

# Your Guide to Ministry Credentials in the Allegheny District

## LICENSE LEADING TO CERTIFICATE

We are glad that you are pursuing ministry credentials in the Allegheny District of the EFCA!

Credentials serve many important purposes:

- affirming God's call upon your life
- verifying that you meet the qualifications and standards for ministry in the EFCA
- approving you for ministerial service under the auspices of the EFCA
- and providing legal status in the exercise of your ministry.

This is a guide to acquiring the **EFCA License Leading to Certificate**. It is intended to give you a simple road map through a process that can sometimes seem overly complicated.

The primary purpose of the license is to identify *theological competency* and *alignment with the EFCA*. It is temporary, valid for only three years, and leads either to the Certificate of Christian Ministry (which focuses on theological proficiency) or the Certificate of Ordination (which focuses on theological mastery).

## GET STARTED!

### ***1*** Apply for Your License.

The first step is to gather the required application materials and send them to the District Office:

- [Minister's Profile](#). This form ensures that our information about you is up to date.
- A letter from you indicating your desire and reasons for applying for this license.
- An affidavit from you indicating that you have completed the [EFCA Required Reading](#) or the EFCA History and Polity course.
- A record of attendance from the dean's office of any Bible schools or seminaries you have attended.
- A letter of recommendation from the church of which you are a member and, if different, a letter from the church or ministry you are currently serving. Please forward the [Guide to Writing the Letter of Recommendation](#) to your church's leaders. [The Character Assessment Guide](#) is another helpful document that your church leaders can use to prepare your letter of recommendation.

- ❑ [Ministerial License Application](#). This application includes a checklist of all items that must accompany your file before it goes to the EFCA Board of Ministerial Standing. Fill the form out as much as possible. There are a few items on the checklist (4. Written Thesis, 5. Minutes of Licensing Council, and 6. Recommendation from Licensing Council) that will be added to your file later.

Send these application materials (as you finish them or all together) to the District Office:

EFCA Allegheny District  
Attn: Kathy Dysart  
239 Braun Road, Beaver Falls, PA 15010  
Phone & Fax: (412) 854-5620  
[alleghenydistrict@verizon.net](mailto:alleghenydistrict@verizon.net)

Kathy will open a file for you and help you track your progress. She will also communicate to the District Constitutions and Credentials Board that your paperwork has been received.

## **2** *Write Your License Thesis.*

The next major step is to write your License Thesis, a short paper that demonstrates your theological competency and doctrinal alignment with the EFCA.

- \* Read the [License Thesis Requirements](#) carefully. They provide you with a comprehensive set of guidelines for writing your paper that must be closely adhered to.
- \* Set personal goals for completing this paper. We suggest that you divide the work up into achievable pieces and work at a predetermined pace. (Example: “I plan to have the biographical section done by March 1<sup>st</sup>. I want to have the section on Article 1 completed by May 1<sup>st</sup>.”) We also suggest that you ask a friend to hold you accountable and to encourage you through your writing phase.
- \* Matt Mitchell is the current contact person for papers and councils. [Contact Matt](#), and he will pair you with a “coach” to mentor you through the process of writing your thesis [☎ 814-345-6500].

## **3** *Prepare for Your Council.*

As you complete your licensing paper, you will want to schedule your Licensing Council.

- \* [Contact Matt Mitchell](#). He will work with you to arrange for a licensing council to be held.
- \* In the Allegheny District, a Licensing Council is comprised of at least 1 (one) member of the

District Constitution and Credentials Board and at least 2 (two) other permanently EFCA credentialed pastors. Participation of lay persons in this council is encouraged but not required.

- \* The approximate length of your council will be 90 minutes. You will be asked questions about your paper and your theology to assess your theological competency and alignment with the EFCA, as well as, current doctrinal issues and issues related to lifestyle.
- \* To prepare, we recommend that you attend another candidate's Licensing Council, if possible. This provides an orientation to the process, gives you a sense of what kinds of questions will be asked, and builds confidence in your ability to pass the council yourself.

## **Help Is Available!**

More helpful information about ministry credentials can be found on the [EFCA website](#) including [general requirements for credentials](#) and [specific requirements for this license](#). The brochure [Steps Toward Credentialing](#) is the officially approved policy that governs ministry credentials within the EFCA. [An overview summary of the whole process](#) from start to finish is especially helpful for getting the big picture.

Please contact any of us on the District Constitutions and Credentials Board to answer any questions, encourage you throughout the process, or solve any problems that arise as you progress towards your ministry credential.

We want you to succeed in this process and are ready to help you in whatever way we can!

### **Allegheny District Constitutions and Credentials Board**

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\* Revised February 2012