



CREDENTIALS MANUAL
of the
CHURCH OF GOD



CHURCH
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MINISTRIES

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CREDENTIALS MANUAL

of the CHURCH OF GOD

2021 Revised Edition

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Publisher

Published by Church of God Ministries, Inc.
P.O. Box 2420, Anderson, Indiana, 46018-2420

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This 2021 edition of the *Credentials Manual* of the Church of God replaces all previous manual editions and is considered the official point of reference for all questions related to the licensing, ordination, registering, and accountability of ministers and congregations of the Church of God. For questions about this Manual, or for securing needed materials related to its implementation, contact Church of God Ministries.

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TABLE OF CONTENTS

Historical Overview.....	4
Authorization and Legal Intent of this <i>Manual</i>	6
Glossary of Key Terms and Phrases.....	8
Expectations of a Recognized Assembly.....	12
The Vital Importance of Credentials Committees.....	13
Section 1 The Credentialing of Vocational Ministers.....	14
Section 2 Standards of Ministerial Ordination.....	25
Section 3 The Ministerial Credentialing Process.....	40
Section 4 Registration by Ministers and Congregations.....	46
Section 5 When Ministers Move to Another Assembly.....	53
Section 6 Recognition and Certification of Congregations.....	57
Section 7 Maintenance of Credentials and Certification for Ministers and Congregations.....	65
Section 8 Materials Relevant to the Implementation of This <i>Credentials Manual</i>	100
Appendix A Establishment of Standing Committee on Credentials.....	102

HISTORICAL OVERVIEW

The Church of God began in 1880 by reacting dramatically to an excessive institutionalization of church life, often characterized as the heavy laying of human hands on God's holy body of believers. However, after about thirty years of existence, this "reformation movement" (as it often has been known) had begun to feel the pain of insisting on virtually no human organization being allowed in its own life. It had begun to permit small appearances of organization, but only as need appeared to make necessary. The Spirit of God was to remain in control of constituting, energizing, and directing the life of the church.

By the 1930s Anderson College, the movement's first institution of higher education, had developed the practice of graduating ministerial students and then having a separate ceremony to also ordain select ones to ministry in the Church of God. The authority to oversee ministerial preparation and credentialing was as yet not clearly determined. After 1938 such functions slowly moved to the state level as regional assemblies developed—again, only as need appeared to make necessary. Inevitably, standards and procedures for ministerial preparation, ordination, and accountability were not formalized or uniform.

The General Ministerial Assembly of the movement, functioning since 1917 as the church's central voice, made clear in 1948 that the problems associated with such informality and disparity of standards and procedures had become unacceptable. This needed to be recognized and addressed. Accordingly, that 1948 GMA authorized the creating of a ministerial credentials manual, an initial attempt at a regularization of standards and procedures of ministerial life in the movement. While the need had become clear, progress in addressing it would be slow indeed.

The first Congress on Credentials of the Church of God finally met in 1986, nearly four decades later, resulting in the 1986 edition of a *Credentials Manual* for ministers and congregations. Additional Congresses followed in 1996, 2003, 2006, and 2010, resulting in new *Manual* editions, with Barry L. Callen acting as Editor of each edition. Why the multiple editions? The church kept growing, maturing, changing, and finding itself and its leadership in a rapidly evolving culture with fresh challenges, professional expectations, and legal requirements and threats. Thus, perceived need kept driving the ongoing development of the *Credentials Manual*.

Responsibility has required of the church fresh visioning, cautious but increased structuring, and now a longer and more carefully crafted set of ministerial and congregational standards and procedures. The prevailing paradox of the history of the Church of God remains what the 2011 *Manual* edition reports of itself. It "attempts to reflect the proper balance between legitimate autonomy and needed authority in the church's life." This balancing continues to be an important, delicate, and necessary matter for a properly prepared, formally recognized, and appropriately functioning ministry.

The 2015 General Assembly of the Church of God was another milestone in this ongoing process of needed and enlightened structuring of ministerial preparation,

credentialing, and conduct. That Assembly empowered a “Select Committee on Credentials,” with twenty-four members from the United States and Canada, to establish the most desirable contents of a revised 2021 edition of the *Credentials Manual*. One key component of this Committee’s crucial work was to consult with a new Credentials Congress, seeking broad perspective and ownership of the eventual results of its work. Two sessions of this Congress were convened, one in 2016 and the other in 2017.

All content of this edition of the *Credentials Manual* is authorized by the General Assembly of the Church of God in the United States and Canada, enacted through its standing Committee on Credentials, with implementation and future revision of the Manual to be determined by that Committee. This 2021 edition of the *Credentials Manual* was released by authorization of the standing Committee on Credentials of the General Assembly in coordination with the Executive Director of U.S. and Canada Strategy of Church of God Ministries, Inc.

AUTHORIZATION AND LEGAL INTENT OF THIS 2021 Edition of the *CREDENTIALS MANUAL*

The intent of this 2021 edition of the *Credentials Manual* is to provide the definitive standards and processes for the Church of God in the United States and Canada. This intent is consciously limited to the standards and procedures of ministerial credentialing and congregational recognition. Beyond that, this Manual has no intended bearing on the legal relationships between a state/regional/provincial assembly of the Church of God and the church's General Assembly or its Ministries Council. When references are made to the Internal Revenue Service or 501(c)(3) tax status, the context is the legal and tax systems of the United States. Similar stances are intended as appropriate within the Canadian legal and tax systems.

All users of this Manual should be aware of the following disclosure statements of legal intent and limitation. This *Credentials Manual* provides the needed accountability to the General Assembly of the Church of God and to federal and state/provincial laws in the United States and Canada. It thereby gives to credentialed ministers and recognized congregations the benefits provided under these laws.

LEGAL DISCLOSURE: This *Credentials Manual* provides general information related to potential legal issue(s) and does not provide legal advice. No attorney-client or confidential relationship exists or will be formed. The information presented is intended to provide general information and not legal advice. It is not intended to be acted on as such, and is subject to change without notice. An attorney or tax professional should be contacted for specific legal or tax advice.

To ensure compliance with requirements imposed by the Internal Revenue Service, we inform you that any tax advice contained in this communication, or in this *Credentials Manual* (or attachments therein), is not intended or written to be used by any taxpayer for the purpose of (1) avoiding penalties under the Internal Revenue Code or (2) promoting, marketing or recommending to another party any transaction matter addressed herein.

This *Credentials Manual* intends to put biblical foundations into definitional and operational terms for the current recognition and practice of Christian ministry in the Church of God. It attempts to reflect the proper balance between legitimate autonomy and needed authority in the church's life. As directed by the General Assembly of the Church of God, the standards and processes presented herein are intended to be consistent, equitable, unifying, and biblically grounded.

The calling and gifting by the Holy Spirit for Christian ministry is given priority attention in these pages. It is recognized that there are structural dimensions crucial to identifying, supporting, and disciplining divine calls and gifts. Ignoring accountability in

Christian ministry leads to unclear expectations, competing interests, poor communication, and lack of cooperation— all barriers to fulfilling the Christian responsibilities for unity and effectiveness as good stewards of the gospel of Jesus Christ.

A common approach to addressing issues related to ministerial and congregational credentialing, registering, and functioning opens the door of disciplined dialogue that protects integrity and enhances unity and ministry effectiveness. Christ calls, equips, unites, and sends disciples. This *Credentials Manual* is intended to be a tool to help unite the body of believers known as the Church of God. It puts into definitional and operational form the following mission central to this church body's life and leadership (drawn from the *Constitution of the General Assembly*):

The purpose of the Assembly shall be to further the ends of the Church of God: unity and holiness. As a people embracing Jesus as Lord, the Church of God strives to follow Him as He defined His ministry in Luke 4:16-21, anointed by the Spirit to: proclaim, heal, free, and restore, while conscious of the risks and costs of so doing.

ORGANIZATION. Materials in this Credentials Manual are organized with the user in mind. A continuous numbering system presents the policies and procedures in a logical order, identifying clearly all sections and subsections. Standard forms needed for implementing various aspects of this Credentials Manual are identified in section 8.00. These forms are available at Church of God Ministries by going to www.jesusisthesubject.org/credentialing and then going to CHOG24-7. They may be copied as needed. There also is a Glossary that lists and defines many terms or phrases key to this Manual.

REVISION. The 2017 General Assembly of the Church of God established and authorized a "standing Committee on Credentials" to interpret, implement, review, and revise this Credentials Manual as may become necessary and appropriate in the future. For the roles of this Committee, see "Glossary of Terms and Phrases" and Sections 1.1.4 and 7.7.

GLOSSARY OF TERMS AND PHRASES

The following definitions clarify the intended meaning in this *Credentials Manual* of key organizations, standards, and processes related closely to the recognition, certification, registering, and credentialing of congregations and ministers in the Church of God.

ENTITIES WITH SPECIALIZED ROLES

- 1. Church of God.** The body of believers professing discipleship to Jesus Christ, members of the Body of Christ, conforming to faith and practice as understood by the light of biblical revelation, in fellowship with one another under the umbrella of the General Assembly of the Church of God in the United States and Canada.
- 2. General Assembly.** The General Assembly of the Church of God conducts the general business of the Church of God in the United States and Canada and serves as a forum for the identification, selection, and empowerment of leaders for the Assembly and the ministries and agencies within the Assembly's portfolio. It approves a *Credentials Manual* that states the standards, policies, and procedures for the credentialing of ministers and recognition of congregations of the Church of God in the United States and Canada. It authorizes particular state/regional/provincial Assemblies to issue ministerial credentials in accord with the General Assembly's approved *Credentials Manual*.
- 3. Church of God Ministries, Inc.** Church of God Ministries Inc. is the legally incorporated, non-profit corporation that holds title to all General Assembly real assets. When the Assembly is not in session, Church of God Ministries acts on its behalf in the pursuit of the Assembly's ends, including the issuing of a *Credentials Manual* and the authorizing of particular state/regional/provincial Assemblies to administer its policies and procedures.
- 4. Ministries Council.** The Ministries Council is the Board of Directors of Church of God Ministries, chosen by and accountable to the General Assembly. The Council acts on behalf of the General Assembly when it is not in session.
- 5. Standing Committee on Credentials of the General Assembly.** The 2017 General Assembly of the Church of God established a standing Committee on Credentials and authorized it to act on behalf of the General Assembly in implementing, interpreting, reviewing, and when necessary revising the General Assembly's *Credentials Manual*. The SCC is accountable directly to the General Assembly. See sections 1.1.4 and 7.7 of this Manual.

6. **Assembly: State/Regional/Provincial.** Assemblies are state/regional/provincial organizations of the Church of God.
7. **Credentials Committees.** In order to implement the credentialing and certification of ministers and congregations within the boundaries of an authorized Assembly, and to hold them accountable to the standards, policies, and procedures of this *Credentials Manual*, all Assemblies authorized by the General Assembly will establish and have properly trained one or more Credentials Committees. The particular roles of these Committees are defined in detail in this *Credentials Manual*.
8. **Leadership Focus.** *Leadership Focus* serves the work of Credentials Committees by being the primary source of preparation for all Church of God ministerial candidates in the United States and Canada. It is a ministry development tool wholly owned by Church of God Ministries and designed to equip and strengthen leaders through relational training with a missional perspective. While not a credentialing agent as such, it serves the Credentials Committees of the several authorized Assemblies of the Church of God by providing ministerial and missional candidates with a comprehensive program of ordination preparation.
9. **Yearbook of the Church of God.** The *Yearbook* of the Church of God is a volume published periodically and also maintained as a real-time record by Church of God Ministries. It presents extensive information about the Church of God worldwide and carries a comprehensive listing of the ministers and congregations approved by an Assembly authorized by the General Assembly to grant ministerial credentials in the United States and Canada.

TERMS WITH SPECIALIZED MEANINGS

- 10. Attributes of a Church of God Congregation.** A congregation of the Church of God should be characterized by particular attributes. These are listed in section 6.1.1.
- 11. Code of Ethics.** High expectations are held for the personal and professional lives of credentialed ministers. These expectations are detailed in section 2.1.2 B.
- 12. Denominational Intent.** This Credentials Manual does not intend to relate to the whole body of Christ in any exclusive or divisive (denominational) manner. Even so, occasionally it refers to “beliefs, standards, or practices widely embraced and generally taught in the Church of God.” The intent is to ensure that ministers and congregations affiliated with and credentialed by this particular church body are “aware, appreciative, and supportive of its distinctive heritage and commitments.”
- 13. Educational Expectations.** Ministerial candidates are expected to pursue significant educational preparation for their vocations. However, life circumstances sometimes make possible only certain patterns and degrees of educational achievement. See section 2.1.5.
- 14. Recognized Assembly.** To be a recognized Assembly in the Church of God, there are particular expectations, along with goals and measurements for defining a healthy and effective Assembly. They are listed below.
- 15. Redemptive Refuge.** Each Credentials Committee is encouraged to create a designated person or team, either as a formal part of the committee or in informal cooperation with it, that exists as a safe place for ministers to come and receive spiritual support and accountability related to struggles with ongoing personal issues, temptations, and/or sins. See section 7.3.4.
- 16. Sexual Identity and Misconduct.** Section 7.3.3 details ministerial actions that require discipline. These include a detailed definition of sexual misconduct and a precise definition of sexual identity.
- 17. Specialized Ministers.** Some ministers are engaged in specialized ministries that make it impossible for them to be a part of the active life of any Assembly of the Church of God. These ministers are identified in section 4.4.1.
- 18. Specialized Ministry Groups.** A person or specialized ministry group wishing to be listed in the *Yearbook* in the Directory of Organizations must be approved annually by the credentialing body with jurisdiction where the home office of the ministry is located. See section 4.4.2.

- 19. Specialized Ministry Circumstances.** There are rare situations when an Assembly confronts a challenge that goes beyond its resources of personnel, time, language, and/or expertise. Handling such a circumstance is described in section 1.1.4.
- 20. Theological Beliefs.** Scripture prescribes the minister's theological qualifications, portraying the minister as one who is "able to give instruction in sound doctrine and also to confront those who contradict it" (Titus 1:9). In section 2.1.3 is a listing of sixteen theological subject areas where ministerial candidates are expected to articulate acceptable beliefs.
- 21. Vocational Minister.** Every Christian has a ministry. Ministerial credentialing, however, relates to particular vocational calls and carries with it both special recognition and accountability. Licensing and ordination are special recognitions for vocational ministers and requires a high level of readiness and a consuming passion to make ministry one's life vocation. See section 2.1.6 and 2.2.1-2.2.4.

EXPECTATIONS OF A RECOGNIZED ASSEMBLY

The General Assembly of the Church of God recognizes particular state, regional, and provincial organizations (assemblies) in the United States and Canada to be its agents for credentialing ministers and recognizing congregations. The process of organizational recognition centers in that organization's inclusion in each new edition of the Yearbook of the Church of God.

Recognized organizations implement the standards and procedures established by the General Assembly and found in its authorized *Credentials Manual*. They seek to be characterized by the General Assembly expectations that follow. The intent of these expectations is to provide a means of setting forth goals and measurements by which a recognized organization can self-evaluate as it strives to serve its constituents and foster an environment of health and growth for the expansion of the Kingdom of God.

1. Model the spirit of Christ which embraces truth in love; strives for unity and commitment to all constituents and congregations of the assembly; stimulates fellowship among its constituents and with other Christian organizations that are like minded and mission focused.
2. Commit to fulfilling the Great Commission through the ministries of their assembly.
3. Function in harmony with the doctrines and teaching of the Word of God as commonly understood by the teaching heritage of the Church of God.
4. Faithfully implement the General Assembly's *Credentials Manual*.
5. Work to enhance the unity and effectiveness of the mission of the Church of God movement at large.
6. Be committed and intentional about developing strategies and vision that foster an environment of multiplication of congregations and leaders.
7. Remain true to the teachings of Scripture regarding biblical marriage, family, holiness, and salvation through Christ alone.
8. Be committed to embracing and fostering a spirit of unity and equality in accord with the definitions and standards that appear elsewhere in this *Credentials Manual* and in related resolutions of the General Assembly of the Church of God.
9. Encourage opportunities for each congregation within the Assembly to be a growing and healthy congregation that is lovingly and effectively reclaiming its community for Jesus Christ.
10. Promote opportunities and a healthy environment of support, fellowship, and accountability for each minister and emerging leader to grow in spiritual knowledge, skills, competencies and abilities in their professional and personal lives so that ministry is enhanced and leaders are developed and intentionally multiplied.
11. Engage, develop, and honor within the Assembly strong and gifted leadership that reflects the intentional diversity of that Assembly and region.
12. Ensure that the assembly and each congregation maintain responsible practices of organizational integrity, including current bylaws and budgets, with congregations encouraged to consider conditional deeding to safeguard Kingdom assets in accord with General Assembly guidelines.
13. Ensure that the work of the Credentials Committee of the Assembly functions in accord with the Credentials Manual of the Church of God and the recognized practices and

procedures of the Church of God as directed by the General Assembly, and that the credentialing processes for every congregation and minister are undertaken with respect, equitably, and in a timely fashion.

In cases where an engaged body authorized by the General Assembly has not successfully achieved the above, the standing Committee on Credentials of the General Assembly will initiate a process designed to reach these attributes and resolve conflicts that have arisen as a result of their lack. Such attempts will be guided by the material found in section 7 of this *Credentials Manual*.

THE VITAL IMPORTANCE OF CREDENTIALS COMMITTEES

At the center of most of the processes of ministerial preparation, credentialing, and accountability described in this *Credentials Manual* is the work of the Credentialing Committee established by an authorized Assembly. Its various roles are so important, and often so sensitive in nature, that committee members must be chosen with care, properly trained, and function at the highest level of responsibility to the church and its leaders. Sections 1.1.1 and 1.1.2 provide detail and should be read with particular care and followed closely. The effective implementation of this *Credentials Manual* depends in general on appropriately gifted and properly motivated and trained credentialing committee members.

In order to support this vital work and ensure the operational implementation of all elements required in the ministerial credentialing process, individuals selected to serve on Credentials Committees will fulfill standard training requirements set forth by Church of God Ministries. Additional training by Church of God Ministries may be required and provided each year for the Chair of each Credentials Committee to ensure that resourcing, support, legal information, and other updates are provided.

SECTION 1

THE CREDENTIALING OF VOCATIONAL MINISTERS

Contents of This Section:

1.1 The Credentialing Committees

- 1.1.1 Purpose and Jurisdiction
- 1.1.2 Membership, Accountability, Roles
- 1.1.3 Training of Committee Members
- 1.1.4 Approach to Exceptional Circumstances

1.2 Theology and Purpose of the Credentialing of Vocational Ministers

1.3 The Levels of Credentialing Vocational Ministers

- 1.3.1 Licensing
- 1.3.2 Ordination

1.4 Those Who May Be Credentialed by License and/or Ordination

- 1.4.1 Categories of Vocational Ministers
- 1.4.2 When Special Circumstances Require Altered Procedures

SECTION 1

THE CREDENTIALING OF VOCATIONAL MINISTERS

1.1 The Credentialing Committees

1.1.1 Purpose and Jurisdiction of a Credentialing Committee

The purposes of a credentialing committee (potentially called by differing names) include functioning on behalf of assemblies in licensing and ordaining vocational ministers in the Church of God movement, and in recognizing certain non-vocational servants of the church. The committee periodically approves licensed and ordained ministers and congregations of the Church of God.

Committee functions may include, but are not necessarily limited to, providing leadership in pastor-congregation conflict resolution, revoking and/or restoring a vocational minister's credentials, supervising the transferring of credentials for ministers from other communions or countries, assisting congregations in securing pastoral leadership, assisting ministers in securing pastoral assignments, facilitating the recognition of congregations and free-standing (para-church) ministry organizations of the Church of God, counseling and disciplining congregations, and expediting the administrative reporting of its actions to its parent assembly and Church of God Ministries.

1.1.2 Membership, Accountability, and Roles of a Credentialing Committee

- A. The credentialing committee is established by the governing body of the appropriate assembly and has authority, as set forth in the assembly's bylaws, to make committee decisions and take appropriate actions.
- B. The governing body that establishes the credentialing committee in each state, district, or province has the responsibility of oversight, accountability, and training of the credentialing committee's membership. Standard training is provided through Church of God Ministries.
- C. Any appeal of an action of a credentialing committee goes to the appropriate governing body, as prescribed in the assembly's bylaws or, in cases where a conflict of interest is evident, to appointed representatives of that governing body agreeable to both parties.

- D.** Committee members are expected to participate in and support the life of the Church of God and exhibit a high degree of spiritual maturity, gifts of discernment, leadership, redemptive intent, and sufficient ministerial experience to render wise decisions in relation to their ministerial peers. They also must be trained for this critical role through Church of God Ministries.
- E.** In order to gain the caliber of person desired, with the abilities identified above and certification provided by the assembly's training program, it is recommended that those who serve on credentialing committees be ratified rather than elected.
- F.** The membership of a credentialing committee should have a diversity that reflects a fair representation of ministers from the congregations being served. This diversity should include race, color, gender, congregational size, and geographic location. By assembly bylaws, some credentialing committees may have lay members. If not, a credentialing committee should have the authority to call on lay representatives of its authorizing assembly for consultation and assistance in its work.
- G.** Conflicts of interest must be avoided in implementation of the work of a credentialing committee. A conflict of interest exists when a credentialing committee member, in the attempt to make a fair decision on an issue at hand, cannot be separated from a bias related to the decision to be made. Such biased circumstances include being a close friend, relative, advocate, or adversary of the person concerning whom a decision is to be made. When a conflict of interest exists, the involved committee member should voluntarily avoid participation in the decision. If the majority of the committee judges that one of its members has a conflict of interest and the member does not avoid participation voluntarily, it is the committee's responsibility to require that member to be absent while the issue is discussed and decided.
- H.** Most issues discussed by credentialing committees should be kept in the strictest of confidence. Much of the work of a credentialing committee is sensitive in nature and may have legal implications; it is not, therefore, "for publication." Confidentiality is vital and must be respected in all committee procedures. Information in the files of a credentialing committee should be considered confidential and kept secure.
- I.** Committee members are responsible for sensitive documents. Sensitive documents should be secured and care should be taken to adhere to federal, state, and provincial laws concerning this issue. All documents

are the sole property of the credentialing committee and should be returned to the committee by a member upon leaving office. Copies of any and all files made for credentialing purposes should be disposed of according to federal, state, and provincial laws.

- J. Credentialing committees are to work with a particular spirit and attitude. They exist primarily to support, equip, energize, encourage, and restore. They should not be seen as focusing on the enforcement of restrictive rules and the executing of punishment. Their core functions are to journey with those in preparation, mediate when conflict arises, and restore whenever possible those who experience failure.

1.1.3 Training Members of a Credentials Committee

- A. *Leadership Focus* will provide training to each Assembly as it enters and utilizes the *Leadership Focus* program.
- B. *Leadership Focus* will provide several training modules overseen by a coach and an evaluation process that provides training in:
 - 1. This *Credentials Manual*. This may be a multi-module presentation.
 - 2. The nature and work of the Credentials Committee.
 - 3. Assessments and theological statements.
 - 4. The nature and importance of vocationally trained ministers in the leadership of a congregation.
 - 5. The two levels of credentialing and their appropriate use.
 - 6. Navigating the powerful dynamic of multicultural and multi-generational ministry.
 - 7. Best practices for the discipline and restoration of ministers.
 - 8. Best practices for the discipline and restoration of congregations.
 - 9. Best practices for the transfer of credentials from another faith group to the Church of God.
 - 10. Annually, credentials committee chairs would take part in provided training that involves developing greater skills in leadership and updates in legal and other information critical to their role.
- C. It is the responsibility of each state/region or district to be responsible for the following training, equipping, and policy decisions.

1. That each new member fulfills the *Leadership Focus* training program.
 2. Clarification of expectations for credentialing members.
 3. The processes and actions for transfer of credentials from another faith group.
 4. The relational role with each candidate and the credentials committee.
 5. Ensure compliance with the standards and practices appearing in this *Credentials Manual*.
 6. Ensure compliance with state laws and codes.
- D. As members of credentialing committees complete both their *LF* and local training, they will receive certification confirming their readiness to serve in this capacity.

1.1.4 Specialized Ministry Circumstances

In rare situations when resources of personnel, time, language, and/or expertise are inadequate for the credentialing task at hand, an assembly should consider pursuing credentialing implementation partners. Such partners could include: (1) specialized bodies within the Church of God; (2) congregations of the Church of God possessing a strong administrative infrastructure to support ministerial credentialing; (3) neighboring Church of God assemblies with excess credentialing capacity; and/or (4) organizations with relevant language, cultural, technical, and/or legal expertise.

All such credentialing partnerships must maintain the same ministerial training requirements for ministerial candidates and for the Credentials Committees as these requirements are authorized by Church of God Ministries. They also must use *Leadership Focus* as the primary source for this training.

In a rare instance where an assembly faces an unresolved credentialing challenge involving a minister or congregation, a challenge that proves beyond the assembly's capacity or will to resolve satisfactorily, even with available partnerships, the standing Committee on Credentials of the General Assembly (SCC) is authorized (1) to receive from any party involved a request for assistance and then (2) to initiate a process of resolution. Depending on the nature of the issue, the process may involve a team appointed by the SCC, with its members from within and outside the assembly in question who have skills related to the issue at hand. For the spirit of such involvement by the SCC, see section 7.7.

1.2 The Theology and Purpose of Credentialing Vocational Ministers

Every Christian disciple has a ministry, and all who are called to ministry should be accountable. Ministerial credentialing, however, relates to particular vocational calls and carries with it both special recognition and accountability. Credentials are covenantal in nature; to accept such credentials is to become accountable to the established credentialing body of the appropriate area assembly. While most ministries reserved for the laity of the church do not require formal recognition as a means of establishing accountability, ministries practiced by clergy persons usually do.

Credentialing in the Church of God takes the forms of licensing and ordination. Each requires that certain qualifications be met. It is the responsibility of the appropriate credentialing body to determine whether or not a minister is qualified for credentialing and, if so, when and at which of the levels. Evidence of certain spiritual prerequisites is required by a credentialing committee in order for a prospective ministerial candidate to initiate pursuit of appropriate credentials. This evidence includes:

1. Salvation—as shown in a holy lifestyle;
2. Evidence of the call of God—a divine appointment to Christian ministry;
3. A demonstrated need for vocational credentials;
4. Fellowship and involvement in a local congregation of the Church of God;
5. Demonstrated knowledge and understanding of the Bible.

Because there are varieties of ministry, there are varieties of credentialing. Those who are licensed or ordained receive such credentialing because they have been “set apart” for a ministry that requires a more extensive involvement and a special gifting by the Holy Spirit. Credentialing at whatever level signifies a covenant relationship between the minister and the credentialing body, the minister and ministerial peers, the minister and the church at large, the minister and the local church being served, and the minister and God. Assuring the integrity of each of these covenant relationships rests on patterns of mutual accountability.

1.3 Credentialing Vocational Ministers

In order to address the concerns and standards of some organizations and legal requirements, licensing will be the initial level of credentialing a ministerial candidate. The ordination process involves a minimum of two to three years. A candidate’s license may be renewed annually until ordination requirements are fulfilled. Being licensed for repeating years and even completing the prescribed preparation process is not a guarantee of ordination.

1.3.1 Licensing

Licensing is the initial level of credentialing that acknowledges a minister's call to the Christian ministry and a corresponding commitment to vocational involvement. Licensing affords a limited measure of recognition and accountability. While it may serve as a step toward ordination, licensing should not be viewed as the promise of ordination. Licensing often satisfies legal requirements, as well as requirements imposed by such institutions as hospitals, nursing homes, and jails when these provide opportunities for pastoral care.

Credentialing bodies may license ministers for terms of one or two years, at their discretion, depending on circumstances and the qualifications of the minister. A license is given on the condition of an annual review by the credentialing body. It may be voided by action of the credentialing body if deemed advisable. It may be renewed if the credentialing body judges the minister worthy of such continuing credentialing.

1.3.2 Ordination

Ordination, the final step of vocational credentialing, recognizes a minister's call and vocational commitment to the Christian ministry. It provides for accountability to the appropriate credentialing body and also satisfies certain legal requirements of the state or province. Ordination usually is needed by persons who serve as leaders of local congregations, in institutional ministries, missionary endeavors, and certain other formal capacities. Ordination is to be granted only when it is strategic to the performance of vocational ministry to which one is called, and when its recipient is found suitable for ordination by virtue of divine call, appropriate character, spirit, commitment, preparation, beliefs, and performance. See section 2.00 for a fuller description of these ministerial characteristics and qualifications.

1.4 Those Who May Be Credentialed by Licensing and/or Ordination

1.4.1 Categories of Vocational Ministers

The following identifies the ministerial categories of those vocational ministers who may be credentialed through licensing and/or ordination.

Pastors

Persons who pastor recognized Church of God congregations may be properly considered for ordination, provided they have made a long-term vocational

commitment to Christian ministry with the Church of God and otherwise meet the qualifications for ordination listed in section 2.00 of this *Credentials Manual*.

Staff Associates

Career staff associates (e.g., those engaged in music and worship ministry, youth ministry, Christian education ministry) who have made long-term vocational commitments to congregational Christian ministry and who have achieved professional competence may be appropriately considered for ordination. In such instances, steps toward ordination should be no different from those prescribed for pastors.

Organizational Staff

Professional persons who have made a long-term vocational commitment to Christian ministry and who serve as evangelists or in administrative, educational, para-church, or institutional capacities that support the work of a local congregation may be appropriately considered for ordination. In such instances, steps toward ordination should be no different from those prescribed for pastors.

Chaplains

Persons who represent the church at large as military or institutional chaplains often find that ordination is a prerequisite for employment and placement. Those who have made long-term vocational commitments to these or similar callings may be appropriately considered for ordination. In such instances, steps toward ordination should be no different from those prescribed for pastors.

Christian Counselors

Professional counselors who have made a long-term vocational commitment to Christian ministry, and who have become properly educated for service as Christian counselors, may be appropriately considered for ordination. In such instances, steps toward ordination should be no different from those prescribed for pastors.

Missionaries

Persons may be considered for ordination if they represent the church at large as formally appointed missionaries through Church of God Ministries and have a long-term vocational commitment to Christian ministry. In such instances, steps toward ordination should be no different from those prescribed for pastors.

Note #1: It is understood that credentialing assemblies may license any of the above persons. In some cases, only a license may be given. It should not be assumed that issuance of a license assures eventual ordination. Circumstances may make licensing more appropriate than ordination. Licensing may be considered the best option when the minister deserves recognition, but does not meet all the requirements for ordination as listed in section 3 of this *Credentials Manual*.

Note #2: Although traditional undergraduate students preparing for ministry cannot be credentialed, it is important that, during their junior and senior years, they begin to connect with a local credentialing assembly and, if so desired, begin the credentialing process. This important relational and ministry connection will help when they enter ministry. It is important that, as this process begins, the ministerial student has the endorsement of the home church's pastor. When judged appropriate, the assembly involved will introduce the student to *Leadership Focus*.

Note #3: All specialized church servants who are not vocational ministers may be recognized formally by a local congregation as it judges appropriate. A congregation may wish to recognize a specialized church servant in its midst by "commissioning" that person for local service.

1.4.2 When Special Circumstances Require Altered Procedures

Special circumstances sometimes may require altered procedures to serve the best interests of given ministers and their livelihoods. This is particularly true with some chaplains, missionaries, and transfers.

Chaplains

In the event that time constraints preclude adherence to all of the credentialing procedures outlined in section 3, credentialing committees may waive the standard waiting period for chaplains, provided that the candidate otherwise qualifies for ordination and continues in *Leadership Focus* until its completion.

Missionaries

Persons called to full-time ministry on the mission field who desire ordination should seek such credentialing from the assembly representing their home church prior to mission placement. Following acceptance of a mission assignment from Global Strategy, the mission candidate will have credentials transferred from the home assembly to Global Strategy as he or she continues in *Leadership Focus* and preparation for the assignment. A mission candidate who has not formally begun the credentialing process in the home assembly

will be credentialed through the Global Strategy Leadership Focus track, with credentials held by Global Strategy.

In unusual circumstances, at the discretion of the credentialing committee of that home assembly, and after consultation with Church of God Ministries, the credentialing process may be modified to enable the missionary to meet time deadlines. For career missionaries under appointment through Church of God Ministries, ministerial credentials issued through their home assemblies are transferred to the Indiana state office of the Church of God for the duration of their time of missionary service.

Transfers from Outside the Church of God

The Church of God welcomes any Christian minister requesting ordination in the Church of God and holding valid ministerial credentials granted by another church body. It wishes to create no unnecessary obstacle to such a request. Nonetheless, there are certain non-negotiables, and responsibility requires proper due diligence in order to be consistent, equitable, biblical, and in compliance with all expectations of this Credentials Manual.

There are variables that require careful research and may result in differing requirements. Credentials presented for transfer may come from Christian traditions that differ theologically with the Church of God, have been secured with standards of preparation other than expected of Church of God candidates, and be held by a minister with limited or considerable ministerial experience and little or substantial awareness of Church of God history, beliefs, and practices. These variances require careful research on the part of a Credentials Committee and will result in the requiring of differing tracks of preparation for granting a Church of God credential. Leadership Focus will be utilized to provide the needed tracks of preparation and ensure equability of the related practices of the assemblies of the Church of God.

The process is as follows. The requesting minister, at the discretion of the appropriate Credentials Committee, may be interviewed initially for purposes of general acquaintance. The minister will be provided with a standard Application

Form to be completed and returned to the Committee within a specified time (30-60 days). After the Committee has received the completed packet and all associated reports, a follow-up interview with the Committee is established to review all materials and address any issues that arise.

Depending on outcomes of the above, the Committee will determine which of three available preparation Tracks implemented by Leadership Focus is most appropriate. Once that Track is determined and then fully engaged successfully, the Committee will proceed to authorize the appropriate credential.

See Section 8 of this Manual for identification of the document available from Church of God Ministries that details the contents of the required Application Form and the related three preparation Tracks available through Leadership Focus.

Typically, a minister of the Church of God may not hold credentials other than those provided by the Church of God. If a transferring minister satisfies all requirements for ordination in the Church of God, that minister may be asked to furnish the credentials committee with the previous ordination certificate so that it may be returned to the granting body. The minister then will be issued an ordination certificate by the Church of God.

Dual credentials may be held in rare cases, but only if there are exceptional circumstances and prior permission is granted by the credentialing committee of the Church of God after consultation with Church of God Ministries. For example, dual credentials could be held if a minister satisfies all the requirements for ordination in the Church of God but surrendering a previous ordination would cause the loss of pension benefits. In such cases, documentation from the outside ordaining body must be provided.

Those with Undocumented Immigrant Status

Church of God ministers living in the United States or Canada who are in an undocumented immigrant status may apply for credentials (licensing and ordination) as any other qualifying candidate. The undocumented status does not preclude a person from seeking and receiving such credentials. While an undocumented immigrant may be legally credentialed for ministry responsibilities, that person is not allowed to receive salary or benefits for such services. Note that current law in the United States and Canada may vary or be changed.

Transfers from Outside the United States and Canada

Persons transferring ministerial credentials from outside the United States and Canada will be received by the appropriate assembly and retain the credentials from the country of origin. The receiving assembly will review the minister's previous credentialing process and content and, if needed, give direction in areas of lack in order to maintain integrity with this current Credentials Manual.

SECTION 2

STANDARDS FOR CREDENTIALING VOCATIONAL MINISTERS

Contents of This Section:

2.1 Qualifications for Credentialing Vocational Christian Ministers

2.1.1 The Motivational Qualification

2.1.2 The Moral and Ethical Qualification

2.1.3 The Theological and Biblical Qualification

2.1.4 The Dispositional and Relational Qualification

2.1.5 The Educational Qualification

2.1.6 The Vocational Qualification

2.2 Conditions for Granting Vocational Credentialing

2.2.1 Reasonable Doubt Is Removed

2.2.2 Service Is Overtly Religious in Nature

2.2.3 Candidate Is Gifted and Willing for Christian Ministry

2.2.4 Involvement Is Substantial; Position Is Professional

SECTION 2

STANDARDS FOR CREDENTIALING VOCATIONAL CHRISTIAN MINISTERS

In order to provide for a biblically grounded, unifying, consistent, equitable standard that is easily transferable across assemblies, *Leadership Focus* will be the primary source of training for all candidates. It is understood that, while it is the aspiration for all assemblies to have their candidates fully engaged in *Leadership Focus*, each Credentials Committee may establish additional expectations of its candidates, individually or corporately, as it deems necessary for the sake of effective ministry.

2.1 Qualifications for Credentialing Vocational Christian Ministers

Credentialing vocational Christian ministers occurs at two levels, as explained in sections 1.3.1 - 1.3.2. Such credentialing must always rest on the condition that certain personal and professional expectations have been met. Indiscriminate credentialing practices only bring reproach on the ministry and harm to the church. The credentialing body, therefore, must be aware of the essential qualifications that give evidence of a person's fitness for Christian ministry, and know how to determine that a candidate possesses these qualifications.

The crucial qualifications for vocational ministry are divided into six categories. No one of these should be considered less essential than another. To be unqualified in even one area is to be unqualified for the ministry and, hence, for vocational credentialing.

2.1.1 The Motivational Qualification

CREDENTIALING IS FOR THOSE INWARDLY CONVINCED THAT GOD HAS SINGLED THEM OUT FOR VOCATIONAL CHRISTIAN MINISTRY.

Success in vocational Christian ministry will depend largely on whether or not candidates enter it with the appropriate motivation and aims. The subject of motivation, then, is the first qualification to be addressed by a credentialing committee.

Three motives may beckon one to Christian ministry: (1) a sense of divine call; (2) altruism, the desire to be helpful to others; and (3) egocentricity, the interest in self-advancement. The third is a potentially destructive and unjustifiable motive. The second is laudable, but often shallow. Only the first is adequate. Nothing short of a sense of divine appointment sustains commitment to vocational ministry and the daily call to accountability. It is likely that altruism and even egocentricity enter the picture

for most ministers, whether recognized or not; yet, such human motivations must never be dominant.

Consideration should be given to two additional reasons that cause some people to be motivated toward the Christian ministry: (1) unusual pressure from family members or significant associates; and (2) misguided sensitivity to obey God. These two false motives usually can be identified when examination reveals that the candidate's personal interests and aptitudes are incompatible with vocational Christian ministry. It is important to determine whether the candidate is attracted to the ministry by the honor of titles, anticipation of public acclaim, the prospect of wielding authority, the satisfaction of humanitarian "do-goodism," a messianic delusion, trying to please others, or a genuine sense of divine call.

Motivation will be measured by such scriptural mandates as Matthew 20:28, 1 Corinthians 12:4-11, Ephesians 4:12, and 1 Peter 5:3. Because proper motivation is such a key component of effective ministry, the credentialing committee, directly or through the supervising mentor named to represent the committee, should confront every candidate for vocational credentialing with questions such as these:

1. Why do you want to be a minister? Describe your call to the Christian ministry.
2. As you understand it, what distinguishes a minister from the general "helping" professions? What is the difference between what you feel called to and what every believer is called to?
3. What do you think should be the attitude of laypersons toward vocational ministers?
4. On what basis would you say that a minister should be recognized as the leader?
5. When your ministry is completed, what would you like to have said about your years of service?
6. What spiritual gifts do you find in yourself that probably are divine enablement of your ministry?
7. What are your devotional practices? Are these adequate to sustain your spiritual health in the midst of the many demands of active vocational ministry?
8. How do you cultivate and express your relationship to the ministry of the Church of God locally, regionally/provincially, and nationally?
9. How do you cultivate and express your relationship to the larger body of Christ beyond the borders of the Church of God?

It is strongly recommended that the candidate for vocational credentialing be offered professional testing. The purpose is to better evaluate motivational and other qualifications for vocational Christian ministry.

2.1.2 The Moral and Ethical Qualifications

CREDENTIALING IS FOR THOSE WHOSE CHARACTER AND REPUTATION ARE WORTHY OF CHRISTIAN MINISTERS.

Credentialing for vocational ministry requires that the personal conduct, value system, and life-style of candidates be consistent with the standards and disciplines of the Bible as generally understood in the teaching heritage of the Church of God. It can never be guaranteed that all people will speak well of credentialing candidates; even so, there must be evidence of a clear pattern of life being lived in the model of Jesus Christ and in the power of the Spirit.

1. Fitness Measured by Scripture

The following scriptural passages should be used as a partial basis for evaluation of a candidate's fitness for vocational credentialing:

1. The spiritual test (Titus 1:8, i.e., "holy");
2. The ethical test (Titus 1:7, i.e., "blameless");
3. The self-discipline test (Titus 1:7, "not...arrogant or quick tempered or a drunkard or violent"; Titus 1:8, "master of oneself," "self-controlled"; and 1 Timothy 3:2, "temperate");
4. The confidence test (Titus 2:7, "a model of good deeds");
5. The integrity test (Romans 12:9, "love genuine...hold to the good");
6. The experience test (1 Timothy 3:6, "not a recent convert");
7. The humility test (Romans 12:3, "not think of oneself more highly than one ought to think");
8. The graciousness test (1 Corinthians 13, "patient and kind...not irritable or resentful");
9. The domestic test (1 Timothy 3:4, "must manage one's own household well");
10. The stewardship test (Malachi 3:10, "Bring the full tithe into the storehouse"; 1 Timothy 1:12, "I am grateful to Christ Jesus our Lord, who has strengthened me, because he judged me faithful and appointed me to his service").

Ultimately the test of personal character is not one's ability to give correct answers to questions pertaining to morals and ethics. It is the consistent and public demonstration of an authentic Christian life.

2. Code of Ethics

The ideal of the life of God within is that we continue in life-long growth and development in Christ-likeness (2 Cor. 3:18; 2 Pet. 3:18). This life is lived out in visible and tangible ways. There is a content-filled ethical lifestyle that the ordained minister should model and that congregations and colleagues in ministry should expect from vocational ministers. It is not to be assumed that a candidate is aware of the scope and detail of such ethical living. Thus, it is expected that each ministerial candidate become familiar with and abide carefully by the following minimum Code of Ethics.

Code of Ethics for Ministers in the Church of God

PREAMBLE

This Ministerial Code of Ethics establishes moral and ethical standards of behavior to be adhered to by all persons licensed or ordained in the Church of God. It is generally assumed that all ministers will behave ethically. However, reality indicates that such assumptions are occasionally incorrect. Therefore, although the following is not a legal document and cannot alone create an ethical person, we attempt here to establish our expectations for professional conduct for all persons who engage in ministry on behalf of the Church of God.

PROFESSIONAL CONDUCT

- 1.** My life will be lived for the purpose of giving glory to God and reflecting the character and countenance of Jesus Christ in all that I say, think, and do.
- 2.** I will act in ways that uphold and enhance the honor, integrity, morality, and dignity of the gospel of Christ in general and the profession of a minister in particular.
- 3.** I will maintain a life of personal and public integrity before God, the congregation I serve, and the wider Kingdom community both inside and outside the Church of God.

4. I will be known as a person of my word, always maintaining confidentiality where appropriate and being a person who speaks and lives by the truth in every context.
5. I will limit my freedoms rather than weaken ministry by refraining from all kinds of addictive, dependent, and self-destructive behaviors.
6. I will use my position to dispel gossip, resolve conflict in accordance with biblical teaching, and create a culture of trust and reconciliation.
7. I will enter into the pastoral relationship to benefit those I serve, not myself. This means that I will faithfully teach the Word of God, protect the vulnerable, and offer pastoral care to all regardless of race, gender, creed, ethnic origin, socio-economic status, or sexual orientation.
8. I will maintain appropriate boundaries between myself and parishioners, refraining from any behavior that manipulates, demeans, shames, wounds, manipulates, coerces, or takes power over another person.
9. I will promote and support the ministry of my colleagues, rejoicing with them in their victories and weeping with them through their challenges.
10. I will give myself to serving the wider church as I am able and lead my congregation to be a valuable partner in the work of my Assembly of the Church of God as well as Kingdom work in my community.
11. I will always strive to grow in ministry through life-long learning and adequate preparation that will enhance my knowledge and skill levels in ministry.
12. I will honor the Church of God General Assembly's resolutions on same-sex marriage by refusing to perform or participate otherwise in the leadership of the marriage ceremonies of same-sex persons.

PERSONAL CONDUCT

1. I will demonstrate my personal love for God as revealed in Jesus Christ in my life and ministry.
2. I will commit myself to biblical standards as I pursue holy living in all my thoughts, words, and actions.
3. I will cultivate a consistent devotional life, practicing spiritual disciplines of study, prayer, spiritual direction, and meditation.
4. All my sexual expression--including thoughts, words, and actions--will be reserved exclusively for my spouse. If I am unmarried, my pursuit of a spouse will maintain biblical teaching regarding chastity and purity outside of marriage. That means that I will maintain high moral standards and not engage in sexual misconduct, whether in

person, by reading material, telephone, computer, or any other means.

5. I will limit my freedoms rather than weaken ministry by refraining from all kinds of addictive, dependent, and self-destructive behavior.
6. I will honor my family in all ways, holding my marriage as a sacred and holy union and raising my children to know and love the Lord and His church.
7. I will maintain good financial stewardship, managing my money wisely and honestly, exercising restraint in spending, and demonstrating generosity toward the church and others.
8. I will maintain appropriate boundaries in all relationships, avoiding blurring the line between vocational and personal relationships. As a result, I will avoid exploiting others for my benefit.
9. I will give adequate attention to self-care, maintaining good health physically, emotionally, and spiritually. When necessary, I will seek help from others to see that this is done well.
10. I will actively seek and maintain high standards of accountability to my family, my colleagues in ministry, and relevant leadership both inside the congregation I serve and the Assembly of the Church of God in which I reside.
11. I will strive to live a balanced life that honors my commitments to my family and friends, providing for sufficient privacy and quality time together.
12. I will use social media responsibly, knowing that I am liable for any inappropriate use. This Code of Ethics is a guide for identifying the range of subjects that might be judged “inappropriate.” As a leader, I also encourage my staff and congregation to do the same.

3. Background Check

An essential aspect of confidence concerning the advisability of approving the credentialing of a candidate (or maintaining the credentials of an already licensed or ordained minister) shall include, but not be limited to, the Credentialing Committee having investigated with due diligence the candidate's: (1) history of criminal convictions, if any; (2) history of alcohol or other substance abuse, if any; (3) history of spouse or child abuse, or sexual misconduct, if any; (4) history of fiscal mismanagement, if any; and (5) legal status in the country of residence.

If the results of the background check reveal any problem area, the Credentials Committee may require professional counseling at the candidate's expense. In some situations, there may be a re-evaluation of the fitness for Christian ministry.

If a candidate for credentialing has been divorced for any reason, including because of the spouse's adultery or abandonment, and seeks vocational credentialing, the credentialing committee is advised to give serious and careful consideration to problems for ministry that may arise from this situation.

2.1.3 The Theological and Biblical Qualification

CREDENTIALING IS FOR THOSE WHO POSSESS A WELL-DEVELOPED AND SCRIPTURALLY VALID BELIEF SYSTEM AND WHOSE LIVES GIVE INDICATION OF THE ASSIMILATION OF THAT BELIEF SYSTEM.

Bible Content Assessment. All candidates for vocational credentialing will be required to complete satisfactorily the *Bible Content Assessment*. Church of God Ministries, through *Leadership Focus*, will take responsibility for preparing this survey and establishing the level for its successful completion by credentialing candidates. The primary purpose of the survey is to determine the current level of competence and then direct in a plan for achieving needed growth. Unacceptable results will require parallel modules within LF to address areas of needed strengthening. Additional requirements may be identified by the candidate's Credentials Committee.

Theological Beliefs Assessment. When being assessed for biblical and theological understanding within the program of *Leadership Focus* (and subsequently by the Credentials Committee), it will not suffice for a candidate to quote a few biblical prooftexts. Nor is it enough to set forth by rote a few creedal-sounding statements that appear traditional. It is only enough to have a broad foundation of theological method and conviction that encompasses, in principle at least, all the issues of life as they pertain to the nature and activity of God. It is only enough when such convictions dictate one's position on moral issues and when, in the midst of crisis, they provide a reason for the hope that lies within (1 Peter 3:15). Scripture itself prescribes the minister's theological qualifications, portraying the minister as one who is "able to give instruction in sound doctrine and also to confront those who contradict it" (Titus 1:9).

Theological understanding can never rest on intellectual investigation alone. By its very nature, it must be experiential as well as academic. Theology ultimately arises out of one's own encounter with the loving embrace of God. True theologizing cannot be done by the unspiritual person, since such a person lacks the insight provided by the presence and wisdom of the Holy Spirit. All ministers should be "theologians." One cannot qualify as a Christian theologian apart from the initial and continuing experience of God's transforming and enlightening grace. One's theological qualifications for vocational credentialing cannot be examined without simultaneously examining the candidate's spiritual qualifications. One can speak authoritatively about God only if one can declare, "I know in whom I have believed" (2 Tim. 1:12).

All candidates for vocational credentialing will be asked to prepare a written statement of their beliefs regarding the sixteen subjects listed below. Candidates also will be asked to state how these beliefs find practical application in their own lives and ministries. This written statement will be discussed and assessed within the context of *Leadership Focus* and then evaluated by the candidate's Credentials Committee.

The sixteen theological subjects are:

1. The nature and revealing activity of God;
2. The nature and saving mission of Jesus Christ;
3. The nature and authority of the Bible;
4. The Holy Spirit's cleansing and gifting work in the believer's life;
5. Ordinances of baptism, Lord's supper, and feet-washing;
6. Human nature, sinfulness, and destiny;
7. Salvation;
8. Holiness;
9. The nature of the church and church membership;
10. The mission and role of leadership in the church;
11. Marriage, family, and sexual purity;
12. The status of women in ministry and leadership;
13. The nature and importance of Christian unity;
14. Christian stewardship of life and financial resources;
15. The kingdom of God;
16. The second coming of Jesus Christ and related events.

Although the Church of God honors theological freedom within the bounds of biblically-based belief, those to whom vocational credentialing is granted are expected to hold persuasions that are in general agreement with the teaching tradition of the Church of God. *Leadership Focus* will provide each candidate with a syllabus of required readings and recommended resources and activities in this regard. The credentialing assembly may supplement these as it deems appropriate.

2.1.4 The Dispositional and Relational Qualifications

CREDENTIALING IS FOR THOSE WHOSE PERSONAL DISPOSITION IS CONSISTENTLY IN KEEPING WITH THAT EXPECTED OF A REPRESENTATIVE OF JESUS CHRIST AND THE CHURCH.

The personality and performance of ministers are indivisible. If the gospel message is to be credible and contagious, ministers must be credible and contagious themselves. If their services are to be welcomed, they themselves must be welcomed. Their presence should affect others in positive ways. Ideally,

their manner will be a reflection of their walk with Christ and will exhibit the fruit of the Spirit. They will demonstrate a high degree of emotional maturity, as evidenced by mastery of their own attitudes. Professional poise should be evident in a range of circumstances.

Leadership Focus will be responsible to provide an effective and meaningful assessment process throughout a candidate's experience in LF. In addition, LF will be responsible to provide each candidate with a well-trained person who will debrief the candidate in assessment results and discuss possible learning points. LF also will provide the candidate's Credentials Committee with a written debriefing report so that it is able to understand and support any necessary actions.

The candidate's dispositional and relational qualifications for ministry may be measured by such scriptural mandates as Matthew 5:22, 1 Corinthians 13:1-7, Galatians 5:22, Philippians 2:3-5, and Hebrews 12:14. In assessing a candidate's fitness for vocational credentialing, an assembly's credentialing committee, directly or through the supervising mentor, shall consider questions including the following. Is the candidate...

- Susceptible to wide mood swings?
- Prepared to cope constructively with disagreement?
- Prepared to endure rejection and denial?
- Inclined to pout, threaten, berate, or otherwise manipulate?
- Chronically negative in outlook?
- Consistently congenial and approachable?
- A calming influence in the midst of crisis?
- Objective in judgment?
- Sensitive to the feelings of others and aware of how others experience the candidate?
- Self-controlled?
- Adaptable?
- Affirming of others?
- Excessively phobic or neurotic?
- Appropriately self-critical?
- A "team player" capable of leading, honoring, and building up colleagues in the process?
- Quick to anger? Prone to defensiveness?

Christian ministry requires a high level of emotional adjustment and social skill. It is imperative to identify any destructive tendencies. If married, vocational Christian ministry also requires a spouse who is supportive of the ministerial call.

Since it is virtually impossible to find answers to the above questions in a single interview, credentialing committees are urged to (1) consider the written debrief provided through Leadership Focus; (2) take under advisement the coaching reports provided by LF coaches at the end of each module; (3) consult with the candidate's supervising mentor who can observe the candidate in a variety of settings; and (4) recommend or require professional counseling as may be indicated.

2.1.5 The Educational Qualification

CREDENTIALING IS FOR THOSE WHO ARE COMMITTED TO ADEQUATE EDUCATION FOR THE MINISTERIAL PROFESSION.

Early in its history, the Church of God recognized the need for ministerial preparation. Both history and experience reinforce the need for an adequately prepared ministry in order to function effectively in today's complex world. This preparation not only focuses on the beginning period of entering ministry, but extends throughout one's ministry—regardless of academic degrees earned. While the church affirms that God provides divine gifts to called servants for ministry, it likewise affirms that refinement of such gifts is always needed and that other abilities and skills must be developed. For further requirements related to the necessity of continuing education, see section 7.1.2.

There should be a formal structure of ministerial preparation to enable the fuller presence of what the New Testament requires (1 Timothy 3 and Titus 1). This biblical requirement includes a divine call, a divine endowment to help implement the call, emotional and spiritual maturity, and a program of significant study to better inform and enable the accomplishment of God's call to ministry.

It is strongly recommended that all vocational ministers of the Church of God attain a seminary education or its equivalent. However, the diversity of circumstances out of which Church of God ministers respond to God's call necessitates flexibility in ministerial preparation. The credentialing committee will determine what is appropriate for each candidate based on individual circumstances. That may include degree-based formal education, specific continuing education units, training conferences or other avenues of study. Regardless of what plan of preparation is chosen as most appropriate, all candidates will fulfill the program of *Leadership Focus*.

2.1.6 The Vocational Qualification

CREDENTIALING IS FOR THOSE WHO ARE PEERS IN POSITION AND PERFORMANCE OF THOSE WHO ARE VOCATIONALLY ENGAGED IN PROFESSIONAL CHRISTIAN MINISTRY.

In most instances, the appropriateness of a candidate's pursuit of vocational credentialing should be obvious. The service to the church is of such nature, and the tenure of that service is of such duration, as to commend vocational credentialing. Obedient and joyful response to the call of God leads an individual to the vocation of ministry. As described in Scripture (such as Acts 9:1-19, 13:1-5, 1 Timothy 4:11-16, and Jeremiah 1:4-10), the vocation of ministry becomes a consuming passion.

There are, however, some cases in which vocational credentialing is questionable. This is especially true when the service rendered is not typically classified as professional ministry or the candidate is not routinely engaged in such ministry. Vocational ministry is much more than sharing leadership roles in the church (such as Sunday school teacher, worship leader, usher, etc.). While all leaders are called to be witnesses of the gospel and gifted leaders in the church, some are set apart and called by God for the vocation of Word, ordinances, ministry, and mission.

Readiness for vocational ministry may be recognized in preparation (what we do), enabling (what God does in us), and the developing of wisdom (what we become). Readiness begins with a call and launches the candidate on a path of commitment and preparation. Vocational ministry requires a high level of readiness and a consuming passion to make ministry one's vocation. In cases where the appropriateness of seeking vocational credentialing is questionable, the guidelines for the recognition and credentialing of ministers found in section 1, and the conditions for granting vocational credentialing found in section 2.2, shall determine what form of recognition or credentialing is appropriate.

2.2 Conditions for Granting Vocational Credentialing

Those charged with granting credentialing to vocational Christian ministers must be guided by principles that are consistent with sound judgment and fair practice; they also must be held in high regard by the body of ministers. Otherwise, subjective decisions will be made and irregularities will result. Some may be credentialed

undeservingly; others may be denied unfairly. In approaching the decision to recommend credentialing to vocational Christian ministry, credentialing committees should be guided by the following principles and conditions.

2.2.1 Reasonable Doubt Is Removed

Credentialing to vocational Christian ministry will not be granted until its advisability is beyond reasonable doubt. If, at the end of the one or two-year period used for background checks, interviews, and working with the supervising mentor (as called for in section 3), questions remain regarding the kind and quality of the candidate's ministerial service, about the regularity of that service, about doctrinal readiness, personal and professional fitness, unresolved matters in background checks, or lifelong intent to pursue vocational ministry, vocational credentialing will be delayed and the candidate's file kept open. In most cases, time will reveal whether vocational credentialing is in order. It should be the credentialing committee's position that it is always less painful to delay than to revoke or tolerate the consequences of premature credentialing.

2.2.2 The Ministry is Overtly Religious in Nature

Vocational credentialing will be granted only to those whose ministerial service is overtly religious in nature. While there is much Christian service that is laudable and doubtless honored by our Lord, not all service is Christian ministry in the vocational sense. Those practices that are basically secular, humanitarian, and/or common to all servants of Jesus Christ do not warrant vocational credentialing. If credentials are not required for performance of the service, and not strategic to the professional status of those offering the service, or if the public perception of the candidate is not that of a Christian minister, then vocational credentialing is not in order.

Vocational credentialing is reserved for those who are engaged in Christian ministry in a way that is primary and not incidental to their ministerial call and exercise. This does not mean that those ministers who must supplement their incomes with employment in other than Christian ministry shall be ineligible for vocational credentialing, but that Christian ministry must be the primary calling to which they are responding.

2.2.3 Candidate Is Gifted and Willing for Vocational Christian Ministry

Vocational credentialing shall be granted only to those who have been divinely called and have demonstrated a sustained willingness, ability, and spiritual giftedness to engage in professional Christian ministry.

A minimum of one year of continuous and satisfactory service in a bona fide ministerial position is required prior to ordination, unless other arrangements are made with the credentialing committee. In addition, candidates must declare their intention to engage in the same or equal levels of ministry in the future and be deemed by their abilities likely to obtain such opportunity.

A statement of intention to serve in Christian ministry does not in itself constitute justification for vocational credentialing. Exceptions may be made when such credentialing is a requirement for placement, such as with chaplaincy positions, or when the lack of credentials inhibits the gaining of vocational ministry placement by a candidate clearly called to, dedicated to, and well prepared for vocational ministry through the Church of God Movement. Typically, such preparation is to be demonstrated at least by having successfully completed the Leadership Focus program and having some history of ministry successfully engaged.

2.2.4 Involvement Is Substantial; Ministry Is Professional

Vocational credentialing shall be granted only to those whose involvement in Christian ministry is substantial and whose position is generally considered professional in nature (see section 1.4). Unremunerated and informal service shall not apply toward experience required for vocational credentialing, except where it clearly shows that substantial ministry, such as would normally be provided by a remunerated person, has been rendered.

The practice of creating positions and bestowing titles in order to create justification for vocational credentialing should not be honored by credentialing committees. If ordination is to be honored by God and respected by the church and the world, it must not serve as the primary basis for the minister's recognition, but rather as acknowledgment of what God obviously has done and intends through the life of a called, committed, and gifted ministerial servant.

SECTION 3

THE CREDENTIALING PROCESS

Contents of This Section:

- 3.1 Responsibilities of the Candidate**
- 3.2 Responsibilities of the Credentials Committee**
- 3.3 Responsibilities of *Leadership Focus***
- 3.4 When Ordination Has Been Approved**
 - 3.4.1 Responsibilities of the Credentialing Committee**
 - 3.4.2 The Service of Ordination**
 - 3.4.3 Certificates and Registration of Ordination**

SECTION 3

THE CREDENTIALING PROCESS

It is the responsibility of the Credentials Committee of each Assembly of the Church of God to make decisions about licensing, ordaining, registering, and disciplining ministers and congregations. It will create and maintain a file for each congregation, minister, and ministerial candidate in the jurisdiction of its Assembly. See elsewhere in this Manual for more information on the roles and vital importance of Credentialing Committees and their proper training.

Leadership Focus serves each cooperating Credentials Committee and Assembly of the Church of God by providing for ministerial and missional candidates a comprehensive program of ministerial ordination preparation. Particular roles and responsibilities are detailed here and more fully elsewhere by *Leadership Focus*. *LF* works in coordination with the appropriate Credentials Committee. Select roles and responsibilities follow.

3.1 Responsibilities of the Candidate

A person sensing a call to vocational ministry will contact the appropriate Credentials Committee or Assembly office of the Church of God and be prepared to give evidence of:

1. Their sense of divine call to vocational Christian ministry;
2. Their willingness to submit to the Committee's guidance for extended training and equipping;
3. Their desire to seek credentials in order to fulfill their call to vocational ministry;
4. Their willingness to be available for an initial interview with the Credentials Committee.

3.2 Responsibilities of the Credentials Committee

It is essential that the Credential's Committee of an Assembly fully understand that, while *Leadership Focus* is a critical partner in the training, equipping and evaluating of each candidate, these are the responsibilities of the Credential's Committee:

1. To receive and respond to each inquiry regarding credentialing in a timely and helpful manner.
2. The Committee will identify the appropriate person from the state/regional/provincial office or credentials committee to meet with each person inquiring for introduction, answering questions, and determining readiness for entry into the credentialing process.
3. For candidates approved to enter the credentialing process, the credentialing administrator will assist the candidate in the use of the *Leadership Focus* portal and support them in fulfilling all the requirements for entrance as listed in the LF portal.
4. The Committee will monitor each candidate's progress, or lack of progress, throughout each LF module and communicate with the candidate the concerns, encouragement, and support needed to progress successfully through all modules.
5. To determine any additional assignments or experiences beyond LF that a credentials committee deems critical to the candidate's readiness for ministry.
6. It also is the responsibility of each credentials committee to mark assignments as completed in a timely fashion; move forward or hold their candidates at the end of each module; and work in collaboration with *Leadership Focus* staff determine financial obligations of the candidate and the assembly per module.
7. Maintain candidate credential files (digital or paper) with completed assignments. It is the responsibility of each credentials committee member to read each candidate's submission in their file in preparation for meetings and credential actions.
8. Adhere to the *Leadership Focus* timeline for all actions.

3.3 Responsibilities of *Leadership Focus*

Leadership Focus will, within the guidelines and goals of this *Credentials Manual* of the Church of God, serve the Assemblies and Credentialing Committees of the Church of God by:

1. **Resourcing** the Credentials Committee with required information completed by the candidate, including the forms "Ministerial Endorsement" and "Authorization to Request, Maintain, and Release Information."
2. **Implementing** for the ministerial candidate a comprehensive program of preparation modules for ordination to vocational ministry through the Church of God;

3. **Providing** the candidate with a cluster context guided by experienced coaches and a rich pattern of resources and accountabilities. To the degree possible, the format of these resources will be adjusted to accommodate a candidate's special circumstances.

4. **Providing** to the Credentials Committee the submissions of their candidates, evaluations of their coach, and the tools to assist in determining the candidate's readiness for ordained ministry through the Church of God, including:
 - A. Personal behavior and motivational profiles, emotional intelligence, strengths of leadership, and giftedness for ministry;
 - B. Working knowledge of Scripture and Christian doctrines through implementing and evaluating a *Bible Content Assessment* and written statements by the candidate on *Theological Beliefs* (focused on the critical theological subjects listed elsewhere in this Manual), and;
 - C. Written development of a candidate's *LAMP* (Life and Ministry Plan). The assessments, theological statements, and *LAMP* will be processed with the candidate's cluster and coach and be uploaded by the candidate into the Leadership Focus portal for the Credential Committee's awareness and ability to further evaluate and process with the candidate.

5. Supplying the appropriate Credentials Committee with regular and informative reports on the candidate's participation, growth, and evidence of readiness. These will come from the cluster coach at the close of each preparation module. All materials related to assignments completed by the candidate during the module also will be made available to the Credentials Committee so that it is fully informed of the candidate's progress. In this way, *Leadership Focus* supports the Credentials Committee as it makes credentialing decisions throughout the candidate's preparation journey.

Special "Assembly Recognized" License. In a rare set of circumstances, a credentials committee may decide it justifiable to seek to license a minister who lacks the ability to complete the standard Leadership Focus (LF) preparation program, even when needed format adjustments are made. Prior to such specialized licensing, the committee must appeal to LF for an alternate preparation program to support a specialized licensing that will not lead to ordination. Typically, it will include about ten LF essentials. Once this LF program is mutually agreed, and the candidate affirms the ability and intent of

completing it, the committee may proceed to initiate the licensing process. Such a license is to be designated “Assembly Recognized” (AR), not be transferable beyond the issuing assembly, and first be granted only after one year of acceptable progress on the alternate LF program. License renewal is dependent on the candidate having successfully completed the alternate LF program. For additional license renewals, the committee must do a review of the minister and ministry at least every two years.

Much information regarding the programs of *Leadership Focus* can be found on www.choglf.org.

3.4 When Ordination Has Been Approved

3.4.1 Responsibilities of the Credentials Committee

At such time as a candidate is judged by the Credentials Committee to be ready for ordination, the committee shall pursue the following steps, always subject to the bylaws of the appropriate state, regional, or provincial assembly of the church:

- A.** Seek approval by the assembly responsible for ministerial recognition. At the earliest opportunity, the minister’s name will be presented to the appropriate body, with the recommendation that ordination be granted.
- B.** Arrange for an ordination service. According to specifications established by the Credentials Committee, and with consideration of the candidate’s desires, the committee and the candidate shall plan jointly for the service of ordination. This service can be in the candidate’s home church or in an assembly or other appropriate meeting of the church.
- C.** The Ordination Covenant is to be signed by the candidate and a copy filed with both the assembly and Church of God Ministries.

3.4.2 The Service of Ordination

The service of ordination should be one of dignity and meaning—a time to be remembered and cherished. Any such service should include at least recognition by ministerial peers in the Church of God, support of the larger church community, and affirmation of Christian ministry by the one being ordained.

3.4.3 Certificates and Registration of Ordination

Church of God Ministries is the official registrar of credentialing certificates for the ministry of the Church of God in the United States and Canada. Each

assembly, when it grants credentials, acts on behalf of the whole church; therefore, its actions and formal recognitions should conform to those of other assemblies. Church of God Ministries cannot be responsible for correctly certifying a minister's status as one properly ordained unless official notification is given to it by the ordaining assembly and the ordination is then recorded by Church of God Ministries.

SECTION 4

REGISTRATION FOR CHURCH OF GOD MINISTERS AND CONGREGATIONS

Contents of This Section:

4.1 Responsibilities of Church of God Ministries, Inc.

4.2 Responsibilities of the Credentialing Committee

- 4.2.1 The Committee Responsibilities for the Registration of Ministers Moving Out of or Into its Jurisdiction
- 4.2.2 Use of the Congregational Attributes

4.3 Responsibilities of Individual Ministers and Congregations

- 4.3.1 Initiative for Participation and Registration
- 4.3.2 Required Date
- 4.3.3 Moving During Registration Period
- 4.3.4 The Right of Appeal
- 4.3.5 *Yearbook* Title Codes

4.4 Responsibilities of Specialized Ministers and Ministry Groups

- 4.4.1 Specialized Ministers
- 4.4.2 Specialized Ministry Groups

4.5 Failure to Register by Ministers and Congregations

- 4.5.1 Ministers Not Registering
- 4.5.2 Congregations Not Registering

SECTION 4

REGISTRATION OF CHURCH OF GOD MINISTERS AND CONGREGATIONS

4.1 Responsibilities of Church of God Ministries, Inc.

1. Establish the process, procedures, and schedule for annual registration of ministers and congregations.
2. Inform ministers, congregations, credentialing committee chairs, and/or assembly offices of the registration process, procedures, and schedules.
3. Provide definitions of classifications for ministers to be used in the *Yearbook*. See below for more detail about classifications and their definitions. For convenience, these will be available with the registration information.
4. Prepare and make available to each assembly a list of all ministers and congregations eligible to register for the purpose of indicating the current approval status of each minister and congregation.
5. Make available upon request of an assembly the information gathered through the registration process for ministers and congregations within that assembly.

4.2 Responsibilities of the Credentialing Committee

- A. Maintain a current list of all ministers whose credentials are held by that assembly. The list should include current classification, contact information, and approval status of each minister. It is very important that only bona fide ministers be listed.
- B. Maintain a current list of all congregations within the jurisdiction of that assembly. The list should include contact information and current approval status. Congregations with provisional status are to be included. It is very important that only congregations should be listed that are complying with the sixteen expected attributes of Church of God congregations found in section 6.1.1.
- C. Review the lists of ministers and congregations of its respective assembly provided annually by Credentials Services of Church of God Ministries.
 1. Compare the lists with those maintained by the assembly
 2. Provide updated information
 3. Mark approval status according to categories identified
 4. Submit to Credentials Services of Church of God Ministries the proper forms to report actions taken (transfer, official notification, etc.).

4.2.1 The Credentialing Committee's Responsibilities for Ministers Moving Out of or Into Its Jurisdiction

- A.** For the minister moving out of a jurisdiction to transfer with clear recommendation, the moving minister will contact in writing the regional pastor, overseer, and/or credentials committee chair in the assembly where currently ministering and request that an Inter-Assembly Transfer be sent to the credentialing committee in the jurisdiction to which one is moving (see section 5.3.1 A). In this way, proper transfer and recommendation can occur between assemblies (see sections 5.3.1 and 5.3.2). The sending assembly also will send a copy of the transfer to Church of God Ministries. If there are any problems, it is expected that the chair of the receiving credentialing committee will be informed. The minister's professional file or record will also be sent (see sections 3.1 and 5.3.2 C). If problems are discovered after the minister's departure, the chair of the credentialing committee of the receiving assembly will be informed.
- B.** A credentialing committee will approve ministers moving into its jurisdiction on these conditions:
- 1.** Approve on condition that there is in hand a letter of recommendation by the assembly from which the minister comes, provided that the sending and receiving assemblies are both following the guidelines of this *Credentials Manual*. If different guidelines are being followed, further investigation may be necessary before approval can take place. See section .
 - 2.** If there was a pending investigation or a call for possible disciplinary action before the minister moved, that minister should first receive clearance and approval by the sending credentialing body before seeking approval by the receiving assembly.
- C.** Church of God Ministries will proceed to register on the following basis:
- 1.** If a registered minister moves after the approved lists have been returned to Church of God Ministries and too late to be approved by the new credentialing committee, that minister will be registered on the basis of approval by the original assembly.
 - 2.** If a serious problem is reported by the sending assembly or credentialing committee, that minister will not be registered by the receiving assembly until the matter has been resolved.

4.2.2 Use of the Congregational Attributes.

Congregational status in regard to the attributes of a congregation associated with the Church of God (identified in section 6.1.1) will be used by the credentialing

committee to evaluate the annual certification of congregations. In addition, the credentialing committee will evaluate a congregation as to its due diligence in following policies related to the screening and supervising of all volunteers and employed staff, and in having procedures in place to be followed if allegations of improper conduct occur.

Any congregation that conforms in intent and usual practice to this model may be recognized as a Church of God congregation and approved for listing in the annual *Yearbook* of the Church of God.

4.3 Responsibilities of the Individual Minister and the Congregation

4.3.1 Initiative for Participation and Registration.

In order to foster fellowship and accountability with the Church of God, each minister is expected to attend regular meetings of ministerial colleagues, as defined by the appropriate state/regional/provincial assembly, and to register annually.

The initiative for the annual registration is the responsibility of the individual minister and congregation. All eligible ministers and congregations will be informed of the process, procedures, and deadlines. Ministers or congregations that do not receive this information should contact Church of God Ministries.

Ministers who fail for two consecutive years to honor this covenant relationship of participation and registration are subject to the suspension of their ministerial credentials for six (6) months. Unless such suspension is successfully appealed, those credentials will be revoked.

4.3.2 The Required Date.

Registration must be completed by the stated deadlines. Failure to do so may result in the minister's name not appearing in the next *Yearbook* issue. Approval for appearing in the *Yearbook* listing is dependent on concurrence of the minister's state/area/provincial assembly. It is, therefore, the minister's responsibility to insure that all requirements have been met.

4.3.3 Moving During the Registration Period.

The minister who moves during the time of annual registration should take the initiative to inform the credentialing committee of the assembly being left so that proper recommendation can occur.

4.3.4 The Right of Appeal.

If refused registration approval, the ministerial applicant shall have the right of appeal. In the event that a person is not approved, Church of God Ministries will make a reasonable attempt to notify that person promptly and advise the minister to contact the credentialing committee of the appropriate assembly to discuss the possibility of the decision being reversed. In the event that the approved list is returned too late to allow for the appeal process, a representative of Church of God Ministries may confer with the assembly credentialing chair to determine the applicant's eligibility for registration, and only then approve a name previously identified as not approved.

4.3.5 Yearbook Title Codes.

Each person successfully registering and thus eligible for inclusion in the *Yearbook* of the Church of God may select from the established list of codes the designation that best describes that person's primary ministerial status. Only those persons whose ministries conform to one of the listed designations will appear in the *Yearbook*. Others are likely to be denied approval. The current designations of ministry categories (codes) and their definitions are maintained by Church of God Ministries and are used in a uniform way by all credentialing jurisdictions.

4.4 Responsibilities of Specialized Ministers and Specialized Ministry Groups

4.4.1 Specialized Ministers.

Some ministers are engaged in specialized ministries that make it impossible for them to be a part of the active life of any assembly of the Church of God. Church of God Ministries must accept responsibility in such special cases. Examples:

Military Chaplains.

These persons are routinely moved to all parts of the world.

Institutional Chaplains.

Church of God Ministries endorses institutional chaplains who often are so involved that they cannot get to assembly meetings regularly; their accountability, however, is still the responsibility of the appropriate assembly.

Isolated Ministers. Some ministers are located in isolated geographic areas or taking advanced training where participating regularly in the life of the appropriate assembly is not possible.

Other Ministers. Some ministers who serve outside of North America or are employed by Church of God Ministries will have their credentials maintained by Indiana Ministries, as arranged by Church of God Ministries.

4.4.2 Specialized Ministry Groups.

A person or specialized ministry group wishing to be listed in the *Yearbook* in the Directory of Organizations must be approved annually by the credentialing body with jurisdiction where the home office of the ministry is located. The minister or group shall supply needed information and appear for interviews as requested. The appropriate credentialing committee shall certify that each free-standing ministry seeking *Yearbook* listing meets the following conditions:

- A.** Is engaged in genuine Christian ministry;
- B.** Is led by persons clearly identified with the Church of God;
- C.** Maintains harmonious working relationships with the ministries of the Church of God related to its area of ministry service; and
- D.** Presents annually to the certifying assembly detailed financial statements showing solvency and responsibility.

4.5 Failure of Ministers or Congregations to Register

4.5.1 Ministers Not Registering

If a minister fails to register with Church of God Ministries for two or more consecutive years, the minister will be notified by the appropriate assembly that credentials are being suspended for 6 (six) months. If there is no acceptable response at the end of this period, a certified letter of warning will be sent by the appropriate assembly. It should include the awareness of the potential loss of IRS status. If an acceptable response is not received within 30 (thirty) days, credentials will be revoked and the minister's name removed from the assembly's approved list. Reference to "IRS status" is to the legal and tax systems of the United States. This stance is also intended as appropriate within the Canadian legal and tax systems.

A minister whose credentials have been revoked for failure to register can be reinstated by the appropriate credentialing committee if the minister seeks reinstatement of credentials through proper application to the credentialing

committee and gives acceptable reasons, in the discretion of the credentialing committee, for the failure to register.

Exceptions may be made for retired ministers. Ministers serving with other church bodies (ecumenical ministers) must be intentional about maintaining meaningful connection with the Church of God or risk having their credentials revoked.

4.5.2 Congregations Not Registering

Because of legal statutes applicable to not-for-profit organizations, it is essential that Church of God congregations register annually with their state/regional/provincial assemblies and with Church of God Ministries, Inc.

If a congregation fails to register for two consecutive years, that congregation will lose its membership in the General Assembly of the Church of God and be removed from Church of God Ministries' Group 501(c)(3) tax status. If a congregation is removed from Church of God Ministries' Group 501(c)(3) tax status and does not have its own separate 501(c)(3) designation from the Internal Revenue Service, it will lose its ability to issue tax-exempt giving statements and suffer other potential ramifications, including no longer being eligible to submit charitable contribution reports for IRS purposes.

Prior to such removal, a certified letter of warning will be sent by the appropriate assembly to the pastor and the chair of the congregation's governing board. It should include the awareness of the potential loss of IRS status. See a sample letter in section 8. Note: Reference to "IRS status" is to the legal and tax systems of the United States. This stance is also intended as appropriate within the Canadian legal and tax systems.

SECTION 5

WHEN MINISTERS MOVE FROM ONE ASSEMBLY TO ANOTHER

Contents of This Section

5.1 Accountability for Inter-Assembly Transfers

5.2 Policy Objectives

5.3 Implementation Procedures

5.3.1 Responsibilities of the Minister When Transferring to the Jurisdiction of Another Assembly

5.3.2 Responsibilities of the Credentialing Committee When a Minister Is Moving

5.3.3 Responsibilities of the Credentialing Committee to the Congregation Whose Its Pastor Is Moving

5.3.4 Responsibilities of the Congregation When the Position of Senior Pastor Becomes Vacant

SECTION 5

WHEN MINISTERS MOVE FROM ONE ASSEMBLY TO ANOTHER

5.1 Accountability for Inter-Assembly Transfers

The accountability of a minister is to the assembly in whose jurisdiction the ministry is being performed. When the ministry is through an organizational satellite of a ministry located in another assembly's jurisdiction, the primary accountability remains with the assembly where the ministry is being performed. The assemblies involved in a satellite instance will seek to communicate and coordinate functions to the degree possible.

Because Church of God ministers move frequently from one credentialing jurisdiction to another—and on occasion leave behind unenviable records and reputations, it is necessary to provide for an orderly tracking of the migration of all ministers. The Inter-Assembly Transfer is the means used. An Inter-Assembly Transfer provides vital information to the receiving assembly.

Each minister is accountable to the assembly with jurisdiction in the area within which that minister serves. Accountability to the church cannot be escaped merely by moving from one credentialing jurisdiction to another. This accountability is protected through the use of Inter Assembly Transfers. When transferring, the minister's original professional file, with limitations (see section 5.3.2), is to be forwarded to the new assembly, along with the Inter Assembly Transfer form.

5.2 Policy Objectives

The three reasons for a stated policy that regulates inter-assembly transfers are:

- 1.** To aid pastors and congregations in making smooth transitions.
- 2.** To involve assembly administrators and credentialing committees in the process of filling vacant pastoral positions.
- 3.** To control the flow of disruptive ministers from one assembly to another without proper awareness of the receiving assembly. See section 7.4.3.

5.3 Implementation Procedures

5.3.1 Responsibilities of the Minister When Transferring to the Jurisdiction of Another Assembly

- A. When deciding to leave the jurisdiction of an assembly, the minister will immediately request the credentialing committee to send an Inter-Assembly Transfer form to the receiving credentialing committee.
- B. When leaving an educational institution, the student minister will have the institution send a Student Recommendation Form to the receiving assembly as one of the prerequisites for licensing.
- C. Compliance with these procedures will be a part of the requirements for the continued listing of ministers on the approved list of credentialed ministers.

5.3.2 Responsibilities of the Credentialing Committee When a Minister Is Moving

- A. When a minister planning to move requests that an Inter-Assembly Transfer form be sent to the receiving credentialing committee, the sending assembly must forward this form within 30 days of notification.
- B. If the Release of Information Form is not already properly signed and included as part of the transferring minister's professional file, the file will not be sent. It is imperative that a signed form be sent with a transferred file to the receiving assembly and a copy retained by the sending assembly. Should the minister refuse, a report of the refusal shall be shared in writing with the chair of the credentialing committee of the receiving assembly.
- C. With the signed Release of Information Form included (a copy retained by the sending committee), the entire professional file of the transferring minister is to be forwarded to the chair of the receiving credentialing committee, except for any confidential materials related to problems of the past that have been fully resolved to the satisfaction of the credentialing committee. If copies of such materials are retained by the credentialing committee in the jurisdiction the minister is moving from, they will be held in keeping with the guidelines in sub-section 7.3.6 C. A report of the existence and general nature of such past issues, however, shall be included for the information of the receiving assembly.
- D. Sending assemblies may maintain a copy file if it contains information related to any proceedings and charges against the transferring minister that occurred while in its jurisdiction.

5.3.3 Responsibilities of the Credentialing Committee to the Congregation Whose Pastor Is Moving

- A.** Each Assembly is urged to develop and implement a partnership with each congregation in its jurisdiction, thus assuring that congregations understand their responsibility to work with the assembly office in selecting a pastor.
- B.** Each Assembly is urged to develop a packet of resources to make available to congregations to assist them in finding new pastors.
- C.** When learning that a congregation is without a pastor, the regional pastor/overseer, state/assembly office or, when neither is available, the assembly's credentialing committee chair will visit and dialogue with the congregation concerning:
 - The desire to have the congregation involve the assembly office or credentialing committee in the pastoral selection process;
 - The need to call a senior pastor who is approved or likely to gain approval by the assembly; and
 - Ways that the assembly may assist the congregation in making the healthiest leadership transition possible.

5.3.4 Responsibilities of the Congregation When the Position of Senior Pastor Becomes Vacant

- A.** To notify assembly leadership of a pastoral opening and search.
- B.** To involve the assembly's office or credentialing committee in the pastoral selection process.
- C.** To be aware of the need for Ministerial Inter-Assembly Transfers.
- D.** To call a senior pastor who is credentialed by the Church of God or immediately will enter the credentialing process.

It is to be understood that compliance with these responsibilities will be a part of the requirements for continued recognition of a congregation as an approved congregation of the Church of God.

SECTION 6

RECOGNITION AND CERTIFICATION OF CONGREGATIONS

Contents of this Section

6.1 Recognition and Certification of Established Congregations

6.1.1 Attributes of a Church of God Congregation

6.1.2 Policy Regarding a Non-Conforming Congregation

6.2 Recognition and Certification of New Congregations

6.2.1 When a New Congregation Results from the Fracturing of an Existing Congregation

6.2.2 Provisional Status: Standards and Procedures for New Congregations Resulting from a Church Fracture

6.2.3 Provisional Status: Standards and Procedures for New Congregations Resulting from Church Planting

6.3 Responsibilities of the Credentialing Committee in Potential Church Mergers

6.4 Responsibilities of the Credentialing Committee When a Congregation Desires to Newly Affiliate with the Church of God

6.5 Issues Related to a New Church Plant When a Mother Church Is Involved in the Formation of the New Group

6.5.1 Questions to Be Addressed

6.5.2 Policies and Procedures to Be Followed

SECTION 6

RECOGNITION AND CERTIFICATION OF CONGREGATIONS

6.1 Recognition and Certification of Established Congregations

6.1.1 Attributes of a Church of God Congregation

An established congregation of the Church of God should be characterized by the following attributes. An established congregation. . .

- A.** Is a nurturing local body of believers providing fellowship, inspiration, and support to all within its reach.
- B.** Is obedient to God's call to mission at home and around the world.
- C.** Provides opportunity for growing in Christian grace and equipping for service.
- D.** Lives in harmony with the doctrines and teachings of the Word of God as commonly understood by the teaching heritage of the Church of God. For definition of this heritage, see the recommended readings provided by Leadership Focus.
- E.** Upholds a lifestyle characterized by holiness, service, and wise stewardship, as taught by the Bible and consistent with established practices of the Church of God.
- F.** Is involved in area, district, state, and national ministries of the Church of God, including such joint activities as worship, training, recreation, and mission projects.
- G.** Endeavors to live peaceably as pastors and members with one another and their neighbors.
- H.** Is supportive, respectful, and nurturing of all deserving overseers, including its pastor(s) and duly elected leaders.
- I.** By both prayer and financial support, contributes to the world mission of the church through the cooperative ministries of the Church of God.
- J.** Registers annually and otherwise intentionally links itself to the life of the Church of God.
- K.** Invites the counsel of the state office, area assembly's credentialing committee, regional pastor/overseer, and/or Church of God Ministries during times of pastoral change or congregational conflict.
- L.** Abides by the procedures for calling a new pastor as outlined in the section of this *Credentials Manual* titled "When Ministers Move..." (see section 5).

- M.** Is governed by the Holy Spirit, giving decisional authority to pastors and lay leaders as one way to allow Christ preeminence in all things.
- N.** Calls and retains on a long-term basis only senior pastors who are approved or likely to gain approval by the assembly under whose jurisdiction that pastor resides.
- O.** Maintains liability insurance and indicates such during each annual registration. This insurance must include sexual misconduct.
- P.** For the safeguarding of Kingdom assets, is encouraged to maintain in its articles of incorporation a conditional deeding clause, with the beneficiary being the appropriate state, provincial, or area organization of the Church of God.
 1. It is crucial that the conditional deeding clause be properly registered with the appropriate public entity for it to be legally binding.
 2. It also is wise that the Bylaws include a dissolution clause, including the conditional deeding arrangement and the church organization named there as beneficiary.

Any congregation that conforms in intent and usual practice to the above attributes may be recognized as a congregation of the Church of God.

6.1.2 Policy Regarding a Non-Conforming Congregation

While nothing excuses gross departures from standards that cannot be compromised, particular circumstances may encourage a credentialing committee to be patient so long as the practices do not expose the congregation or the church at large to public disgrace or unnecessary legal liability.

In cases where congregations have clearly violated standards and practices widely embraced by the Church of God, the credentialing committee must initiate attempts to find satisfactory resolution of the conflict. Such attempts will be guided by the material found in section 7.

6.2 Recognition and Certification of New Congregations

6.2.1 When a New Congregation Results from the Fracturing of an Existing Congregation

When a new congregation results from a fracture, whether or not the credentialing committee was involved in attempts to resolve the conflict, the credentialing committee shall pursue the following courses of action.

- A. As opportunity is provided, counsel with both congregations. Attempt to dissolve animosity between the congregations and between individuals within the congregations.
- B. Promote healing of spiritual and emotional wounds.
- C. Encourage the exercise of love in each congregation and between the congregations.
- D. Discourage attempts by either congregation to proselytize constituents of the other.
- E. Enable each congregation to focus on its unique mission and opportunities; foster forward thinking in both congregations.
- F. Review the certification of the recognized congregation.
- G. Consider, on request, the potential certification of the new congregation.

In determining whether or not to certify the new congregation, the credentialing committee shall take into consideration such factors as these:

- A. Is there evidence of a conciliatory and forgiving attitude toward persons affiliated with the existing congregation?
- B. Is there a stated desire to be supportive of the teachings, practices, structures, and mission of the Church of God?
- C. Is there reasonable likelihood of the new group becoming a viable congregation?

6.2.2 Provisional Status: Standards and Procedures for New Congregations Resulting from a Church Fracture

New congregations that give serious evidence of positive stances in regard to the above three questions may be granted provisional status. Under provisional status the credentialing committee will take these actions:

- A. Approve the congregation for listing in the *Yearbook* of the Church of God, but with an asterisk (as is the case with approved but unordained ministers);
- B. Provide counsel and support, including assistance in securing a pastor or supply preachers;
- C. Review periodically the congregation's progress to see whether or not the provisional status should be lifted and full certification granted. In no

case shall full certification be granted before at least two years have elapsed from the time that provisional status was first granted.

Under provisional status, the new congregation agrees to take these actions:

- A. With the assistance of the appropriate assembly and its credentialing committee, sincerely address its difficulties and opportunities;
- B. Work cooperatively with the state/area/provincial office or assembly's credentialing committee, especially in such matters as calling a pastor and supply preachers, financial contracts, geographical location, and plans for facilities;
- C. Clearly establish its identity as a Church of God congregation (see section 6.1.1).

6.2.3 Provisional Status: Standards and Procedures for New Congregations Resulting from Church Planting

When a new congregation results from the careful and deliberate church planting strategy of an assembly, it automatically will be granted provisional status. Under such provisional status the credentialing committee takes these actions:

- A. Approves the congregation for listing in the *Yearbook* of the Church of God, but with an asterisk;
- B. Provides counsel, as requested by the assembly or one of its boards or committees, and support, including assistance in securing a pastor or supply preachers;
- C. Reviews periodically, on behalf of the assembly or one of its boards or committees, the congregation's provisional status and, at such time as deemed appropriate, grants full certification.

Under such provisional status, the new congregation agrees to take these actions:

- A. Works cooperatively with the credentialing committee, especially in such matters as calling a pastor and supply preachers;
- B. Seeks to conform to the norms set forth for all Church of God congregations (see section 6.1.1).

6.3 Responsibilities of the Credentialing Committee in Potential Church Mergers

When the possibility exists that a new congregation may result from the merger of two or more Church of God congregations, or from the merger of a Church of God congregation with that of another religious body, the credentialing committee shall be involved in the following ways:

- A.** Planning events in which common faith and values can be honestly and intensely explored.
- B.** Confessing, studying, and evaluating differences.
- C.** Considering all available options.
- D.** Participating in the process of establishing the conditions of the merger.
- E.** Determining whether or not to certify the new congregation, taking into consideration such factors as:
 - Circumstances prompting the merger.
 - Authorized bodies endorsing the merger.
 - Impact on nearby Church of God congregations.
 - Compatibility of the merged congregation with the teachings, practices, structure, and mission of the Church of God.
 - Degree to which both bodies involved cooperated with the credentialing committee throughout the merger process.

Based on the status of the above factors, the credentialing committee may elect to take one of the following actions:

- 1.** Grant the new congregation full certification;
 - 2.** Grant the new congregation provisional status; or
 - 3.** Not approve the new congregation.
- F.** If the merger has been approved, celebrating in the consummation of the merger.

6.4 Responsibilities of the Credentialing Committee When a Congregation Desires to Newly Affiliate with the Church of God

When a congregation not previously affiliated with the Church of God indicates a desire to affiliate, the appropriate credentialing committee shall be involved in the following ways:

- A.** Serving as the official liaison for the Church of God;
- B.** Investigating reasons prompting the desired affiliation;
- C.** Evaluating the impact on nearby Church of God congregations;
- D.** Testing the compatibility of said congregation with the teachings, practices, structure, and mission of the Church of God;
- E.** Maintaining fraternal relationships with the communion of which said congregation has been a part;

- F. Assessing the ability, spirit, and stance of pastoral and lay leadership of said congregation.

Based on the above factors, the credentialing committee may decide to take one of the following actions:

1. Grant the new congregation full certification;
2. Grant the new congregation provisional status; or
3. Not approve the new congregation.

6.5 Issues Related to a New Church Plant When a Mother Church Is Involved in the Formation of the New Group

6.5.1 Questions To Be Addressed

When a new congregation is planted through the direct involvement of a Church of God congregation, the credentialing committee should address the following questions:

- Were problems with or within the mother church a major factor in the decision?
- Was vision for reaching new people for Christ the primary reason in forming the new group?
- Is the location for the new church already being served by another Church of God congregation?
- Is there a vision of the new group shared with the mother church's leaders, and has the vision been taken to the congregation as a whole to seek its blessing, participation, and support?

6.5.2 Policies and Procedures To Be Followed

The Credentials Committee shall follow these policies and procedures:

- A. Seek general agreement between the church plant and the mother church regarding the procedure of this undertaking;
- B. Make contact with congregational leaders in the area which may be affected by the location of the new work to help insure a better future relationship;

- C.** Seek and give due consideration to the advice of district, state, and/or provincial leadership;
- D.** Anticipate the financial needs of both the mother church and the new work. Have in place a financial plan for launch-time and for continuing support;
- E.** Before the actual launch of the new work:
 - Ensure that some organizational structure within the new group is in place.
 - If key leaders from the mother church are going with the new work, give time and opportunity for these leaders to be replaced.
 - At the mother church, share a public announcement of the launch date, even though there may be some with mixed feelings about the new church plant.
 - The mother church and other congregations should be given the opportunity to send persons to assist the new work for a period of time to help with key areas of ministry, if needed. It is understood that such individuals may return to their mother church at the end of this period.
- F.** On the launch Sunday:
 - Acknowledge the support given by the mother church and surrounding congregations.
 - If possible, representatives of the mother church and other congregations should be invited to be present in the first service of the new work.
- G.** Build for long-term relationships by:
 - Exchanging plans and/or ideas as to how all groups involved may have a part in building positive and lasting relationships.
 - Working toward having a larger majority of all the involved parties participating in the planting of a new church.

SECTION 7

MAINTENANCE OF CREDENTIALS AND CERTIFICATION FOR MINISTERS AND CONGREGATIONS

Contents of This Section

7.1 Continuing the Credentialing of Ordained Ministers

- 7.1.1 Updating the Calling and Accountability of Ordained Ministers
- 7.1.2 The Credentials Committee Should Ensure a Periodic Ministry Update

7.2 The Right of Congregational Intervention

7.3 Counseling and Disciplining Ministers

- 7.3.1 Provision for Redemptive Refuge
- 7.3.2 Process for Handling a Charge of Ministerial Misconduct
- 7.3.3 Circumstances Justifying Counsel or Discipline
- 7.3.4 The Investigative Committee
- 7.3.5 Investigative Committee Standard of Proof, Report, and Referral to Credentials Committee
- 7.3.6 Formal Hearing of the Credentials Committee Concerning Complaint of Ministerial Misconduct
- 7.3.7 Final Disposition After Hearing on Complaint of Ministerial Misconduct
- 7.3.8 Report of Findings and Disposition
- 7.3.9 Right to Appeal Credentials Committee's Findings and Disposition

7.4 Restoration of Ministers

- 7.4.1** Responsibilities of the Credentialing Committee in Determining If Restoration Is Possible and, if so, the Process and Timeline to be Followed
- 7.4.2** Restoration of Credentials
- 7.4.3** Agents Involved in the Restoration Process

7.5 Counseling and Disciplining Congregations

- 7.5.1** Responsibilities of the Credentialing Committee in the Counseling and Disciplining of Congregations
- 7.5.2** The Notification and Investigative Process
- 7.5.3** Offering Counsel, Facilitating Change, and Warning
- 7.5.4** Requirements for Imposing Provisional Status or Terminating Congregational Certification
- 7.5.5** Sanctions
- 7.5.6** Terms for Lifting Congregational Provisional Status
- 7.5.7** Responsibilities of the Credentialing Committee When Dealing with Disruptive Laypersons

7.6 Policy Regarding the Right of Appeal for Ministers and Congregations to an Assembly's Governing Board

- 7.6.1** The Appeal Process
- 7.6.2** If the Grievance Continues to Be Unresolved

7.7 The Role of Church of God Ministries and the Standing Committee on Credentials in the Appeal Process

SECTION 7

MAINTENANCE OF CREDENTIALS AND CERTIFICATION FOR MINISTERS AND CONGREGATIONS

7.1 Continuing the Credentialing of Ordained Ministers

7.1.1 Updating the Calling and Accountability of Ordained Ministers

An official update of the calling and accountability for each ordained minister in the Church of God should be undertaken regularly. There should be a determination as to whether the ministerial call and commitment of the ordained minister remain current. Appropriate currency is to be measured in part by participation and reporting expectations fulfilled, namely:

- 1.** Every Assembly will require attendance of ministers at a particular percentage of annual state/region ministerial meetings.
- 2.** Every Assembly should require a yearly registration of pastors and congregations to be approved by the state/regional assembly. If a minister fails to register with Church of God Ministries for two consecutive years, the minister will be notified by the appropriate assembly that credentials are being suspended for 6 (six) months. If there is no acceptable response at the end of this period, a certified letter of warning will be sent by the appropriate assembly. It should include the awareness of the potential loss of IRS status. If an acceptable response is not received within 30 (thirty) days, credentials will be revoked and the minister's name removed from the assembly's approved list. Reference to "IRS status" is to the legal and tax systems of the United States. This stance is also intended as appropriate within the Canadian legal and tax systems.
- 3.** Ministers are to be informed of their responsibility to contact the appropriate state/regional assembly and register annually, and of the repercussions of not maintaining proper contact and registration. Additionally, ministers are required to notify the credentialing body of

their transfer to another assembly within thirty (30) days of moving into the jurisdiction of that other assembly.

7.1.2 The Credentials Committee Should Ensure a Periodic Ministry Update

- A. Purpose:** The periodic updating process (minimum of every five years) is to determine whether the sense of calling and commitment remain current, and whether there is active accountability and appropriate relationship to the standards and expectations of ministers of the Church of God. It is not a time of performance review. It is encouraged but not required for retired ministers. They should be contacted whenever possible so that there can be awareness of any needs or special circumstances.
- B. Areas to be Explored:**
1. Status of the call to ministry and how it is being lived out in personal relationship with Jesus Christ
 2. Background check (including criminal check as prescribed by law)
 3. Current ministry engagement
 4. Connection with the Church of God
- C. Follow-up:** Based on responses to the above, a plan to address areas of concerns may be developed.
- D. Implications of Non-Participation**
Failure to participate in the update process brings the potential for the suspension or revocation of credentials.

7.2 The Right of Congregational Intervention

The Credentials Committee of an assembly may intervene in congregational life and/or pastoral vocation for purposes of consultation, counsel, and/or discipline when circumstances appear to warrant, especially when such intervention is requested in writing by a recognized authority of the congregation. Such authorities include:

- A.** Pastor or pastoral staff.
- B.** Governing board of the congregation.
- C.** A petitioned request as provided for in congregational bylaws.

Additionally, the Credentials Committee may seek intervention at its own initiative when it becomes aware that a congregation and/or pastor substantially deviates from accepted practices or standards of the Church of God, or when

the congregation or pastor is at risk and no intervention request is forthcoming. Strict congregational autonomy, when it functions without regard to consequences to the larger church, is not part of the teaching ideal of the Church of God. Credentialing committees will investigate and make recommendations to the congregational staff and leadership.

7.3 Counseling and Disciplining Ministers

The following guidelines are established to aid credentialing committees in addressing circumstances where counseling or discipline of a minister is required, and in resolving the traumas that such circumstances typically create.

7.3.1 Provision for Redemptive Refuge

The Credentials Committee is encouraged to create a designated person or team, either as a formal part of the committee or in informal cooperation with it, that exists as a safe place for ministers to come and receive spiritual support and accountability related to struggles with ongoing personal issues, temptations, and/or sins. This person/team will honor James 5:16 and Galatians 6:2 by being a place for confession and repentance. They/it will walk supportively and in loving accountability with that minister to a place of healing and victory.

While each case may be different, it is preferable for this team to deal with ministers redemptively outside of the disciplinary track. However, in certain serious situations, it will be incumbent upon this person/team to report matters to governing authorities and the credentials committee for formal investigation and possible discipline both for the good of the individual minister as well as the congregation and people they lead and serve. Such circumstances would include, but not be exclusive to, the following: any indication of physical or sexual abuse of minors or seniors, any indication of physical harm to self or others, and any pattern of illegal behavior.

The identity of this person/team should be well known to the ministers in each respective assembly so that access to them is simple and easy. At the same time, their work with ministers should be understood to be strictly confidential whenever possible. If a member(s) of this team has a vested interest (physical or marital relationship, close friend, staff member at the same congregation, or other financial, emotional or relational interest) in the person wishing to confess, this would be defined as a conflict of interest. Therefore, that person would remove him/herself from that confessing or sharing relationship and the one confessing or sharing directed to another person or team member.

7.3.2 Processes for Handling a Charge of Ministerial Misconduct

Private: A Place of Redemptive Refuge.

The credentials committee is encouraged to create a designated person or team, either as a formal part of the committee or in informal cooperation with it, that exists as a safe place for ministers to come and receive private spiritual support and accountability related to struggles with ongoing personal issues, temptations, and/or sins. See 7.3.1 for more definitional detail.

Public: When aware that any of the above (section 7.3.1) or equally serious conditions may exist, the credentialing committee must conduct an initial review of the facts in the case. The initial review then may lead to a further and more extensive investigation, disposition, notification, and keeping of reports and other records.

All reports of clergy ethical, moral, doctrinal, or professional failure will be diligently investigated by the credentialing committee and/or its appointed representatives, and documented in writing. Ascertaining the truth and arriving at appropriate resolutions in such cases may require the assistance of professional experts to investigate charges and recommend appropriate resolutions.

A. When becoming aware of a possible clergy failure, the credentialing committee shall:

1. Notify the minister involved in the allegation;
2. Conduct a preliminary review to determine whether a thorough investigation appears justified; and,
3. As a first step in this review, if there is a complainant, ask the complainant to write and sign a detailed statement of the allegation. If there is no complainant, document the source and nature of the committee's awareness of the possible failure and proceed as follows.

B. If the allegation appears to warrant, the credentialing committee then will appoint an investigative committee which shall work under the direction of the credentialing committee. This committee must be comprised of members who have no family, friendship, or business ties to the accuser or accused – objectivity is crucial for a credible investigative process. Any concern received that speaks of child abuse or other criminal activity warrants careful review regardless of the timing of the alleged clergy failure, and may require reporting to proper authorities.

- C. The continuation of the investigation and subsequent conclusions and actions are the responsibility of the credentialing committee, based in large part, but not entirely, on the results of the work of the investigative committee.
- D. Once it is determined that a formal investigation is warranted, all documents associated with the allegation and investigation are to become part of the minister's professional file (see section 3.1).
- E. If any person or committee related to the credentialing committee has reason at any time to suspect that the alleged offense involves the sexual or other abuse of a minor, or any other reportable criminal activity, proper authorities shall be notified immediately, as required by local law.
- F. Following are the guiding principles for the credentialing committee to follow in the investigative process:
 - 1. The person(s) making the allegation and the minister being accused will be treated with care, respect, and dignity.
 - 2. Each charge will be taken seriously and thoroughly investigated.
 - 3. In the case of sexual behavior, the requirements of local law will be complied with immediately. The confidentiality of the person(s) making the allegation will be maintained, as requested and appropriate. Permission to share the identity of the complainant with any person or committee must be obtained in writing from the complainant. The complainant's name should be included in written records only as necessary to the investigative process and to document charges. Such records must be safeguarded and kept confidential by the credentialing and investigative committees. However, a primary concern will be for the welfare of an apparent victim(s) and protection of other potential victims. This concern, however, is always to be balanced with the legitimate needs and rights of the accused minister.
 - 4. In the case of non-sexual behavior, Matthew 18:15–17 will be the governing authority of the investigative process, both in spirit and detail.

It is vital that, in the investigative process, the credentialing committee deal carefully with and focus on the facts as they become known. The

credentialing committee will hold as primary objectives: (a) the redemption and restoration of all parties involved; (b) the integrity of the ministry; and (c) the well-being of the minister's congregation, family, and any other affected parties.

7.3.3 Circumstances Justifying Counsel or Discipline

For the following circumstances or types of misconduct, a minister will be subject to counsel and/or discipline on the recommendation of the appropriate Credentialing Committee:

1. Sexual misconduct, whether with the same or opposite sex. For the purposes of this *Manual*, sexual misconduct is defined as follows:

Sexual Misconduct. Sexual misconduct is considered to be any inappropriate touching and/or fondling of the erogenous zones; inappropriate hugging or kissing; sexual intercourse; making implicit or explicit suggestions of sexual activity; asking for sexual favors; or exposing the genital areas. Homosexuality, pedophilia, exhibitionism, voyeurism, and pornography of all kinds, whether in person or through electronic media, are considered sexual misconduct. Formal statements by the General Assembly of the Church of God on homosexuality are found in Barry L. Callen's book *Following the Light* (Warner Press, 2000), pages 249-250 and 260-261.

Sexual Harassment. Harassment involves a wide range of behaviors including, but not limited to, sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual, provocative, or intimidating nature.

Gender Identity. This misconduct is failure to live a lifestyle consistent with one's sex chromosomal identity. We believe the Scriptures teach that God has created us individually as male or female.

2. Failure to maintain biblical expectations of family relationships (see 1 Timothy 3 and Titus 1). This is to include, but not be limited to, domestic violence against spouse or children as well as any other verbal, emotional or spiritual abuse.
3. Disruptive behavioral patterns injurious to the internal unity of the congregation served. Such behavior includes, but is not limited to, gossip, breaking of confidences, a pattern of causing conflict, uncontrolled temper, and verbal and spiritual abuse.

4. Promulgating or espousing a teaching or practice contrary to the Word of God as commonly understood by the Church of God (see section 2.1.3). This includes the performing of same-sex marriage ceremonies and the offering of church facilities for such ceremonies.
5. Mismanagement of congregational and/or personal finances so as to bring discredit to the ministry or the church.
6. Unethical behavior, including criminal conduct or any conduct unbecoming to the professional ministry as referenced in the Ministerial Code of Ethics in section 2.1.2 B (e.g., misrepresentation, fraud, conflict of interest, using the church and its resources for personal gain, and betrayal of confidence).
7. Failure to report known misconduct of another minister to the appropriate credentialing committee and, if necessary, to other appropriate authorities.
8. Failure to submit to recognized authority, whether that of the Holy Spirit, the duly elected leaders of the congregation, or the area assembly and its credentialing committee.
9. Failure to respond to an invitation or directive to meet with the credentialing committee with jurisdiction in the area of the minister's current service.
10. Demonstrated incompetence, lacking the qualities, skills, and/or character to perform the tasks of Christian ministry.
11. Failure to maintain supporting ties with the Church of God whenever possible on a local level, as well as with state, district, provincial, or national assemblies. Supporting ties include, but are not limited to, attendance at regular meetings and fellowship, and leading the congregation in financial support of the budget and/or mission.
12. Failure to maintain registration with the relevant state or regional assembly.
13. Failure to be engaged in Vocational ministry (does not apply to retirees or the disabled). Vocational ministry is defined as any ministry service formally acknowledged by the local church and officially recognized by the appropriate credentialing assembly, whether full-time, part-time,

compensated, or simply recognized because of regular performance of the standard sacerdotal duties of a minister. For additional defining of “vocational ministry,” see item 21 on page 11 and sections 1.4.1, 2.1.6, and 2.2.1—2.2.4.

7.3.4 The Investigative Committee

All Complaints received by the Chair of a Credentials Committee that raise allegations, which if true, would constitute ministerial misconduct under section 7.3.2, shall be investigated diligently by an Investigative Committee appointed by the Chair of the Credentials Committee. The Chair shall provide the Complaint and any supporting materials received from the Complainant to the Investigative Committee for its consideration as part of the investigation.

A. Composition of Investigative Committee.

1. The Investigative Committee should be comprised of no less than 3 (three) persons and no more than 7 (seven), with at least two persons being ordained clergy in good standing with the Church of God.
2. Each of the members must be free of any conflict of interest with the Complainant or the Respondent, i.e., the committee member must not be related to, have close friendship or other connection with the Complainant or Respondent, attend the same congregation, or serve on the same pastoral staff.
3. If a given State, Region, or Province does not have sufficient ordained clergy to comprise an Investigative Committee, ordained clergy in good standing with the Church of God in other states, regions, etc., may be appointed to serve on the Investigative Committee.
4. To conduct a thorough investigation, it may be necessary for the Investigative Committee to obtain the assistance of other professionals to investigate the allegations. Therefore, it is appropriate to appoint lay professionals, e.g., lawyers, private investigators, psychologists, etc., or other lay persons of good character to the Investigative Committee and/or to utilize the services of such persons in connection with the investigation so long as the majority of the Investigative Committee is comprised of ordained clergy in good standing with the Church of God.
5. In any other processes of the investigation and/or investigative team, standard conflict of interest rules apply. See Section 1.1.2 G.

B. Scope of Investigation & Access to Information.

During the investigation, both Complainant and Respondent should be given the opportunity to provide relevant information to the Investigative Committee, through documents, electronically stored information, interviews of the Complainant and the Respondent, interviews of other witnesses identified by the Complainant and/or Respondent or identified through the investigative process, witness statements, affidavits, psychological evaluations or tests, etc. Essentially, the Complainant and Respondent should be permitted to submit any information to the Investigative Committee that they think is relevant to the allegations in the Complaint. In turn, the Investigative Committee should consider all of the information, investigate the allegations where the evidence reasonably leads to obtain all pertinent information, and rely on the evidence that it determines is relevant and reliable. Throughout the investigation both Complainant and Respondent should be given access to all information and records obtained and relied upon by the Investigative Committee to reach its conclusions.

C. Additional Guidelines for Investigative Process. Following are some additional guiding principles for the Investigative Committee to follow during the investigative process:

1. The Complainant and the Respondent must be treated equally with care, respect, and dignity throughout the investigative process.
2. Each allegation of ministerial misconduct in the Complaint must be taken seriously and thoroughly investigated.
3. Depending on the nature of the allegations, both the Chair of the Credentials Committee (upon receipt of the Complaint) and the Investigative Committee must be mindful of potentially applicable federal, state, or local law and of the possibility of mandatory reporting requirements to police authorities for certain crimes. If doubt or concern arises, the Chair of the Credentials Committee and/or the Investigative Committee members are encouraged to consult with local legal counsel to determine if any mandatory reporting requirements have been triggered by the allegations of ministerial misconduct in the Complaint, and if so, to comply immediately. If police authorities initiate a criminal investigation, the Investigative Committee should consider whether it is best to stay its investigation of the allegations until the criminal investigation and any resulting legal proceeding are complete so as not to interfere with the criminal investigation. In most instances, if a criminal

investigation is initiated by the police authorities, it is best for the Investigative Committee to refrain from conducting its full investigation until the criminal proceedings are complete.

4. The Investigative Committee should aim to complete its investigation and issue a report with recommendations to the Credentials Committee within 90 days after the Investigative Committee is convened by the Chair of the Credentials Committee.

7.3.5 Investigative Committee Standard of Proof, Report and Referral to Credentials Committee.

When charges of clergy ethical/moral/doctrinal/professional failure have been substantiated, it shall be the responsibility of the credentialing committee to determine the status of the minister's credentials and, through its appropriate committees, to assure, to the extent possible, (1) the immediate cessation of the misconduct and (2) the integrity of the Christian ministry. It shall prescribe a process for the discipline and rehabilitation of the minister that protects the well-being of spouse and family, church members and/or clients. It also shall address directly the needed healing of the minister and the minister's family and congregation. Further, if the discipline and rehabilitation of the minister creates the need for temporary leadership in the affected congregation, the committee should stand ready to help the congregation identify a supply minister.

- A. Standard of Proof.** After the investigation is complete the Investigative Committee shall determine with respect to each allegation of ministerial misconduct in the Complaint whether a preponderance of the evidence supports the conclusion that the allegation is true. To satisfy this standard of proof, the evidence must show that an allegation of ministerial misconduct was more likely than not to have occurred. Essentially, more than 50% of the evidence must weigh in favor of the allegation for that standard to be met. An affirmative majority vote of the Investigative Committee members with respect to each allegation of misconduct is sufficient to conclude that a preponderance of the evidence supports the allegation.
- B. Investigative Committee Report.** After the Investigative Committee has completed its investigation, it shall prepare a Report ("Investigative Committee Report") detailing its findings. The Investigative Committee Report and all information considered and relied upon by the Investigative Committee (hereinafter called "the Investigative Record") shall be forwarded to the Credentials Committee Chair, and the Report and information shall be maintained by the Credentials Committee in the Respondent's Ministerial file. Within seven (7) days after receipt of the Report, the Credentials Committee

Chair shall provide the Complainant and the Respondent a copy of the Investigative Committee Report.

- C. Investigative Committee Referral to Credentials Committee.** The Investigative Committee Report shall refer the matter back to the Credentials Committee and specify one or more of the following findings:
- 1. A Finding of Ministerial Misconduct.** After completing the investigation, if a majority of the Investigative Committee members vote affirmatively to conclude that one or more of the allegations of ministerial misconduct (section 7.3.2) in the Complaint satisfy the preponderance of the evidence standard, then the Investigative Committee shall detail its findings in the Report and refer Complaint to the Credentials Committee for a hearing and/or final disposition.
 - 2. A Finding of Inappropriate Conduct.** If a majority of the Investigative Committee does not conclude that one or more of the allegations of ministerial misconduct in the Complaint satisfy the preponderance of the evidence standard, but nevertheless, a majority of the Investigative Committee concludes by a preponderance of the evidence that the alleged conduct of the Respondent minister was inappropriate or unwise, then the Investigative Committee shall detail its findings in the Report and refer Complaint to the Credentials Committee for a hearing and/or final disposition.
 - 3. A Finding of Appropriate Conduct.** If a majority of the Investigative Committee concludes that a preponderance of the evidence does not support the allegations in the Complaint such that the allegations were false or did not rise to the level of ministerial misconduct or inappropriate conduct, then the Investigative Committee shall detail its findings in the Report and refer Complaint to the Credentials Committee for a hearing and/or final disposition.
- D. Demand for Credentials Committee Hearing.** Within thirty (30) days after receipt of the Investigative Committee Report, either the Complainant or the Respondent, or both, may demand that the Credentials Committee hold a formal hearing on the allegations in the Complaint. Said demand shall be made in writing, signed and dated by the Complainant or Respondent, and sent to the Chair of the Credentials Committee. The party requesting the

hearing shall specify in the demand whether a hearing is being sought with respect to all of the allegations of misconduct detailed in the Complaint or a subset thereof. If the Chair of the Credentials Committee receives a demand for formal hearing from the Complainant or the Respondent within thirty (30) days after they have received the Investigative Committee Report, the Chair shall convene a formal hearing of the Credentials Committee to consider the allegations of misconduct. Furthermore, within forty-five (45) days after receiving Investigative Committee Report, the Chair of the Credentials Committee may, on his/her own initiative without a demand from the Complainant or Respondent, decide to convene a hearing of the Credentials Committee concerning the allegations of misconduct in the Complaint. If neither the Complainant, nor the Respondent, nor the Chair of the Credential's Committee timely demands a formal hearing regarding the allegations of misconduct in the Complaint after the Investigative Committee has issued its Report, then a formal hearing shall not be held and the Credentials Committee may proceed to decide final disposition, as discussed below, based on the Investigative Record provided to the Credentials Committee by the Investigative Committee.

7.3.6 Formal Hearing of the Credentials Committee concerning Complaint of Ministerial Misconduct.

A. Composition of Credentials Committee that will hear the Complaint.

For purposes of a formal hearing concerning a Complaint of ministerial misconduct, the Credentials Committee should be comprised of no less than 5 (five) persons, at least 3(three) of which must be clergy in good standing, ordained by the Church of God. The remaining two members may be lay persons of good character appointed by the Chair of the Credentials Committee. The Chair of the Credentials Committee will serve as the Presiding Officer for the hearing. Each of the members of the Credentials Committee must be free of any conflict of interest with the Complainant or the Respondent, i.e., the Committee member must not be related to, have close friendship or other connection with the Complainant or Respondent, attend the same congregation, or serve on the same pastoral staff. If a given State, Region, or Province does not have sufficient ordained clergy to comprise a Credentials Committee for a formal hearing, ordained clergy in good standing with the Church of God in other states, regions, etc., may be selected and appointed to serve on the Credentials Committee for purposes of the hearing by the Chair of the Credentials Committee. No person who served on the Investigative Committee for a particular Complaint may also serve on the Credentials Committee that hears the Complaint. The Chair of the Credentials Committee may retain the assistance of legal counsel to advise the Credentials Committee in preparation for and during the hearing,

but legal counsel retained to assist the Credentials Committee shall serve only in an advisory capacity and is not permitted to speak for the Credentials Committee during the hearing or vote regarding disposition. The Credentials Committee will serve as the tribunal that weighs the evidence presented at the hearing and that determines the final disposition.

B. Scheduling of Hearing.

Barring unusual circumstances, the Chair of the Credentials Committee should schedule the formal hearing within sixty (60) days after (1) the Chair receives a demand for hearing from the Complainant or Respondent or (2) the Chair, on his/her own initiative, decides to convene a hearing on the Complaint. The hearing will be held on the date(s)/time(s) and at the location set by the Chair of the Credentials Committee. The Chair is to consult with the Complainant and Respondent regarding the date/time and location of the hearing and give them at least twenty-one (21) days' written notice of the date, time, and location of the hearing so that they can attend and participate. Though the Complainant and the Respondent will be invited to attend the hearing and present evidence and arguments bearing on the allegations in the Complaint, the hearing is not dependent on their presence. In other words, barring unusual circumstances, the hearing should proceed whether the Complainant or the Respondent decides to attend and participate, unless the Complaint is withdrawn by the Complainant, the Respondent confesses to the alleged misconduct and voluntarily surrenders his/her credentials, or the Credentials Committee otherwise determines in its sound discretion that it is no longer necessary to proceed with the hearing or that the hearing should be continued and rescheduled to a later date and time to accommodate a reasonable request for a continuance.

C. Private Hearing.

The Credentials Committee hearing is not open to the public; it is a private hearing. Members of the Credentials Committee, those retained to assist them with the hearing, the parties and their counsel, and witnesses are the only persons permitted to attend the hearing. Non-party witnesses are to be excluded from the hearing room (not able to hear or see the proceedings) until they are called to testify in the hearing. After the hearing is concluded, the Credentials Committee shall conduct their deliberations privately, out of the presence of the parties, their counsel, or the witnesses.

D. Right to Counsel.

Complainant and Respondent each have the right to be represented by counsel of their choice at the hearing. Counsel must be an ordained clergy in good standing with the Church of God. If Complainant or Respondent desire the representation of counsel but need assistance in procuring counsel, the Chair of the Credentials Committee may appoint counsel to represent them. Counsel shall have the right to be heard in oral or written argument or both on behalf of their respective clients, and counsel shall have the right to examine and cross examine any witnesses who testify during the hearing. Counsel also shall have the right to raise objections to the Presiding Officer during the hearing, upon which the Presiding Officer shall rule. Complainant and Respondent each shall also have the right to retain one assistant counsel, who may be an attorney, at their own expense, who may assist them during the hearing without voice. "Without voice" means that the attorney will not be permitted to speak to the Credentials Committee or within the hearing of the Credentials Committee during the hearing.

E. Witnesses.

A witness need not be a member of a Church of God congregation to qualify as a witness. It shall be the responsibility of the Complainant and the Respondent to identify, contact, and secure the participation of witnesses through which they intend to offer testimony or evidence at the hearing. At least, fourteen (14) days prior to the scheduled date of the hearing, Complainant and Respondent shall provide to the Chair of the Credentials Committee a list of the witnesses that they intend to call to testify at the hearing. At least, seven days (7) prior to the hearing, the Chair shall provide to Complainant and Respondent a list of the witnesses identified by the opposite party. Moreover, the Chair, on behalf of the Credentials Committee, may identify, contact, and secure the participation of witnesses to testify at the hearing that are not identified by Complainant or Respondent. If the Credentials Committee intends to identify and call additional witnesses to testify at the hearing, witnesses not identified by the parties, then the Chair shall disclose the identity of the additional witnesses to Complainant and Respondent at least seven (7) days prior to the hearing.

Upon application of Complainant or Respondent to the Chair of the Credentials Committee prior to the hearing, or upon the initiative of the Chair, witness testimony may be provided outside of the hearing if the Chair determines that such arrangements are necessary to secure the testimony of the witness. If the Chair authorizes out-of-hearing testimony from a witness, the Chair will notify all parties at least three (3) days in advance of the date, time, and location where the testimony will be provided so that they can attend with their counsel. If Complainant or Respondent make such a

request, the party making the request will have the burden of showing good cause why the out-of-hearing testimony is necessary and shall bear the cost of the out-of-hearing testimony, including the cost of recording the testimony and the travel expenses for the Presiding Officer to attend the out-of-hearing testimony. If other members of the Credentials Committee wish to attend the out-of-hearing testimony, they may do so, but the requesting party will not have to pay the cost for the other Credentials Committee members to attend the out-of-hearing testimony. Counsel for Respondent and Complainant shall be given the opportunity to examine and cross examine the witness if they attend the out-of-hearing testimony session, and the Presiding Officer also will have the opportunity to examine the witness, if so desired. The recorded testimony will be provided to the Presiding Officer and included in the record of the hearing for consideration by the Credentials Committee.

F. Oaths.

The administration of oaths to witnesses prior to testimony shall not be required. However, prior to testimony, the Presiding Officer shall remind all witnesses of their Biblical duty to tell the truth in response to questions posed during the examination.

G. Recording of Hearing.

A verbatim record of all proceedings, testimony, argument, etc., at the hearing shall be made using stenographic means or other reliable electronic recording. At the request of either party or the Presiding Officer, the recording shall be reduced to a written transcript certified as accurate by the stenographer who transcribes the recording. The cost of the transcript shall be paid by the party or person requesting it. The recording of the proceedings, including any transcript, and all exhibits, documents, papers or other evidence offered during the hearing shall comprise the "Record of Hearing" upon which the Credentials Committee will deliberate to reach its findings, and the Credentials Committee may be in possession of the evidence offered at the hearing during deliberations. The Credentials Committee's subsequent Report of Findings & Disposition, discussed below, also will be included in the Record of Hearing.

H. Rules of Evidence/Objections.

Formal Civil Rules of Evidence do not apply to the formal hearing on the Complaint. However, the Credentials Committee should not rely on evidence offered at the hearing which is not deemed relevant and reliable by the

Credentials Committee. During the hearing, the Presiding Officer shall receive and rule on any evidentiary objections raised by the parties. Unless the Presiding Officer determines that the evidence offered is not relevant or reliable, it shall be included in the Record of the Hearing and considered by the Credentials Committee.

I. Order of Hearing.

The hearing on the Complaint shall proceed according to the following order, and the Presiding Officer may call a recess of the proceedings from time to time as convenience or necessity may require. During a period of recess, the Credentials Committee members, on the one hand, and the parties, their counsel or witnesses, on the other hand, shall not speak with one another about the hearing.

1. Entry of Plea. At the beginning of the hearing, the Presiding Officer will read aloud the allegations of misconduct set forth in the Complaint, and will ask the Respondent to plead to the allegations. If the Respondent pleads “guilty” to the allegations, no further hearing will be necessary, but the Credentials Committee may receive evidence with respect to the appropriate final disposition if it so chooses. If the Respondent pleads “not guilty,” or if the Respondent neglects or refuses to plead, then the plea of “not guilty” shall be entered in the Record of the Hearing, and the hearing shall proceed.

2. Opening Statements. Each counsel or party, starting with Complainant, shall make an opening statement to the Credentials Committee informing the Committee of what they expect the evidence to be and to show.

3. Offering of Evidence. The parties, starting with Complainant’s side and then followed by Respondent’s side, will present evidence supporting their respective positions regarding the allegations in the Complaint to the Credentials Committee through questioning of witnesses and by submission of documents or other relevant and reliable information. Each of the parties will have the right to examine the party’s own identified witnesses and to cross examine the witnesses identified by the opposing party or the Credentials Committee. After the parties have completed their questioning of a witness, the Credentials Committee also will have the right to examine any witness who testifies at the hearing.

4. Closing Statements. After the parties have completed their presentation of evidence to the Credentials Committee, each counsel or party, starting with Complainant then followed by Respondent, shall have the right to make a closing statement to the Credentials Committee,

summarizing their respective positions and the evidence supporting the same. In lieu of closing statements, and upon the request of a party, the Credentials Committee, in its discretion, may allow the parties to submit post-hearing briefs to the Presiding Officer summarizing their respective positions and the evidence offered at the hearing to support the same.

J. Deliberations/Findings of the Credentials Committee.

After the closing arguments or receipt of post-hearing briefs, the Credentials Committee shall deliberate privately to determine the findings of the Credentials Committee concerning the allegations of ministerial misconduct in the Complaint.

1. Standard of Proof. After the hearing is complete the Credentials Committee shall determine with respect to each allegation of ministerial misconduct in the Complaint whether clearly convincing evidence supports the conclusion that the allegation is true. To satisfy this standard of proof, the evidence must prove that an allegation of ministerial misconduct is substantially more likely than not to be true. Some characterize this higher standard of proof as requiring that at least 75% of the evidence must weigh in favor of the allegation for the standard to be met. An affirmative vote of five (5) of the seven (7) Credentials Committee members with respect to each allegation of misconduct is necessary to conclude that clearly convincing evidence supports the allegation. The burden of proof rests with the Complainant. The Respondent is presumed innocent of the allegations of misconduct unless and until the Credentials Committee reaches findings deciding otherwise.

2. Findings of the Credentials Committee. The Credentials Committee may reach one of the following findings with respect to each allegation of ministerial misconduct in the Complaint:

A. A Finding of Ministerial Misconduct. After deliberations, if five of the seven members of the Credentials Committee vote affirmatively to conclude that one or more of the allegations of ministerial misconduct (section 7.3.3) in the Complaint are supported by clearly convincing evidence, then the Credentials Committee shall make a written finding of ministerial misconduct with respect to the

allegation(s) under consideration and proceed to deliberate regarding final disposition of the Respondent.

B. A Finding of Inappropriate Conduct. After deliberations, if five of the seven members of the Credentials Committee do not conclude that one or more of the allegations of ministerial misconduct in the Complaint have been proven by clearly convincing evidence, but nevertheless, five of the seven members of the Credentials Committee conclude that clearly convincing evidence proves that the alleged conduct of the Respondent minister was inappropriate or unwise, then the Credentials Committee shall make a written finding of inappropriate conduct with respect to the allegation(s) under consideration and proceed to deliberate regarding final disposition of the Respondent.

C. A Finding of Appropriate Conduct. After deliberations, if five of the seven members of the Credentials Committee conclude that clearly convincing evidence has not been offered to prove the allegations of ministerial misconduct or to prove inappropriate conduct, then the Credentials Committee shall make a written finding of innocence with respect to the allegations of ministerial misconduct under consideration.

7.3.7 Final Disposition After Hearing on Complaint of Ministerial Misconduct

Depending on the findings of the Credentials Committee after the hearing, the Credentials Committee should deliberate to reach agreement regarding an appropriate final disposition. The Credentials Committee's deliberations regarding final disposition should be guided by the following primary objectives: (a) the redemption and restoration of all parties involved; (b) the integrity of the ministry; and (c) the well-being of the minister's congregation, family, and any other affected parties. A majority vote of the Credentials Committee members who participated in the hearing is sufficient to determine final disposition.

A. Ministerial Misconduct Disposition.

After the formal hearing, if a Credentials Committee reaches a finding of ministerial misconduct, then it may impose on the Respondent Minister any of the following sanctions, as it deems appropriate in light of the entirety of the circumstances:

1. Warning. The Credentials Committee can issue an official warning to the minister stating that the minister's behavior constituted misconduct under section 7.3.3 of the Credentials Manual and suggesting a program of rehabilitative and remedial action, as well as a change in behavior.

2. Censure. The Credentials Committee can issue an official stern censure to the minister informing him that his behavior constituted misconduct under section 7.3.3 of the Credentials Manual and indicating that further or similar conduct is unacceptable and could lead to suspension or termination of the minister's authorization for ministry. Censure must be accompanied by a program for required rehabilitative and remedial action, such as counseling and supervision for a specified period. The minister must be informed that failure to comply with the prescribed program will result in suspension or termination of the minister's authorization for ministry.

3. Suspension of Standing. The Credentials committee can inform the minister that because of his misconduct, it is rescinding the minister's privilege of authorization to minister in the Church of God for a specified period of time. Although this does not permanently remove the ministerial authorization, during suspension the minister cannot perform the functions of professional ministry. The suspension should state clearly the period of time it is in effect and specify the conditions of the suspension. The purpose of a suspension is to underscore the seriousness of the minister's misconduct and to provide opportunity for a program of rehabilitation as prescribed by the Credentials Committee. The minister must be informed that failure of the minister to successfully comply with the prescribed program will result in revocation of credentials for ministry.

4. Revocation of Credentials. If the Credentials Committee finds that the minister's misconduct is sufficiently egregious, it can inform the minister that because of the ministerial misconduct, it is revoking the minister's credentials for ministry. This revocation terminates the minister's authorization to minister in the Church of God.

5. Voluntary Termination. In response to a Complaint of Ministerial Misconduct, if the Respondent minister voluntarily surrenders the minister's credentials to the Credentials Committee during any phase of

the process, pre-investigation to post-hearing, the Credentials Committee should accept the minister's credentials but nonetheless complete an investigation and prepare an Investigative Committee Report (if not already completed) summarizing the findings of the investigation (see sections 7.3.5 and 7.3.6), which will be stored in the minister's file, along with all evidence obtained during the investigation. A copy of the Complaint and the Investigative Committee Report indicating voluntary surrender of credentials must be sent to the appropriate representative of Church of God Ministries, Inc.

B. Ministerial Inappropriate Conduct Disposition.

After the formal hearing, if a Credentials Committee reaches a finding of inappropriate ministerial conduct, then it may impose on the Respondent Minister any of the following sanctions, as it deems appropriate in light of the entirety of the circumstances:

1. Warning. The Credentials Committee can issue an official warning to the minister stating that the minister's behavior did not rise to the level of misconduct under section 7.3.3 of the Credentials Manual but nevertheless was determined to be inappropriate. The warning may suggest a program of rehabilitative and remedial action, as well as a change in behavior.

2. Censure. The Credentials Committee can issue an official stern censure to the minister stating that the minister's behavior did not rise to the level of misconduct under section 7.3.3 of the Credentials Manual but nevertheless was determined to be inappropriate and indicating that further or similar conduct is unacceptable and could lead to suspension or termination of the minister's authorization for ministry. Censure must be accompanied by a program for required rehabilitative and remedial action, such as counseling and supervision for a specified period. The minister must be informed that failure to comply with the prescribed program will result in suspension or termination of the minister's authorization for ministry.

C. Ministerial Appropriate Conduct Disposition.

After the formal hearing, if the Credentials Committee reaches a finding of appropriate ministerial conduct, then the Credentials Committee shall make a written finding of innocence with respect to the allegations of ministerial misconduct and consider (1) making a public statement of innocence in an appropriate forum, if the matter has become public and/or (2) reprimanding the false accuser and suggest counseling or other future action appropriate to the circumstances.

7.3.8 Report of Findings & Disposition

After the Credentials Committee determines the final disposition with respect to its findings, the Credentials Committee shall prepare a written “Report of Findings & Disposition” detailing the findings of the Credentials Committee with respect to the allegations of ministerial misconduct and declaring the Credentials Committee’s final disposition with respect to the findings. The Credentials Committee should strive to issue its written Report of Findings & Disposition within thirty (30) days after the close of the hearing or the receipt of post-hearing briefs, whichever is later. The Chair of the Credentials Committee shall provide a copy of the Report of Findings & Disposition to the Complainant and the Respondent via certified mail return receipt requested or functional equivalent to ensure that the parties receive the Report of Findings & Disposition. The Report of Findings & Disposition and the return receipts showing proof of receipt by Complainant and Respondent, shall be stored in the Minister’s file, along with the entire Record of Hearing.

At the same time, if a minister is warned or censured, or if a minister’s credentials are suspended, revoked, or voluntarily surrendered, the Chair of the Credentials Committee will notify Church of God Ministries, Inc. of the action taken by sending a copy of the Report of Findings & Disposition to the appropriate representative of Church of God Ministries, Inc. If a minister is disciplined or voluntarily surrenders credentials, the disposition information also will be posted on the Regional Pastors and Overseers’ website so that the Regional Pastors and Overseers receive appropriate notification of the action.

7.3.9 Right to Appeal Credentials Committee’s Findings & Disposition

Within thirty (30) days after the parties receive the Credentials Committee’s Report of Findings & Disposition, if a party believes that the Credentials Committee has procedurally erred by not complying with the applicable hearing procedures set forth in the Credentials Manual, then the party may send a written notice of appeal, via certified mail or functional equivalent, to the Chair of the Committee on Credentials of the General Assembly of the Church of God (“COC”) and to the Chair of the Credentials Committee that issued the Report of Findings & Disposition. The notice of appeal must be signed and dated by the appealing party, and it must specify the procedural errors of the Credentials Committee, which are being appealed. The Credentials Committee must include in its Report of Findings & Disposition information regarding the parties’ right to

appeal pursuant to this provision and provide information as to where notice of appeal is to be sent and to whom it is to be directed.

Once the Chair of the COC receives a timely notice of appeal from a party, the Chair will contact the parties, arrange a schedule for the submission of briefs by the parties, and, to consider the appeal, convene the COC membership or some ad hoc committee of its membership judged by the officers to be appropriate for the circumstance in question. The COC may hear the appeal on the written submissions of the parties, or it may hear oral argument from the parties or their counsel, at the discretion of the COC. The Credentials Committee from which the matter is being appealed will cooperate with the COC and provide all or any portions of the Record of Hearing that the COC may request to consider the appeal.

It is important to note that if a party does not appeal to the COC within 30 days of receipt of the Report of Findings & Disposition, the party waives any appeal to the COC. Furthermore, the COC will not entertain appeals directed to the substantive findings of a Credentials Committee or decisions regarding disposition. The scope of the COC's appellate review is limited to determining whether a Credentials Committee has complied with the procedural requisites set forth in the Credentials Manual. Therefore, if the COC determines that a Credentials Committee has complied with the procedural provisions in the Credentials Manual, the findings and disposition of the Credentials Committee will be affirmed. If the COC determines that a Credentials Committee has not complied with the procedural provisions in the Credentials Manual, then the matter will be remanded back to the Credentials Committee for further proceedings consistent with the procedural provisions in the Credentials Manual. After the COC reaches a decision regarding an appeal, it will issue a written decision to the parties to the appeal and to the underlying Credentials Committee.

7.4 Restoration of Ministers

The suspension, termination, or voluntary surrendering of ministerial credentials may not be final in every case. It is understood, however, that there may be certain failures of behavior and/or character that preclude partial or full restoration to leadership in vocational Christian ministry. It also is understood that there are important distinctions to be made between restoring to faith, restoring to fellowship, and restoring to leadership.

Genuine repentance of sin restores the one repenting to the joy of faith and the benefits of the grace of God. In this sense, restoration to faith is restoration to Christ. When relationships are healed and community renewed, then restoration to fellowship can be attained. In this sense, restoration to fellowship is restoration to function within the Body of Christ. Restoration to faith and fellowship, however,

is not a guarantee of restoration to leadership. While the credentialing committee may grant restoration to leadership, only a congregation may issue the actual call to leadership.

7.4.1 Responsibilities of the Credentialing Committee in Determining If Restoration Is Possible, and If So, the Process and Timeline to Be Followed

The roles of a credentialing committee include working with an attitude of encouraging and, when necessary, restoring. The credentialing committee shall have the responsibility of determining whether or not the restoration of a fallen minister to leadership is possible. If the committee determines that restoration to leadership may be possible, it shall establish a length of supervised accountability of not less than two (2) years. Based on the type and severity of the failure, the credentialing committee may determine that three or more years of supervised accountability are necessary to assure attainment of adequate healing and recovery. In every case, the credentialing committee has the responsibility of determining the process and steps of the restoration of ministerial credentials. The usual steps are as follows.

A. Confession.

Sin is rarely a victimless act. Often the life of the local congregation and that of the church at large are damaged. A primary step in the restoration process is acknowledging the transgression. Because the very act of confession could itself extend the problem, careful steps must be taken to confess the wrong with discretion and sensitivity, and only in an appropriate setting. One manifestation of genuine confession is found in the attitude of the one confessing. It should be marked by several distinguishing characteristics:

1. Acknowledging the sin in a spontaneous manner;
2. Confessing the sin in a repentant manner;
3. Accepting responsibility for one's actions;
4. Declining to shift blame to other parties; and
5. Placing no conditions on the outcome of the confession.

The confession may be offered originally in a private manner to a trusted colleague or appropriate other person, a person who possesses the gifts of

wisdom and compassion. Restoration to leadership, however, may require a more formal and perhaps even public confession. Although public confession is sometimes essential, not every public setting is appropriate for detailed confession. The credentialing committee or supervising minister should offer guidance in this matter.

B. Repentance.

Confession is virtually meaningless without repentance. Because of the public life of the ordained minister, both the confession and expressions of repentance should address those individuals, families, congregations, and/or communities damaged by the sin. Beyond the spoken words, legitimate and authentic repentance ultimately will issue in overt and obvious changes in attitudes and behavior. Despite God's grace, restoration is a costly process.

C. Forgiveness.

According to the biblical principle regarding genuine confession and repentance, it is incumbent on those wronged to forgive and be open to renewed fellowship. Failure to do so would be contrary to biblical teaching, thus turning the offender into the offended.

D. Restitution.

Restoration may include acts of restitution as may be required by the credentialing committee, including public confession and repayment if and when it is deemed appropriate.

E. Cleansing.

While it is said that "time heals all wounds," in many instances time can best provide healing only if counseling and other therapeutic processes are applied. Professional counseling may be prescribed as a condition for restoration. In this instance, the recovering minister will be required to withdraw from positions of leadership throughout the recovery period. The offending minister will be accountable to a supervising minister assigned by the credentialing committee, and may be directed to worship in a setting other than the one where the wrong was committed. The supervising minister will report periodically to the credentialing committee.

F. Reinstatement.

If and when the minister meets all of the above conditions and desires reinstatement, that minister shall submit a written request to the credentialing committee.

7.4.2 Restoration of Credentials

The process of considering reinstatement of ministerial credentials shall be as follows:

- 1.** Process the minister's application;
- 2.** Commend the minister to the assembly and to such other persons and groups as may have been offended by the minister's prior conduct, working toward both restoration of the minister's credentials and full fellowship and service;
- 3.** Record in the assembly's professional file on the minister all minutes of actions taken toward reinstatement, and inform Church of God Ministries of such action;
- 4.** Maintain a supportive attitude toward the minister's future ministry.

When a credentialing committee believes that an offending minister should be restored to full leadership, it shall report its findings to the appropriate board or committee for its approval and ratification. Reinstatement shall not be complete without this process. Restoration will be contingent on these actions:

- 1.** Full cooperation with and accountability to the supervising minister throughout the restoration process;
- 2.** A favorable report and positive recommendation from the supervising minister;
- 3.** Demonstrated Christian fidelity and commitment, including active participation in a local congregation. The recovering minister must give strong evidence that the cause of the failure has been corrected;
- 4.** Recanting of any spurious beliefs or other disruptive stances that may have contributed to the disciplinary action;

5. Submission to all procedures and requirements that are routine to the credentialing of ministers under normal circumstances;
6. Full compliance with the terms of restoration.

7.4.3 Agents Involved in the Restoration Process

Restoring fallen leadership within the church involves a network of concerned persons, including the fallen leader and the credentialing committee, and potentially others. The process inevitably requires the close attention of a carefully chosen person who will act as an agent of the Holy Spirit, the credentialing committee, and the church in guiding the fallen leader through the process of restoration, concluding, it is hoped, with full reinstatement. This supervising minister shall be appointed by and be accountable to the credentialing committee. The supervising minister should possess these character traits and leadership qualities:

1. Unusual wisdom and compassion;
2. The respect of the credentialing committee;
3. Trusted by and available to the fallen leader;
4. Capable of lovingly confronting;
5. Keeps confidences;
6. Communicates clearly in written and oral fashion;
7. Cooperates fully with the instructions of the credentialing committee.

A written covenant of accountability will be established between the supervising minister and the recovering leader. It will include at least these elements:

1. That the recovering leader should be in frequent contact with the supervising minister and be available as often as required;
2. That the supervising minister will report to and be accountable to the credentialing committee; and
3. That the recovering leader will be expected to follow the directions of the supervising minister.

In the event that a restored leader relocates to the jurisdiction of another assembly, the credentialing committee with original jurisdiction assumes the responsibility of forwarding to the credentialing committee of the new assembly all pertinent information, including the status of credentials and a history of the restoration process. In the case of a fallen leader whose credentials have been suspended or revoked, whether or not that minister is in a restoration process, jurisdiction (and the minister's professional file) remains in the assembly where the discipline occurred, although a report of

the suspension or revocation will be forwarded to the credentialing committee of any assembly to which the minister attempts to transfer.

7.5 Counseling and Disciplining Congregations

Congregations may depart from norms that characterize a healthy, viable Church of God congregation (see section 6.1.1). Each congregation within the Church of God has a responsibility to be accountable to the others. Any congregation may be subject to counsel and/or discipline when: (1) its spiritual life, shared witness, or theological teachings are contrary to those central to the teaching heritage of the Church of God; (2) its internal relationships, whether among its members or with its pastor(s), are disruptive; or (3) its cooperation with and accountability to sister Church of God congregations is grossly lacking.

7.51 Responsibilities of the Credentialing Committee in the Counseling and Disciplining of Congregations

When aware that a congregation within the assembly's jurisdiction deviates substantially from accepted standards (see section 6.1.1), the credentialing committee, or its duly appointed representatives, may seek consultation with the pastor(s) and/or lay leaders of the congregation involved in the issue. Such consultation may come to involve an investigative process conducted by the credentialing committee or its official representatives.

7.5.2 The Notification and Investigative Process

The credentialing committee or its duly appointed representatives shall follow this procedure:

1. Inform the pastor and other involved persons of the concerns that have come to the credentialing committee's attention. Preferably, this should be done in person, with at least two members of the committee in attendance. Concerns shall be put in writing.
2. Seek a full explanation from the minister and/or other leaders, listening nonjudgmentally, but perceptively.
3. Make such investigation and arrange for such consultations as are germane to the credentialing committee's work.
4. Put the conclusions derived from the investigation, including all findings, recommendations, and actions taken, in writing, and place such writing in the

assembly's file on this congregation. A written record of any such action should also be forwarded immediately to Church of God Ministries.

7.5.3 Offering Counsel, Facilitating Change, and Warning

As the case may warrant, the credentialing committee may do one or more of the following:

A. Provide counsel and/or other services as may be welcomed or can be encouraged. Where there is conflict between the pastor and members of the congregation, or between factions within the congregation, the credentialing committee should advocate the services of an intervention team, consisting of at least two persons well versed in proven conflict resolution methods.

B. Negotiate and assist in facilitating such changes as are agreed on, always doing so in a spirit of caring and unity.

Should all efforts at tasks A and B above prove ineffective, the credentialing committee may issue a warning of disciplinary action. Types of warning may include these:

1. Provisional status without removal from listing in the *Yearbook* of the Church of God;
2. Provisional status with removal from the *Yearbook* of the Church of God;
3. Loss of certification and participation in the tax-exempt status maintained by Church of God Ministries. Note: Reference to "tax-exempt status" is to the legal and tax systems of the United States. This stance is also intended as appropriate within the Canadian legal and tax systems.

Should all warnings be ignored, the credentialing committee will place the congregation on provisional status. Provisional status is to be interpreted as an expression of interest, redemptive concern, and temporary relationship to a congregation in stress. It is an action of the credentialing committee on behalf of the church at large. It is an extreme measure intended to gain the attention and cooperation of the stressed congregation.

7.5.4 Requirements for Imposing Provisional Status or Terminating Congregational Certification

The credentialing committee should substantiate just cause and secure formal concurrence of the assembly to which it is answerable before acting to withdraw the formal certification of a congregation.

Action instituted by the credentialing committee should be presented to the appropriate governing body of the assembly. The action must be sustained by a vote as prescribed in the assembly's bylaws (ideally a 75% minimum vote). Minutes of all actions taken by the credentialing committee and subsequent actions taken by the appropriate governing body must be properly recorded and preserved in the assembly's permanent files.

Every congregation placed on provisional status or whose certification is terminated shall be permitted an appeal. That appeal must be filed and processed under guidelines established for the benefit of both ministers and congregations.

If a congregation becomes disaffiliated with the Church of God, the credentialing committee, in cooperation with the appropriate assembly's executive officers, shall seek a legal and equitable financial settlement when facilities or other assets are contested.

7.5.5 Sanctions

Should all other means of reconciliation become exhausted, including a reasonable period of provisional status, it may be necessary to impose termination of a congregation's certification. In such a case, Church of God Ministries shall be notified, which in turn will notify the Internal Revenue Service for the removal of the congregation's participation in the tax-exempt status maintained by Church of God Ministries.

7.5.6 Terms for Lifting Provisional Status

Terms for lifting the provisional status of a congregation should be set forth clearly in writing, along with the provision for periodic review and, if advisable, established timelines. Rationale for both provisional status and termination of congregational certification should be carefully documented, with written copies going to the minister, the congregation's corporate officers, the assembly office, Church of God Ministries and, where required by law, to proper authorities outside the church.

7.5.7 Responsibilities of the Credentialing Committee When Dealing with Disruptive Laypersons

At times, congregations experience tension caused by laypersons holding attitudes/beliefs or engaging in behavioral patterns that disrupt the congregation's internal unity. Such behavior may be demonstrated by a lack of submission to established authority, whether that of the Holy Spirit, the duly elected leaders of the congregation, or the pastor. In such circumstances, the appropriate credentialing committee may choose to offer its assistance and counsel. Preferably, the credentialing committee will respond to an invitation for assistance from congregational members, responsible representatives of the congregation's governing structure, or the pastor, in accordance with the congregation's bylaws. In rare instances, intervention may be judged necessary without the receipt of a formal invitation.

7.6 Policy Regarding the Right of Appeal for Ministers and Congregations to an Assembly's Governing Board

Congregations and/or ministers receiving discipline from a credentialing committee have the right to appeal the decision of the committee.

7.6.1 The Appeal Process

The appeal process shall be as follows.

A. A written appeal by the minister or the congregation must be directed to the governing board of the assembly within forty-five (45) days of the contested decision, including a statement of the injustice as perceived by the one submitting the appeal.

The appeal must also include the basis for the appeal, e.g., new evidence, evidence of a conflict of interest, etc.

B. The governing board of the assembly shall explore all available documents and materials relative to the situation in an effort to determine if the appeal appears to have potential merit.

C. In the case of a minister, if after review the governing board determines that an appeal is warranted, an appeal committee of not fewer than three ordained ministers in good standing, and not serving on a credentialing committee, will be named by the governing board, with one to be named as chair. In the case of a congregation, if after review the governing board determines that an appeal is warranted, then an appeal committee of not fewer than three persons in good standing, and not serving on a credentialing committee, will be named

by the governing board, with one to be named as chair. Every precaution should be exercised to obtain a committee of impartial persons known for their wisdom and sound Christian judgment.

D. Where necessary (e. g., in small assemblies and cases involving conflict of interest), persons from other Church of God assemblies may be utilized. In certain circumstances, it may be necessary for the act of restoration to be transferred to a jurisdiction other than the one in which the termination of credentials occurred, with the full support of the sending and receiving jurisdictions and a transfer of all relevant materials.

E. The appeal committee will review the evidence that has been previously examined by the credentialing committee involved in the case. Former actions will be reviewed in the light of any new evidence introduced. The chair and one member of the credentialing committee, someone who was present when the action in question was taken, will be requested to be present.

F. It shall be the responsibility of the appeal committee to set the time and place of the meeting. The expenses of such a meeting should be assumed by the assembly.

G. A written notification of the appeal committee's decision regarding the appeal will be shared in writing with all persons concerned, and copies of such action kept on file.

7.6.2 If a Grievance Continues to Be Unresolved

If a grievance continues to be unresolved following the work of an appeal committee, as a last resort the person filing the grievance can seek one of two remaining options.

A. Formally request the assembly's governing board to present the unresolved issue to the assembly for resolution. A special meeting of the assembly shall be announced and the purpose of the meeting stated in accordance to the assembly's bylaws requirement for special meetings. A majority vote of the eligible voters in attendance at the special meeting shall be required to resolve the issue in question.

B. When the credentialing committee of an assembly lacks the organization, procedures, and/or persons necessary to make the implementation of an appeal process both objective and efficient, the following is suggested as an alternative procedure. It centers in the appointment of a regional appeals group.

1. A formal request seeking assistance should be directed to Church of God Ministries;
2. Church of God Ministries will present to the parties in conflict the names of several responsible ministers in their geographic area; these are ministers who, if mutually agreed on, could be invited to meet with the conflicting parties;
3. Financial arrangements for travel and hospitality shall be negotiated so that expenses may be shared equitably by the appealing party, the assembly, and Church of God Ministries;
4. Commitment should be made in advance by both parties in the conflict to accept whatever recommendation results from the arbitration of such designated ministers;
5. When this regional appeals group meets, there should be present at least two members (including the chair) of the credentialing committee involved in the action under review. Previous evidence should be examined and any new evidence introduced;
6. A complete written report of the action of the regional appeals group should be directed to all parties involved, with a copy forwarded to Church of God Ministries.

C. Formally request a binding arbitration hearing with a certified Christian arbitrator, the cost of which will be carried by the person(s) seeking arbitration. Binding arbitration shall require a written document of agreement concerning the terms of arbitration. While each circumstance will require some specific language, standard arbitration language should include:

1. A statement signed by both the person filing the grievance and the committee agreeing to abide by the decision of the arbitration.
2. A statement signed by both the person filing the grievance and the committee agreeing to the person or persons who will serve as arbiter or arbitration team.
3. A statement signed by both the person filing the grievance and the committee agreeing to the specifics of the conflict.

Subsequent to the decisions of the arbitrator, the special meeting of the assembly, or the regional appeals group, there remains no other appeal, and such decisions will be final.

7.7 The Role of Church of God Ministries and the COC in the Appeal Process

Church of God Ministries recognizes the validity of responsible action on the part of a properly constituted and recognized Assembly of the Church of God, including actions on matters of ministerial or congregational discipline. Problems arise, however, when ministers, congregations, and even assemblies disagree on the correctness of an action, or when they reach an impasse that blocks any action being taken. In such rare instances, the larger church must become involved. An appeal can be made by any party involved to the standing Committee on Credentials of the General Assembly of the Church of God (COC).

In addressing such appeals, the COC will give priority to the stance of service rather than authority. Its primary role is to effect reconciliation and redemption and to promote understanding and fair practice. On rare occasions, however, it may need to act definitively to settle an issue otherwise lacking a solution.

SECTION 8

MATERIALS RELEVANT TO THE IMPLEMENTATION OF THIS *CREDENTIALS MANUAL*

Contents of This Section

8.1 Official Materials: To Be Used By Credentials Teams

Helpful information and standard forms are maintained by the office of Church of God Ministries. These are to be used by all credentialing units and are available on Basecamp dedicated to Credentials Teams. They include:

1. New Minister Profile
2. Minister's Change of Information Form
3. Inter-Assembly Transfer
4. Official Notification
5. Notice of Restoration
6. New Church Profile
7. Church Change of Information Form
8. Assembly Identification Numbers
9. Deceased Notification Form
10. License Certificate Template
11. Ordination Certificate Template
12. Application for Ministry Credentials
13. Application Response Form
14. Release of Information Form
15. Background Authorization Sample
16. Ministerial Evaluation Form
17. Covenant Agreement for Ordination
18. Credentials for the Spouse of a Deceased Minister
19. Application for Recognition as a Church of God Congregation

8.2 Suggested Materials and Samples

Various materials other than the standardized and official ones (see 8.1) are maintained by the office of Church of God Ministries. These materials are to be employed as judged needful by the credentialing units, sometimes in differing forms or ways. They are available on the Jesus is the Subject website under Congregational Ministries Resources. They include:

1. Orientation to the History and Teachings of the Church of God
2. Child Protective Policies
3. GuideOne Child/Youth Protective Policies
4. Volunteer Policies and Forms
5. Restriction on Use of Facilities
6. Search Committee Handbook: Mission Possible

APPENDIX A

Establishment of a “STANDING COMMITTEE ON CREDENTIALS” General Assembly of the Church of God, June 2017

WHEREAS, the newly completed 2017 edition of the *Credentials Manual* of the Church of God will require ongoing interpretation, implementation, review, and occasional revision; and

WHEREAS, such requirements should be addressed in a timely manner, with issues not delayed and accumulated over several years; and

WHEREAS, there could be established a representative standing body of leaders of the Church of God charged with the responsibility of managing the ongoing life of the *Credentials Manual*; therefore

BE IT RESOLVED that the 2017 General Assembly of the Church of God hereby establish an ongoing body to be known as the “standing Committee on Credentials” (SCC), accountable directly to the General Assembly of Church of God; and

BE IT FURTHER RESOLVED that this new SCC be empowered to act on behalf of the General Assembly in the implementation, interpretation, review, and future revision(s) of the *Credentials Manual* of the General Assembly, always acting in accord with formal stances of the General Assembly on any related matters; and

BE IT FURTHER RESOLVED that the SCC be comprised of seventeen members, all ordained ministers of the Church of God, namely: a representative of Church of God Ministries, Committee Chair; four regional pastors; three members of different credentials committees in the United States; the president or designate of one of the institutions of higher education of the Church of God; a representative of the National Association of the Church of God; a representative of the Hispanic Concilio of the Church of God; a representative of a Church of God congregation with attendance of 1,000 or more; a representative of a Church of God congregation with attendance of 200-999; a representative of a Church of God congregation with attendance under 200; a representative from Canada; a representative from Home Missions; and a representative from Global Strategy; and

BE IT FINALLY RESOLVED that the Chair of the SCC be a member named by the General Director of Church of God Ministries from that staff, with the other sixteen members elected by the General Assembly of the Church of God or its Ministries Council. Elected members serve terms of four years each, with no more than two consecutive terms. The initial elections in 2017 shall be a balanced staggering of two-year and four-year terms, all being four-year terms thereafter. The Ministries Council fills vacancies as they occur.