ with whom? _____
 Local Church Minister Licensed Minister Ordination
 Other _____
10. Has your spouse held credentials with the IPHC, or another denomination? Yes No
If yes, when/ with whom? _____
 Local Church Minister Licensed Minister Ordination Other _____

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 2005-2009 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:**

Transferring from what denomination/fellowship			
Current position/place of ministry			
Supervisor if applicable		Phone #	
Other positions held:	<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.

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"/> Local Church Minister's Certificate | <input type="checkbox"/> Minister's License | |
| | <input type="checkbox"/> <i>Pastoral/Evangelist License</i> | <input type="checkbox"/> <i>Youth Ministry License</i> |
| | <input type="checkbox"/> <i>Church Education Ministry License</i> | <input type="checkbox"/> <i>Singles Ministry License</i> |
| | <input type="checkbox"/> <i>Music Ministry License</i> | <input type="checkbox"/> <i>Senior Adult Ministry License</i> |
| | <input type="checkbox"/> <i>Children's Ministry License</i> | <input type="checkbox"/> Ordination |

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

ARTICLES OF FAITH INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

A. ARTICLES

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 believe 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 that 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 life-long 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 3:1-4; 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).

B. CHANGES IN ARTICLES

No subsequent General Conference shall have authority to amend the Articles of Faith until the proposed change has been submitted to each quadrennial conference, with two-thirds majority of the votes being in favor of the change.

COVENANT OF COMMITMENT INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

The International Pentecostal Holiness Church is committed to Jesus Christ and His kingdom. This commitment involves a biblical lifestyle.

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 ministers shall subscribe to this same position.

We believe that 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 the primary goal, maintaining it without interruption. Our worth to God publicly is measured by what we are in private. Our primary goal must be to please Him and be acceptable to Him.

OUR MINDS

Since it is our aim "to please God" in everything we do, we will strive to keep our minds pure and positive, avoiding all evils in our modern society which are designed to weaken or destroy our spirituality (Philippians 4:7, 8). This must include a sensitivity to carefully judge the television, movie, music and computer industry. Profane and pornographic materials will have no place in our lives. We hold a deep commitment to the study of the Bible.

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 (1 Corinthians 6:19; Romans 6:13), we must keep our bodies pure and consecrated for the Master's use that we might please Him (Romans 12:1, 2; 2 Corinthians 7:1).

We expect our members to abstain from the use and promotion of tobacco, alcoholic beverages, and any illegal addictive drugs (2 Corinthians 7:1). We maintain a strong position against abortion. We oppose human cloning. We recognize the destructive and dehumanizing effects of pornography on society and we oppose both its production and distribution. People bound by this sin can find hope and deliverance in the gospel. We also maintain a strong biblical position against premarital, extramarital, and deviant sex, including homosexual and lesbian relationships. We do not accept the loose moral standards of our society (Matthew 5:27-30; 1 Thessalonians 4:3; 1 Corinthians 6:9).

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).

OUR SPEECH

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

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 Scriptures, 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).

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 give priority to 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). Children are to respect and obey their parents. Christian families should worship together, play together and work together. The relationships in the Christian family should reflect the healing Christ brings to all human relationships.

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 this 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 stewardship should be taken into account when drafting wills and bequeathing estates.

OUR LOYALTY

Loyalty to Christ and His church are 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 quadrennial conference in the various ministries of the church is necessary if the International Pentecostal Holiness Church is to fulfill its mission. 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 quadrennial 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, quadrennial 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, quadrennial conferences, and all other individuals and entities of the church. To hold any official position in the church (local, quadrennial or general) or to serve as a delegate to General Conference, a member must follow the biblical principle of tithing.

CONCLUSION

This Covenant of Commitment is intended as a guideline for all our members, not a system for monitoring or judging one another. Neither is this Covenant of Commitment to be considered 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 in following a biblical lifestyle or this Covenant of Commitment should be given loving nurture and patient instruction, in order to lead him to maturity and restoration, if needed (Galatians 6:1, 2).

There are times when, in spite of every effort to nurture and restore a member, 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 of heresy, divisiveness, or immorality (Matthew 18:15-17; Titus 3:10; Romans 16:17, 18; 1 Corinthians 5:1-5). No person who has been dismissed, or who has withdrawn under charges from one Pentecostal Holiness Church shall be permitted to unite with another Pentecostal Holiness Church, without first being reconciled to the church from which he/she was dismissed.

The primary purpose for this commitment to a disciplined lifestyle is to strengthen the position of 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. We feel that 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) All Licensed/Ordained ministers are required to give a full tithe (10% of all income) monthly into the conference treasury, the missionary fellowship treasury or general treasury, according to membership status, and to report monthly on forms provided. It is important to **tithe on all sources of income** without seeking any exceptions.
 - b) Those not on salary are to tithe on a projected income monthly, to be adjusted on annual inventory.
 - B. (Ministers who do not comply with the tithing rule shall be dealt with in the manner listed in the 2005-2009 Manual of the International Pentecostal Holiness Church, page 69, item 8. c.)
 - C. Local Church Minister's Certificate
 - a) Those with Local Church Minister's Certificate are amenable to the local church where they hold their membership and shall tithe their income to the local church treasury.
 - b) They shall report to the local church monthly. Failure to do so for four (4) reporting periods will result in the forfeiture of their certificate. Pastors under whom local church ministers serve shall notify the conference office when such ministers no longer meet the qualifications of their certificate. The pastor shall annually affirm in writing to the superintendent the standing of the local church minister.
 - c) Any person with a Local Church Minister's Certificate pastoring a church, shall be amenable to that respective conference, tithe monthly into the conference treasury, report to the conference monthly, and shall be granted a vote in the Conference.
2. All ministers are eligible to join the General Retirement Program.
3. 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 AND RESOURCE 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. _____

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

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

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? _____

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. _____

***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