

LICENSE PROCEDURE

10-26-2005

KENTUCKY DISTRICT UNITED PENTECOSTAL CHURCH

Applicant's Responsibilities

The District Secretary/Treasurer must receive the official license request form at least 90 days prior to the upcoming District Board Meeting. To obtain an official license request form, contact your presbyter.

Upon receiving the official request form, the applicant will receive a license packet that includes:

1. Letter of explanation
2. License Application
3. Transmittal Form
4. Pastor's Confidential Form
5. Insurance Enrollment Card
6. Minister's Profile
7. Reading Requirements
8. Study Sheets
9. Financial Obligation Information
10. Photocopy of UPC License Requirements
11. License Seminar Information
12. Affirmation Statement
13. License Procedure

Applicant must:

1. Submit completed application and other forms to her/his Presbyter at least 60 days prior to District Board Meeting to be placed on meeting agenda.
2. If applicant or spouse has been divorced since receiving the Holy Ghost, make this known when requesting application so the Presbyter can be informed and make sure the needed documentation accompanies application.
3. If the applicant has taken bankruptcy, make this known when requesting application so the Presbyter can be informed and conduct the interview properly.
4. If the applicant has any UPCI Bible College, a college report must be sent to the District Secretary at least 60 days prior to the District Board Meeting to be placed on the agenda.
5. If applicant is requesting reinstatement from another district, a letter of approval from the former District Superintendent needs to be in the hands of the District Secretary at least 60 days prior to the District Board Meeting to be placed on the agenda.
6. Applicant must attend the License Seminar if this is the first time for them to be interviewed by the District Board for credentials.

The applicant's pastor must complete the Pastor's Confidential Form and have in the hands of her/his Presbyter at least 60 days prior to District Board Meeting.

Presbyter's Responsibilities

The Presbyter will test and interview applicants. The interview with the Presbyter should include:

1. See that all questions are answered on the application.
2. Ask if they have finished the reading and preaching requirements.
3. Ask if they have attended or registered for the License Seminar.
4. See if the applicant meets the requirements set forth by the UPCI.
5. Test the applicant.
6. Score the test and review the missed questions with applicant.
7. Make sure all documents, checks, and pictures are included with application.
8. Answer any questions from applicant pertaining to license.
9. If you see a potential problem inform the applicant, they may still request to meet the District Board, but it may save the applicant a trip.
10. Inform the applicant of location, time, and date the District the District Board is meeting applicants.

LICENSE PROCEDURE 10-26-2005

KENTUCKY DISTRICT UNITED PENTECOSTAL CHURCH

Presbyter's Responsibilities (continued)

Sign transmittal form and send complete file to District Secretary for each applicant at least 30 days prior to District Board Meeting to be placed on agenda.

Inform the District Secretary if applicant can only meet the District Board at a certain time. The District Secretary will try to work schedule out if possible. The District Secretary will inform applicant of interview time if a special consideration has been asked for.

Applicant's Interview by District Board

Prior to interview, the Presbyter of applicant will:

1. Report any potential problems.
2. Give his personal recommendation.
3. If there is a potential problem(s), the applicant will be given the choice whether he/she wants to meet the District Board.

The District Board interview will include:

1. District Superintendent will make introductions.
2. Presbyter of applicant will lead review of application.
3. Questioning by Board Members. (Morals, positions and beliefs, financial state and background, calling, personal soul-winning, standards of holiness, ministerial ethics, cooperation with section and district, reason for wanting license or validity of request to upgrade license, and future course of ministry)
4. After questions are answered applicant will be asked to step outside while the District Board makes their decision on request for license.
5. The motion to be licensed should be made by the applicant's presbyter.
6. After vote of District Board applicant will be asked to re-enter and be informed of the Board's decision.
7. Admonishment to be faithful to their local church and supportive of their pastor if they are not the Pastor.
8. Admonishment in their ministerial obligations, ethical in their ministerial relationships, and to participate in Section and District activities. (District dues begin month of interview)
9. If approved applicant will receive a copy of current District Manual and District Calendar.
10. Inform applicant that application will be sent to headquarters for final approval and formal license certificate and fellowship card will be issued within a couple of months. (Divorce and bankruptcy cases may take longer)
11. Prayer by District Board.

***** If deadlines are not met application is void and the applicant must obtain a new official license request form.**