

APPENDIX A

Suggested Procedures, Application, and Guidelines for Granting a Local Church License

1. The candidate should read our “Standards of Recognition” to get a lay of the land.
2. The candidate completes the “Application for a Local Church License” and submits a copy to the local church pastor.
3. When the candidate is also serving as pastor of the local church, the chair of the board of deacons should take the role of guiding this process.
4. The local church pastor interviews the candidate regarding his or her gifts and graces for ministry and his or her call to ministry, as well as outlining the responsibilities of being a local minister.
5. When the local church pastor finds the candidate has completed the application for a local church license,(see application) the pastor will schedule a candidate interview with the local church board (Deacons?) recommending the issuance of a local church license. It is recommended the spouse be included at some point during this process.
6. Recommended: The local church is urged to run a criminal background check on all first-time Local Church License applicants. <http://www5.informe.org/online/pcr/>
7. The local church board interviews the candidate using the candidate’s “Application” and the “Interview Guidelines for a Local Church License.” The “Interview Guidelines” form should be completed as the interview is conducted.
8. After the interview is completed, the candidate is dismissed from the meeting. The local church board discusses the interview and votes whether or not to issue a local church license. In some churches, this entire membership decides by vote.
9. Upon favorable local church board vote, a local church license is issued for a period of one-two years.
10. Upon favorable local church board vote, the chair of the Deacons (or local church pastor) mails a copy of the completed “Interview Guidelines” to the ABCOM office and clerk of their Association along with a copy of the local church board’s written recommendation.
11. It is recommended that the license be presented in a public service by the local church pastor, after reviewing with the congregation the qualifications of the candidate, and explaining that the person has been enrolled in a Ministerial Course of Study (AIM, seminary or some kind of further education).
12. The local church pastor is responsible as mentor to give continued encouragement to the candidate and to guide him or her in pursuing the ministerial course of study and the requirements for re-licensure.

INTERVIEW GUIDELINES FOR THE LOCAL CHURCH
FOR GRANTING A LOCAL CHURCH LICENSE

The local church has the privilege and responsibility to license persons who request it and who are qualified to become local ministers. The following guidelines are designed to be used in a personal interview with the applicant by the local church board (Deacons?) in conjunction with the completed “Application for Local Church License”. These questions should be answered to the satisfaction of the board where the candidate is a member in good standing.

Consider inviting the spouse to attend the interview.

If license is granted, this form should be filled out and sent to the Secretary for the Committee on Ministry at the ABCOM office, PO Box 617, Augusta, ME 04332-0617.

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| 1. Does the candidate have a clear testimony? | Yes | No |
| 2. Was the candidate able to describe their devotional life? | Yes | No |
| 3. Is the candidate loyal to the local church and amenable to its leadership? | Yes | No |
| 4. Do you agree in the sense of God’s call upon the candidate’s life? | Yes | No |
| 5. What gifts do you see present in the candidate’s life? | | |
| 6. Are you satisfied with the Christian service they have been engaged in? | Yes | No |
| 7. What evidence of the gifts of the Holy Spirit do you see in the candidate? | | |

COMMENTS:

Date of Interview _____

Local license issued for one or two years (Please circle)

Signatures: Local board chair _____

Local church pastor _____

If license is granted, please send a completed copy of this form to the Secretary for the Committee on Ministry at the ABCOM office, PO Box 617, Augusta, ME 04332-0617.

APPLICATION FOR LOCAL CHURCH LICENSE

Full Name:

Address:

Date of Birth:

Gender:

Describe your conversion experience.

Describe your devotional life.

How have you come to sense God's call upon your life?

If you are married, does your spouse support your call to ministry? Please explain.

What gifts do you feel you possess that qualify you for ministry?

In what forms of Christian service have you been engaged? (Please include activities and any offices held.)

Have there been any allegations of misconduct in ministry that have been made against you to the church, any denominational body or any law enforcement agency (this includes charges of sexual misconduct, financial impropriety, abuse of power, etc.)? If yes, please explain the nature of the allegations and the manner in which they were resolved.

Are you in harmony with the Covenant and Code of Ethics (Appendix G) and ABCOM POLICIES and RESOLUTIONS CONCERNING ORDINATION (Appendix H)? If so, sign and submit them. If not, explain in writing.

During the next year, what academic and personal goals do you seek to meet?

If granted a Local Church License how will you faithfully avail yourself of opportunities to serve the church?

Do you feel God is calling you to ordained ministry at some point in the future?

Are you willing to submit to an appropriate background check in order to work in various ministries within the church?

Inasmuch as financial integrity is essential for effective ministry, describe how you demonstrate financial responsibility.

RELEASE PERMISSION

I attest the above information is true and accurate. I also realize that this information may be shared with ABCOM.

Signature _____ Date _____

Please return this application to the pastor of your local church (and keep a copy for your records).