

**PACIFIC WESTERN NETWORK MINISTRIES**  
**THE CREDENTIALING PROCESS & REQUIREMENTS**

**INTRODUCTION:**

For many years our conference has given credentials without following a consistent process other than what the National IPHC denomination has laid down as the bare bones requirements for Local Christian Ministers, Licensed Ministers and Ordained Ministers. Sometimes the candidates have completed all the requirements and other times they have received their credentials on the promise that they would finish but they never follow through. This is not the fault of the applicants, but of us in leadership. This booklet will give a clear cut guide to what the conference requires for all three types of credentials. It is our hope that this will clarify the process and enhance the preparation of the individual into ministry.

It is our firm belief that people pay for what they value. This not only applies to dollars but in training and preparation as well. If little is required, then little is gained. We are raising the bar in Pacific Western Network Ministries so we will have dedicated, prepared and purposeful men and women in ministry. We hope you hear the heart of this Conference Council and I. We are “Called To Plant, Destined To Grow” and we cannot do this unless we have people dedicated to this task. We must be fervently about the master’s business.

**TYPES OF CREDENTIALS:**

**(1) LOCAL CHURCH MINISTER’S CERTIFICATE-** The LCMC is a certificate that recognizes a special calling by God upon a man or woman by the local pastor and church. It allows the local congregation to recognize those called among them to serve in an area in their local churches. An LCMC is also the beginning process for a person who feels God is calling them to pastor or evangelize outside their local church. There is a greater explanation of LCMC’s on pages 158-160 in the IPHC Manual.

**(2) MINISTER’S LICENSE-** If one feels called by God to pastor or evangelize, the Minister’s License is absolutely essential as it recognizes the call of God on their lives. Those who obtain Minister’s Licenses should work toward ordination. The

training at this level prepares them for ordination. There are three types of Minister's License. There are the Minister's License (license before ordination); Minister of Discipleship Ministries License and Minister of Music License. There is greater explanation of Minister's Licenses in the IPHC Manual on page 160-165.

**(3) CERTIFICATE OF ORDINATION**—Ordination is the highest clergy credential issued by the International Pentecostal Holiness Church. Ordained ministers should participate in all phases of the IPHC CHURCH on a local, conference and general level. Ordained Ministers should be serving as pastors and ministry directors and using their gifts and callings to build the church of Jesus Christ through the IPHC. There is a greater explanation of Ordained Ministers in the IPHC Manual on pages 165-170.

**SPECIAL NOTE:** At every level, the applicant will be interviewed by the Conference Bishop or his appointee and asked to sign a covenant of commitment that says they understand the requirements and the responsibility of the ministerial office they are applying for. This document will be placed in their minister's file which is kept at Conference office. This same file will contain the yearly CEU's done by the minister.

### **LOCAL CHRISTIAN MINISTER'S LICENSE (LCM)**

#### **(1) ALL CANDIDATES MUST:**

a. Subscribe to and demonstrate character consistent with the IPHC Articles of Faith and Covenant of Commitment.

b. Be a member of a local church and be recommended by that local church. This recommendation shall be signed by the Senior Pastor and Church Secretary.

c. Be certain of a definite call to Christian work.

d. Complete the prescribed study program.

e. Be approved by a Conference-approved screening/interview committee after the committee has conducted a credit check and a Criminal background check.

f. The Senior Pastor under whom a LCM is serving shall notify the Conference Bishop in writing if the minister no longer meets the qualifications of his

**certificate. The Senior Pastor shall annually affirm in writing to the Conference Bishop of the standing of LCM in their churches.**

**g. Any LCM not serving under an IPHC Senior Pastor shall report directly to the Conference Bishop**

## **(2) AUTHORITY AND DUTIES:**

**a. LCM's are amenable to the local church where they hold their membership and shall tithe their income to the local church treasury.**

**b. Any person with a LCMC who is serving as a Senior Pastor shall be amenable to that respective conference, they shall follow the tithing and reporting requirements that apply to a licensed minister and shall be granted a vote in Conference sessions.**

**c. LCM's may participate in but not perform or officiate by themselves at marriage ceremonies. Such participation must follow the IPHC's guidelines regarding marriage as being between one man and one woman.**

## **(3) PRESCRIBED STUDY PROGRAM**

**a. Below are the different training requirements for LCMC in the IPHC through the Pacific Western Network Ministries:**

**1. THE BASIC IPHC REQUIREMENTS- There are 10 books that are required reading for an LCM. These can be read on your own with a brief report using the CEU Book Credit Form. These requirements can be fulfilled in a local church (ETS) Equipping the Saints courses or School of Ministry.**

**a. What the Bible is all about- H. Mears**

**b. How to Study your Bible- K. Arthur**

**c. Light For The Journey- D. Beacham**

**d. IPHC Manual**

**e. Becoming a Contagious Christian- B. Hybels**

**f. The Master Plan of Evangelism- R. Coleman**

**g. Old Time Power- V. Synan**

**h. The Beauty of Balance- T. Tramel**

**i. Scriptural Holiness- N. Brooks**

## **j. Character Matters- M. Rutland**

**2. A prescribed course of study in a Pentecostal Holiness college or its equivalent in another church-related college (if the course of study does not include the study of the International Pentecostal Holiness Church Manual, IPHC Doctrine or IPHC History, the candidate is required to complete the ministerial Credentials Program course covering these topics)**

**3. Or for transferees credentialed by another fellowship, other training programs which are equivalent to any of the above options, in addition to the courses in the Ministerial Credentials Program covering the International Pentecostal Holiness Manual, IPHC Doctrine, and IPHC History**

**b. The conference Bishop or his appointee shall ask a short list of questions to every candidate for LCMC. This interview can take place on the phone. These questions may be provided by the Director of Clergy Development of the IPHC.**

## **MINISTER'S LICENSE**

### **1. Overview**

#### **a. There are three forms of Minister's License**

##### **1. Minister's License**

##### **2. Minister of Discipleship Ministries License**

##### **3. Minister of Music License**

**b. For those pursuing pastoral/evangelistic ministry, the Minister's License is the entry-level credential for the purpose of training and maturing as a minister. For those with a ministry focus of discipleship Ministries or Music, the Minister of Discipleship Ministries License and the Minister of Music License are the credentials that recognize their ministry specialty.**

**c. The Conference in Conference session shall have the authority to grant the Minister's License. The Conference executive Council may grant a ministerial license under special circumstances**

**2. In order to be eligible for a Minister's License, a candidate must:**

a. **Subscribe to ( y signing a covenant of commitment) and demonstrate character consistent with the International Pentecostal Holiness Church Articles of Faith and Covenant of Commitment.**

b. **Be a member of a local IPHC (if possible, geographically) and be recommended by that local church. This recommendation must be in writing and signed by the Senior Pastor and church secretary.**

c. **Be certain of a definite call to ministry and leadership according to Ephesians 4:11.**

d. **Complete the prescribed study program.**

e. **Be approved by a Conference- approved screening/interview committee after the committee has conducted a credit check and a criminal background check.**

### **3. AUTHORITY AND DUTIES**

a. **It shall be the duty of Licensed Ministers to participate in all phases of the church program- General, Conference and Local.**

b. **All Licensed Ministers are amenable to the Conference and the Conference Executive Council.**

c. **Licensed Ministers not serving as officials or pastors should use their spiritual gifts and ministries to help build the church.**

d. **Licensed Ministers are required to attend Annual Conference Session of the Conference. Those who are unable to attend shall submit an acceptable written explanation of their absence to the Conference Superintendent. Those failing to do so for (2) consecutive conferences shall forfeit their Minister's License.**

e. **Licensed Ministers are expected to attend Conference- sponsored activities.**

f. **Licensed Ministers are expected to preach God's Word consistently with their calling and credentials.**

g. **Licensed Minister's must maintain ministerial activity to retain credentials.**

h. **Since tithing is the biblical basis for the financial guidelines of the church( Genesis 14:20, Malachi 3:8-11, Matthew 23:23), clergy are to serve as leaders and role models for the church in tithing. This includes retired clergy. To do so, they must pay full tithe(10% of all income) into the storehouse. The "storehouse" for the minister is the Conference Treasury just as the storehouse for the local**

church member is the local church treasury. In light of this position, all clergy are required to give a full tithe monthly into the Conference Treasury, or the General Treasury, according to their membership status, and to report monthly on forms provided. Licensed Ministers are expected to tithe monthly to their Conference on all income from both ministerial and secular sources. Income for these purposes included , but is not limited to, salary, housing allowance, utilities paid by a church and honoraria.

The licensed Minister who does not tithe shall be dealt with in the following manner(see pages 178-179 in 2013-2017 manual).

i. Licensed Ministers other than the Senior pastor are not to become involved in the official business of the local church. They shall cooperate fully with the Senior Pastor and be amenable to the Senior Pastor.

j. Licensed Ministers may conduct marriage ceremonies in accordance with the teaching of the scriptures and state laws. IPHC Clergy shall only perform or participate in marriage ceremonies or marriage blessings between one man and one woman.

k. All Licensed Ministers must participate annually in a continuing education program provided by the General Conference or regional conferences(II Timothy 2:15). Any minister failing to meet this requirement will forfeit his credentials. This excludes retired clergy.

#### **4. PRESCRIBED STUDY PROGRAM**

a. All licensed Ministers must have completed the Local Christian Minister's requirements.

b. All licensed Minister applicants must have been in a one year internship program in an IPHC Church or under an IPHC pastor.

c. To acquire a Minister's License the following must be completed by the applicant:

1. Must have read the Bible through in one year.

2. Must complete Old Testament Survey and New Testament Survey by the assigned books or equivalent courses through Advantage College or School of Ministry.

**3. Take the three courses (1) Spiritual Formation- Pastoral Ministry (2) Leadership 1 (3) Prayer Life through Advantage College or its equivalent or through a local School of ministry.**

**d. All licensed Ministers in addition to the above shall complete one of the Specialty Modules (each module consists of three texts) in the IPHC Ministerial Credentialing Program. These are specific tracks such as Pastoral Module, Youth Module, Music Ministry Module, Children's Module, etc.**

**4. Applicants will be given credit for any of the above courses if they have received other training programs which are equivalent or have taken college courses by a reputable Bible College.**

### **CERTIFICATE OF ORDINATION**

#### **1. Overview**

**a. The Certificate of Ordination is the highest clergy credential issued by the International Pentecostal Holiness Church**

#### **2. In Order to be eligible for a Certificate of Ordination a person must:**

**a. Have been a Licensed Minister for at least two years(the Conference Executive Council may waive this requirement in exceptional circumstances with the approval of the General Superintendent.**

**b. The person must sign an Articles of Faith and Covenant of Commitment of the IPHC which will be kept in their file.**

**c. Must be a member of a local IPHC church (if possible geographically) and must be recommended by that local church. This recommendation must be in writing and signed by the Senior Pastor and Church secretary.**

**d. Be certain of a definite call to ministry and leadership according to Ephesians 4:11**

**e. Complete the prescribed study program**

**f. Be approved by a Conference- approved screening/interview committee after the committee has conducted a credit check and a criminal background check.**

#### **3. Authority and Duties**

**a. Ordained Ministers shall participate in all phases of the church- General, Conference and Local.**

**b. Ordained Ministers are amenable to the Conference and Conference Executive Council.**

**c. Ordained Ministers not serving as officials or Senior Pastors should use their spiritual gifts and ministries to help build the church.**

**d. Ordained Ministers are required to attend the Annual Conference Session of the Conference. Those who are unable to attend shall submit an acceptable written explanation of their absence to the Conference Superintendent. Those failing to do so for (2) consecutive conferences shall forfeit their Certificate of Ordination.**

**e. Ordained Ministers are expected to attend Conference- sponsored activities.**

**f. Ordained Ministers are expected to preach God's Word consistently with their calling and credentials.**

**g. Ordained Ministers must maintain ministerial activity to retain credentials.**

**h. Since tithing is the biblical basis for the financial guidelines of the church (Genesis 14:20; Malachi 3:8-11; Matthew 23:23), clergy are to serve as leaders and role models for the church in tithing. This includes retired clergy. To do so, they shall give their full tithe (10% of all income) into the storehouse. The "storehouse" for the minister is the Conference treasury (just as the storehouse for the local church member is the local church). In light of this position, all clergy are required to give a full tithe monthly into the Conference Treasury or to the General Treasury, according to their membership status, and to report monthly on forms provided. Ordained Ministers are expected to tithe monthly to their Conferences on all income from both ministerial and secular sources. Income for these purposes includes, but is not limited to, salary, housing allowance, utilities paid by a church and honoraria. The ordained Minister who does not tithe shall be dealt with in the following manner:**

**1. If an Ordained Minister has not reported and given the tithe for (3) months, he shall be required to meet with the Conference Executive Council.**

**2. In the event he does not meet with the Conference Executive Council when requested or does not make satisfactory amends, he shall forfeit his Certificate of Ordination.**

**3. Any Ordained Minister forfeiting his Certificate of Ordination in one Conference for failure to tithe shall not be considered for ordination in any other Conference until he has been reconciled to the Conference in which he forfeited his credentials.**



**i. Ordained ministers other than Senior pastors are not to become involved in the official business of the local church. When Ordained Ministers participate in the ministries of the local church, participation shall be in full cooperation with the Senior Pastor, and they shall be amenable to the Senior Pastor.**

**j. Ordained Ministers may conduct marriage ceremonies in accordance with the teaching of Scriptures and state laws. IPHC clergy shall only perform or participate in marriage ceremonies or marriage blessings between one man and one woman. This policy is applicable to IPHC clergy who serve outside the scope of normal pasturing, such as military, hospital and corporate chaplains.**

**k. All Ordained Ministers must participate annually in a continuing education program (CEU) provided or approved by the General Conference or Conference (II Timothy 2:15). Any minister failing to meet this requirement will forfeit his credentials. This excludes retired clergy.**

#### **4. PRESCRIBED STUDY PROGRAM**

**a. The training requirements for the Certificate of Ordination, as specified in the Ministerial Credentials Program can be satisfied through:**

**1. The IPHC Ministerial Credentials Program course of study for the Certificate of Ordination may be completed through:**

**a. A Conference –administered School of Ministry meeting the course requirements of the Ministerial Credentials Program.**

**b. A Conference –administered self study program meeting the course requirements of the IPHC Ministerial Credentials Program.**

**2. A prescribed course of study in a IPHC Bible College or its equivalent in another church-related college( if the course of study does not include the study of the IPHC Manual, IPHC Doctrine, or IPHC History, the candidate is required to complete the Ministerial Credentials Program courses covering these topics).**

**3. For ministers who are transferring in from another fellowship and have completed similar training courses that apply to the Ministerial Credential requirements, they will be credited toward their application, but they will still be required to take the courses in the Ministerial Credentials Program covering the IPHC Manual, IPHC Doctrine and IPHC History**

**4. All Ordained Ministers shall appear before a Conference Credentials Committee for an oral interview prior to being granted a Certificate of Ordination.**

**5. We highly recommend that candidates for Ordination take the classes offered by our own Advantage Bible College. All of the course requirements can be satisfied by curriculum from Advantage College**

**6. While waiting the two-year period from being a Licensed Minister to becoming an Ordained Minister the applicant shall complete the course list below (courses can be added or changed):**

**a. Year one:**

- 1. Genesis**
- 2. Acts**
- 3. The Life of Christ**
- 4. Revitalizing Churches**
- 5. Homiletics 2**
- 6. Introduction to World Missions**
- 7. Pastoral Ministry**
- 8. Family Ministry**
- 9. Spiritual Gifts**
- 10. Theology 2**
- 11. Principles of Teaching**

**b. Year two:**

- 1. Isaiah**
- 2. Romans**
- 3. I and II Corinthians**
- 4. Church Planting**
- 5. Understanding Our Culture**
- 6. Church Administration**
- 7. Church History**

**8. Relational Leadership**

**9. Christian Ethics**

**10. Theology 3**

**11. History of Pentecostal Revival**

**FINAL NOTE:**

**It is our hope that this booklet will simplify the process of understanding what is required for each level of licensing in Pacific Western Network Ministries of the IPHC. Our desire is that each person be well equipped for the ministry which explains the educational requirements. The requirements for “accountability” reflect the need to live under authority and to respect the covenant agreement between a Minister and the Pacific Western Network Ministries of the IPHC. If you have further questions you may speak to the Bishop or his appointee in this matter.**

**WE ARE “CALLED TO PLANT, DESTINED TO GROW”!**

**Bishop Stan and Conference Executive Council**